



CITY OF LAGUNA HILLS

CITY COUNCIL/PLANNING AGENCY/PIC

REGULAR MEETING AGENDA

Tuesday, February 13, 2018 – 7:00 PM
(Closed Session at 6:00 PM when scheduled)

Mel Carruth, Mayor

Dore J. Gilbert, M.D., Mayor Pro Tempore

Barbara D. Kogerman, Council Member

Janine Heft, Council Member

Don Sedgwick, Council Member

Location: City Council Chamber, 24035 El Toro Road, Laguna Hills, CA 92653

Any person wishing to address the City Council/Planning Agency on any matter, whether or not it appears on this Agenda, is asked to complete a pink "Request to Speak" form available on the table at the back of the Chamber. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council/Planning Agency. Completion of the form is voluntary. All persons may attend the meeting regardless of whether this form is completed.

Members of the public wishing to address the City Council can do so during the Public Comments portion of the Agenda with a time limitation of three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes for Public Comments. If you are commenting on an Agenda item, your comments will be heard at the time that item is scheduled on the Agenda. If you are addressing the City Council on an item not listed on the Agenda, the City Council is prohibited by law from discussing or taking any action on that item.

GENERAL BUSINESS - CONVENING AT 7:00 PM

CALL TO ORDER

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

PLEDGE OF ALLEGIANCE: COUNCIL MEMBER KOGERMAN

ROLL CALL OF CITY COUNCIL MEMBERS

CLOSED SESSION REPORT

1. PRESENTATIONS AND PROCLAMATIONS**1.1 Laguna Hills High School Student Liaison**

Recommendation: That the City Council receive an oral report from Laguna Hills High School Student Liaison Kaylie Bair.

1.2 Presentation Regarding Destructive Tree Pests - South American Palm Weevil and Polyphagous Shot Hole Borer

Recommendation: That the City Council receive a presentation from Dr. John Kabashima, of the University of California Cooperative Extension, regarding destructive tree pests - South American Palm Weevil and Polyphagous Shot Hole Borer.

2. PUBLIC COMMENTS

This is the time to address the City Council on any matter not listed on this Agenda that is within the subject matter jurisdiction of the City Council. Public Comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

3. CONSENT CALENDAR

All matters listed under "CONSENT CALENDAR" are considered to be routine and will be enacted by one motion approving the recommendation listed on the Agenda. There will be no separate discussion unless Members of the City Council or Staff request specific items be removed from the Consent Calendar.

3.1 Waive Reading in Full of all Ordinances and Resolutions on the Agenda

Recommendation: That the City Council waive reading in full of all Ordinances and Resolutions on the Agenda and declare that said titles which appear on the Public Agenda shall be determined to have been read by title and further reading waived.

3.2 Approval of Minutes for January 23, 2018, Regular Meeting

Recommendation: That the City Council approve the Minutes for the January 23, 2018, Regular Meeting.

3.3 Approval of Warrant Register for Period Ended February 13, 2018

Recommendation: That the City Council approve the Warrant Register in the amount of \$970,965.39.

3.4 Civic Center Second Quarter Financial Report for Fiscal Year 2017/2018

Recommendation: That the City Council receive and file the report.

3.5 Second Reading and Adoption of Proposed Ordinance Amending and Restating Chapter 3-28 (Approval of Change Orders or Increases in Fixed Price Contracts) of the Laguna Hills Municipal Code Relating to Public Works Contracts

Recommendation: That the City Council adopt an Ordinance entitled: "An Ordinance of the City of Laguna Hills, California, Amending and Restating Chapter 3-28 (Approval of Change Orders or Increases in Fixed Price Contracts) of Title 3 (Revenue and Finance) of the Laguna Hills Municipal Code relating to Public Works Contracts."

3.6 Side Street Stop Sign Installation on De Salle Street at Grissom Road

Recommendation: That the City Council: (1) Find and determine that the proposed stop intersection is not subject to the California Environmental Quality Act pursuant to Sections 15060(C)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(C)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, Cal. Code of Regs, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly; and (2) Adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, designating the intersection of De Salle Street and Grissom Road as a stop intersection and authorizing the installation of a one-way side street stop sign on De Salle Street at Grissom Road."

3.7 Modification of On-Street Parking on Wilkes Place

Recommendation: That the City Council: (1) Find and determine that the proposed parking restriction is not subject to the California Environmental Quality Act pursuant to Sections 15060(C)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(C)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, Cal. Code of Regs, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or

indirectly; and (2) Adopt a Resolution Entitled: "A Resolution of the City Council of the City of Laguna Hills, California, establishing a No Stopping Anytime Zone on the westerly side of Wilkes Place from 140 feet south of Derby Circle to York Circle."

3.8 Disposition of Surplus City Vehicle and Approval of Proposed Sales Price

Recommendation: That the City Council: (1) Approve the disposition of the City's 2010 Toyota Sequoia deemed to be surplus property by the Purchasing Officer; and (2) Authorize the Purchasing Officer to dispose of the City's 2010 Toyota Sequoia at the proposed sales price of \$13,000.

ITEMS REMOVED FROM THE CONSENT CALENDAR

4. PLANNING AGENCY

4.1 ROLL CALL OF PLANNING AGENCY MEMBERS

4.2 PUBLIC COMMENTS

This is the time to address the Planning Agency on any matter not listed on this Agenda that is within the subject matter jurisdiction of the Planning Agency. Public Comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

4.3 APPROVAL OF MINUTES FOR JANUARY 23, 2018, REGULAR MEETING

4.3.1 Approval of Minutes for January 23, 2018, Regular Meeting

Recommendation: That the Planning Agency approve the Minutes for the January 23, 2018, Regular Meeting.

4.4 ADMINISTRATIVE REPORTS

4.5 PLANNING AGENCY PUBLIC HEARINGS

PLANNING AGENCY ADJOURNMENT

RECESS THE CITY COUNCIL MEETING

PUBLIC IMPROVEMENT CORPORATION

CONVENE PUBLIC IMPROVEMENT CORPORATION

ROLL CALL OF PUBLIC IMPROVEMENT CORPORATION

PUBLIC COMMENTS

This is the time to address the Board of Directors on any matter not listed on this Agenda that is within the subject matter jurisdiction of the Public Improvement Corporation. Public Comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

ELECTION OF PUBLIC IMPROVEMENT CORPORATION OFFICERS

Recommendation: That the Board of Directors adopt a Resolution entitled: "A Resolution of the Laguna Hills Public Improvement Corporation, Laguna Hills, California, Electing Officers for 2018."

APPROVAL OF MINUTES FOR FEBRUARY 28, 2017, ANNUAL MEETING

Recommendation: That the Board of Directors approve the minutes of the February 28, 2017, Annual Meeting.

PUBLIC IMPROVEMENT CORPORATION ADJOURNMENT**RECONVENE CITY COUNCIL MEETING****5. CITY COUNCIL PUBLIC HEARINGS****6. ADMINISTRATIVE REPORTS****6.1 City Manager****6.1.1 Approval to Participate in the Mobile Source Air Pollution Reduction Review Committee (MSRC) Local Government Partnership Program**

Recommendation: That the City Council: (1) Receive and file the Mobile Source Air Pollution Reduction Review Committee PowerPoint Presentation; (2) Authorize the submittal of a City application for Electric Vehicle Charging Infrastructure (EVSE) installation at the Civic Center and Community Center & Sports Complex; and (3) Allocate matching funds from the City's AB 2766 Subvention Fund account.

6.2 Deputy City Manager/Community Services**6.2.1 April 21, 2018 - Volunteer Connection Day, Document Shredding, Community Connection Expo, and Arbor Day Recognition**

Recommendation: That the City Council receive and file the report and authorize the Mayor to sign the attached Arbor Day Proclamation as required by the Arbor Day Foundation for Tree City USA Certification.

7. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS**8. CITY COUNCIL MEMBER COMMENTS****ADJOURNMENT**

The next Regular Meeting of the City Council/Planning Agency will be February 27, 2018, in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, Melissa Au-Yeung, City Clerk of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and the Courtyard at La Paz Center on February 9, 2018, by 5:00 p.m.



City Clerk

February 9, 2018

Date

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the office of the City Clerk at (949) 707-2635. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 24035 El Toro Road, Laguna Hills, California, during normal business hours.

City Council Members receive no additional compensation or stipend as a result of simultaneously convening meetings of the Laguna Hills Planning Agency and the Laguna Hills Public Improvement Corporation.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2018

TO: Mayor and Council Members

FROM: Kenneth H. Rosenfield P.E.
Director of Public Services/City Engineer

ISSUE: Presentation Regarding Destructive Tree Pests - South American Palm Weevil and Polyphagous Shot Hole Borer

RECOMMENDATION: That the City Council receive a presentation from Dr. John Kabashima, of the University of California Cooperative Extension, regarding destructive tree pests - South American Palm Weevil and Polyphagous Shot Hole Borer.

SUMMARY:

In accordance with a request for information by Council Member Janine Heft, staff contacted entomologist Dr. John Kabashima, University of California (UC) Cooperative Extension, to invite him to share the latest information on two recent pests that are infecting and damaging the tree stock in the City of Laguna Hills. The purpose of this presentation is to understand the status of the current pest infestation and the steps being taken by industry and the City to address the damages caused to the tree stock.

BACKGROUND:

Dr. John Kabashima, of the UC Cooperative Extension, will provide a presentation regarding the tree pests known as the South American Palm Weevil (SAPW) and the Polyphagous Shot Hole Borer (PSHB). The presentation will include background information on these pests, symptoms of affected tree species, and the current management strategy for control of these pests.

Presentation Regarding Destructive Tree Pests

February 13, 2018

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The City has a public tree count of approximately 9,600 trees with an estimated value of \$27.7 million dollars. Of those trees, 19 varieties have been identified as reproductive host trees for the PSHB which translates to just over 2,000 trees with an estimated potential value loss of \$4.3 million dollars. While there are 19 varieties on the reproductive host list for the PSHB, the hardest hit species are sycamores, representing nearly 70% of the 2,000 trees on the host list. The City has had to remove trees that were found to be heavily infested with the PSHB and is otherwise utilizing a repeated pesticide application on other infested trees to deter the damages that could occur by the PSHB.

The SAPW has two varieties of host trees found in the City, both varieties belonging to the date palm (*Phoenix spp.*) tree family. While there are only 59 trees that are susceptible to this pest in the City's tree stock, these are generally high value trees and have an estimated value of \$192,340. Currently, staff is unaware of any infestation of the SAPW in City trees but has and continues to incorporate integrated pest management (IPM) practices into our palm tree maintenance.

Many privately-owned trees may also host the subject tree pests with an unknown infestation rate or adverse financial impact value. Private property owners are encouraged to work with private tree maintenance firms to address these infestations. At any given time there are also a variety of other beetles/pests that have some adverse impact on trees that are common in our area and which need to be treated on an as-needed basis.

Attached is an informational flyer about the PSHB and a recent article on the SAPW.

FISCAL IMPACT:

For the Fiscal Year 2017/2018 budget, the City has allocated \$45,000 to combat the adverse effects of the PSHB. The allocated funds are primarily being spent on pesticide treatment of the PSHB in newly infected trees with limited removal of trees with heavier infestations.

ATTACHMENTS:

- Polyphagous Shot Hole Borer Flyer
- South American Palm Weevil News Article



Invasive Shot-Hole Borers + Fusarium Dieback

A Devastating Threat to California Trees



Willows in a San Diego creek devastated by ISHB.



ISHB galleries in castor bean wood.

Two exotic, invasive beetles are causing increasingly extensive damage to Southern California's urban trees, native and riparian forests, and avocado groves. Thousands of severely affected trees have died or been removed in both natural and landscaped areas.

The Beetles

Invasive Shot-Hole Borers (ISHB)

ISHB refers to the Polyphagous Shot-Hole Borer and Kuroshio Shot-Hole Borer, two closely related, physically identical beetles. How they arrived in California is uncertain, but scientists believe they most likely originated in Southeast Asia. ISHB was first discovered in Los Angeles in 2012 and has now spread to Orange, San Diego, Riverside, San Bernardino, Ventura, Santa Barbara, and San Luis Obispo Counties.

The Disease

Fusarium Dieback

Both beetles carry a type of Fusarium fungus that causes disease in susceptible trees.

Damage

The beetles tunnel into trees to lay their eggs and introduce the fungus that causes Fusarium Dieback. The disease disrupts the flow of water and nutrients that the tree needs to survive, while the beetles' tunneling activity also weakens the tree's trunk and branches. After repeated attacks, the beetle/disease complex can cause branch dieback and tree mortality.

Trees at Risk

The beetles attack landscape, agricultural, riparian, and native trees. Common trees like sycamore, cottonwood, willow, valley and Engelmann oak, avocado, white alder, and box elder appear to be especially susceptible. See the list of reproductive host trees (trees that support beetle reproduction and are susceptible to the disease) at www.pshb.org.



ISHB galleries in a box elder branch.

Impact

ISHB are attacking dozens of tree species found throughout Southern California, many of which are native to the region and common on private properties; municipal, county, state, and federal public lands; and tribal lands.

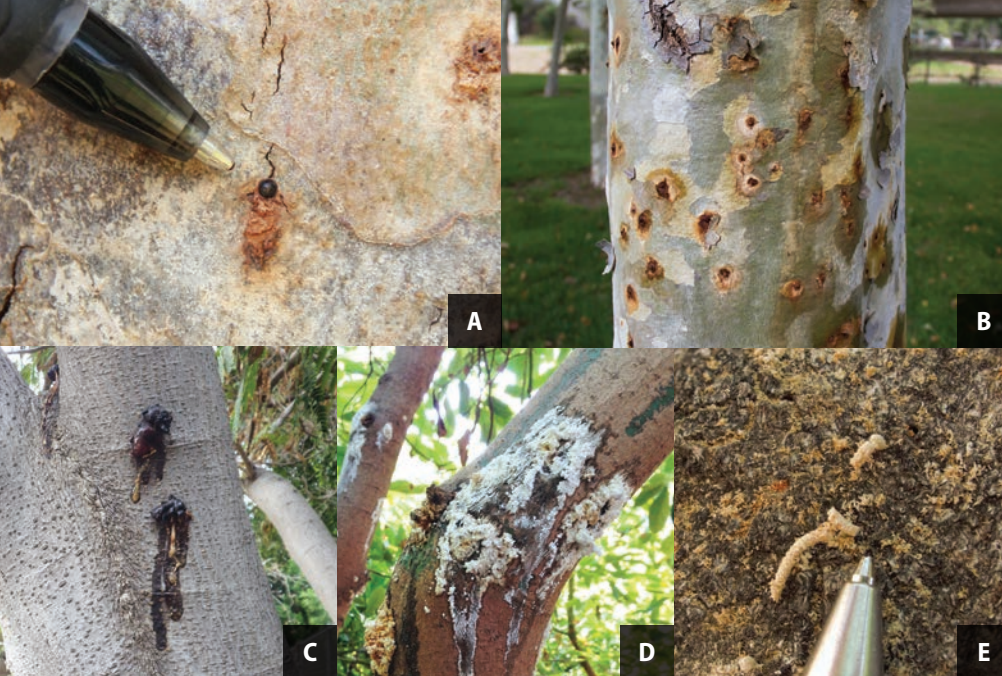
Tree decline and death can result in:

- Public safety hazards due to falling limbs, increased fire danger, and increased flood risk due to blockage of water ways
- Decreased property value
- Increased air and noise pollution
- Habitat loss for endangered birds and other wildlife
- Loss of ecosystem services, including cooling, water filtration, and carbon sequestration



ISHB attacks on Mexican sycamore.

Authors: Monica Dimson¹; John Kabashima, Ph.D.¹; Akif Eskalen, Ph.D.²; Janis Gonzales¹ (¹UC Cooperative Extension, ²UC Riverside) All images provided by these authors



What to Look For

Look for these signs of attack:

1. **Entry-holes to the beetle galleries.** Perfectly round and less than 1 mm wide (use the tip of a ball-point pen for scale) (A, on California sycamore).
2. **Tree symptoms.** Dark, wet staining (B, on sycamore); thick gumming (C, on silk tree); white, powdery exudate (D, on avocado); and/or frass (resembles fine sawdust) (E, on black mission fig). Symptoms are unique to each tree species. See more photos and descriptions of beetle attacks at www.pshb.org.
3. **Dieback.** Dead branches with wilting leaves may be a sign of severe infection by the Fusarium Dieback disease.

What's Being Done?

Researchers are actively looking for solutions to control this new beetle/disease complex. Experiments by UC Riverside are investigating pesticide efficacy, detection methods, and natural predators or parasites (biocontrol). While there is no known method that offers complete control at this time, multiple surveys are being conducted to monitor the infestation. UC has also collaborated with various agencies and stakeholders to increase awareness and outreach and to identify research funding needs.

Stay Informed

Subscribe to our email list to receive announcements on the latest ISHB news and information.

www.pshb.org

www.eskalenlab.ucr.edu

Authors

Monica Dimson¹; John Kabashima, Ph.D.¹; Akif Eskalen, Ph.D.²; Janis Gonzales¹

¹UC Cooperative Extension, ²UC Riverside

All images provided by these authors.



Monitoring trap used to detect ISHB.



Box elder logs full of ISHB tunnels and beetles.

How You Can Help

1.2.a

Join local, state, and federal efforts to contain this damaging pest. Non-native insects and diseases that can kill large numbers of trees are often transported long distances by firewood branches that have been trimmed from infested trees. Once they arrive in a new location, they can infest and kill other trees. Below are a few ways that you can help to contain this pest:

Don't Move Firewood

Please use locally sourced firewood to help slow the spread of non-native pests like the invasive shot-hole borers.

- Buy firewood where you will burn it
- Purchase and use wood from local sources for both home heating and outdoor recreation
- Leave wood at home when visiting a park or taking a camping, hunting, or RV trip
- Buy only what you need and always buy responsibly

Take Care of Green Waste

The beetles can survive in cut wood for weeks or even months. Dispose of infested wood properly to avoid spreading the beetle to other areas (see www.pshb.org for more details):

- Chip infested wood whenever possible
- Chips and logs should either be: composted, solarized, kiln-dried, used as a landfill Alternative Daily Cover, or burned at a biogeneration facility
- Chips that are not solarized, composted, kiln-dried may **only** be used as mulch in ISHB heavily infested areas
- Wrap or cover infested wood during transport
- Disinfect tools and equipment after trimming infested trees

Attachment: Polyphagous Shot Hole Borer Flyer (1459 : Presentation Regarding Destructive Tree Pests)

University of California Cooperative Extension

UCCE Humboldt - Del Norte Counties



South American palm weevils are destroying SoCal palms

Communities in Southern California are watching their valued landscape palm trees suffer mortal damage from an invasive pest that is making its way northward from Mexico, reported Marty Graham in [San Diego Reader](#). The South American palm weevil lays eggs in the palm tree's crown, where its grubs destroy tissue that holds the fronds.

"The first sign of infestation is seeing the crown droop and turn brown," said [Mark Hoddle](#), UC Cooperative Extension biological control specialist at UC Riverside. In time, the crown can fall off.



Dead palms Hoddle observed at a high school in Tijuana, Mexico.

"The crowns weigh a couple of hundred pounds and, if they fall on something like a car or house, they can do considerable damage," Hoddle said.

For now, the pest appears to be focusing on Canary Island palms, but have been known to lay eggs in other ornamental palms and date palms.

"I hate to think of what could happen if they reach the palm oases in the Anza-Borrego Desert," Hoddle said of the treasured California native palms that grow in Southern California desert canyons.

South American palm weevil is a relatively large pest capable of flying substantial distances.

"We've tested their flying capacity and our data suggests it can fly quite far," Hoddle said. "It's potential territory in California and the Southwest is enormous."



South American palm weevil can fly tens of miles in a day.

The only control measure at the moment is repeated treatment with pesticides.

"There are palm trees in the Mediterranean with PVC pipes up the side and a shower head at the top where a pump blasts pesticides every few months," he said. "There are also systemic pesticides you can put in the tree roots."

For more information or to report a possible South American palm weevil infestation, see the [Center for Invasive Species Research website](#).

Posted on **Wednesday, February 8, 2017 at 1:27 PM**

- Author: [Jeannette E. Warnert](#) Tags: [Mark Hoddle](#) (3), [South American palm weevil](#) (3)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2018
TO: Mayor and Council Members
FROM: Cindy Sands
Admin. Assistant to City Manager
ISSUE: Approval of Minutes for January 23, 2018, Regular Meeting

RECOMMENDATION: That the City Council approve the Minutes for the January 23, 2018, Regular Meeting.

ATTACHMENTS:

- 180123 CC Minutes

**CITY OF LAGUNA HILLS
CITY COUNCIL/PLANNING AGENCY**

**REGULAR MEETING
MINUTES
Tuesday, January 23, 2018**

GENERAL BUSINESS - CONVENING AT 7:00 PM

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor Mel Carruth.

PLEDGE OF ALLEGIANCE: COUNCIL MEMBER HEFT

ROLL CALL OF CITY COUNCIL MEMBERS

Attendee Name	Title	Status	Arrived
Mel Carruth	Mayor	Present	
Dore J. Gilbert, M.D.	Mayor Pro Tempore	Present	
Janine Heft	Council Member	Present	
Barbara D. Kogerman	Council Member	Present	
Don Sedgwick	Council Member	Present	

CLOSED SESSION REPORT

There was no Closed Session Report.

1. PRESENTATIONS AND PROCLAMATIONS

1.1 Certificate of Recognition, Maya Williams, Laguna Hills High School Student Liaison for Fall 2017

Recommendation: Mayor Carruth presented a Certificate of Recognition to Maya Williams recognizing her service as the Laguna Hills High School Student Liaison for Fall 2017.

Mayor Carruth took Item No. 1.3 out of order on the Agenda.

1.3 Laguna Hills High School Student Liaison

Recommendation: The City Council received an update from Laguna Hills High School Student Liaison Maya Williams, Kaylie Bair is scheduled to provide the Laguna Hills High School update at the City Council meeting of February 13, 2018.

1.2 Appointment of Laguna Hills High School Student Liaison Kaylie Bair for the 2018 Spring Semester.

Recommendation: Mayor Carruth presented a Certificate of Appointment to Laguna Hills High School Student Liaison Kaylie Bair.

1.4 Laguna Hills 3/5 Marine Support Committee

Recommendation: Karen Robbins, 3/5 Dark Horse Committee Chair, introduced Lieutenant Colonel Jackson Doan who provided the City Council with an update on Team Dark Horse and presented a plaque of appreciation to Mayor Carruth and the City of Laguna Hills for the City's support and dedication to the Marines and Sailors of the 3rd Battalion, 5th Marines. Lt. Col. Doan also introduced the Dark Horse Command Team – Lieutenant Colonel Geoff M. Hollopeter, Sergeant Major Edward Kretschmer, and Captain Tyler Anthony.

1.5 Recognition of Bruce E. Channing on the Occasion of His Retirement

Recommendation: That the City Council present a City Tile and adopt Resolution No. 2018-01-23-1, A Resolution of the City Council of the City of Laguna Hills, California, recognizing Bruce E. Channing for his service to the City as City Manager, December 2, 1991, through February 2, 2018.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dore J. Gilbert, M.D., Mayor Pro Tempore
SECONDER:	Don Sedgwick, Council Member
AYES:	Mel Carruth, Mayor; Dore J. Gilbert, M.D., Mayor Pro Tempore; Janine Heft, Council Member; Barbara D. Kogerman, Council Member; Don Sedgwick, Council Member

Mayor Carruth presented City Manager Bruce E. Channing with a Certificate of Recognition and City Tile. Rhonda Reardon, District Representative Senator Patricia C. Bates Office, and Anne Figueroa, District Representative Assemblyman William P. Brough's Office, presented Mr. Channing with a California Legislative Resolution commending his service and contributions to the City of Laguna Hills and the State of California. Marcia Manker, Saddleback Memorial Medical Center CEO, and Brennan James, Saddleback Memorial Medical Center Vice President, Strategy and Business Development, presented Mr. Channing with a Resolution from MemorialCare Saddleback Memorial Medical Center recognizing Mr. Channing for his time and leadership to the Saddleback Memorial Foundation and his dedicated service to the City of Laguna Hills. Donald Froelich, Moulton

Niguel Water District President of the Board, presented Mr. Channing with a Resolution honoring him for twenty-six years of dedicated service to the City of Laguna Hills. Jefferson Cha, District Representative Congresswoman Mimi Walters' Office, presented Mr. Channing with a Certificate of Congressional Recognition for his dedication and service to the City.

Council Members expressed their appreciation to Mr. Channing for his distinguished and dedicated service to the City, acknowledged his many accomplishments, and congratulated him on his retirement.

City Manager Channing thanked everyone for the recognition and kind words. Mr. Channing thanked Council Members for their time and effort as elected officials and their devotion to the City of Laguna Hills, and also thanked the management team for their outstanding work and commitment to the welfare of the City. Mr. Channing offered his congratulations to Mr. Don White as the newly appointed City Manager.

2. PUBLIC COMMENTS

There were no Public Comments.

3. CONSENT CALENDAR

Motion to approve the Consent Calendar, with Mayor Carruth removing Item No. 3.6:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dore J. Gilbert, M.D., Mayor Pro Tempore
SECONDER:	Barbara D. Kogerman, Council Member
AYES:	Mel Carruth, Mayor; Dore J. Gilbert, M.D., Mayor Pro Tempore; Janine Heft, Council Member; Barbara D. Kogerman, Council Member; Don Sedgwick, Council Member

3.1 Waive Reading in Full of all Ordinances and Resolutions on the Agenda

Recommendation: That the City Council waive reading in full of all Ordinances and Resolutions on the Agenda and declare that said titles which appear on the Public Agenda shall be determined to have been read by title and further reading waived.

3.2 Approval of Minutes for January 9, 2018, Regular Meeting

Recommendation: That the City Council approve the Minutes for the January 9, 2018, Regular Meeting.

3.3 Approval of Warrant Register for Period Ended January 23, 2018

Recommendation: That the City Council approve the Warrant Register in the amount of \$303,637.78.

3.4 City Application for Fiscal Year 2018/2019 and Fiscal Year 2019/2020 Community Development Block Grant (CDBG) Funds for Housing Rehabilitation and Public Facilities and Improvements for the Florence Sylvester Memorial Senior Center

Recommendation: That the City Council confirm staff's submittal of the City's application for Bid No. 012-182310 for Housing Rehabilitation and Public Facilities and Improvements for Fiscal Year 2018/2019 and Fiscal Year 2019/2020.

3.5 Assignment and Assumption Agreement for HR Green Professional Services Agreements for: (1) On-Call Civil Engineering Services; and (2) On-Call Building and Safety Services

Recommendation: That the City Council approve the Assignment and Assumption Agreements changing HR Green California, Inc. to HR Green Pacific, Inc. for the Professional Services Agreements of: (1) On-call civil engineering and management services; and (2) On-call professional civil engineering, building & safety, civil plan check, building code compliance, and building inspection consulting services and authorize the City Manager to execute the Assignments.

ITEMS REMOVED FROM THE CONSENT CALENDAR

3.6 Authorization for the Disposal and Sale of Surplus City Vehicle

Recommendation: That the City Council Authorize the Commencement of the Disposal and Sale of Surplus City Vehicle.

Mayor Carruth removed Item No. 3.6 from the Consent Calendar. This item will return to City Council for consideration at a future date.

4. PLANNING AGENCY

Mayor Carruth recessed the City Council meeting and, acting in the capacity of Chair, called the Regular Meeting of the Planning Agency of the City of Laguna Hills, California, to order at 8:02 p.m.

4.1 ROLL CALL OF PLANNING AGENCY MEMBERS

Attendee Name	Title	Status	Arrived
Mel Carruth	Chair	Present	
Dore J. Gilbert, M.D.	Vice Chair	Present	
Janine Heft	Agency Member	Present	
Barbara D. Kogerman	Agency Member	Present	
Don Sedgwick	Agency Member	Present	

4.2 PUBLIC COMMENTS

There were no Public Comments.

4.3 APPROVAL OF MINUTES FOR JANUARY 9, 2018, REGULAR MEETING**4.3.1 Approval of Minutes for January 9, 2018, Regular Meeting**

Recommendation: That the Planning Agency approve the Minutes for the January 9, 2018, Regular Meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Janine Heft, Agency Member
SECONDER:	Barbara D. Kogerman, Agency Member
AYES:	Mel Carruth, Chair; Dore J. Gilbert, M.D., Vice Chair; Janine Heft, Agency Member; Barbara D. Kogerman, Agency Member; Don Sedgwick, Agency Member

4.4 ADMINISTRATIVE REPORTS

There were no Administrative Reports.

4.5 PLANNING AGENCY PUBLIC HEARINGS

There were no Planning Agency Public Hearings.

PLANNING AGENCY ADJOURNMENT

Mayor Carruth reconvened the City Council meeting at 8:03 p.m. All Council Members were present.

5. CITY COUNCIL PUBLIC HEARINGS

There were no City Council Public Hearings.

6. ADMINISTRATIVE REPORTS**6.1 City Manager**

The City Manager gave no Administrative Reports.

6.2 Assistant City Manager

6.2.1 Proposed Ordinance Amending and Restating Chapter 3-28 (Approval of Change Orders or Increases in Fixed Price Contracts) of the Laguna Hills Municipal Code Relating to Public Works Contracts

Finance Manager Reyes briefly reviewed the information provided in the Staff Report.

Recommendation: That the City Council introduce for first reading, read by title only, and waive further reading, an Ordinance entitled: "An Ordinance of the City of Laguna Hills, California, Amending and Restating Chapter 3-28 (Approval of Change Orders or Increases in Fixed Price Contracts) of Title 3 (Revenue and Finance) of the Laguna Hills Municipal Code Relating to Public Works Contracts."

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Barbara D. Kogerman, Council Member
SECONDER:	Dore J. Gilbert, M.D., Mayor Pro Tempore
AYES:	Mel Carruth, Mayor; Dore J. Gilbert, M.D., Mayor Pro Tempore; Janine Heft, Council Member; Barbara D. Kogerman, Council Member; Don Sedgwick, Council Member

7. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS

There were no matters agendized and presented by City Council Members.

8. CITY COUNCIL MEMBER COMMENTS**Mayor Carruth**

Mayor Carruth reported that she attended, along with Council Member Heft, the grand opening of the El Toro Pharmacy located at 23665 Moulton Parkway, Suite A, on Thursday, January 18, 2018. She also reported that the previous Fresh & Easy Market site is being renovated by the federal government to be a Veteran's Center for medical assistance.

Mayor Carruth also distributed an example of "Six C" technology which the Transportation Corridor Agency will use to replace the current transponders prior to January 2019.

ADJOURNMENT

There being no further business before the City Council at this session, Mayor Carruth declared the meeting adjourned at 8:09 p.m.

Melissa Au-Yeung, City Clerk

ATTEST:

Melody Carruth, Mayor

Approved at meeting of February 13, 2018.

Attachment: 180123 CC Minutes (1484 : Approval of Minutes for January 23, 2018, Regular Meeting)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2018
TO: Mayor and Council Members
FROM: Donald J. White
City Manager
ISSUE: Approval of Warrant Register for Period Ended February 13, 2018

RECOMMENDATION: That the City Council approve the Warrant Register in the amount of \$970,965.39.

ATTACHMENTS:

- Warrant Register 021318



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: FEBRUARY 13, 2018

TO: MAYOR AND COUNCIL MEMBERS

FROM: DONALD J. WHITE, CITY MANAGER

ISSUE: APPROVAL OF WARRANT REGISTER FOR PERIOD ENDED FEBRUARY 13, 2018.

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE WARRANT REGISTER IN THE AMOUNT OF \$970,965.39.

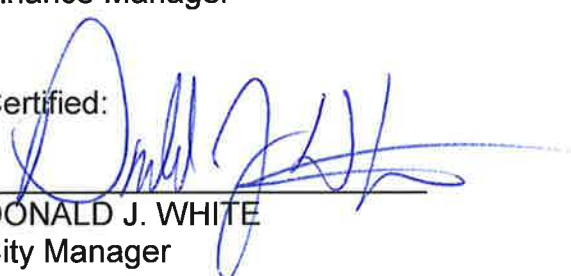
SUMMARY:

In accordance with Government Code Section 37202, the attached Warrant Register reflects the disbursements of the City of Laguna Hills for the period reported thereon. The Assistant City Manager certifies and attests to its accuracy and the availability of funds for the payment thereof. These warrants are hereby submitted to the City Council for approval of payment.

Prepared by:

JANICE MATEO REYES
Finance Manager

Certified:


DONALD J. WHITE
City Manager

February 13, 2018
DATE

FISCAL IMPACT:

The warrant register total is \$970,965.39.

ATTACHMENTS:

1. Warrant Register

Attachment: Warrant Register 021318 (1485 : Approval of Warrant Register for Period Ended February 13, 2018.)



City of Laguna Hills, CA

3.3.a

Warrant Register 2/13/18

By Check Nurr

Date Range: 01/15/2018 - 02/01/2

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
8813977	A-0365	AT&T - CALNET 3	01/18/2018	98.48
8813978	A-0190	AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA	01/18/2018	76.00
8813979	Z-CS-0085	BARROSO, OFELIA	01/18/2018	490.00
8813980	Z-CS-0084	BUSTOS, SARA	01/18/2018	250.00
8813981	Z-CS-0088	CASTRO, SUSANNE	01/18/2018	250.00
8813982	Z-CD-0089	COASTAL POOL DESIGN	01/18/2018	250.00
8813983	C-0023	COX COMMUNICATION	01/18/2018	939.87
8813984	Z-CD-0013	COX COMMUNICATIONS	01/18/2018	1,366.63
8813985	Z-CS-0086	DE LA TORRES, BENJAMIN	01/18/2018	500.00
8813986	Z-CS-0083	FRADY, STEPHANIE	01/18/2018	5.00
8813987	Z-CD-0090	FRITZ DUDA COMPANY	01/18/2018	2,102.73
8813988	C-1007	LAW ENFORCEMENT ORANGE COUNTY-	01/18/2018	663,821.04
8813989	Z-CD-0031	MOULTON NIGUEL WATER DISTRICT	01/18/2018	938.25
8813990	Z-CS-0087	PACIFIC MARINE MAMMEL CENTER	01/18/2018	500.00
8813991	S-1902	SAN DIEGO GAS & ELECTRIC	01/18/2018	319.18
8813992	S-1949	SMART & FINAL	01/18/2018	1,030.76
8813993	S-1904	SOUTHERN CALIFORNIA EDISON	01/18/2018	265.49
8813994	S-2250	SPARKLETTS	01/18/2018	100.81
8813995	C-1177	CANON FINANCIAL SERVICES, INC.	01/24/2018	500.75
8813996	C-1179	CANON SOLUTIONS AMERICA	01/24/2018	165.63
8813997	C-0023	COX COMMUNICATION	01/24/2018	450.25
8813998	D-0552	DUNBAR ARMORED, INC.	01/24/2018	138.05
8813999	H-0934	HOME DEPOT	01/24/2018	110.63
8814000	Z-CD-0091	LIFESTYLE LANDSCAPES, INC.	01/24/2018	1,217.68
8814001	Z-CD-0092	MERLONE GEIER	01/24/2018	3,556.77
8814002	S-1902	SAN DIEGO GAS & ELECTRIC	01/24/2018	29,084.91
8814003	Z-CD-0030	SOUTHERN CALIFORNIA EDISON	01/24/2018	1,669.31
8814004	S-1904	SOUTHERN CALIFORNIA EDISON	01/24/2018	718.03
8814005	Z-CD-0078	WE GREEN INC.	01/24/2018	60.56
8814006	A-0317	ABRAHAM, MICHAEL	02/01/2018	375.00
8814007	A-0138	ALL CITY MANAGEMENT, INC.	02/01/2018	4,317.60
8814008	A-0359	ANDERSON PENNA PARTNERS, INC.	02/01/2018	5,815.00
8814009	A-0331	AT&T MOBILITY	02/01/2018	64.02
8814010	B-0354	BANK OF NEW YORK, THE TRUST COMPANY, N.	02/01/2018	2,040.50
8814011	B-0411	BUCKNAM & ASSOCIATES, INC.	02/01/2018	2,452.50
8814012	C-0412	C&D ELECTRIC, INC.	02/01/2018	1,459.79
8814013	C-1022	CDW GOVERNMENT, INC.	02/01/2018	261.24
8814014	C-1144	CHARLES ABBOTT ASSOCIATES, INC	02/01/2018	33,790.12
8814015	C-1191	COMMUNICATIONS CHGS- LAW ENF - COUNTY	02/01/2018	3,604.16
8814016	C-1139	COMPLETE OFFICE OF CALIFORNIA	02/01/2018	1,155.69
8814017	C-1176	COMPUTER SERVICE CO.	02/01/2018	16,488.14
8814018	C-0023	COX COMMUNICATION	02/01/2018	210.73
8814019	D-0461	DATA TICKET, INC.	02/01/2018	1,144.80
8814020	E-0593	EISENBERG, DALE	02/01/2018	528.50
8814021	E-0504	EL TORO WATER DISTRICT	02/01/2018	9,739.56
8814022	E-0553	ELKINS, CHRISTINA	02/01/2018	2,023.70
8814023	G-0844	GREEN MART, INC.	02/01/2018	996.69
8814024	H-0959	HABASH, JOHN	02/01/2018	56.00
8814025	H-0829	HARTZOG & CRABILL, INC.	02/01/2018	2,380.86
8814026	I-0981	ICF JONES & STOKES, INC.	02/01/2018	15,737.50
8814027	J-1057	JAMEY CLARK, INC.	02/01/2018	8,263.79
8814028	G-0709	JOE A. GONSALVES & SON	02/01/2018	2,900.00
8814029	J-1062	JOE DONALDSON DESIGNS	02/01/2018	250.00

Attachment: Warrant Register 021318 (1485 : Approval of Warrant Register for Period Ended February 13, 2018.)

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
8814030	K-1126	KNIGHT, LORNA ANGELA	02/01/2018	1,611.40
8814031	L-1240	LEAGUE OF CAL CITIES	02/01/2018	12,454.00
8814032	L-1376	LONG BEACH BMW MOTORCYCLES	02/01/2018	447.02
8814033	C-0448	LUCY, STEVEN	02/01/2018	500.00
8814034	Z-CS-0089	MARTINEZ, ANGELA	02/01/2018	500.00
8814035	M-1552	MARTIN-RUSK, DINA	02/01/2018	652.40
8814036	Z-CS-0091	MATEOS, MARIA DOLORES	02/01/2018	200.00
8814037	M-1529	MERCURY DISPOSAL SYSTEM, INC.	02/01/2018	23.80
8814038	M-1502	MIGLIACCIO, JENNIFER	02/01/2018	5,250.00
8814039	M-1302	MOULTON NIGUEL WATER DISTRICT	02/01/2018	4,749.13
8814040	M-1535	MUSIC MOVES ACADEMY, INC.	02/01/2018	2,212.00
8814041	Z-CD-0093	NELLIE GAIL RANCH OWNER'S ASSOCIATION	02/01/2018	451.05
8814042	N-1474	NIEVES LANDSCAPE, INC.	02/01/2018	2,096.71
8814043	O-1546	OFFICE SOLUTIONS	02/01/2018	610.41
8814044	C-1003	PARKING VIOLATIONS OC TREASURER-TAX COL	02/01/2018	2,540.00
8814045	P-1829	PEST OPTIONS, INC.	02/01/2018	225.00
8814046	P-1796	PMC PLUMBING, INC.	02/01/2018	533.00
8814047	R-1881	R.E.S.S.	02/01/2018	502.20
8814048	R-1939	REYES, JANICE MATEO	02/01/2018	911.14
8814049	R-1855	RICHARD FISHER ASSOCIATES	02/01/2018	7,611.60
8814050	R-1813	RPW SERVICES, INC.	02/01/2018	3,120.00
8814051	R-1967	RUSSELL, RICHARD WYATT	02/01/2018	2,777.60
8814052	Z-CD-0094	SAMHAT, ALI	02/01/2018	342.10
8814053	S-1904	SOUTHERN CALIFORNIA EDISON	02/01/2018	2,089.20
8814054	S-2059	STAPLETON, VIVIAN	02/01/2018	350.00
8814055	Z-CS-0090	SUNSET PLACE HOA	02/01/2018	280.00
8814056	S-2105	SYMQUEST SERVICES	02/01/2018	190.00
8814057	T-2681	TOTALFUNDS BY HASLER MAILROOM FINANCE,	02/01/2018	1,000.00
8814058	T-2698	TPX COMMUNICATIONS	02/01/2018	1,292.24
8814059	T-2042	TRAUMA INTERVENTION PROGRAMS	02/01/2018	910.32
8814060	T-2656	TYLER TECHNOLOGIES, INC.	02/01/2018	33,761.81
8814061	U-2163	USA DANCE, INC., OC CHAP #4018	02/01/2018	28.00
8814062	W-2337	WEST COAST ARBORISTS, INC.	02/01/2018	6,145.00
8814063	W-2441	WEST COAST MOVEMENT PROJECT, LLC	02/01/2018	204.40
8814064	W-2300	WHITE, DONALD	02/01/2018	846.64
8814065	R-1801	WOODRUFF, SPRADLIN & SMART	02/01/2018	44,734.14
8814066	X-2400	XEROX CORPORATION	02/01/2018	760.38
8814067	Z-2613	ZUMASYS, INC.	02/01/2018	1,020.00

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	140	91	0.00	970,965.39
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	140	91	0.00	970,965.39

Attachment: Warrant Register 021318 (1485 : Approval of Warrant Register for Period Ended February 13, 2018.)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2018

TO: Mayor and Council Members

FROM: Melissa Au-Yeung
Assistant to the City Manager/City Clerk

ISSUE: Civic Center Second Quarter Financial Report for Fiscal Year 2017/2018

RECOMMENDATION: That the City Council receive and file the report.

SUMMARY:

This Civic Center Second Quarter Financial Report for Fiscal Year 2017/2018 is intended to provide the City Council with an overview of the Civic Center leasing operation finances over the October 2017 through December 2017 period.

The abridged Balance Sheet and Income Statement summary for the Laguna Hills Civic Center leasing operation is in Tables 1 & 2. As of December 31, 2017, the balance sheet shows equity of \$8,523,952.

Table 1: Abridged Balance Sheet
As of December 31, 2017

ASSETS	
Total Current Assets	\$ 220,737
Total Fixed Assets	\$ 8,373,143
TOTAL ASSETS	\$ 8,593,879
LIABILITY & EQUITY	
Total Current Liabilities	\$ 69,928
Total Equity	\$ 8,523,952
TOTAL LIABILITIES & EQUITY	\$ 8,593,879

Table 2: Income Statement Summary
For the Period Ended December 31, 2017

	Actuals	Budgeted	Variance
Total Income	\$ 332,230	\$ 319,853	\$ 12,377
Total Expenses	\$ 269,105	\$ 271,659	\$ (2,554)
NET INCOME/(LOSS)	<u>\$ 63,125</u>	<u>\$ 48,194</u>	

As shown in Table 2, Essex Realty, the management company for the property, reported a net income of \$63,125 for the six months of leasing activity from July 1, 2017, to December 31, 2017. After adding back contra rent revenue associated with the City's occupied spaces, the effective net income for the quarter is \$338,107.40.

A detailed Balance Sheet, Income Statement, and Check Register for the three months of the quarter have been provided as attachments to this report.

ATTACHMENTS:

- Balance Sheet as of December 31, 2017
- Income Statement for the Period Ending December 31, 2017
- Check Register for October, November, and December 2017

Database: ESSEXREALTY
 ENTITY: 742

Standard Balance Sheet
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 1
 Date: 1/11/2018
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Accrual

Report includes an open period. Entries are not final.

Dec 2017

ASSETS

CURRENT ASSETS

Cash - Operating	60,001.55
Cash - MMA	125,561.63

TOTAL CASH AND CASH EQUIVALENTS	185,563.18
--	-------------------

Accounts Receivable	7,714.37
Prepaid Insurance	27,459.06

NET ACCOUNTS RECEIVABLE	35,173.43
--------------------------------	------------------

TOTAL CURRENT ASSETS	220,736.61
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FIXED ASSETS

Land	2,855,425.10
Building	3,344,613.52
Capital Improvements	9,975,099.29
Tenant Improvements	1,328,527.23
Lease Commissions	291,850.24
Accumulated Depreciation	(9,422,372.74)

TOTAL FIXED ASSETS	8,373,142.64
---------------------------	---------------------

TOTAL ASSETS	8,593,879.25
---------------------	---------------------

LIABILITIES & EQUITY

CURRENT LIABILITY

Prepaid Rent & CAM	16.83
Accrued Expenses	16,876.00
Security Deposits	53,034.73

TOTAL CURRENT LIABILITY	69,927.56
--------------------------------	------------------

LONG TERM LIABILITY

TOTAL LONG TERM LIABILITIES	0.00
------------------------------------	-------------

EQUITY

Current Yr Earnings	63,124.87
Distribution	(700,000.00)
Capital	6,064,688.39
Paid by Owner	8,940,638.49
Funds from Owner	1,686,863.71
Retained Earnings	(7,531,363.77)

TOTAL EQUITY	8,523,951.69
---------------------	---------------------

Attachment: Balance Sheet as of December 31, 2017 (1481 : Civic Center Second Quarter Financial Report for FY 17/18)

Database: ESSEXREALTY
 ENTITY: 742

Standard Balance Sheet
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 2
 Date: 1/11/2018
 Time: 11:35 AM

Accrual

Report includes an open period. Entries are not final.

Dec 2017

TOTAL LIABILITIES & EQUITY

8,593,879.25

Database: ESSEXREALTY
 ENTITY: 742

Income Statement
Income Statement
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 1
 Date: 1/11/2018
 Time: 11:35 AM

Accrual

Report includes an open period. Entries are not final.

	Current Period	Year-To-Date
	1 Month	6 Months
Thru:	Dec 2017	Dec 2017
INCOME		
RENTAL INCOME		
Rent	104,183.87	599,124.15
Contra Revenue	(45,830.40)	(274,982.40)
CAM Revenue	6,831.77	42,038.94
Contra CAM	(5,939.54)	(35,637.24)
TOTAL RENTAL INCOME	59,245.70	330,543.45
RECOVERY INCOME		
TOTAL RECOVERY INCOME	0.00	0.00
OTHER INCOME		
NSF Revenue	0.00	75.00
Other Revenue	0.00	1,580.24
TOTAL OTHER INCOME	0.00	1,655.24
TOTAL INCOME	59,245.70	332,198.69

EXPENSES

DIRECT OPERATING EXPENSES

Security-Fire Alarms	1,398.63	3,476.63
Cleaning Contract-Janitor	3,264.66	19,280.16
Add'l Cleaning-DayPorter	3,129.00	18,774.00
Cleaning Supplies	725.54	3,642.82
Mgmt Fee-Agent	4,356.87	24,143.26
HVAC Contract Services	1,866.00	8,587.40
HVAC Repair/Maint	0.00	2,264.10
Elevator Contract Service	523.78	3,036.56
Elevator Repair/Maint	2,815.00	2,815.00
Fire, Life, Safety	0.00	261.47
Plumbing Repairs/Supplies	39.39	2,274.39
Electrical Repair/Maint	0.00	4,551.09
Doors & Locks	0.00	719.10
Floor & Carpet Rpr/Maint	663.00	1,475.00
Pest Control	75.00	450.00
Misc Repair/Maint	408.42	5,323.42
Onsite Maint Personnel	1,560.30	7,014.18
Electricity-General	6,619.75	70,628.81
Gas	35.23	205.50
Water & Sewer	1,812.56	7,677.13
Property Telephone	374.00	2,012.23
Pkg Lot-Lighting	134.42	3,694.69
Pkg Lot-Sweeping	221.00	1,326.00
Landscaping Contract	2,400.00	14,400.00
Landscaping-Interior	369.95	2,077.92
Fountain Maintenance	150.00	900.00

Attachment: Income Statement for the Period Ending December 31, 2017 (1481 : Civic Center Second Quarter Financial Report for FY 17/18)

Database: ESSEXREALTY
 ENTITY: 742

Income Statement
Income Statement
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 2
 Date: 1/11/2018
 Time: 11:35 AM

Accrual

Report includes an open period. Entries are not final.

	Current Period	Year-To-Date
	1 Month	6 Months
Thru:	Dec 2017	Dec 2017
Insurance	5,150.85	30,905.10
Insurance - Earthquake	1,148.69	6,892.14
Real Estate Taxes	0.00	4,012.02
TOTAL DIRECT OPERATING EXPENSES	39,242.04	252,820.12
NET OPERATING INCOME	20,003.66	79,378.57
OTHER INCOME & EXPENSES		
Advertising & Promotion	1,575.00	2,155.26
Legal Fees	10.00	543.70
Admin & Professional Exp.	75.00	360.00
Environmental Expense	0.00	186.00
Tenant Space Refurb	0.00	533.90
Repairs & Maint- Indirect	1,702.33	12,506.31
Interest Income	(5.16)	(31.47)
TOTAL OTHER INCOME & EXPENSES	3,357.17	16,253.70
NET INCOME/(LOSS)	16,646.49	63,124.87

Database: ESSEXREALTY
 ENTITY: 742

Check Register
 Essex Realty SaaS DB
 CITY OF LAGUNA HILLS

Page: 1
 Date: 10/27/2017
 Time: 10:27 AM

10/17 Through 10/17

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Due Date	Amount	Amount	Amount
Dept	Reference	Description							
104737	10/3/2017	10/17	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	97749-092617	9/26/2017	10/16/2017	8,240.13	0.00	8,240.13
@	2265197749	08/23/17-09/22/17 Mtr 259000-050223							
						<i>Check Total:</i>	8,240.13	0.00	8,240.13
104738	10/3/2017	10/17	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49540-091417	9/14/2017	10/4/2017	795.28	0.00	795.28
@	169922449540	08/11/17-09/14/17 Mtr #08956098							
						<i>Check Total:</i>	795.28	0.00	795.28
104739	10/3/2017	10/17	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49542-091417	9/14/2017	10/4/2017	61.36	0.00	61.36
@	169922449542	08/11/17-09/14/17 Mtr #00036069							
						<i>Check Total:</i>	61.36	0.00	61.36
104740	10/3/2017	10/17	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49548-091417	9/14/2017	10/4/2017	460.37	0.00	460.37
@	169922449548	08/11/17-09/14/17 Mtr #08188857							
						<i>Check Total:</i>	460.37	0.00	460.37
104741	10/3/2017	10/17	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	06934-092217	9/22/2017	10/11/2017	5,338.84	0.00	5,338.84
@	2270506934	08/22/17-09/21/17 Mtr 259000-050224							
						<i>Check Total:</i>	5,338.84	0.00	5,338.84
104742	10/5/2017	10/17	ATTCOR	ATT CORP					
742		5504-0000	Property Telephone	000010248734	9/15/2017	10/15/2017	393.46	0.00	393.46
@	9391060982	08/15/17-09/14/17 BAN #9391060982							
						<i>Check Total:</i>	393.46	0.00	393.46
104743	10/5/2017	10/17	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000	Mgmt Fee-Agent	742-093017	9/30/2017	9/30/2017	290.18	0.00	290.18
@	09/17 Mgmt Fee Rec								
742		5305-0000	Mgmt Fee-Agent	742-100117	10/1/2017	10/1/2017	3,583.00	0.00	3,583.00
@	10/17 Mgmt Fee								

Attachment: Check Register for October, November, and December 2017 (1481 : Civic Center Second

Database: ESSEXREALTY
 ENTITY: 742

Check Register
 Essex Realty SaaS DB
 CITY OF LAGUNA HILLS

Page: 2
 Date: 10/27/2017
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10/17 Through 10/17

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
Check Total:							3,873.18	0.00	3,873.18
104744	10/12/2017	10/17	ATTCOR	ATT CORP					
742		5504-0000	Property Telephone	000010114314	8/15/2017	9/14/2017	396.71	0.00	396.71
@	9391060982	07/15/17-08/14/17 BAN #9391060982							
Check Total:							396.71	0.00	396.71
104745	10/12/2017	10/17	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5160-0000	Cleaning Supplies	M1236070-IN	9/30/2017	9/30/2017	758.73	0.00	758.73
@	111	09/17 Janitorial Supplies							
Check Total:							758.73	0.00	758.73
104746	10/12/2017	10/17	AIRCO1	AIR CONTROL SYSTEMS INC					
742		5415-0000	HVAC Repair/Maint	0000069888	9/27/2017	10/27/2017	287.50	0.00	287.50
@	0005287	HVAC rpr #201							
Check Total:							287.50	0.00	287.50
104747	10/12/2017	10/17	FIRESA	THE BRETHREN INC dba					
742		5121-0000	Security-Fire Alarms	1041920	10/1/2017	10/31/2017	150.00	0.00	150.00
@	ACCT1965	4th Qrt FA Monitoring 10/17-12/17							
Check Total:							150.00	0.00	150.00
104748	10/12/2017	10/17	LIGHT4	LIGHTING TECHNOLOGY SERVICES INC					
742		5510-0000	Pkg Lot-Lighting	1257221	9/28/2017	10/28/2017	124.00	0.00	124.00
@	9/17 Lighting Svc								
742		5510-0000	Pkg Lot-Lighting	1257221	9/28/2017	10/28/2017	89.05	0.00	89.05
@	9/17 Lighting Rprs								
Check Total:							213.05	0.00	213.05
104749	10/12/2017	10/17	LIVIN1	DONALD GILBERT dba					
742		5562-0000	Landscaping-Interior	T80122	9/20/2017	10/20/2017	299.00	0.00	299.00
@	10/17 Int Plant Svc								
Check Total:							299.00	0.00	299.00
104750	10/12/2017	10/17	MERCH1	MERCHANTS BUILDING MAINTENANCE LLC					

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
742		5150-0000	Add'l Cleaning-DayPorter	468055	10/1/2017	10/1/2017	3,129.00	0.00	3,129.00
@	33013	10/17 Dayporter Svc							
						<i>Check Total:</i>	3,129.00	0.00	3,129.00
104751	10/12/2017	10/17	NIEVES	NIEVES LANDSCAPE INC					
742		5560-0000	Landscaping Contract	61809	10/1/2017	10/31/2017	2,400.00	0.00	2,400.00
@	10/17 Landscape Svc								
						<i>Check Total:</i>	2,400.00	0.00	2,400.00
104752	10/12/2017	10/17	REGENC	REGENCY ENTERPRISES INC dba					
742		5465-0000	Electrical Repair/Maint	4018521	9/21/2017	10/21/2017	243.38	0.00	243.38
@	1287741	09/17 Lighting Supplies							
						<i>Check Total:</i>	243.38	0.00	243.38
104753	10/12/2017	10/17	SOUT39	JEFF ALEXANDER dba					
742		5565-0000	Fountain Maintenance	371-07	10/1/2017	10/31/2017	150.00	0.00	150.00
@	10/17 Fountain Svc								
						<i>Check Total:</i>	150.00	0.00	150.00
104754	10/12/2017	10/17	THEGAS	THE GAS COMPANY					
742		5500-0000	Gas	71474-100217	10/2/2017	10/20/2017	33.21	0.00	33.21
@	14430971474	08/29/17-09/28/17 Mtr 13001720							
						<i>Check Total:</i>	33.21	0.00	33.21
104755	10/12/2017	10/17	TSCMCO	TSCM CORPORATION					
742		5525-0000	Pkg Lot-Sweeping	1017108	10/1/2017	10/31/2017	221.00	0.00	221.00
@	10/17 Sweeping Svc								
						<i>Check Total:</i>	221.00	0.00	221.00
104756	10/16/2017	10/17	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5160-0000	Cleaning Supplies	M1237475-IN	9/30/2017	9/30/2017	33.10	0.00	33.10
@	111	09/17 Janitorial Supplies							
						<i>Check Total:</i>	33.10	0.00	33.10
104757	10/16/2017	10/17	MILLE7	MILLENNIUM ALARM SYSTEMS INC					

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Amount	Amount	Amount		Amount
Dept	Reference	Description								
742		7333-0000	Repairs & Maint- Indirect	040802-3373	8/30/2017	9/29/2017	2,100.00	0.00	2,100.00	
@	Annual Camera Svc									
742		5121-0000	Security-Fire Alarms	040802-3373	8/30/2017	9/29/2017	900.00	0.00	900.00	
@	Annual Camera Svc									
<i>Check Total:</i>							3,000.00	0.00	3,000.00	
104758	10/16/2017	10/17	VORTEX	VORTEX INDUSTRIES INC						
742		5475-0000	Doors & Locks	09-1169014-1	8/28/2017	8/28/2017	719.10	0.00	719.10	
@	209506	Lobby Door Rpr								
<i>Check Total:</i>							719.10	0.00	719.10	
104759	10/23/2017	10/17	FIRESA	THE BRETHREN INC dba						
742		5121-0000	Security-Fire Alarms	1042652	10/9/2017	11/8/2017	195.00	0.00	195.00	
@	ACCT1965	Qrtly Fire Sprinkler Inspection								
<i>Check Total:</i>							195.00	0.00	195.00	
104760	10/23/2017	10/17	LIVIN1	DONALD GILBERT dba						
742		5562-0000	Landscaping-Interior	T80233	10/12/2017	11/11/2017	61.69	0.00	61.69	
@	(4) Poinsetta Flower	s								
<i>Check Total:</i>							61.69	0.00	61.69	
104761	10/23/2017	10/17	SSDSYS	SECURITY SIGNAL DEVICES INC dba						
742		5121-0000	Security-Fire Alarms	1290243-A	10/10/2017	10/10/2017	160.00	0.00	160.00	
@	348817	11/17 Sys Maint								
742		7333-0000	Repairs & Maint- Indirect	1290243-A	10/10/2017	10/10/2017	517.33	0.00	517.33	
@	348817	11/17 Sys Maint								
<i>Check Total:</i>							677.33	0.00	677.33	
104762	10/24/2017	10/17	COXCOM	COX COMMUNICATIONS						
742		5410-0000	HVAC Contract Services	11901-100617	10/6/2017	10/6/2017	86.90	0.00	86.90	
@	0017601048511901	10/05/17-11/04/17 DSL for EMS								
<i>Check Total:</i>							86.90	0.00	86.90	
104763	10/25/2017	10/17	ESSEX	ESSEX REALTY MANAGEMENT INC						
742		1260-0000	Lease Commissions	742-Fay Blix	11/1/2017	11/1/2017	6,311.36	0.00	6,311.36	
@	#301 Leae Rnwl 60M F	ay Blix 11/1/17-10/31/22								

Attachment: Check Register for October, November, and December 2017 (1481 : Civic Center Second

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Due Date	Amount	Amount
Dept	Reference	Description						

Check Total: 6,311.36 0.00 6,311.36

CITY OF LAGUNA HILLS Total: 38,528.68 0.00 38,528.68

Grand Total: 38,528.68 0.00 38,528.68

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
104764	11/3/2017	11/17	ATTCOR	ATT CORP					
742		5504-0000	Property Telephone	000010387154	10/15/2017	11/14/2017	394.42	0.00	394.42
@	9391060982	09/15/17-10/14/17 BAN #9391060982							
						<i>Check Total:</i>	394.42	0.00	394.42
104765	11/3/2017	11/17	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49540-101117	10/11/2017	11/1/2017	580.56	0.00	580.56
@	169922449540	09/14/17-10/11/17 Meter #08956098							
						<i>Check Total:</i>	580.56	0.00	580.56
104766	11/3/2017	11/17	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49542-101117	10/11/2017	11/1/2017	61.36	0.00	61.36
@	169922449542	09/14/17-10/11/17 Meter #00036069							
						<i>Check Total:</i>	61.36	0.00	61.36
104767	11/3/2017	11/17	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49548-101117	10/11/2017	11/1/2017	524.99	0.00	524.99
@	169922449548	09/14/17-10/11/17 Meter #08188857							
						<i>Check Total:</i>	524.99	0.00	524.99
104768	11/3/2017	11/17	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	06934-102117	10/21/2017	11/9/2017	3,597.30	0.00	3,597.30
@	2270506934	09/21/17-10/20/17 Mtr 259000-050224							
						<i>Check Total:</i>	3,597.30	0.00	3,597.30
104769	11/3/2017	11/17	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	97749-102517	10/25/2017	11/13/2017	5,661.08	0.00	5,661.08
@	2265197749	09/22/17-10/23/17 Mtr 259000-050223							
						<i>Check Total:</i>	5,661.08	0.00	5,661.08
104770	11/9/2017	11/17	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5160-0000	Cleaning Supplies	M1241586-IN	10/24/2017	10/24/2017	294.46	0.00	294.46
@	111	10/17 Janitorial Supplies							
742		5160-0000	Cleaning Supplies	M1241587-IN	10/24/2017	10/24/2017	225.69	0.00	225.69
@	111	10/17 Janitorial Supplies							
742		5130-0000	Cleaning Contract-Janitor	M1235013-IN	9/26/2017	9/26/2017	3,203.10	0.00	3,203.10

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742	@ 111		09/17 Janitorial Svc							
		5130-0000	Cleaning Contract-Janitor		M1242406-IN	10/26/2017	10/26/2017	3,203.10	0.00	3,203.10
	@ 111		10/17 Janitorial Svc							
<i>Check Total:</i>								6,926.35	0.00	6,926.35
104771	11/9/2017	11/17	ABMSER	ABM ONSITE SERVICES WEST INC.						
742		5495-0000	Onsite Maint Personnel		11611720	10/19/2017	10/19/2017	1,559.89	0.00	1,559.89
	@ 7596921		09/17 Bldg Engineer Svc							
742		5495-0000	Onsite Maint Personnel		11540602	9/29/2017	9/29/2017	1,286.72	0.00	1,286.72
	@ 7596921		08/17 Bldg Engineer Svc							
<i>Check Total:</i>								2,846.61	0.00	2,846.61
104772	11/9/2017	11/17	APSCRE	APSCREEN INC						
742		7320-0000	Admin & Professional Exp.		8119	10/27/2017	11/6/2017	35.00	0.00	35.00
	@	ESSEXREALTYLADER	Credit Check David Novak							
<i>Check Total:</i>								35.00	0.00	35.00
104773	11/9/2017	11/17	LIVIN1	DONALD GILBERT dba						
742		5562-0000	Landscaping-Interior		T80321	10/20/2017	11/19/2017	299.00	0.00	299.00
	@	11/17 Int. Plant Svc								
<i>Check Total:</i>								299.00	0.00	299.00
104774	11/9/2017	11/17	MERCH1	MERCHANTS BULDING MAINTENANCE LLC						
742		5150-0000	Add'l Cleaning-DayPorter		470561	11/1/2017	11/1/2017	3,129.00	0.00	3,129.00
	@ 33013		11/17 Dayporter Svc							
<i>Check Total:</i>								3,129.00	0.00	3,129.00
104775	11/9/2017	11/17	NIEVES	NIEVES LANDSCAPE INC						
742		5560-0000	Landscaping Contract		61940	11/1/2017	12/1/2017	2,400.00	0.00	2,400.00
	@	11/17 Landscape Svc								
<i>Check Total:</i>								2,400.00	0.00	2,400.00
104776	11/9/2017	11/17	RICHA5	RICHARD L. SEIDE APC						
742		7310-0000	Legal Fees		113316	11/1/2017	12/1/2017	523.70	0.00	523.70
	@	Legal Fees For Alex Llorente								

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<i>Check Total:</i>							523.70	0.00	523.70
104777 742 @	11/9/2017 (7) Cartons	11/17 5491-0000 Ceiling Tiles	ROSSCO GRANT ROSS dba Misc Repair/Maint	4121	10/18/2017	11/17/2017	840.00	0.00	840.00
<i>Check Total:</i>							840.00	0.00	840.00
104778 742 @	11/9/2017 3018	11/17 5490-0000 10/17 Pest & Rodent Control	SKYLIN CTJAMJT CORPORATION dba Pest Control	77803	10/17/2017	11/16/2017	75.00	0.00	75.00
<i>Check Total:</i>							75.00	0.00	75.00
104779 742 @	11/9/2017 11/17 Fountain Svc	11/17 5565-0000	SOUT39 JEFF ALEXANDER dba Fountain Maintenance	371-08	11/1/2017	12/1/2017	150.00	0.00	150.00
<i>Check Total:</i>							150.00	0.00	150.00
104780 742 @	11/9/2017 11/17 Sweeping Svc	11/17 5525-0000	TSCMCO TSCM CORPORATION Pkg Lot-Sweeping	1117110	11/1/2017	12/1/2017	221.00	0.00	221.00
<i>Check Total:</i>							221.00	0.00	221.00
104781 742 @	11/9/2017 11/17 Mgmt Fee	11/17 5305-0000	ESSEX ESSEX REALTY MANAGEMENT INC Mgmt Fee-Agent	742-110117	11/1/2017	11/1/2017	3,583.00	0.00	3,583.00
742 @	10/17 Mgmt Fee Rec	5305-0000	Mgmt Fee-Agent	742-103117	10/31/2017	10/31/2017	426.79	0.00	426.79
<i>Check Total:</i>							4,009.79	0.00	4,009.79
104782 742 @	11/14/2017 Tnt appreciation	11/17 7305-0000	NOTHI2 M I D INC Advertising & Promotion	580.26	11/8/2017	12/8/2017	580.26	0.00	580.26
<i>Check Total:</i>							580.26	0.00	580.26
104783	11/21/2017	11/17	CONTRO CONTROLLED KEY SYSTEMS INC						

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date			Amount	Amount	Amount
Dept	Reference	Description								
742		1240-0000	Tenant Improvements	237803	11/15/2017	12/15/2017		869.27	0.00	869.27
@	Suite Re-key, Lock	Install, and 2 Key Copies #304								
							<i>Check Total:</i>	869.27	0.00	869.27
104784	11/21/2017	11/17	COXCOM	COX COMMUNICATIONS						
742		5410-0000	HVAC Contract Services	11901-110517	11/5/2017	11/5/2017		86.90	0.00	86.90
@	0017601048511901	11/05/17-12/04/17 DSL for EMS								
							<i>Check Total:</i>	86.90	0.00	86.90
104785	11/21/2017	11/17	THEGAS	THE GAS COMPANY						
742		5500-0000	Gas	71474-110117	11/1/2017	11/21/2017		35.64	0.00	35.64
@	14430971474	09/28/17-10/30/17 Mtr 13001720								
							<i>Check Total:</i>	35.64	0.00	35.64
							<i>CITY OF LAGUNA HILLS Total:</i>	33,847.23	0.00	33,847.23
							<i>Grand Total:</i>	33,847.23	0.00	33,847.23

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
104786	11/30/2017	12/17	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49540-111317	11/13/2017	11/30/2017	654.37	0.00	654.37
@	169922449540	10/11/17-11/13/17 Mtr 08956098							
						<i>Check Total:</i>	654.37	0.00	654.37
104787	11/30/2017	12/17	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49542-111317	11/13/2017	11/30/2017	61.36	0.00	61.36
@	169922449542	10/11/17-11/13/17 Mtr 00036069							
						<i>Check Total:</i>	61.36	0.00	61.36
104788	11/30/2017	12/17	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49548-111317	11/13/2017	11/30/2017	758.83	0.00	758.83
@	169922449548	10/11/17-11/13/17 Mtr 08188857							
						<i>Check Total:</i>	758.83	0.00	758.83
104789	12/11/2017	12/17	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000	Mgmt Fee-Agent	742-113017	11/30/2017	11/30/2017	559.87	0.00	559.87
@	11/17 Mgmt Fee Rec								
742		5305-0000	Mgmt Fee-Agent	742-120117A	12/1/2017	12/1/2017	3,690.00	0.00	3,690.00
@	12/17 Mgmt Fee								
742		5305-0000	Mgmt Fee-Agent	742-120117A	12/1/2017	12/1/2017	107.00	0.00	107.00
@	11/17 Mgmt Fee Increase								
742		7320-0000	Admin & Professional Exp.	742-120117A	12/1/2017	12/1/2017	25.00	0.00	25.00
@	11/17 NSF Fee		Lewellen Accountancy						
742		1240-0000	Tenant Improvements	742-120117A	12/1/2017	12/1/2017	-3,540.00	0.00	-3,540.00
@	Reimb 09/17 Ck #1047 20								
						<i>Check Total:</i>	841.87	0.00	841.87
104790	12/11/2017	12/17	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	97749-112517	11/25/2017	12/14/2017	4,405.70	0.00	4,405.70
@	2265197749	10/23/17-11/21/17 Mtr 259000-050223							
						<i>Check Total:</i>	4,405.70	0.00	4,405.70
104791	12/12/2017	12/17	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5160-0000	Cleaning Supplies	M1247562-IN	11/27/2017	11/27/2017	725.54	0.00	725.54
@	111	11/17 Janitorial Supplies							

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Check # Entity Dept	Check Date P.O. Number Reference	Check Pd Account Number Description	Vendor ID Account Name Description	Vendor Name Account Name Description	Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount Amount	Check Amount
742 @	111	5130-0000	Cleaning Contract-Janitor 11/17 Janitorial Svc		M1246003-IN	11/20/2017	11/20/2017	3,203.10	0.00	3,203.10
<i>Check Total:</i>								3,928.64	0.00	3,928.64
104792	12/12/2017	12/17	AIRCO1	AIR CONTROL SYSTEMS INC						
742 @	0005287	5410-0000	HVAC Contract Services 10/17-12/17 Qrtly HVAC Svc		0000071602	11/27/2017	12/27/2017	2,758.00	0.00	2,758.00
742 @	0005287	5410-0000	HVAC Contract Services 11/17 Qrtly HVAC Svc		0000071123	11/7/2017	12/7/2017	2,758.00	0.00	2,758.00
<i>Check Total:</i>								5,516.00	0.00	5,516.00
104793	12/12/2017	12/17	AMTEC2	PACIFIC COAST ELEVATOR INC dba						
742 @	320358	5435-0000	Elevator Contract Service 12/17-02/18 Elevator Svc		DVB06326C17	11/20/2017	11/20/2017	1,521.78	0.00	1,521.78
742 @	320358	5440-0000	Elevator Repair/Maint Elevator Permit Testing		DVB36225001	11/17/2017	11/17/2017	2,815.00	0.00	2,815.00
<i>Check Total:</i>								4,336.78	0.00	4,336.78
104794	12/12/2017	12/17	LIVIN1	DONALD GILBERT dba						
742 @	12/17 Int Plant svc	5562-0000	Landscaping-Interior		T80432	11/20/2017	12/20/2017	299.00	0.00	299.00
742 @	3 Bromeliad Flowers	5562-0000	Landscaping-Interior		T80530	12/6/2017	1/5/2018	70.95	0.00	70.95
<i>Check Total:</i>								369.95	0.00	369.95
104795	12/12/2017	12/17	MERCH1	MERCHANTS BUILDING MAINTENANCE LLC						
742 @	33013	5150-0000	Add'l Cleaning-DayPorter 12/17 Dayporter Svc		473216	12/1/2017	12/1/2017	3,129.00	0.00	3,129.00
<i>Check Total:</i>								3,129.00	0.00	3,129.00
104796	12/12/2017	12/17	NIEVES	NIEVES LANDSCAPE INC						
742 @	12/17 Landscape Svc	5560-0000	Landscaping Contract		62089	12/1/2017	12/31/2017	2,400.00	0.00	2,400.00
<i>Check Total:</i>								2,400.00	0.00	2,400.00
104797	12/12/2017	12/17	RICHA5	RICHARD L. SEIDE APC						

Database: ESSEXREALTY
ENTITY: 742

Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 3
Date: 1/11/2018
Time: 11:35 AM

12/17 Through 12/17

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
742		7310-0000	Legal Fees	113635	12/1/2017	12/31/2017	10.00	0.00	10.00
@	Legal Fees for Alex	Llorente							
<i>Check Total:</i>							10.00	0.00	10.00
104798	12/12/2017	12/17	SKYLIN	CTJAMJT CORPORATION dba					
742		5490-0000	Pest Control	80279	11/20/2017	12/20/2017	75.00	0.00	75.00
@	3018	11/17 Pest/Rodent Control							
<i>Check Total:</i>							75.00	0.00	75.00
104799	12/12/2017	12/17	SOUT39	JEFF ALEXANDER dba					
742		5565-0000	Fountain Maintenance	371-09	12/1/2017	12/31/2017	150.00	0.00	150.00
@	12/17 Fountain Svc								
<i>Check Total:</i>							150.00	0.00	150.00
104800	12/12/2017	12/17	SPLEN1	SPLENDID EVENTS INC					
742		7305-0000	Advertising & Promotion	575	11/27/2017	12/27/2017	1,575.00	0.00	1,575.00
@	Holiday Decor Instl	and Rmvl							
<i>Check Total:</i>							1,575.00	0.00	1,575.00
104801	12/12/2017	12/17	SSDSYS	SECURITY SIGNAL DEVICES INC dba					
742		5121-0000	Security-Fire Alarms	1294877-A	11/13/2017	11/13/2017	100.00	0.00	100.00
@	348817	12/17 System Maint							
742		7333-0000	Repairs & Maint- Indirect	1294877-A	11/13/2017	11/13/2017	327.33	0.00	327.33
@	348817	12/17 System Maint							
<i>Check Total:</i>							427.33	0.00	427.33
104802	12/12/2017	12/17	STODD1	STODDARDS RESTORATION SERVICES INC					
742		7333-0000	Repairs & Maint- Indirect	119123	11/27/2017	12/27/2017	1,375.00	0.00	1,375.00
@	11/17 Qrtly Wood	Maint-City							
742		5491-0000	Misc Repair/Maint	119122	11/27/2017	12/27/2017	375.00	0.00	375.00
@	11/17 Qrtly Wood	Maint							
<i>Check Total:</i>							1,750.00	0.00	1,750.00
104803	12/12/2017	12/17	TSCMCO	TSCM CORPORATION					
742		5525-0000	Pkg Lot-Sweeping	1217108	12/1/2017	12/31/2017	221.00	0.00	221.00
@	12/17 Sweeping Svc								

Database: ESSEXREALTY
ENTITY: 742

Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 4
Date: 1/11/2018
Time: 11:35 AM

12/17 Through 12/17

Check # Entity Dept	Check Date P.O. Number Reference	Check Pd Account Number Description	Vendor ID Account Name	Vendor Name	Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount Amount	Check Amount
<i>Check Total:</i>								221.00	0.00	221.00
104804	12/19/2017	12/17	CITYLA	CITY OF LAGUNA HILLS						
742		5499-0000	Electricity-General		742-120517	12/5/2017	12/5/2017	261.05	0.00	261.05
@	742	UCM 08/23-11/21/17								
<i>Check Total:</i>								261.05	0.00	261.05
104805	12/19/2017	12/17	THEGAS	THE GAS COMPANY						
742		5500-0000	Gas		71474-120417	12/4/2017	12/26/2017	36.23	0.00	36.23
@	14430971474	10/30/17-11/30/17 Mtr 13001720								
<i>Check Total:</i>								36.23	0.00	36.23
104806	12/19/2017	12/17	ABMSER	ABM ONSITE SERVICES WEST INC.						
742		5510-0000	Pkg Lot-Lighting		11769336	11/27/2017	11/27/2017	10.42	0.00	10.42
@	7596921	08/17 Lighting Supplies								
742		5460-0000	Plumbing Repairs/Supplies		11769336	11/27/2017	11/27/2017	39.39	0.00	39.39
@	7596921	08/17 Plumbing Repair Supplies								
742		5491-0000	Misc Repair/Maint		11769336	11/27/2017	11/27/2017	33.42	0.00	33.42
@	7596921	08/17 Misc Repair Supplies								
<i>Check Total:</i>								83.23	0.00	83.23
104807	12/19/2017	12/17	FIRESA	THE BRETHREN INC dba						
742		5121-0000	Security-Fire Alarms		1044401	11/30/2017	12/30/2017	340.00	0.00	340.00
@	ACCT1965	Technician Chrg for Elevator Testing								
742		5121-0000	Security-Fire Alarms		1044410	11/30/2017	12/30/2017	841.63	0.00	841.63
@	ACCT1965	FA Panel Rpr								
<i>Check Total:</i>								1,181.63	0.00	1,181.63
104808	12/19/2017	12/17	MASTE5	MASTERCARE PROTECTION & CLEANING						
742		5485-0000	Floor & Carpet Rpr/Maint		26314	12/6/2017	1/5/2018	663.00	0.00	663.00
@	12/17 CarpetCleaning									
<i>Check Total:</i>								663.00	0.00	663.00
104809	12/21/2017	12/17	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba						
742		5130-0000	Cleaning Contract-Janitor		M1252018-IN	12/20/2017	12/20/2017	3,264.56	0.00	3,264.56
@	111	12/17 Janitorial Svc								

Database: ESSEXREALTY
 ENTITY: 742

Check Register
 Essex Realty SaaS DB
 CITY OF LAGUNA HILLS

Page: 5
 Date: 1/11/2018
 Time: 11:35 AM

12/17 Through 12/17

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
<i>Check Total:</i>							3,264.56	0.00	3,264.56
104810	12/21/2017	12/17	ABMSER	ABM ONSITE SERVICES WEST INC.					
742		5495-0000	Onsite Maint Personnel	11810888	12/7/2017	12/7/2017	1,560.30	0.00	1,560.30
@	7596921	11/17 Bldg Engineer Svc							
<i>Check Total:</i>							1,560.30	0.00	1,560.30
<i>CITY OF LAGUNA HILLS Total:</i>							37,660.83	0.00	37,660.83
<i>Grand Total:</i>							37,660.83	0.00	37,660.83



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2018

TO: Mayor and Council Members

FROM: Melissa Au-Yeung
Assistant to the City Manager/City Clerk

ISSUE: Second Reading and Adoption of Proposed Ordinance Amending and Restating Chapter 3-28 (Approval of Change Orders or Increases in Fixed Price Contracts) of the Laguna Hills Municipal Code Relating to Public Works Contracts

RECOMMENDATION: That the City Council adopt an Ordinance entitled: "An Ordinance of the City of Laguna Hills, California, Amending and Restating Chapter 3-28 (Approval of Change Orders or Increases in Fixed Price Contracts) of Title 3 (Revenue and Finance) of the Laguna Hills Municipal Code relating to Public Works Contracts."

SUMMARY:

This Ordinance will amend Chapter 3-28 (Approval of Change Orders or Increases in Fixed Price Contracts) of Title 3 (Revenue and Finance) of the Laguna Hills Municipal Code. In February 2011, the City Council adopted an Ordinance amending Chapter 3-08, which was a complete overhaul of the City's purchasing policies and procedures. This proposed Ordinance is a clean-up ordinance to address inconsistencies between Chapter 3-28 and Chapter 3-08, by amending Chapter 3-28 to apply only to public works contracts. Additionally, the proposed Ordinance increases the City Manager's authority to approve modifications to those contracts.

A copy of the proposed Ordinance and the Staff Report for the introduction of the Ordinance, including attachments, are included as attachments to this report. The City Council introduced the Ordinance by a vote of 5-0. It is in order to adopt the Ordinance.

Second Reading and Adoption of Proposed Ordinance Amending 3-28
February 13, 2018
Page 2

ATTACHMENTS:

- Ordinance
- January 23, 2018 Introduction to Ordinance Staff Report & Attachments

ORDINANCE NO. 2018-X

AN ORDINANCE OF THE CITY OF LAGUNA HILLS, CALIFORNIA, AMENDING AND RESTATING CHAPTER 3-28 (APPROVAL OF CHANGE ORDERS OR INCREASES IN FIXED PRICE CONTRACTS) OF TITLE 3 (REVENUE AND FINANCE) OF THE LAGUNA HILLS MUNICIPAL CODE RELATING TO PUBLIC WORKS CONTRACTS

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

SECTION 1. Chapter 3-28 (Approval of Change Orders or Increases in Fixed Price Contracts) of the Laguna Hills Municipal Code is hereby amended and restated in its entirety to read as follows:

Chapter 3-28

**APPROVAL OF CHANGE ORDERS OR INCREASES IN PUBLIC WORKS
CONSTRUCTION CONTRACTS**

Sections:

3-28.010 City Manager authority.

3-28.010 City Manager authority.

A. After the effective date of any contract executed on behalf of the city for the work on a public works construction project, the City Manager shall have the authority to approve in writing any modification involving an addition to, deletion from, or revision in any item in such contract, including, without limitation, to plans, specifications and extra work, and change orders relating to the nature or quantity of services, materials, equipment and supplies or work, subject to the following limitations:

1. The dollar amount of all such modifications or change orders relating to any one contract having an original contract price of one million dollars (\$1,000,000.00) or less shall not exceed one hundred thousand dollars (\$100,000.00) or twenty-five (25) percent of the original contract price, whichever is less.
2. The dollar amount of all such modifications or change orders relating to any one contract having an original contract price of more than one million dollars (\$1,000,000.00) shall not exceed two hundred thousand dollars (\$200,000.00).

B. In connection with any specific contract where the circumstances so warrant, the City Council may, by resolution, authorize the City Manager to exceed the specific dollar amounts or percentage limitations set forth above in subsection A of this section.

C. If a proposed contract modification, change order or request for extra work exceeds authority given to the City Manager by subsection A of this section or by City Council resolution, and any extended delay in obtaining City Council approval is reasonably determined to subject the city to liability for damages incurred by a contractor, or to jeopardize the public health, welfare, or safety, or to otherwise result in potential detriment to the city, then the City Manager shall have authority to exceed the dollar amounts or percentage limitations specified in this chapter.

D. All contract modifications shall be subject to approval as to form by the City Attorney.

E. All contract modifications will be presented to the City Council with the specific contract modification and a cumulative listing of contract modifications as part of progress payments to the contractor. A tally of all contract modifications issued for a project will be presented to the City Council with the final payment recommendation.

SECTION 4. If any section, subsection, subdivision, sentence, clause, phrase, or a portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid or unconstitutional.

SECTION 5. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be posted at the duly designated posting places within the City and published once within fifteen days after passage and adoption as may be required by law; or, in the alternative, the City Clerk may cause to be published a summary of this Ordinance and a certified copy of the text of this Ordinance shall be posted in the Office of the City Clerk five days prior to the date of adoption of this Ordinance; and, within fifteen days after adoption, the City Clerk shall cause to be published, the aforementioned summary and shall post a certified copy of this Ordinance, together with the vote for and against the same, in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED this 13th day of February 2018.

MELODY CARRUTH, MAYOR

ATTEST:

MELISSA AU-YEUNG, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LAGUNA HILLS)

I, Melissa Au-Yeung, City Clerk of the City of Laguna Hills, California, DO HEREBY CERTIFY that the foregoing Ordinance No. 2018-X was duly introduced and placed upon its first reading at a Regular Meeting of the City Council on the 23rd day of January 2017, and that thereafter, said Ordinance was duly adopted and passed at a Regular Meeting of the City Council held on the 13th day of February 2018, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

MELISSA AU-YEUNG, CITY CLERK

Attachment: Ordinance (1480 : Second Reading and Adoption of Proposed Ordinance Amending 3-28)

Ordinance No. 2018-X

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LAGUNA HILLS)

AFFIDAVIT OF POSTING
AND PUBLICATION

MELISSA AU-YEUNG, being first duly sworn, deposes and says:

That she is the duly appointed and qualified City Clerk of the City of Laguna Hills;

That in compliance with State Laws of the State of California, ORDINANCE NO. 2018-X, being:

AN ORDINANCE OF THE CITY OF LAGUNA HILLS,
CALIFORNIA, AMENDING AND RESTATING
CHAPTER 3-28 (APPROVAL OF CHANGE ORDERS OR
INCREASES IN FIXED PRICE CONTRACTS) OF TITLE 3
(REVENUE AND FINANCE) OF THE LAGUNA HILLS
MUNICIPAL CODE RELATING TO PUBLIC WORKS
CONTRACTS

on the 2nd day of February 2018, was published in summary in the Saddleback Valley News, and on the 23rd day of February 2018, was published in summary in the Saddleback Valley News; and was, in compliance with City Resolution No. 2004-05-25-2, on the 26th day of January 2018, and the 16th day of February 2018, caused to be posted in three places in the City of Laguna Hills, to wit:

Laguna Hills City Hall
Laguna Hills Community Center
La Paz Center

MELISSA AU-YEUNG, CITY CLERK
Laguna Hills, California

Attachment: Ordinance (1480 : Second Reading and Adoption of Proposed Ordinance Amending 3-28)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 23, 2018

TO: Mayor and Council Members

FROM: Donald J. White
Assistant City Manager

ISSUE: Proposed Ordinance Amending and Restating Chapter 3-28 (Approval of Change Orders or Increases in Fixed Price Contracts) of the Laguna Hills Municipal Code Relating to Public Works Contracts

RECOMMENDATION: That the City Council introduce for first reading, read by title only, and waive further reading, an Ordinance entitled: "An Ordinance of the City of Laguna Hills, California, Amending and Restating Chapter 3-28 (Approval of Change Orders or Increases in Fixed Price Contracts) of Title 3 (Revenue and Finance) of the Laguna Hills Municipal Code Relating to Public Works Contracts."

SUMMARY:

Staff is submitting for the City Council's review and introduction for first reading the attached proposed Ordinance amending and restating in its entirety Chapter 3-28 of the Laguna Hills Municipal Code (LHMC), which currently contains provisions for the approval of change orders or increases in fixed price contracts. In February of 2011, City Council adopted an Ordinance amending and restating LHMC Chapter 3-08, which was a complete overhaul of the City's purchasing policies and procedures. This 2011 overhaul added Section 3-08.120, which contains the provisions for contract amendments and change orders. The addition of Section 3-08.120 created a conflict with Chapter 3-28, as they both contain provisions for contract changes. Furthermore, LHMC Chapter 3-08 does not apply to public works construction contracts. The proposed Ordinance is intended to be a follow-up measure to the 2011 Purchasing Ordinance update by amending Chapter 3-28 to apply only to public works construction contracts. Additionally, the proposed Ordinance increases the City Manager's authority to approve modifications to those contracts.

Introduction of Ordinance Amending LHMC Chapter 3-28

January 23, 2018

Page 2

BACKGROUND:

In February of 2011, the City Council approved a complete overhaul of the City's purchasing policies and procedures by adopting an Ordinance amending and restating LHMC Chapter 3-08. This overhaul included the addition of Section 3-08.120 containing updated provisions for contract amendments and change orders. Also, pursuant to LHMC Section 3-08.020, the procurement regulations, policies, and procedures set forth in Chapter 3-08 apply only to the purchase of goods and supplies, equipment, materials, and professional and nonprofessional services, and **do not apply to public works construction projects**, as these are governed by California Public Contract Code Sections 20160 – 20174.

The addition of Section 3-08.020 produced a conflict with LHMC Chapter 3-28. In its current form, LHMC Chapter 3-28 also contains provisions for the approval of change orders or increases in fixed price contracts. The proposed Ordinance is intended to be a cleanup measure to the 2011 Purchasing Ordinance update by amending Chapter 3-28 to apply exclusively to public works construction contracts.

Additionally, the proposed Ordinance would increase the City Manager's authority to approve modifications to those contracts. On contracts with an original value of one million dollars (\$1,000,000) or less, LHMC Section 3-28.010 Subsection A limits the City Manager's authority to seventy five thousand dollars (\$75,000) or twenty-five percent (25%) of the original contract price, whichever is less. The proposed Ordinance would increase the City Manager's authority from seventy five thousand (\$75,000) to one hundred thousand (\$100,000), but would still maintain the limit of twenty-five percent (25%) of the original contract. Attached to this report is the proposed Ordinance and a copy of LHMC Chapter 3-28 showing all proposed track changes.

ATTACHMENTS:

- Proposed Ordinance
- Proposed LHMC Chapter 3-28 with TRACK CHANGES

ORDINANCE NO. 2018-X

AN ORDINANCE OF THE CITY OF LAGUNA HILLS, CALIFORNIA, AMENDING AND RESTATING CHAPTER 3-28 (APPROVAL OF CHANGE ORDERS OR INCREASES IN FIXED PRICE CONTRACTS) OF TITLE 3 (REVENUE AND FINANCE) OF THE LAGUNA HILLS MUNICIPAL CODE RELATING TO PUBLIC WORKS CONTRACTS

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

SECTION 1. Chapter 3-28 (Approval of Change Orders or Increases in Fixed Price Contracts) of the Laguna Hills Municipal Code is hereby amended and restated in its entirety to read as follows:

Chapter 3-28

**APPROVAL OF CHANGE ORDERS OR INCREASES IN PUBLIC WORKS
CONSTRUCTION CONTRACTS**

Sections:

3-28.010 City Manager authority.

3-28.010 City Manager authority.

A. After the effective date of any contract executed on behalf of the city for the work on a public works construction project, the City Manager shall have the authority to approve in writing any modification involving an addition to, deletion from, or revision in any item in such contract, including, without limitation, to plans, specifications and extra work, and change orders relating to the nature or quantity of services, materials, equipment and supplies or work, subject to the following limitations:

1. The dollar amount of all such modifications or change orders relating to any one contract having an original contract price of one million dollars (\$1,000,000.00) or less shall not exceed one hundred thousand dollars (\$100,000.00) or twenty-five (25) percent of the original contract price, whichever is less.
2. The dollar amount of all such modifications or change orders relating to any one contract having an original contract price of more than one million dollars (\$1,000,000.00) shall not exceed two hundred thousand dollars (\$200,000.00).

B. In connection with any specific contract where the circumstances so warrant, the City Council may, by resolution, authorize the City Manager to exceed the specific dollar amounts or percentage limitations set forth above in subsection A of this section.

C. If a proposed contract modification, change order or request for extra work exceeds authority given to the City Manager by subsection A of this section or by City Council resolution, and any extended delay in obtaining City Council approval is reasonably determined to subject the city to liability for damages incurred by a contractor, or to jeopardize the public health, welfare, or safety, or to otherwise result in potential detriment to the city, then the City Manager shall have authority to exceed the dollar amounts or percentage limitations specified in this chapter.

D. All contract modifications shall be subject to approval as to form by the City Attorney.

E. All contract modifications will be presented to the City Council with the specific contract modification and a cumulative listing of contract modifications as part of progress payments to the contractor. A tally of all contract modifications issued for a project will be presented to the City Council with the final payment recommendation.

SECTION 4. If any section, subsection, subdivision, sentence, clause, phrase, or a portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid or unconstitutional.

SECTION 5. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be posted at the duly designated posting places within the City and published once within fifteen days after passage and adoption as may be required by law; or, in the alternative, the City Clerk may cause to be published a summary of this Ordinance and a certified copy of the text of this Ordinance shall be posted in the Office of the City Clerk five days prior to the date of adoption of this Ordinance; and, within fifteen days after adoption, the City Clerk shall cause to be published, the aforementioned summary and shall post a certified copy of this Ordinance, together with the vote for and against the same, in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED this ____th day of February 2018.

MELODY CARRUTH, MAYOR

ATTEST:

MELISSA AU-YEUNG, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LAGUNA HILLS)

I, Melissa Au-Yeung, City Clerk of the City of Laguna Hills, California, DO HEREBY CERTIFY that the foregoing Ordinance No. 2018-X was duly introduced and placed upon its first reading at a Regular Meeting of the City Council on the 23rd day of January 2017, and that thereafter, said Ordinance was duly adopted and passed at a Regular Meeting of the City Council held on the ____th day of February 2018, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

MELISSA AU-YEUNG, CITY CLERK

STATE OF CALIFORNIA)
 COUNTY OF ORANGE) ss
 CITY OF LAGUNA HILLS)

AFFIDAVIT OF POSTING
 AND PUBLICATION

MELISSA AU-YEUNG, being first duly sworn, deposes and says:

That she is the duly appointed and qualified City Clerk of the City of Laguna Hills;

That in compliance with State Laws of the State of California, ORDINANCE NO. 2018-X, being:

AN ORDINANCE OF THE CITY OF LAGUNA HILLS, CALIFORNIA, AMENDING AND RESTATING CHAPTER 3-28 (APPROVAL OF CHANGE ORDERS OR INCREASES IN FIXED PRICE CONTRACTS) OF TITLE 3 (REVENUE AND FINANCE) OF THE LAGUNA HILLS MUNICIPAL CODE RELATING TO PUBLIC WORKS CONTRACTS

on the 2nd day of February 2018, was published in summary in the Saddleback Valley News, and on the 23rd day of February 2018, was published in summary in the Saddleback Valley News; and was, in compliance with City Resolution No. 2004-05-25-2, on the 26th day of January 2018, and the 16th day of February 2018, caused to be posted in three places in the City of Laguna Hills, to wit:

Laguna Hills City Hall
 Laguna Hills Community Center
 La Paz Center

 MELISSA AU-YEUNG, CITY CLERK
 Laguna Hills, California

Chapter 3-28

APPROVAL OF CHANGE ORDERS OR INCREASES IN ~~FIXED-PRICE~~ PUBLIC WORKS CONSTRUCTION CONTRACTS

Sections:

3-28.010 City Manager authority.

3-28.010 City Manager authority.

A. After the effective date of any contract executed on behalf of the city for the ~~purchase of materials, supplies and equipment, the retention of professional or other services, or~~ work on a public works construction project, the City Manager shall have the authority to approve in writing any modification involving an addition to, deletion from, or revision in any item in such contract, including, without limitation, to plans, specifications and extra work, and change orders relating to the nature or quantity of services, materials, equipment and supplies or work, subject to the following limitations:

1. The dollar amount of all such modifications or change orders relating to any one contract having an original contract price of one million dollars (\$1,000,000.00) or less shall not exceed ~~seventy-five one hundred~~ thousand dollars (~~\$75100~~,000.00) or twenty-five (25) percent of the original contract price, whichever is less.
2. The dollar amount of all such modifications or change orders relating to any one contract having an original contract price of more than one million dollars (\$1,000,000.00) shall not exceed two hundred thousand dollars (\$200,000.00).

B. In connection with any specific contract where the circumstances so warrant, the City Council may, by resolution, authorize the City Manager to exceed the specific dollar amounts or percentage limitations set forth above in subsection A of this section.

C. If a proposed contract modification, change order or request for extra work exceeds authority given to the City Manager by subsection A of this section or by City Council resolution, and any extended delay in obtaining City Council approval is reasonably determined to subject the city to liability for damages incurred by a contractor, or to jeopardize the public health, welfare, or safety, or to otherwise result in potential detriment to the city, then the City Manager shall have authority to exceed the dollar amounts or percentage limitations specified in this chapter.

D. All contract modifications shall be subject to approval as to form by the City Attorney.

~~D.E.~~ All contract modifications will be presented to the City Council with the specific contract modification and a cumulative listing of contract modifications as part of progress payments to the contractor. A tally of all contract modifications issued for a project will be presented to the City Council with the final payment recommendation.

(Ord. 02-7 § 2 (part))



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2018
TO: Mayor and Council Members
FROM: Kenneth H. Rosenfield P.E.
Director of Public Services/City Engineer
ISSUE: Side Street Stop Sign Installation on De Salle Street at Grissom Road

RECOMMENDATION: That the City Council: (1) Find and determine that the proposed stop intersection is not subject to the California Environmental Quality Act pursuant to Sections 15060(C)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(C)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, Cal. Code of Regs, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly; and (2) Adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, designating the intersection of De Salle Street and Grissom Road as a stop intersection and authorizing the installation of a one-way side street stop sign on De Salle Street at Grissom Road."

SUMMARY:

Staff was contacted by a resident on De Salle Street regarding various traffic conditions in their neighborhood including right-of-way assignment at the T-intersection at Grissom Road. Based upon the resident's concerns, and in accordance with the Residential Streets Management Policy, staff initiated a review of traffic conditions including a multi-way stop sign evaluation of the intersection of De Salle Street at Grissom Road. The analysis of this intersection did not identify traffic volume, traffic collision history, or site conditions that would support a need for a multi-way stop sign control based upon standard state guidelines. However, a side street stop sign on De Salle Street at Grissom Road is recommended to affirmatively assign the right-of-way at the intersection. The Traffic Commission, at its meeting of January 17, 2018, approved staff's recommendation.

Side Street Stop Sign Installation on De Salle Street at Grissom Road

February 13, 2018

Page 2

BACKGROUND:

Grissom Road is a 36-foot wide residential curvilinear roadway traversing in the east-west direction. De Salle Street is a 36-foot wide residential curvilinear roadway traversing in the north-south direction. Both roadways have fronting residential properties, provide space for one lane of travel in each direction with on-street parking allowed, and meet in a T-intersection. The speed limit on both roadways is 25 miles per hour and is posted on both streets. Please see the attached Vicinity Map.

Staff was contacted by a resident on De Salle Street regarding general traffic conditions including right-of-way assignment at the T-intersection at Grissom Road. Based upon the resident's concerns and in accordance with the Residential Streets Management Policy, staff initiated a multi-way stop sign evaluation of the intersection of De Salle Street at Grissom Road. The multi-way stop sign analysis, performed by Hartzog & Crabill, Inc., attached, determined a three-way stop sign installation is not warranted at this intersection based upon the minimum guidelines established by the California Manual on Uniform Traffic Control Devices (MUTCD). However, a one-way side street stop sign installation was recommended for the southbound approach of De Salle Street at Grissom Road to improve right-of-way assignment. Based upon the findings in the report, staff concurs with the recommendation to install a side street stop sign on De Salle Street at Grissom Road.

The Traffic Commission, at the meeting of January 17, 2018, recommended to the City Council approval of the proposed side street stop sign on De Salle Street to affirmatively assign the right-of-way at the intersection at Grissom Road. Residents residing within the immediate vicinity of the intersection were notified of this matter being on the City Council agenda.

CEQA FINDINGS:

The stop intersection control is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, Cal. Code of Regs, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

Side Street Stop Sign Installation on De Salle Street at Grissom Road

February 13, 2018

Page 3

FISCAL IMPACT:

The installation of one side street stop sign and pavement legends has an anticipated cost of \$650. Funds are available for this work in the 2017/2018 Fiscal Year Public Works Maintenance Budget.

ATTACHMENTS:

- Resolution - Grissom Road - FINAL
- Vicinity Map - Grissom Road & De Salle Street
- Grissom Rd-De Salle St Stop Sign Warrant Analysis - 01-09-18

RESOLUTION NO. 2018-02-13-X

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DESIGNATING THE INTERSECTION OF DE SALLE STREET AND GRISSOM ROAD AS A STOP INTERSECTION AND AUTHORIZING THE INSTALLATION OF A ONE-WAY SIDE STREET STOP SIGN ON DE SALLE STREET AT GRISSOM ROAD

The City Council of the City of Laguna Hills, California, hereby finds, determines, declares, and resolves as follows:

WHEREAS, the intersection of De Salle Street at Grissom Road is a “T-intersection” of two residential streets; and

WHEREAS, Grissom Road is the through street at its intersection with De Salle Street; and

WHEREAS, it has been determined by City staff that installation of a side street stop sign control on De Salle Street at Grissom Road will improve right-of-way assignment; and

WHEREAS, the Traffic Commission, at its regularly scheduled meeting of January 17, 2018, recommended to the City Council the installation of a one-way stop sign on De Salle Street at Grissom Road; and

WHEREAS, Vehicle Code Section 21354 authorizes the City to designate any intersection under its exclusive jurisdiction as a stop intersection and erect stop signs at one or more entrances thereto.

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

SECTION 1. The foregoing recitals are true and correct and are incorporated herein by reference.

SECTION 2. The intersection of De Salle Street and Grissom Road is hereby designated as a stop intersection.

SECTION 3. The Director of Public Services/City Engineer is hereby directed to and shall cause the installation of a side street stop sign and necessary pavement legends on De Salle Street at Grissom Road established herein.

SECTION 4. The stop sign control authorized in this Resolution shall become effective upon posting of the required signage in accordance with Vehicle Code Section 21354.

SECTION 5. The City Council finds and determines that the stop intersection control hereby established is not subject to the California Environmental Quality Act pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, Cal. Code of Regs, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

PASSED, APPROVED, AND ADOPTED this 13th day of February 2018.

MELODY CARRUTH, MAYOR

ATTEST:

MELISSA AU-YEUNG, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LAGUNA HILLS)

I, Melissa Au-Yeung, City Clerk of the City of Laguna Hills, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2018-02-13-x adopted by the City Council of the City of Laguna Hills, California, at a Regular Meeting thereof held on the 13th day of February 2018, by the following vote:

AYES:

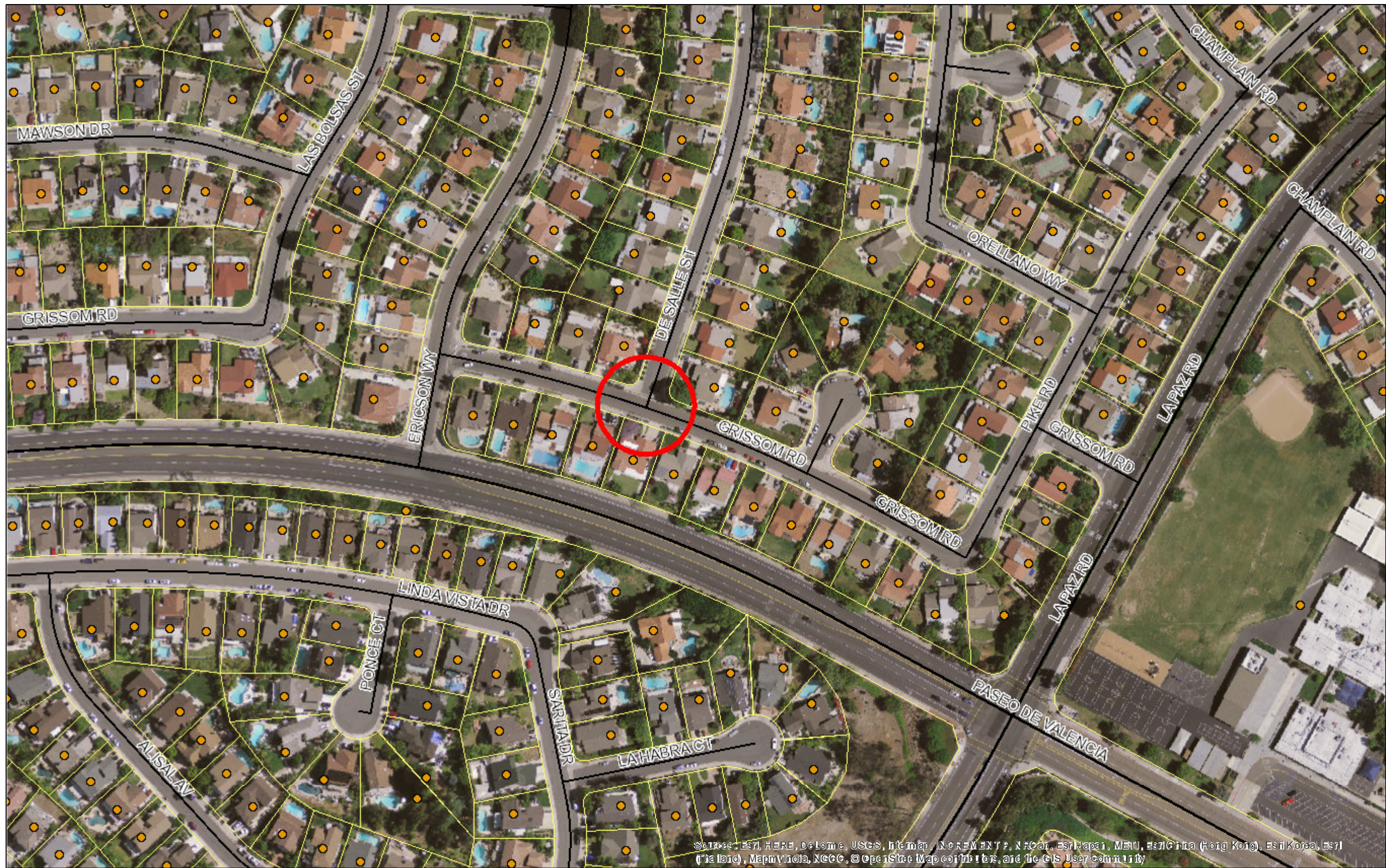
NOES:

ABSENT:

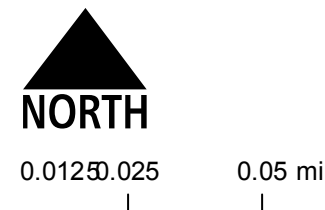
ABSTAIN:

(SEAL)

MELISSA AU-YEUNG, CITY CLERK



Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (India), Mapbox, Swatch, © OpenStreetMap contributors, and the GIS User Community



VICINITY MAP - GRISSOM ROAD & DE SALLE STREET





Trammell Hartzog, President
 Gerald J. Stock, P.E., T.E.,
 Executive Vice-President

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 Suite 101
 Tustin, CA 92780

Phone: (714) 731-9455
 FAX: (714) 731-9498

www.hartzog-crabill.com

January 9, 2018

Mr. Kenneth H. Rosenfield, P.E.
 Director of Public Services/City Engineer
City of Laguna Hills
 24035 El Toro Road
 Laguna Hills, CA 92653

Subject: Multi-way Stop Sign Analysis: Grissom Road at De Salle Street

Dear Mr. Rosenfield:

Hartzog & Crabill, Inc. (HCI) has completed a Multi-Way Stop Sign Warrant Analysis for the subject intersection. As you will see in the attached report, our recommendation is for denial for a multi-way stop sign installation at this time.

The analysis was completed in response to the City's request to verify if a multi-way stop sign installation is warranted, and recommended based on meeting standard guidelines. The California Manual of Uniform Traffic Control Devices (California MUTCD) was used for defining the requirements for a multi-way stop sign installation. At the present time, the intersection is un-controlled on all approaches. In overall consideration of existing conditions, and no multi-way stop warrants found satisfied, a multi-way stop sign installation is not recommended at this time. However, a one-way stop sign installation is recommended for the southbound approach of De Salle Street to improve right-of-way assignment. This recommendation includes the installation of a STOP sign and pavement marking, as well as a white limit line. If approved, the cost for this recommendation is estimated at \$750.00.

It has been our pleasure to prepare this analysis for the City of Laguna Hills. If you have any questions or need more information please feel free to call me at (714) 731-9455.

Very truly yours,
HARTZOG & CRABILL, INC.

A handwritten signature in blue ink, appearing to read 'Gerald J. Stock', is written over a horizontal line.

Gerald J. Stock, P.E.
 Vice President
 City & Traffic Engineering Services

Attach: Multi-way Stop Control Warrants Analysis Report

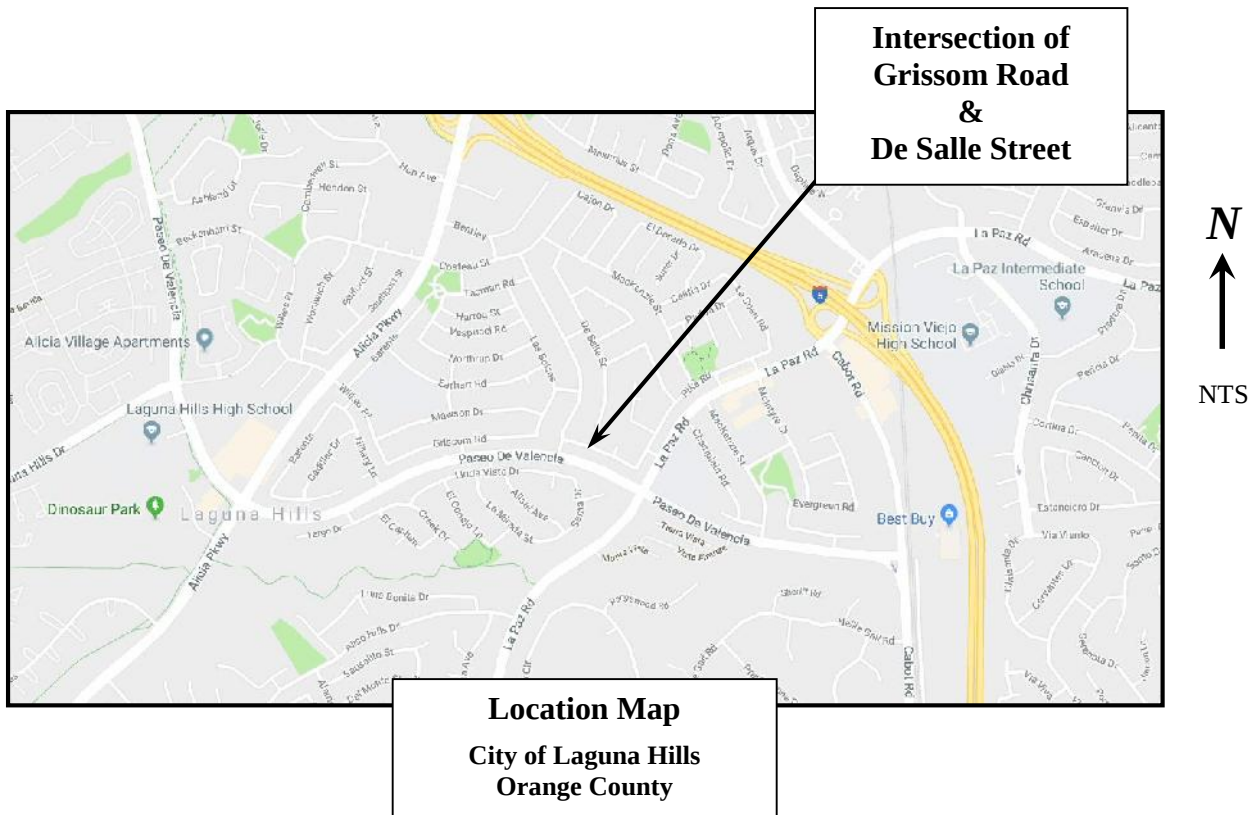
Attachment: Grissom Rd-De Salle St Stop Sign Warrant Analysis - 01-09-18 (1479 : Side Street Stop Sign Installation on De Salle Street at

MULTIWAY STOP CONTROL WARRANTS ANALYSIS GRISSOM ROAD AT DE SALLE STREET IN THE CITY OF LAGUNA HILLS, CA

INTRODUCTION

The City of Laguna Hills requested Hartzog & Crabill, Inc. (HCI) to complete a Multiway Stop Warrants Analysis at the intersection of Grissom Road and De Salle Street. This analysis was completed in order to verify if a three-way stop sign installation is warranted and recommended based on meeting standard guidelines.

The location is a typical T-intersection with Grissom Road running diagonally in the east-west directions and De Salle Street running diagonally in the north-south directions. The intersection is located southwest of the Interstate 5 Freeway, west of La Paz Road and just north of Paseo de Valencia (see *Location Map below*). The intersection is entirely within the City of Laguna Hills jurisdiction. At the present time, there is no intersection traffic control installed on either street (i.e., uncontrolled approaches).



Multiway Stop Sign Warrants Analysis - Grissom Road at De Salle St, in the City of Laguna Hills, CA

BACKGROUND

Grissom Road is a curvilinear, east-west local roadway with primarily single-family residential properties on both sides of the street. At the intersection with De Salle Street, the roadway is approximately 36 feet wide, and the 2-lane roadway provides for one lane of traffic in each direction (which are not separated by centerline striping). There are no marked crosswalks across Grissom Road at/near the intersection. The roadway does have curb, gutter, parkway and sidewalk improvements on both sides. Grissom Road has a posted speed limit of 25 MPH. On-street parking is allowed on both sides of the street. Currently, there are no STOP signs or other types of traffic control on Grissom Road (uncontrolled) at its intersection with De Salle Street.

See Exhibit 1 (next page) for photo images of Grissom Road.

De Salle Street is a curvilinear, north-south local roadway with primarily single-family residential properties on both sides of the street. At the T-intersection with Grissom Road, which is the southerly terminus of De Salle Street, the roadway is approximately 36 feet wide. The 2-lane roadway provides for one lane of traffic in each direction, which are not separated any centerline striping. There are no marked crosswalks across De Salle Street. The roadway does have curb, gutter, parkway and sidewalk improvements on both sides. De Salle Street has a posted speed limit of 25 MPH along with a '25' pavement marking. On-street parking is allowed on both sides of the street. Currently, there is no STOP sign or other types of traffic control on De Salle Street (uncontrolled) at its intersection with Grissom Road.

See Exhibit 2 (following page) for a photo image of De Salle Street.

Multiway Stop Sign Warrants Analysis - Grissom Road at De Salle St, in the City of Laguna Hills, CA

EXHIBIT 1



GRISSOM ROAD (LOOKING WESTBOUND) @ DE SALLE STREET



GRISSOM ROAD (LOOKING EASTBOUND) @ DE SALLE STREET

Attachment: Grissom Rd-De Salle St Stop Sign Warrant Analysis - 01-09-18 (1479 : Side Street Stop Sign Installation on De Salle Street at

Multiway Stop Sign Warrants Analysis - Grissom Road at De Salle St, in the City of Laguna Hills, CA

EXHIBIT 2



*Multiway Stop Sign Warrants Analysis - Grissom Road at De Salle St, in the City of Laguna Hills, CA***WARRANT GUIDELINES**

As is common practice with many municipal agencies, the City of Laguna Hills follows State guidelines for determining if traffic control devices, such as multi-way stop signs, should be installed. Therefore, the prevailing source used for this analysis is the State of California Manual on Uniform Traffic Control Devices (*California MUTCD*). The California MUTCD contains minimum guidelines regarding traffic volumes, collisions, speeds, visibility, and other criteria in order to satisfy the requirements, in this case, for the recommendation and installation of a 3-way (multi-way) stop or a one-way stop.

The California MUTCD **Multi-way Stop** Applications Guidance criteria are described in the following four main parts:

- 1) As an interim measure where traffic control signals are justified;
- 2) Reported crashes – five or more in a 12-month period that are susceptible to correction by a multi-way stop installation;
- 3) Minimum traffic and pedestrian volumes, speeds, and delay; and,
- 4) Where a combination of the above criteria are all satisfied to 80 percent.

If any one, or a combination, of these criteria is met, then a multi-way stop application should be considered. If these criteria are not met, the installation of an unwarranted multi-way stop sign installation is typically not recommended.

The California MUTCD guidelines describing Right-of-Way at Intersections, STOP Sign Applications, Multi-way Stop Applications, and Yield Sign Applications are included in Appendix A.

MULTIWAY STOP ANALYSIS

The California MUTCD **Multi-way Stop** Applications section contains guidelines, such as minimum collisions and traffic volumes necessary for the justification of multi-way stop control. The general guidelines given for a stop sign application begin with using engineering judgment for the installation of a stop sign(s) on a street entering a through highway and where high speeds on the cross street make entry difficult, or due to restricted view, or when crash records indicate a need for control by a stop sign. Further guidance criteria found in the California MUTCD include the following important statements: ***“YIELD or STOP signs should not be used for speed control... In most cases, the street carrying the lowest volume of traffic should be controlled... A STOP (R1-1) sign is not a ‘cure-all’ and is not a substitute for other traffic control devices. Often, the need for a STOP (R1-1) sign can be eliminated if the sight distance is increased by removing obstructions... A YIELD or STOP sign should not be installed on the higher volume roadway unless justified by an engineering study... Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal...”***

Collision History

The guidelines for **Multi-way Stop** Applications contained in the California MUTCD regarding collisions, or crashes, require a minimum of five (5) reported crashes occurring in a 12-month period that are susceptible to correction by a multi-way stop installation in order to satisfy this warrant. Such crashes include right- and left-turn collisions, as well as right-angle collisions (i.e., broadside, or head-on) and pedestrian-vehicle collisions. The latest available collision history for the intersection was gathered by HCI from the State of California Highway Patrol (CHP) Statewide Integrated Traffic Records System website (*i-SWITRS*). A comprehensive 5-year traffic collision history summary report was prepared for this intersection and reviewed for collisions susceptible to correction by the installation of a multi-way stop. Table 1 (*next page*) provides the most recent summary of collision history occurring at or near this intersection.

Multiway Stop Sign Warrants Analysis - Grissom Road at De Salle St, in the City of Laguna Hills, CA

Collision History (continued)

TABLE 1
SWITRS COLLISION SUMMARY

Intersection	2012-14		2015		2016		2017	
	Date	Type of Coll. / Correctible?	Date	Type of Coll. / Correctible?	Date	Type of Coll. / Correctible?	Date	Type of Coll. / Correctible?
Grissom Road at De Salle Street		<i>None Reported</i>		<i>None Reported</i>		<i>None Reported</i>		<i>None Reported</i>

Notes: Information above is derived per the latest 5-year intersection traffic collision database report gathered from CHP-SWITRS (*i-SWITRS website*).

- 1) Type of Coll. = Type of Collision (*i.e., broadside, rear-end, etc.*)
- 2) Correctible? = Yes / No

As shown, there have been no (0) reported collisions at or near this intersection over the past (5) years of available SWITRS collision data. Since the collision warrant requires a minimum of (5) reported crashes susceptible to correction by a multi-way stop, to occur within a 12-month period, the collision warrant is not satisfied. ***All SWITRS traffic collision data is included in Appendix B.***

Traffic Volumes

HCI collected Average Daily Traffic (ADT) vehicular approach counts on Tuesday, November 28, 2017 in order to account for vehicles that typically use this T-intersection. The ADT approach count for Grissom Road is 849 vehicles per day with the highest AM peak-hour approach volume having 68 vehicles, and 84 vehicles in the PM peak-hour. The ADT approach count for De Salle Street is 142 vehicles with the highest AM peak-hour approach volume having 16 vehicles, and 17 vehicles in the PM peak-hour. Table 2 (next page) provides a breakdown of the approach volumes. ***All traffic volume data collected for this intersection is included in Appendix C.***

Multiway Stop Sign Warrants Analysis - Grissom Road at De Salle St, in the City of Laguna Hills, CA

Traffic Volumes (continued)

TABLE 2
HIGHEST 24-HOUR INTERSECTION APPROACH VEHICLE COUNTS
GRISSOM ROAD AT DE SALLE STREET

Street	Direction	ADT Volume	Directional Split	Highest Hourly Volume
Grissom Road	Eastbound	465	55%	50 (3 - 4PM)
	Westbound	384	45%	34 (3 - 4PM)
De Salle Street				
	Southbound	142	100%	17 (3 - 4PM)

Grissom Road is considered the ‘through’ or ‘major’ street at this residential T-intersection since it carries higher volumes, and is not required to slow down, or stop, before proceeding left. In comparison, De Salle Street is considered the ‘minor’ street as traffic on De Salle Street is required to first stop at Grissom Road and looking before making a left or right turn. It is typically expected that the traffic volumes on the minor street are considerably less than those on the major street. As can be seen from the table above, this is the case, as De Salle Street carries approximately 14% of the entire traffic entering the intersection (Grissom Road carries 86% of entering traffic).

A part of the California MUTCD guideline criteria also calls for a reduction in the required minimum volumes when the critical approach speed (*or 85th-percentile speed*) on the major street exceeds 40 MPH. If this is the case, the minimum vehicular volumes to be met for a multiway stop sign installation are reduced to 70%.

As mentioned, the posted speed limits on both streets are 25 MPH. Field observations during our site visit confirmed vehicles were not regularly speeding over the speed limit near the intersection, but were considered typical and what may be expected for two-lane local-type roadways. As the speed limits are less than the 40 MPH limit required to reduce traffic volumes, the 70% minimum volumes for a multi-way stop sign analysis are not applicable, and the 100% minimum volumes were analyzed on the next page.

Multiway Stop Sign Warrants Analysis - Grissom Road at De Salle St, in the City of Laguna Hills, CA

Traffic Volumes (continued)

It is important to note that the hourly vehicle traffic counts shown in Tables 2 and 3 above are given for the highest hour of traffic for each direction, and serve as a good indicator to compare with the required minimum hourly traffic volumes in the California MUTCD multi-way stop guidelines. It must also be mentioned that the average hourly minimum volumes for a multi-way stop application are to be satisfied for any eight (8) hours of an average day (not just for one hour).

Table 3 below shows the California MUTCD minimum traffic volume guidelines for a Multi-way Stop Application in comparison with the highest 8-hour traffic count data collected at this intersection. Both Parts 1 and 2 of the minimum volume warrants below must be satisfied in order to fulfill the traffic volume warrant.

TABLE 3
MULTIWAY STOP SIGN WARRANT FOR MINIMUM TRAFFIC VOLUMES
GRISSOM ROAD AT DE SALLE STREET

Part 1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any (8) hours of an average day, Results: No, average (57) vehicles per hour Meets 19% of required hourly traffic volume	and	Part 2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same (8) hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour, Results: No, average (14) vehicles per hour Meets 7% of required hourly traffic volume	but	Part 3. If the 85th-percentile approach speed of the major-street traffic exceeds 65 km/h or exceeds 40 mph, the minimum vehicular volume warrants are (70) percent of the above values. Results: No, 85th percentile speed on major-street does not exceed 40 mph
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As shown above, the average hourly intersection approach traffic volumes for the highest 8-hour period did not satisfy both Parts 1 and 2 (19% *major street* / 7% *minor street*). Therefore, the minimum traffic volume warrant is not satisfied.

Multiway Stop Sign Warrants Analysis - Grissom Road at De Salle St, in the City of Laguna Hills, CA

Visibility

Impaired visibility, or restricted sight distance, due to the geometry of the intersection and possible obstructions was carefully considered during our field-review of the surrounding residential property environment. The geometry of the intersection includes an approximate 90° angle, and both roadways have gradual horizontal and vertical curvature going away from the intersection.

Driver sight distance was measured from the side-street approach to the intersection, as southbound traffic on De Salle Street is required to stop, before proceeding to make a left or right-turn. The measured distance was derived from the stopping sight distance guidelines found in the California MUTCD (*see Appendix D*). In this reference, a 30 MPH roadway design speed (posted or *prima facie* speed + 5 MPH) recommends a minimum Stopping Sight Distance of 200 feet. This distance was used when looking towards approaching, uncontrolled traffic along Grissom Road. More specifically, this stopping sight distance was field-measured from a typical ‘stopped’ vehicle location on De Salle Street at the intersection looking towards the oncoming lanes of cross-traffic on Grissom Road. A photograph was taken from a stopped driver’s perspective.

(See sight distance photos in Exhibit 3 on the following page).

As Exhibit 3 on the next page shows, when looking from De Salle Street, a driver does have a clear line of sight to the minimum sight distance at 200 feet when looking westerly. However, it is noted, when looking easterly, on-street parked vehicles, especially larger trucks/vans, may block the minimum sight distance of a southbound stopped driver. Since on-street parking was observed on Grissom Road at/near the intersection, the City may want to consider installing approximately 50’ of red curb or posted parking restrictions on the north side of the street, east of De Salle Street, in the future (if applicable), to ensure visibility for both vehicles traveling on Grissom Road as well as stopped vehicles on De Salle Street.

Multiway Stop Sign Warrants Analysis - Grissom Road at De Salle St, in the City of Laguna Hills, CA

EXHIBIT 3



Southbound DE SALLE STREET (Looking West) @ GRISSOM ROAD



Southbound DE SALLE STREET (Looking East) @ GRISSOM ROAD

Multiway Stop Sign Warrants Analysis - Grissom Road at De Salle St, in the City of Laguna Hills, CA

MULTIWAY STOP ANALYSIS SUMMARY

The analysis of the four (4) main criteria provided in the California MUTCD regarding **Multi-way Stop** Applications showed that this intersection did not meet the minimum guidelines to justify stopping the major roadway. The four main criteria analyzed were: 1) As an interim measure where traffic control signals are justified; 2) Reported collisions – a correctible crash problem; 3) Traffic and pedestrian volumes, speeds, and delay; and 4) Where a combination of the above criteria are satisfied to 80 percent.

In summary, the collision history at the intersection resulted in (0) SWITRS-reported correctible collisions during the last five years of available data, where the minimum guideline calls for at least five (5) correctible collisions in a 12-month period. The average minimum hourly minor street traffic volumes required for a multi-way stop that are to be satisfied for any eight (8) hours in an average day were also close to being satisfied. Excessive delay to any approach was not observed in terms of vehicles stopping and waiting for a gap on the major roadway. Therefore, since intersection collision history and traffic volumes did not satisfy the minimum guidelines, it can also be derived that a traffic signal is not justified as an interim measure at this intersection (as mentioned above). The 80% combined criteria were also not met as both the collisions and minimum traffic volumes were not satisfied to this percentage. If the California MUTCD criteria is not met, the location is typically not recommended for installation of a multi-way stop.

However, engineering judgment should always be included in any decision regarding traffic safety improvements. As mentioned, it was determined that a driver does have a clear line of sight to the minimum sight distance of 200 feet when looking westerly. However, when looking easterly, parked vehicles may block this minimum sight distance. Since on-street parking was observed at/near the intersection, the City may want to consider approximately 50' of red curb or posted parking restrictions to ensure visibility for both vehicles traveling on Grissom Road as well as stopped vehicles on De Salle Street.

Multiway Stop Sign Warrants Analysis - Grissom Road at De Salle St, in the City of Laguna Hills, CA

MULTIWAY STOP ANALYSIS SUMMARY (continued)

Intersection lighting was also verified and found to be adequate as there were two 100W luminaire on a street light pole located on the south side of Grissom Road at the intersection. In regards to pedestrian and bicycle activity, field observations confirmed a low activity of both.

Therefore, based upon our engineering judgment, it is determined that stopping traffic on Grissom Road at De Salle Street is not required at this time to enhance the traffic safety at this intersection.

It is important to note, the hourly speed data collected for this intersection resulted in an 85th percentile *westbound* speed of 34 MPH. This data confirms that vehicular speeding is occurring above the posted 25 mph speed limit along this segment of Grissom Road. An incremental approach is suggested to slow travel speeds along this segment of Grissom Road. Initial steps include increased law enforcement, use of a portable radar speed feedback trailer, and installing '25' pavement markings. Should these initial recommendations be implemented, a follow-up speed data survey should be conducted to quantify the benefits of these speed reduction measures.

RECOMMENDATIONS

In overall consideration of the analysis criteria in this report, a multi-way (3-way) stop sign installation is not recommended at this time for the intersection of Grissom Road and De Salle Street.

However, a one-way stop sign installation is recommended for the southbound approach of De Salle Street to improve right-of-way assignment. This recommendation includes the installation of a STOP sign and pavement marking, as well as a white limit line. If approved, the cost for this recommendation is estimated at \$750.00.

APPENDIX A

**MULTIWAY STOP APPLICATIONS
GUIDELINES:**

CALIFORNIA MUTCD

Standard:

03 Except as provided in Paragraphs 4 and 5, the minimum sizes for regulatory signs facing traffic on multi-lane conventional roads shall be as shown in the Multi-lane column of Table 2B-1 and 2B-1(CA).

Option:

04 Where the posted speed limit is 35 mph or less on a multi-lane highway or street, other than for a STOP sign, the minimum size shown in the Single Lane column in Table 2B-1 and 2B-1(CA) may be used.

05 Where a regulatory sign, other than a STOP sign, is placed on the left-hand side of a multi-lane roadway in addition to the installation of the same regulatory sign on the right-hand side or the roadway, the size shown in the Single Lane column in Table 2B-1 and 2B-1(CA) may be used for both the sign on the right-hand side and the sign on the left-hand side of the roadway.

Standard:

06 A minimum size of 36 x 36 inches shall be used for STOP signs that face multi-lane approaches.

07 Where side roads intersect a multi-lane street or highway that has a speed limit of 45 mph or higher, the minimum size of the STOP signs facing the side road approaches, even if the side road only has one approach lane, shall be 36 x 36 inches.

08 Where side roads intersect a multi-lane street or highway that has a speed limit of 40 MPH or lower, the minimum size of the STOP signs facing the side road approaches shall be as shown in the Single Lane or Multi-lane columns of Table 2B-1 and 2B-1(CA) based on the number of approach lanes on the side street approach.

Guidance:

09 The minimum sizes for regulatory signs facing traffic on exit and entrance ramps should be as shown in the column of Table 2B-1 and 2B-1(CA) that corresponds to the mainline roadway classification (Expressway or Freeway). If a minimum size is not provided in the Freeway column, the minimum size in the Expressway column should be used. If a minimum size is not provided in the Freeway or Expressway Column, the size in the Oversized column should be used.

Section 2B.04 Right-of-Way at Intersections**Support:**

01 State or local laws written in accordance with the "Uniform Vehicle Code" (see Section 1A.11) establish the right-of-way rule at intersections having no regulatory traffic control signs such that the driver of a vehicle approaching an intersection must yield the right-of-way to any vehicle or pedestrian already in the intersection. When two vehicles approach an intersection from different streets or highways at approximately the same time, the right-of-way rule requires the driver of the vehicle on the left to yield the right-of-way to the vehicle on the right. The right-of-way can be modified at through streets or highways by placing YIELD (R1-2) signs (see Sections 2B.08 and 2B.09) or STOP (R1-1) signs (see Sections 2B.05 through 2B.07) on one or more approaches.

Guidance:

02 Engineering judgment should be used to establish intersection control. The following factors should be considered:

- A. Vehicular, bicycle, and pedestrian traffic volumes on all approaches;**
- B. Number and angle of approaches;**
- C. Approach speeds;**
- D. Sight distance available on each approach; and**
- E. Reported crash experience.**

03 YIELD or STOP signs should be used at an intersection if one or more of the following conditions exist:

- A. An intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;**
- B. A street entering a designated through highway or street; and/or**
- C. An unsignalized intersection in a signalized area.**

04 In addition, the use of YIELD or STOP signs should be considered at the intersection of two minor streets or local roads where the intersection has more than three approaches and where one or more of the following conditions exist:

- A. The combined vehicular, bicycle, and pedestrian volume entering the intersection from all approaches averages more than 2,000 units per day;*
- B. The ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary; and/or*
- C. Crash records indicate that five or more crashes that involve the failure to yield the right-of-way at the intersection under the normal right-of-way rule have been reported within a 3-year period, or that three or more such crashes have been reported within a 2-year period.*

05 YIELD or STOP signs should not be used for speed control.

Support:

06 Section 2B.07 contains provisions regarding the application of multi-way STOP control at an intersection.

Guidance:

07 Once the decision has been made to control an intersection, the decision regarding the appropriate roadway to control should be based on engineering judgment. In most cases, the roadway carrying the lowest volume of traffic should be controlled.

08 A YIELD or STOP sign should not be installed on the higher volume roadway unless justified by an engineering study.

Support:

09 The following are considerations that might influence the decision regarding the appropriate roadway upon which to install a YIELD or STOP sign where two roadways with relatively equal volumes and/or characteristics intersect:

- A. Controlling the direction that conflicts the most with established pedestrian crossing activity or school walking routes;*
- B. Controlling the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds; and*
- C. Controlling the direction that has the best sight distance from a controlled position to observe conflicting traffic.*

Standard:

10 Because the potential for conflicting commands could create driver confusion, YIELD or STOP signs shall not be used in conjunction with any traffic control signal operation, except in the following cases:

- A. If the signal indication for an approach is a flashing red at all times;**
- B. If a minor street or driveway is located within or adjacent to the area controlled by the traffic control signal, but does not require separate traffic signal control because an extremely low potential for conflict exists; or**
- C. If a channelized turn lane is separated from the adjacent travel lanes by an island and the channelized turn lane is not controlled by a traffic control signal.**

10a STOP signs shall not be erected at any entrance to an intersection controlled by traffic signals. Refer to CVC 21355(a).

11 Except as provided in Section 2B.09, STOP signs and YIELD signs shall not be installed on different approaches to the same unsignalized intersection if those approaches conflict with or oppose each other.

12 Portable or part-time STOP or YIELD signs shall not be used except for emergency and temporary traffic control zone purposes.

13 A portable or part-time (folding) STOP sign that is manually placed into view and manually removed from view shall not be used during a power outage to control a signalized approach unless the maintaining agency establishes that the signal indication that will first be displayed to that approach upon restoration of power is a flashing red signal indication and that the portable STOP sign will be manually removed from view prior to stop-and-go operation of the traffic control signal.

Option:

14 A portable or part-time (folding) STOP sign that is electrically or mechanically operated such that it only displays the STOP message during a power outage and ceases to display the STOP message upon restoration of power may be used during a power outage to control a signalized approach.

Support:

¹⁵ Section 9B.03 contains provisions regarding the assignment of priority at a shared-use path/ roadway intersection.

Section 2B.05 STOP Sign (R1-1) and ALL WAY Plaque (R1-3P)

Standard:

⁰¹ When it is determined that a full stop is always required on an approach to an intersection, a STOP (R1-1) sign (see Figure 2B-1) shall be used.

⁰² The STOP sign shall be an octagon with a white legend and border on a red background.

⁰³ Secondary legends shall not be used on STOP sign faces.

⁰⁴ At intersections where all approaches are controlled by STOP signs (see Section 2B.07), an ALL WAY supplemental plaque (R1-3P) shall be mounted below each STOP sign. The ALL WAY plaque (see Figure 2B-1) shall have a white legend and border on a red background.

⁰⁵ The ALL WAY plaque shall only be used if all intersection approaches are controlled by STOP signs.

⁰⁶ Supplemental plaques with legends such as 2-WAY, 3-WAY, 4-WAY, or other numbers of ways shall not be used with STOP signs.

Support:

⁰⁷ The use of the CROSS TRAFFIC DOES NOT STOP (W4-4P) plaque (and other plaques with variations of this word message) is described in Section 2C.59.

Guidance:

⁰⁸ Plaques with the appropriate alternative messages of TRAFFIC FROM LEFT (RIGHT) DOES NOT STOP (W4-4aP) or ONCOMING TRAFFIC DOES NOT STOP (W4-4bP) should be used at intersections where STOP signs control all but one approach to the intersection, unless the only non-stopped approach is from a one-way street.

Option:

⁰⁹ An EXCEPT RIGHT TURN (R1-10P) plaque (see Figure 2B-1) may be mounted below the STOP sign if an engineering study determines that a special combination of geometry and traffic volumes is present that makes it possible for right-turning traffic on the approach to be permitted to enter the intersection without stopping.

Support:

¹⁰ The design and application of Stop Beacons are described in Section 4L.05.

¹¹ A STOP (R1-1) sign is not a "cure-all" and is not a substitute for other traffic control devices. Often, the need for a STOP (R1-1) sign can be eliminated if the sight distance is increased by removing obstructions.

Through Highways

Option:

¹² STOP (R1-1) signs may be installed either at or near the entrance to a State highway, except at signalized intersections, or at any location so as to control traffic within an intersection. Refer to CVC 21352 and 21355. See Section 1A.11 for information regarding this publication.

Support:

¹³ When STOP (R1-1) signs or traffic control signals have been erected at all entrances, a highway constitutes a through highway. Refer to CVC 600.

¹⁴ Authority to place STOP (R1-1) signs facing State highway traffic is delegated to the Department of Transportation's District Directors.

Option:

¹⁵ Local authorities may designate any highway under their jurisdiction as a through highway and install STOP (R1-1) signs in a like manner. Refer to CVC 21354.

Standard:

¹⁶ No local authority shall erect or maintain any STOP (R1-1) sign or other traffic control device requiring a stop, on any State highway, except by permission of the Department of Transportation. Refer to CVC 21353.

Support:

¹⁷ The Department of Transportation will grant such permission only when an investigation indicates that the STOP (R1-1) sign will benefit traffic.

Section 2B.06 STOP Sign Applications

Guidance:

- 01 At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09).*
- 02 The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:*
 - A. The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;*
 - B. A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or*
 - C. Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.*

Support:

- 03 The use of STOP signs at grade crossings is described in Sections 8B.04 and 8B.05.*

Section 2B.07 Multi-Way Stop Applications

Support:

- 01 Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.*

- 02 The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.*

Guidance:

- 03 The decision to install multi-way stop control should be based on an engineering study.*
- 04 The following criteria should be considered in the engineering study for a multi-way STOP sign installation:*
 - A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
 - B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
 - C. Minimum volumes:*
 - 1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
 - 2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
 - 3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
 - D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

Option:

- 05 Other criteria that may be considered in an engineering study include:*
 - A. The need to control left-turn conflicts;*
 - B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;*
 - C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and*
 - D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.*

APPENDIX B

SWITRS COLLISION HISTORY

CITY OF LAGUNA HILLS
5-YEAR SWITRS COLLISION DATABASE
INTERSECTION OF GRISSOM ROAD AND DE SALLE STREET
JAN. 1, 2012 - SEP. 30, 2017

CASE ID	COLL. DATE	COLL. TIME	PRIMARY ROAD	SECONDARY ROAD	DIST.	DIR.	INTERS.	WEATH. 1	COLL. SEVERITY	PRIM. COLL. FACT.	PCF VIOL. CAT.	PCF VIOL.	HIT AND RUN	TYPE OF COLL.	MOTOR VEHICLE INVOLVED WITH	ROAD SURF.
---------	------------	------------	--------------	----------------	-------	------	---------	----------	----------------	-------------------	----------------	-----------	-------------	---------------	-----------------------------	------------

No Collisions Reported.

NOTES:

Weather 1	Collision Severity	Primary Collision Factor	PCF Violation Category	Hit and Run	Type of Collision
A - Clear	1 - Fatal	A - (Vehicle) Code Violation	01 - Driving or Bicycling Under Influence	F - Felony	A - Head-On
B - Cloudy	2 - Injury (Severe)	B - Other Improper Driving	02 - Impeding Traffic	M - Misdemeanor	B - Sideswipe
C - Raining	3 - Injury (Other Visible)	C - Other Than Driver	03 - Unsafe Speed	N - Not Hit & Run	C - Rear-End
D - Snowing	4 - Injury (Complaint of Pain)	D - Unknown	04 - Following Too Closely		D - Broadside
E - Fog	0 - PDO (Property Damage Only)	E - Fell Asleep	05 - Wrong Side of Road		E - Hit Object
F - Other		- - Not Stated	06 - Improper Passing		F - Overturned
G - Wind			07 - Unsafe Lane Change		G - Vehicle/Pedestrian
- - Not Stated			08 - Improper Turning		H - Other
			09 - Automobile ROW		- - Not Stated
			10 - Pedestrian ROW		
			11 - Pedestrian Violation		
			12 - Traffic Signals and Signs	Road Surface	
			13 - Hazardous Parking	A - Dry	
			14 - Lights	B - Wet	
			15 - Brakes	C - Snowy or Icy	
			16 - Other Equipment	D - Slippery	
			17 - Other Hazardous Violation	- - Not Stated	
			18 - Other Than Driver (or Ped)		
			19 -		
			20 -		
			21 - Unsafe Starting or Backing		
			22 - Other Improper Driving		
			23 - Pedestrian or "Other" Under the Influence		
			24 - Fell Asleep		
			00 - Unknown		
			- - Not Stated		

Motor Vehicle Involved With:

A - Non-Collision
 B - Pedestrian
 C - Other Motor Vehicle
 D - Motor Vehicle on Other Roadway
 E - Parked Motor Vehicle
 F - Train
 G - Bicycle
 H - Animal
 I - Fixed Object
 J - Other Object
 - - Not Stated

APPENDIX C

AVERAGE DAILY TRAFFIC (ADT)

COUNT DATA

Prepared by NDS/ATD

VOLUME

Grissom Rd & De Salle St

Day: Tuesday
Date: 11/28/2017City: Laguna Hills
Project #: CA17_1240_001

DAILY TOTALS				NB	SB	EB				WB	Total	
				0	0	465				0	465	
AM Period	NB	SB	EB	WB	TOTAL	PM Period	NB	SB	EB	WB	TOTAL	
0:00			0		0	12:00			3		3	
0:15			0		0	12:15			4		4	
0:30			0		0	12:30			11		11	
0:45			1	1	1	12:45			10	28	10	28
1:00			0		0	13:00			3		3	
1:15			0		0	13:15			10		10	
1:30			0		0	13:30			5		5	
1:45			1	1	1	13:45			4	22	4	22
2:00			0		0	14:00			9		9	
2:15			0		0	14:15			5		5	
2:30			1		1	14:30			9		9	
2:45			0	1	0	14:45			19	42	19	42
3:00			0		0	15:00			11		11	
3:15			0		0	15:15			16		16	
3:30			0		0	15:30			13		13	
3:45			1	1	1	15:45			10	50	10	50
4:00			0		0	16:00			7		7	
4:15			0		0	16:15			14		14	
4:30			0		0	16:30			9		9	
4:45			0		0	16:45			10	40	10	40
5:00			0		0	17:00			8		8	
5:15			2		2	17:15			10		10	
5:30			1		1	17:30			13		13	
5:45			0	3	0	17:45			3	34	3	34
6:00			2		2	18:00			7		7	
6:15			1		1	18:15			11		11	
6:30			5		5	18:30			5		5	
6:45			8	16	8	18:45			12	35	12	35
7:00			0		0	19:00			9		9	
7:15			5		5	19:15			6		6	
7:30			8		8	19:30			6		6	
7:45			12	25	12	19:45			2	23	2	23
8:00			10		10	20:00			6		6	
8:15			12		12	20:15			4		4	
8:30			8		8	20:30			8		8	
8:45			5	35	5	20:45			2	20	2	20
9:00			1		1	21:00			3		3	
9:15			3		3	21:15			3		3	
9:30			3		3	21:30			3		3	
9:45			8	15	8	21:45			5	14	5	14
10:00			8		8	22:00			3		3	
10:15			3		3	22:15			2		2	
10:30			6		6	22:30			2		2	
10:45			3	20	3	22:45			4	11	4	11
11:00			4		4	23:00			2		2	
11:15			9		9	23:15			2		2	
11:30			4		4	23:30			1		1	
11:45			5	22	5	23:45			1	6	1	6
TOTALS	140				140	TOTALS	325				325	
SPLIT %	100.0%				30.1%	SPLIT %	100.0%				69.9	

DAILY TOTALS					NB	SB	EB	WB	Total
					0	0	465	0	465
AM Peak Hour			7:30	7:30	PM Peak Hour			14:45	14:4
AM Pk Volume			42	42	PM Pk Volume			59	59
Pk Hr Factor			0.875	0.875	Pk Hr Factor			0.776	0.77
7 - 9 Volume	0	0	60	60	4 - 6 Volume	0	0	74	74
7 - 9 Peak Hour			7:30	7:30	4 - 6 Peak Hour			16:15	16:1
7 - 9 Pk Volume	0	0	42	42	4 - 6 Pk Volume	0	0	41	41
Pk Hr Factor	0.000	0.000	0.875	0.875	Pk Hr Factor	0.000	0.000	0.732	0.73

Attachment: Grissom Rd-De Salle St Stop Sign Warrant Analysis - 01-09-18 (1479 : Side Street Stop Sign Installation on De Salle Street at

SPEED

Grissom Rd E/O De Salle St

3.6.c

Day: Tuesday
Date: 11/28/2017

City: Laguna Hills
Project #: CA17_1240_003w

West Bound

Time	< 15	15 - 19	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 - 69	70 +	Total
0:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00	0	0	0	1	0	0	0	0	0	0	0	0	0	1
3:00	1	0	0	0	0	0	0	0	0	0	0	0	0	1
4:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00	1	0	2	1	1	0	0	0	0	0	0	0	0	5
6:00	0	0	4	3	3	4	0	0	0	0	0	0	0	14
7:00	3	3	5	7	5	1	0	0	0	0	0	0	0	24
8:00	3	4	4	11	7	4	0	0	0	0	0	0	0	33
9:00	4	3	1	7	4	1	0	0	0	0	0	0	0	20
10:00	1	3	3	6	2	2	0	0	0	0	0	0	0	17
11:00	5	1	0	5	6	5	0	0	0	0	0	0	0	22
12:00 PM	4	4	2	8	7	2	0	0	0	0	0	0	0	27
13:00	5	3	0	7	6	5	0	0	0	0	0	0	0	26
14:00	4	5	4	12	4	2	0	0	0	0	0	0	0	31
15:00	4	2	8	11	6	3	0	0	0	0	0	0	0	34
16:00	4	1	8	9	4	0	0	0	0	0	0	0	0	26
17:00	0	7	3	8	5	2	0	0	0	0	0	0	0	25
18:00	4	3	1	9	5	3	0	0	0	0	0	0	0	25
19:00	7	2	3	4	7	0	0	0	0	0	0	0	0	23
20:00	5	1	2	1	2	0	0	0	0	0	0	0	0	11
21:00	2	1	6	3	3	0	0	0	0	0	0	0	0	15
22:00	0	0	1	0	0	1	0	0	0	0	0	0	0	2
23:00	1	0	0	1	0	0	0	0	0	0	0	0	0	2
Totals	58	43	57	114	77	35								384
% of Totals	15%	11%	15%	30%	20%	9%								100%

AM Volumes	18	14	19	41	28	17	0	0	0	0	0	0	0	137
% AM	5%	4%	5%	11%	7%	4%								36%
AM Peak Hour	11:00	8:00	7:00	8:00	8:00	11:00								8:00
Volume	5	4	5	11	7	5								33
PM Volumes	40	29	38	73	49	18	0	0	0	0	0	0	0	247
% PM	10%	8%	10%	19%	13%	5%								64%
PM Peak Hour	19:00	17:00	15:00	14:00	12:00	13:00								15:00
Volume	7	7	8	12	7	5								34
Directional Peak Periods All Speeds			AM 7-9			NOON 12-2			PM 4-6			Off Peak Volumes		
			Volume		%	Volume		%	Volume		%	Volume		%
			57	↔	15%	53	↔	14%	51	↔	13%	223	↔	58%

Street Name	Direction	Percentiles					
		15th	50th	Average	85th	95th	ADT
Grissom Rd	East Bound	15	23	23	30	34	3
Grissom Rd	West Bound	15	26	25	34	37	364

SPEED

De Salle St N/O Grissom Rd

3.6.c

Day: Tuesday
Date: 11/28/2017

City: Laguna Hills
Project #: CA17_1240_002s

South Bound

Time	< 15	15 - 19	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 - 69	70 +	Total
0:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6:00	1	0	0	0	0	0	0	0	0	0	0	0	0	1
7:00	5	0	0	0	0	0	0	0	0	0	0	0	0	5
8:00	9	0	0	0	0	0	0	0	0	0	0	0	0	9
9:00	11	1	0	0	0	0	0	0	0	0	0	0	0	12
10:00	12	0	0	0	0	0	0	0	0	0	0	0	0	12
11:00	16	0	0	0	0	0	0	0	0	0	0	0	0	16
12:00 PM	12	0	0	0	0	0	0	0	0	0	0	0	0	12
13:00	6	1	0	0	0	0	0	0	0	0	0	0	0	7
14:00	15	0	0	0	0	0	0	0	0	0	0	0	0	15
15:00	17	0	0	0	0	0	0	0	0	0	0	0	0	17
16:00	9	0	0	0	0	0	0	0	0	0	0	0	0	9
17:00	13	0	0	0	0	0	0	0	0	0	0	0	0	13
18:00	4	0	0	0	0	0	0	0	0	0	0	0	0	4
19:00	5	0	0	0	0	0	0	0	0	0	0	0	0	5
20:00	4	0	0	0	0	0	0	0	0	0	0	0	0	4
21:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22:00	1	0	0	0	0	0	0	0	0	0	0	0	0	1
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	140	2												142
% of Totals	99%	1%												100%

AM Volumes	54	1	0	0	0	0	0	0	0	0	0	0	0	55
% AM	38%	1%												39%
AM Peak Hour	11:00	9:00												11:00
Volume	16	1												16
PM Volumes	86	1	0	0	0	0	0	0	0	0	0	0	0	87
% PM	61%	1%												61%
PM Peak Hour	15:00	13:00												15:00
Volume	17	1												17
Directional Peak Periods			AM 7-9		NOON 12-2		PM 4-6		Off Peak Volumes					
All Speeds			Volume	%	Volume	%	Volume	%	Volume	%				
			14	↔ 10%	19	↔ 13%	22	↔ 15%	87	↔ 61%				

Street Name	Direction	Percentiles					ADT
		15th	50th	Average	85th	95th	
De Salle St	North Bound	7	10	11	14	17	2
De Salle St	South Bound	7	10	10	14	15	142

APPENDIX D

STOPPING SIGHT DISTANCE AS A FUNCTION OF SPEED

CALIFORNIA MUTCD

Table 6C-1. Recommended Advance Warning Sign ~~Minimum~~ Spacing

Road Type	Distance Between Signs*		
	A	B	C
Urban (low speed) - 25 mph or less	100 feet	100 feet	100 feet
Urban (high speed) - more than 25 mph to 40 mph	250 feet	250 feet	250 feet
Urban (high speed) - more than 40 mph	350 feet	350 feet	350 feet
Rural	500 feet	500 feet	500 feet
Expressway / Freeway	1,000 feet	1,500 feet	2,640 feet

* ~~Speed category to be determined by the highway agency.~~

** The column headings A, B, and C are the dimensions shown in Figures 6H-1 through 6H-46. The A dimension is the distance from the transition or point of restriction to the first sign. The B dimension is the distance between the first and second signs. The C dimension is the distance between the second and third signs. (The "first sign" is the sign in a three-sign series that is closest to the TTC zone. The "third sign" is the sign that is furthest upstream from the TTC zone.)

Table 6C-2. Stopping Sight Distance as a Function of Speed

Speed*	Distance
20 mph	115 feet
25 mph	155 feet
30 mph	200 feet
35 mph	250 feet
40 mph	305 feet
45 mph	360 feet
50 mph	425 feet
55 mph	495 feet
60 mph	570 feet
65 mph	645 feet
70 mph	730 feet
75 mph	820 feet

* Posted speed, off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed.

Can also be used as Stopping Sight Distance as suggested buffer space length or location for flagger station.

Table 6C-3. Taper Length Criteria for Temporary Traffic Control Zones

Type of Taper	Taper Length
Merging Taper	at least L
Shifting Taper	at least 0.5 L
Shoulder Taper	at least 0.33 L
One-Lane, Two-Way Traffic Taper	50 feet minimum, 100 feet maximum
Downstream Taper	50 feet minimum, 100 feet maximum

Note: Use Table 6C-4 to calculate L



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2018
TO: Mayor and Council Members
FROM: Kenneth H. Rosenfield P.E.
Director of Public Services/City Engineer
ISSUE: Modification of On-Street Parking on Wilkes Place

RECOMMENDATION: That the City Council: (1) Find and determine that the proposed parking restriction is not subject to the California Environmental Quality Act pursuant to Sections 15060(C)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(C)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, Cal. Code of Regs, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly; and (2) Adopt a Resolution Entitled: "A Resolution of the City Council of the City of Laguna Hills, California, establishing a No Stopping Anytime Zone on the westerly side of Wilkes Place from 140 feet south of Derby Circle to York Circle."

SUMMARY:

Residents in the neighborhood northerly of Alicia Parkway at Wilkes Place recently engaged the Traffic Commission in a discussion of parking control concerns in their neighborhood. During public comments, a resident of the "Stockport Park Neighborhood" also expressed concerns with vehicular sight distance constraints upon entering Wilkes Place at the intersection with York Circle. Staff initiated a review of this matter and determined the current site conditions necessitate restricting vehicle parking along the westerly side of Wilkes Place from 140 feet south of Derby Circle to York Circle to address this issue. The Traffic Commission, at its January 17, 2018 meeting, recommended approval of the proposed "No Stopping Anytime" zone at this location.

Modification of On-Street Parking on Wilkes Place

February 13, 2018

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BACKGROUND:

The “Stockport Park Neighborhood” (specifically the streets of Stockport Street, Wilkes Place, Derby Circle, York Circle, Woolwich Street, Southport Street, and Salford Street) is a single-family residential community located northeasterly of the intersection of Paseo de Valencia and Alicia Parkway. Please see the attached vicinity map.

In the recent past, this neighborhood has engaged the Traffic Commission in a discussion about parking supply and parking controls. Additionally, a resident on York Circle contacted the Traffic Commission at the meeting of November 15, 2017, with concerns regarding sight distance limitations due to vehicles parking immediately adjacent to York Circle on the westerly side of Wilkes Place. The resident stated that the parking on Wilkes Place adjacent to York Circle is creating a conflict for vehicles turning onto Wilkes Place as the driver cannot see all oncoming traffic due to limited visibility (sight distance). Staff reviewed the matter and, upon performing a site evaluation, determined that restricting parking on Wilkes Place will improve sight distance for vehicles turning onto Wilkes Place from York Circle. While there is no record of traffic collisions associated with the physical conditions at this location, it is recommended that a “No Stopping Anytime” zone be established on the westerly side of Wilkes Place from 140 feet south of Derby Circle to York Circle. This parking control zone will resolve the sight distance issue and tie into other parking control sign zones along the balance of Wilkes Place.

The Traffic Commission, at the meeting of January 17, 2018, recommended to the City Council approval of the proposed “No Stopping Anytime” zone for the enhancement of vehicular sight distance. Residents residing in the immediate vicinity were notified of this matter being on the City Council agenda.

CEQA FINDINGS:

The “No Stopping Anytime” zone is not subject to the California Environmental Quality Act pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, Cal. Code of Regs, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

Modification of On-Street Parking on Wilkes Place

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FISCAL IMPACT:

The installation of one “No Stopping Anytime, with a left arrow” sign has an anticipated cost of \$150. Funds are available for this work in the 2017/2018 Fiscal Year Public Works Maintenance Budget.

ATTACHMENTS:

- Resolution - Wilkes Place - 2
- Vicinity Map - Wilkes Place_1

RESOLUTION NO. 2018-02-13-X

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, ESTABLISHING A NO STOPPING ANYTIME ZONE ON THE WESTERLY SIDE OF WILKES PLACE FROM 140 FEET SOUTH OF DERBY CIRCLE TO YORK CIRCLE

The City Council of the City of Laguna Hills, California, hereby finds, determines, declares, and resolves as follows:

WHEREAS, Wilkes Place is a two-lane residential collector street between Alicia Parkway and Beckenham Street; and

WHEREAS, a resident of the community requested modification of a current parking zone on Wilkes Place for the enhancement of vehicular sight distance; and

WHEREAS, it has been determined by City staff that restricting parking on the westerly side of Wilkes Place from 140 feet south of Derby Circle to York Circle will improve sight distance for vehicles exiting York Circle; and

WHEREAS, the Traffic Commission, at its regularly scheduled meeting of January 17, 2018, recommended to the City Council the establishment of a "No Stopping Anytime" zone on Wilkes Place to address sight distance for vehicles; and

WHEREAS, pursuant to Vehicle Code Section 22507, the parking of any type of vehicle on certain streets or highways may be prohibited or restricted by a general law city, during all or certain hours of a day, where signs or markings giving adequate notice of such regulations have been placed.

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

SECTION 1. The foregoing recitals are true and correct and are incorporated herein by reference.

SECTION 2. There is hereby established a "No Stopping Anytime" zone on the westerly side of Wilkes Place from 140 feet south of Derby Circle to York Circle.

SECTION 3. The Director of Public Services/City Engineer is hereby directed to and shall cause signs and markings to be placed giving notice of such parking restrictions as necessary to implement the parking restrictions established herein.

SECTION 4. The parking restrictions established in this Resolution shall become effective upon posting of the required signage in accordance with Vehicle Code Section 22507.

SECTION 5. The City Council finds and determines that the "No Stopping Anytime" zone hereby established is not subject to the California Environmental Quality Act pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, Cal. Code of Regs, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

PASSED, APPROVED, AND ADOPTED this 13TH day of February 2018.

MELODY CARRUTH, MAYOR

ATTEST:

MELISSA AU-YEUNG, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LAGUNA HILLS)

I, Melissa Au-Yeung, City Clerk of the City of Laguna Hills, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2018-02-13-x adopted by the City Council of the City of Laguna Hills, California, at a Regular Meeting thereof held on the 13th day of February 2018, by the following vote:

AYES:

NOES:

ABSENT:

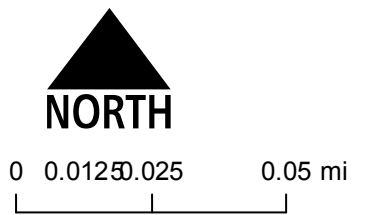
ABSTAIN:

(SEAL)

MELISSA AU-YEUNG, CITY CLERK



Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Ireland), MapmyIndia, NCCO, © OpenStreetMap contributors, and the GIS User Community



VICINITY MAP: WILKES PLACE





City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2018

TO: Mayor and Council Members

FROM: Janice Reyes
Finance Manager

ISSUE: Disposition of Surplus City Vehicle and Approval of Proposed Sales Price

RECOMMENDATION: That the City Council: (1) Approve the disposition of the City's 2010 Toyota Sequoia deemed to be surplus property by the Purchasing Officer; and (2) Authorize the Purchasing Officer to dispose of the City's 2010 Toyota Sequoia at the proposed sales price of \$13,000.

SUMMARY:

The Purchasing Officer has deemed the City's 2010 Toyota Sequoia to be surplus property and no longer necessary for use by the City. The vehicle, which was purchased in July 2009, has approximately 167,000 miles and is now surplus to the City's needs. City staff recommends that the City Council approve the disposition of the 2010 Toyota Sequoia and authorize the Purchasing Officer to sell the vehicle at the proposed sales price of \$13,000.

AUTHORITY:

Pursuant to Laguna Hills Municipal Code Chapter 3-32 (Disposition of Personal Property of City), Subsection (E), "Prior to disposing of any obsolete, unserviceable or surplus property having an estimated market value in excess of five thousand dollars (\$5,000.00), the Purchasing Officer shall inform the City Council of the nature of the property proposed for disposition and the proposed sales price. Such disposition shall be subject to the City Council's approval."

Disposition of Surplus City Vehicle and Approval of Proposed Sales Price
February 13, 2018
Page 2

BACKGROUND:

CarMax was solicited by City finance staff for a formal written appraisal of the vehicle on February 6, 2018. The appraised value of the vehicle by CarMax is \$13,000. A copy of the CarMax Appraisal dated February 6, 2018, is attached to this report. Staff is recommending that the City Council approve the disposition of the 2010 Toyota Sequoia and authorize the Purchasing Officer to sell the 2010 Toyota Sequoia at the proposed sales price of \$13,000. Upon approval, staff will commence with the sale of the vehicle.

ATTACHMENTS:

- CarMax Appraisal Offer, dated February 6, 2018

CarMax APPRAISAL OFFER

3.8.a

Name: GAIL COCHRAN
Address: 24035 EL TORO RD
LAGUNA HILLS CA 92653
Vehicle: 2010 TOYOTA SEQUOIA 4D SPORT UTILITY PLATINUM
Mileage: 166,666 **Engine:** 5.7L
VIN: 5TDDY5G14AS024421
Color: GRAY

Contact:
FREDDY VEGA
7195 - IRVINE, CA
Date:
02/06/2018

FEATURES CONSIDERED

POWER LOCKS	POWER WINDOWS
SUNROOF(S)	AM/FM STEREO
CD AUDIO	AUXILIARY AUDIO INPUT
JBL SOUND SYSTEM	AIR CONDITIONING
REAR AIR CONDITIONING	REAR DEFROSTER
CRUISE CONTROL	ABS BRAKES
THIRD ROW SEAT	LEATHER SEATS
POWER SEAT(S)	MEMORY SEAT(S)
FRONT SEAT HEATERS	REAR SEAT HEATERS
QUAD SEATS	POWER FOLDING THIRD ROW
AUTOMATIC TRANSMISSION	
POWER MIRRORS, 4WD/AWD, FULL ROOF RACK, RUNNING BOARDS, NAVIGATION SYSTEM, DVD VIDEO SYSTEM, ALLOY WHEELS, 20 INCH PLUS WHEELS, TOW HITCH, TRACTION CONTROL	

CONDITIONS ASSESSED

392590

Front Seats:	Good Condition	Rear Seats:	Good Condition
Carpet:	Good Condition	Transmission:	Good Condition
Engine:	Good Condition	4 x 4:	Good Condition
Front Tires:	Good Condition	Rear Tires:	Good Condition
Wheels:	Good Condition		

APPRAISAL OFFER

\$13,000

This offer is valid until the close of business on 2/13/18.

This offer is good for 7 days and will be honored at all CarMax stores.
After 7 days, your vehicle will need to be reappraised and the **offer may change.**

Comments

THANKS FOR HAVING YOUR VEHICLE APPRAISED

Your Appraiser

KRIS Z.
- CarMax Certified Appraiser

We've appraised more than 20 million vehicles. Your appraiser can provide a detailed explanation of how we determined your offer – just ask!

SELL US YOUR CAR **today!**

save time and money

AND WALK AWAY WITH PAYMENT IN HAND

When you sell to CarMax, you can avoid the hassles of selling your car yourself: • depreciation • additional car payments • costly advertising • the uncertainties of an unknown buyer (inspections, negotiations, and payment).

We'll buy your car even if you don't buy ours!®

bring these items

TO SELL US YOUR VEHICLE

Title (if it is not with a lienholder)
Valid registration
Valid state-issued photo ID for all titleholders
All keys and remotes (if applicable)

See other

Packet Pg. 99

Attachment: CarMax Appraisal Offer, dated February 6, 2018 (1488 : Disposition of Surplus City Vehicle and Approval of Proposed Sales Price)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2018
TO: Chair and Agency Members
FROM: Cindy Sands
Admin. Assistant to City Manager
ISSUE: Approval of Minutes for January 23, 2018, Regular Meeting

RECOMMENDATION: That the Planning Agency approve the Minutes for the January 23, 2018, Regular Meeting.

ATTACHMENTS:

- PA Minutes 012318

3.3 Approval of Warrant Register for Period Ended January 23, 2018

Recommendation: That the City Council approve the Warrant Register in the amount of \$303,637.78.

3.4 City Application for Fiscal Year 2018/2019 and Fiscal Year 2019/2020 Community Development Block Grant (CDBG) Funds for Housing Rehabilitation and Public Facilities and Improvements for the Florence Sylvester Memorial Senior Center

Recommendation: That the City Council confirm staff's submittal of the City's application for Bid No. 012-182310 for Housing Rehabilitation and Public Facilities and Improvements for Fiscal Year 2018/2019 and Fiscal Year 2019/2020.

3.5 Assignment and Assumption Agreement for HR Green Professional Services Agreements for: (1) On-Call Civil Engineering Services; and (2) On-Call Building and Safety Services

Recommendation: That the City Council approve the Assignment and Assumption Agreements changing HR Green California, Inc. to HR Green Pacific, Inc. for the Professional Services Agreements of: (1) On-call civil engineering and management services; and (2) On-call professional civil engineering, building & safety, civil plan check, building code compliance, and building inspection consulting services and authorize the City Manager to execute the Assignments.

ITEMS REMOVED FROM THE CONSENT CALENDAR**3.6 Authorization for the Disposal and Sale of Surplus City Vehicle**

Recommendation: That the City Council Authorize the Commencement of the Disposal and Sale of Surplus City Vehicle.

Mayor Carruth removed Item No. 3.6 from the Consent Calendar. This item will return to City Council for consideration at a future date.

4. PLANNING AGENCY

Mayor Carruth recessed the City Council meeting and, acting in the capacity of Chair, called the Regular Meeting of the Planning Agency of the City of Laguna Hills, California, to order at 8:02 p.m.

4.1 ROLL CALL OF PLANNING AGENCY MEMBERS

Attendee Name	Title	Status	Arrived
Mel Carruth	Chair	Present	
Dore J. Gilbert, M.D.	Vice Chair	Present	
Janine Heft	Agency Member	Present	
Barbara D. Kogerman	Agency Member	Present	
Don Sedgwick	Agency Member	Present	

4.2 PUBLIC COMMENTS

There were no Public Comments.

4.3 APPROVAL OF MINUTES FOR JANUARY 9, 2018, REGULAR MEETING**4.3.1 Approval of Minutes for January 9, 2018, Regular Meeting**

Recommendation: That the Planning Agency approve the Minutes for the January 9, 2018, Regular Meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Janine Heft, Agency Member
SECONDER:	Barbara D. Kogerman, Agency Member
AYES:	Mel Carruth, Chair; Dore J. Gilbert, M.D., Vice Chair; Janine Heft, Agency Member; Barbara D. Kogerman, Agency Member; Don Sedgwick, Agency Member

4.4 ADMINISTRATIVE REPORTS

There were no Administrative Reports.

4.5 PLANNING AGENCY PUBLIC HEARINGS

There were no Planning Agency Public Hearings.

PLANNING AGENCY ADJOURNMENT

Mayor Carruth reconvened the City Council meeting at 8:03 p.m. All Council Members were present.

5. CITY COUNCIL PUBLIC HEARINGS

There were no City Council Public Hearings.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2018
TO: President and Directors
FROM: Melissa Au-Yeung
Assistant to the City Manager/City Clerk
ISSUE: Election of Public Improvement Corporation Officers

RECOMMENDATION: That the Board of Directors adopt a Resolution entitled: "A Resolution of the Laguna Hills Public Improvement Corporation, Laguna Hills, California, Electing Officers for 2018."

SUMMARY:

The Laguna Hills Public Improvement Corporation (PIC) is required to hold an annual meeting. The City Council sits as the Board of Directors. At this meeting, the Board will elect officers for 2018, and approve the minutes of the previous meeting of February 28, 2017. As the current President of the Public Improvement Corporation, President Don Sedgwick will call the meeting to order. After the roll call he will entertain a motion to adopt the Resolution electing the Officers for 2018. President Carruth will then take the gavel and chair the remainder of the PIC meeting.

BACKGROUND:

In September 1998, the City Council, acting as the Board of Directors for the Laguna Hills PIC, took several actions including the adoption of bylaws, election of officers, and adoption of a Resolution appointing the time and place of meetings. The PIC is a non-profit, public benefit corporation whose primary purpose is to render financial assistance to the City.

Pursuant to the bylaws, the Annual Meeting is to be held the second Tuesday of February each year, and the Board of Directors is to elect officers at the Annual

Election of Public Improvement Corporation Officers

February 13, 2018

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Meeting. A Resolution has been prepared that will elect the Mayor as President, the City Manager as Vice President, the Finance Manager as Treasurer, and the Assistant to the City Manager/City Clerk as Secretary.

ATTACHMENTS:

- Reso - PIC

RESOLUTION NO. 2018-1

A RESOLUTION OF THE LAGUNA HILLS PUBLIC
IMPROVEMENT CORPORATION, LAGUNA HILLS,
CALIFORNIA, ELECTING OFFICERS FOR 2018

RESOLVED, by the Board of Directors of the Laguna Hills Public Improvement Corporation, that the following persons are elected to the offices set forth opposite their names below, as officers of the Corporation, to serve until the election and qualification of their successors, as provided in Article IV, Section 2 of the Bylaws of the Corporation.

Name	Office
Melody Carruth	President
Donald J. White	Vice President
Janice Reyes	Treasurer
Melissa Au-Yeung	Secretary

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LAGUNA HILLS)

I, Melissa Au-Yeung, Secretary of the Laguna Hills Public Improvement Corporation, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of a Resolution duly passed and adopted by the Board of Directors of the Laguna Hills Public Improvement Corporation, at a meeting thereof held on the 13th day of February 2018, by the following vote of the Directors thereof:

AYES:

NOES:

ABSENT:

ABSTAIN:

MELISSA AU-YEUNG, SECRETARY

Attachment: Reso - PIC (1490 : Election of Public Improvement Corporation Officers)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2018
TO: President and Directors
FROM: Melissa Au-Yeung
Assistant to the City Manager/City Clerk
ISSUE: Approval of Minutes for February 28, 2017, Annual Meeting

RECOMMENDATION: That the Board of Directors approve the minutes of the February 28, 2017, Annual Meeting.

ATTACHMENTS:

- PIC Minutes

**CITY OF LAGUNA HILLS, CALIFORNIA
PUBLIC IMPROVEMENT CORPORATION
MINUTES
FEBRUARY 28, 2017**

CALL TO ORDER

The Regular Meeting of the Public Improvement Corporation of the City of Laguna Hills, California, was called to order by President Kogerman at 8:02 PM in the Laguna Hills City Council Chamber, 24035 El Toro Road, Laguna Hills.

ROLL CALL:

Present: President Kogerman, Director Carruth, Director Gilbert, Director Heft, and Director Sedgwick.

STAFF PRESENT: Bruce Channing, Vice President; Donald White, Treasurer; and Melissa Au-Yeung, Secretary.

ELECTION OF PUBLIC IMPROVEMENT CORPORATION OFFICERS

THE PUBLIC IMPROVEMENT CORPORATION ADOPTED RESOLUTION NO. 2017-1, A RESOLUTION OF THE LAGUNA HILLS PUBLIC IMPROVEMENT CORPORATION, LAGUNA HILLS, CALIFORNIA, ELECTING OFFICERS FOR 2017, BY M/DIRECTOR KOGERMAN, S/DIRECTOR GILBERT.

APPROVED BY A VOTE OF 5-0.

MINUTES OF FEBRUARY 9, 2016, ANNUAL MEETING

THE PUBLIC IMPROVEMENT CORPORATION APPROVED THE MINUTES OF THE FEBRUARY 9, 2016, ANNUAL MEETING, BY M/DIRECTOR GILBERT, S/DIRECTOR KOGERMAN.

APPROVED BY A VOTE OF 4-0-1 (DIRECTOR HEFT ABSTAINING).

ADJOURNMENT

There being no further business before the Public Improvement Corporation at this session, President Sedgwick declared the meeting adjourned at 8:04 PM.

MELISSA AU-YEUNG, SECRETARY



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2018

TO: Mayor and Council Members

FROM: Donald J. White
City Manager

ISSUE: Approval to Participate in the Mobile Source Air Pollution Reduction Review Committee (MSRC) Local Government Partnership Program

RECOMMENDATION: That the City Council: (1) Receive and file the Mobile Source Air Pollution Reduction Review Committee PowerPoint Presentation; (2) Authorize the submittal of a City application for Electric Vehicle Charging Infrastructure (EVSE) installation at the Civic Center and Community Center & Sports Complex; and (3) Allocate matching funds from the City's AB 2766 Subvention Fund account.

SUMMARY:

The Mobile Source Air Pollution Reduction Review Committee (MSRC) established the Local Government Partnership Program to provide a funding incentive to cities and counties for the accelerated implementation of clean air projects outlined in the South Coast Air Quality Management District's (AQMD) 2016 Air Quality Management Plan (AQMP). Through the MSRC Local Government Partnership Program, the City is eligible to receive a \$50,000 grant for the purchase and installation of electric vehicle charging stations at the Civic Center and Community Center & Sports Complex, subject to certain application and program requirements. Additional funding would be leveraged by the City's AB 2766 Subvention Fund account and no General Fund commitment would be required. If the City Council approves participation in the MSRC Local Government Partnership Program, staff would prepare and submit a project application by March 2, 2018, for review and approval by the MSRC. Upon approval, a sole-source contract would be negotiated on between the South Coast AQMD on behalf of the MSRC and the City, which would be executed by the City Manager. Subsequently, the City would receive grant funds on a dollar-for-dollar match basis for the identified

Approval to Participate in the Mobile Source Air Pollution Reduction Review Committee (MSRC) Program
February 13, 2018
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projects.

Staff recommends that the City Council receive and file the MSRC-provided PowerPoint presentation, authorize the submittal of a City application for EVSE installation at the Civic Center and Community Center & Sports Complex, and allocate matching funds from the City's AB 2766 Subvention Fund account.

BACKGROUND:

Funding Opportunity

The MSRC recently established a Local Government Partnership Program to partner with cities and counties in the South Coast region to implement air quality improvement measures outlined in the South Coast AQMD's 2016 AQMP. On March 3, 2017, the South Coast AQMD Governing Board adopted the 2016 AQMP to serve as a guide to meet federal clean air requirements, which established funding incentives and programs, including the Local Government Partnership Program to encourage the transition to cleaner vehicles and other mobility strategies.

The Local Government Partnership Program sets aside a pro-rata share of MSRC funding on a dollar-for-dollar match basis for each city and county within the South Coast AQMD for eligible projects that accelerate the transition to zero and near-zero emissions vehicles along with supporting infrastructure. The funding is allocated on a reserved basis (not a competitive basis) for cities and counties that already participate in the AB 2766 Subvention Fund program. Since the City is an AB 2766 Subvention Fund participant, the City has a reserved funding amount of \$50,000 of MSRC monies to use on eligible projects as part of the Local Government Partnership Program.

To qualify for the grant program the City must review the Local Government Partnership Opportunity Notice & Intent to Negotiate, attached, opt-in to the MSRC Local Government Partnership Program by informing the City Council of the partnership opportunity, and submit an application describing how the City will participate in the program, among other requirements described in the "Participation Requirements" section below.

Overview of Proposed Project

Upon the release of the MSRC's funding opportunity notice staff began researching projects that would be feasible and eligible for funding under the Local Government Partnership Program. Emphasis was placed on projects that would provide benefits to the City, its residents, and the surrounding community. Consequently, staff identified the EVSE installation category (see "Eligible Project Categories" below) as the most reasonable project category given the requirements of the program and the City's available resources. Under this category, the City could purchase and install electric vehicle charging stations at the Civic Center and Community Center & Sports Complex by utilizing grant funding from the Local Government Partnership Program and leverage additional funds, as needed, from the City's AB 2766 Subvention Fund. Costs associated with the purchase and installation of EVSE are eligible for MSRC grant funding on a dollar-for-dollar match basis up to 75% for publicly accessible facilities and up to 50% for private access facilities.

The City's AB 2766 Subvention Fund balance is currently \$147,108. Historically, the AB 2766 Subvention Fund receives an annual allocation from the State's Motor Vehicle Registration Program of approximately \$39,000. It is anticipated that the entire purchase and installation costs of EVSE at the Civic Center and Community Center & Sports Complex would be funded through a combination of MSRC grant funds and AB 2766 funds.

Eligible Project Categories

The MSRC established eight project categories that are eligible for funding through the Local Government Partnership Program, including:

1. Light-duty Zero Emission Vehicle Purchases or Leases – This supports the acquisition of zero emission light duty fleet vehicles, including battery-electric and fuel cell vehicles;
2. Medium & Heavy-Duty Zero Emission Vehicle Purchases – This supports the acquisition of medium and heavy-duty fleet vehicles, including utility vehicles and transit-style electric buses;
3. Near-Zero Emission Heavy-Duty Alternative Fuel Vehicle Purchases & Repowers – This supports the acquisition of heavy-duty fleet vehicles;

Approval to Participate in the Mobile Source Air Pollution Reduction Review Committee (MSRC) Program

February 13, 2018

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4. EVSE Installation – This supports the purchase of and costs for installing EVSE;
5. Alternative Fuel Refueling Infrastructure New Construction or Expansion – This supports the purchase of and costs for installing natural gas or hydrogen refueling infrastructure;
6. Traffic Signal Coordination and Synchronization Projects – This supports traffic signal synchronization projects, including multi-jurisdictional projects, adaptive on-ramp metering, and expansion and limited upgrades to existing traffic management centers;
7. Bicycle Active Transportation Projects – This supports bicycle facility installations, bike share programs, bicycle detection system installations at intersections, bike stations, and bicycle campus projects; and
8. First Mile/Last Mile Strategies – This supports transportation strategies that provide transportation connectivity options to increase utilization of public transportation for the benefit of the general public.

Participation Requirements

To participate in the MSRC Local Government Partnership Program and be eligible to receive the reserved funding amount the City must comply with the following program requirements:

1. Download the MSRC-provided PowerPoint presentation (attached) and provide it to the City Council at a City Council meeting;
2. Obtain a Resolution or Minute Action Documentation that acknowledges receipt of the MSRC-provided PowerPoint presentation, authorizes the proposed project, and allocates the necessary matching funds;
3. Prepare a Project Implementation Plan – This application element outlines the specific projects or programs for which MSRC funding is sought;
4. Prepare a Proposed Budget – This application element delineates how the City proposes to invest its allocation of MSRC funding in support of eligible AQMP measures; and
5. Prepare an Implementation Schedule – This application element requests the submittal of a schedule depicting key milestones and anticipated project completion dates.

Approval to Participate in the Mobile Source Air Pollution Reduction Review Committee (MSRC) Program
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The application submittal period opened on September 1, 2017, and closes on March 2, 2018. A period of 12 months is provided from the date of receipt of an application by MSRC to negotiate and execute a contract. Projects funded under the program are required to be completed within 60 months after contract execution. Installation of EVSE at the Civic Center and Community Center & Sports Complex would be completed within the 60-month requirement.

If the City Council authorizes City participation in the MSRC Local Government Partnership Program, staff will prepare an application for submittal by the March 2, 2018, deadline. The proposed project would focus on funding for the purchase and installation of EVSE at the Civic Center and Community Center & Sports Complex. Upon approval by the MSRC, a sole-source contract will be negotiated between the South Coast AQMD on behalf of the MSRC and the City, which would be executed by the City Manager. Staff will report progress to the City Council accordingly.

Staff recommends that the City Council receive and file the MSRC-provided PowerPoint presentation, authorize the submittal of a City application for EVSE installation at the Civic Center and Community Center & Sports Complex, and allocate matching funds from the City's AB 2766 Subvention Fund account.

CEQA FINDINGS:

The installation of EVSE at the Civic Center and Community Center & Sports Complex is categorically exempt from California Environmental Quality Act (CEQA) pursuant to Guideline Section No. 15301 (Class 1, Existing Facilities). A Class 1 categorical exemption applies to the operation, repair, maintenance, permitting, leasing, licensing, or other minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features.

FISCAL IMPACT:

It is anticipated that the entire purchase and installation costs of EVSE at the Civic Center and Community Center & Sports Complex would be funded through a combination of MSRC grant funds and AB 2766 funds. No General Fund commitment is required.

Approval to Participate in the Mobile Source Air Pollution Reduction Review Committee
(MSRC) Program
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ATTACHMENTS:

- MSRC Local Government Partnership Program Opportunity Notice
- MSRC-Provided PowerPoint Presentation



Announcing the MSRC's Clean Transportation Funding™

***2017 Local Government
Partnership Program***

**A Funding Partnership with Cities & Counties to “Jumpstart”
Implementation of the
SCAQMD’s 2016 Air Quality Management Plan**

Program Opportunity Notice & Invitation to Negotiate

PON2018-01

September 1, 2017

I INTRODUCTION

Since the inception of the MSRC's Clean Transportation Program more than 25 years ago, significant progress has been made in reducing emissions from motor vehicles, especially as it pertains to vehicle exhaust emissions. Emissions from motor vehicles, including light, medium, and heavy-duty vehicles, are on the order of 90% cleaner today as compared to 25 years ago, and overall air quality has improved measurably within the South Coast AQMD.

While measureable progress has been made in reducing vehicle emissions, the South Coast region still fails to meet federally mandated air quality standards. These standards for smog-forming pollutants will become even stricter by year 2023 – only eight years away. According to the South Coast AQMD, air pollutant emissions must be reduced by an additional 75% in order to meet the 2023 federal ozone standard.

While our air quality challenges are daunting, a roadmap to achieve these mandated reductions in smog-forming pollutants exists. The 2016 Air Quality Management Plan (AQMP) is the regional blueprint for achieving the federal air quality standards for healthful air.

The 2016 AQMP recognizes the critical importance of working with other agencies to develop funding and incentives that encourage the accelerated transition to cleaner vehicles and mobility strategies. As a means to “jumpstart” the awareness of, and, most importantly, the implementation of proven air quality improvement measures as outlined in the 2016 AQMP, the MSRC is offering to partner directly with cities and counties within the South Coast AQMD on a new, innovative **Local Government Partnership Program**. This new program emphasizes an accelerated transition to zero and near-zero vehicles along with essential supporting infrastructure.

The Local Government Partnership Program represents an evolution of prior MSRC programs such as the Local Government Match Program. While the Local Government Match Program was successfully implemented for over 17 years, the new Local Government Partnership Program seeks to improve upon the prior program in the following ways:

- Increases participation of cities and counties within the South Coast District – while both the prior Local Match and the new Partnership Program are voluntary, the Local Government *Partnership* Program ***SETS ASIDE A PRO-RATA SHARE OF MSRC FUNDING FOR EACH CITY AND COUNTY WITHIN THE SOUTH COAST AQMD WHO PARTICIPATE IN THE AB 2766 MOTOR VEHICLE REGISTRATION FEE PROGRAM.***
- Directly supports implementation of the South Coast District's 2016 AQMP by ***FOCUSING MSRC INVESTMENTS ON AQMP MEASURES.***
- Educates local government leadership on our air quality challenges and the regional blueprint for achieving healthful air for all residents.
- Leverages other sources of available funding

This document explains - step by step – how to partner with the MSRC and secure funding to implement clean air projects in your jurisdiction. It is designed to place a minimum administrative burden on local government staff while having the necessary safeguards built in to ensure integrity of the AB 2766 motor vehicle registration fee programs. Each city and county that chooses to accept the MSRC's partnership offer will be directly

supporting the South Coast District's AQMP measures and will contribute a direct and tangible air pollution reduction benefit to our region.

II PARTNERSHIP OPPORTUNITY

The purpose of this Program Opportunity Notice and Invitation to Negotiate is to partner with cities and counties that already participate in the AB 2766 Subvention Fund Program and to offer MSRC Clean Transportation Funding, also known as AB 2766 Discretionary Funding, as a means to leverage both funds to implement 2016 AQMP measures.

This Local Government Partnership Program is unique in that it is not a competitive procurement – the MSRC has already set aside a pro-rata funding amount for each city and county to participate. This funding allocation is based upon the amount of AB 2766 Subvention Funds each jurisdiction receives, subject to an adjustment factor explained below. Note that AB 2766 Subvention Funds are distributed on a *population basis* as opposed to the number of vehicle registrations within a given jurisdiction.

The 2016 South Coast AQMP places a strong emphasis on accelerating the transition to zero and near-zero motor vehicles. For that reason, this funding opportunity from the MSRC has a focus on zero and near-zero emission vehicles and their supporting infrastructure. However, the MSRC recognizes that smaller jurisdictions that receive a relatively smaller AB 2766 funding allocation may not be positioned to pursue a zero emission fleet transition at this time. For this reason, the MSRC affords smaller jurisdictions greater flexibility to pursue air quality improvement strategies in addition to zero and near-zero emission vehicles and infrastructure. This is explained in subsequent sections of the Program Opportunity Notice.

In addition to the direct air quality benefits that will be achieved through participation in the MSRC Local Government Partnership Program, the MSRC also wants to use this opportunity as a means to educate local governments on the MSRC's mission, the SCAQMD's 2016 AQMP and its air quality improvement measures, and to increase awareness of other sources of incentive funding available to leverage AB 2766 funds and local jurisdictions' general funds to further and more rapidly implement the SCAQMD's clean air roadmap. Thus, a key element of the Local Government Partnership Program is the Education component. Working together, the MSRC and local governments can leverage local, state, and federal funding opportunities to more broadly and more rapidly realize the goals of the 2016 AQMP on a broad, regional basis.

A. How the MSRC Funding is Allocated

MSRC Funding available under the Local Government Partnership Program is allocated to cities and counties on a population basis, subject to the following modifications:

- Cities and Counties that receive an annual allocation of AB 2766 Subvention Funds less than \$50,000 are eligible to receive an MSRC Partnership match of \$50,000. Thus, the MSRC increases the amount of funding for small jurisdictions to ensure sufficient funds are available to implement a meaningful air pollution reduction project(s);
- Larger jurisdictions that receive a population-based AB 2766 Subvention Fund allocation greater than or equal to \$50,000 are eligible to receive a "dollar for dollar" MSRC funding allocation;

- The maximum amount of funding any single city or county will receive from the MSRC is \$3,000,000; thus, the MSRC Partnership match is capped at \$3M.

B. Eligible Project Categories

The following are the eligible project types for which an MSRC Funding contribution can be sought by participating cities and counties. Note that there are two categories of eligible projects – those for cities and counties that are eligible to receive MSRC funding at the \$50,000 level, and those cities and counties with larger populations that are eligible to receive a greater pro-rata funding share.

1. Cities and Counties Eligible for an MSRC Funding Contribution Greater than \$50,000: Cities and counties with larger populations are required to propose projects related to the purchase and/or support of zero and near-zero emission vehicles. The following are eligible project categories:
 - **Light-duty Zero Emission Vehicle Purchases or Leases** – This supports cities’ and counties’ acquisition of zero emission light duty fleet vehicles, including battery-electric and fuel cell vehicles. MSRC funding can be used to fund up to a maximum of 50% of a qualifying vehicle’s net¹ purchase price, or up to \$10,000 per vehicle, whichever is less. For the purpose of this eligible project category, “light-duty” is defined as having a gross vehicle weight rating (GVWR) of 8,500 pounds or less.
 - **Medium & Heavy-Duty Zero Emission Vehicle Purchases** – This supports cities and counties in acquiring medium and heavy-duty fleet vehicles, including utility vehicles, transit-style electric buses, etc. MSRC funding can be used to fund up to a maximum of 50% of a qualifying vehicle’s net purchase price, or up to \$100,000 per vehicle, whichever is less. For the purpose of this eligible project category, vehicles must have a GVWR of 8,501 pounds or greater.
 - **Near-Zero Emission Heavy-Duty Alternative Fuel Vehicle Purchases & Repowers** - This supports cities and counties in acquiring heavy-duty fleet vehicles equipped with an engine certified by the California Air Resources Board to the Optional NOx standard of 0.02 g/bhp-hr. MSRC funding can be used to fund up to a maximum of 50% of a qualifying vehicle’s net purchase price, or up to \$25,000 per vehicle, whichever is less. For the purpose of this eligible project category, vehicles must have a GVWR of 14,001 pounds or greater.
 - **Electric Vehicle Charging Infrastructure (EVSE) Installation** – including the costs to purchase and install EVSE to support increasing numbers of electric and plug-in hybrid vehicles. For the purpose of this eligible category, the MSRC will contribute:
 - Up to 50% of the total EVSE cost for private access EVSE, which is for the dedicated use of the proposing entities(s), and;
 - Up to 75% of the cost of publicly accessible EVSE.
 - **Alternative Fuel Refueling Infrastructure New Construction or Expansion** - including the costs to purchase and construct natural gas or hydrogen refueling infrastructure, including expansion of

¹ Purchase price after any manufacturer, federal, and State rebates and incentives

existing natural gas or hydrogen refueling infrastructure, to support low-emission and near-zero natural gas vehicles and zero emission fuel cell vehicles. For the purpose of this eligible category, the MSRC will contribute:

- Up to 25% of the total cost for private access refueling infrastructure, up to a maximum MSRC contribution of \$350,000 per station, and;
- Up to 50% of the cost of publicly accessible refueling infrastructure, up to a maximum MSRC contribution of \$500,000 per station.

2. Cities & Counties Eligible for a Maximum MSRC Funding Contribution of \$50,000: Cities and counties with smaller populations as described in Section A may propose to implement any of the zero and near-zero vehicle and infrastructure eligible projects discussed under subsection 1., above. In addition, smaller jurisdictions are also entitled to request MSRC funds for the following additional eligible project categories:

- **Traffic Signal Coordination and Synchronization Projects** – including arterial corridor traffic signal coordination, multi-jurisdictional traffic signal coordination, adaptive onramp metering, and expansion and limited upgrades to existing traffic management/operations centers.
- **Bicycle Active Transportation Projects** – including the following bicycle projects: a) Class I, II, and IV bicycle facility installations; b) Bike share programs; c) Bicycle detection system installations at intersections; d) Bike stations, including bicycle lockers and racks; and e) Bicycle Campus projects.
- **First Mile/Last Mile Strategies** – This category is limited to transportation strategies that provide transportation connectivity options to increase utilization of public transportation for the benefit of the general public. Note that this category is not intended to support employee rideshare programs.

When implementing a project(s) from this subsection, jurisdictions are required to provide total project co-funding of at least 50%.

C. Match Funding Requirements – Project Contributions from Participating Cities & Counties

As noted above, the MSRC will contribute a portion of an eligible project's total cost – the balance of a project's cost must be borne by the participating city or county. It is the express desire of the MSRC that participating cities and counties use – to the maximum extent possible – their AB 2766 Subvention Funds as a match to MSRC funds. However, there is no restriction on the source of match funding brought to a project by a participating city or county.

Also, the MSRC encourages participating cities and counties to seek additional sources of incentive funding to augment project implementation. Multiple incentive programs are available at the local, state, and federal level to support the acquisition of zero and near-zero emission vehicles. The goal is to leverage additional funding sources to accelerate implementation of AQMP measures. A listing of relevant additional funding sources can be found on the MSRC's website at www.cleantransportationfunding.org.

III LOCAL GOVERNMENT PARTNERSHIP/AQMP JUMPSTART PROGRAM - REQUIREMENTS & CONDITIONS

The MSRC's Local Government Partnership Program has been designed to reduce administrative burdens on city and county staff while ensuring conformance to all applicable SCAQMD regulations and MSRC policies. The following requirements and conditions apply to each city and county that chooses to participate in the AQMP Jumpstart Program:

1. **Earliest Date for an MSRC Co-funded Project to Commence** – The release date of this Invitation to Negotiate, September 1, 2017, is the earliest date work on a project can commence and be potentially eligible for MSRC funding. *This only applies to project implementation costs for which MSRC funding is sought – previous coordination planning or other project components conducted using other funding sources are not subject to this requirement.*

Please note that any expenditure made in anticipation of an award of MSRC funding prior to contract execution is solely at the applicant's risk. If no contract is executed, neither the MSRC nor SCAQMD is liable for payment of any funds expended in anticipation of a contract. Please note that in the event a contract is executed, reimbursement for any costs incurred by the proposer in anticipation of the contract is at the discretion of the MSRC and SCAQMD.
2. **Eligibility Requirements** – Cities and counties that have opted in to the AB 2766 Subvention Fund motor vehicle registration fee program are eligible to participate in the MSRC's Local Government Partnership Program. The South Coast AQMD has predetermined the eligibility status of each city and county within the South Coast region. The SCAQMD is the responsible public agency for the disbursement of AB 2766 Subvention Fund revenues.
3. **Partnering with Other Jurisdictions** - Teaming by cities and/or counties, and the pooling of MSRC Local Government Partnership funds is allowable as a means to implement joint projects of mutual benefit to the participating jurisdictions. Please note that a lead team member must be designated for the purpose of application submittal and contracting. If desired, multiple cities and/or counties may form a Joint Powers Authority (JPA) for the purpose of application submittal and contracting. Please note that all members of the JPA must meet the eligibility requirements of the preceding paragraphs. A letter designating the lead agency and authorizing such agency to act on behalf of a jurisdiction's interests must be submitted from each participating city and/or county as an element of the project application.
4. **Project Completion Deadlines** – All projects should be designed such that they can be fully implemented within 60 months of contract execution.
5. **Reporting Requirements** – The reporting requirements established for the Program are intended to ensure adequate monitoring of the use of public funds, while avoiding the imposition of excessive reporting burdens on the funding recipients. Individual reporting requirements will be a function of the type of project proposed; however, reporting typically includes quarterly progress reports as well as a concise Final Report.
6. **Audit Requirements** – In accordance with state law, all projects funded with MSRC **Clean Transportation Funding™** are subject to audit. It is highly recommended that applicants employ standard government accounting practices when administering their MSRC co-funded project.

7. Additional Requirements & Conditions on MSRC Local Government Partnership Program Funding

- Projects funded under the MSRC Local Government Partnership Program are not eligible to receive additional MSRC funds under any other current or future MSRC Work Program solicitation;
- Projects awarded MSRC funding under a previous Work Program are not eligible to receive additional MSRC funding under this Program;
- MSRC funding over and above the original contract amount will not be available for any reason, including project cost overruns. Participating cities, counties, and JPAs must use funding sources other than MSRC funds to cover foreseen or unforeseen project cost increases;
- Project management costs necessary to implement demonstration projects are allowable; however, the MSRC reserves the right to reduce or delete project management costs that appear excessive;
- MSRC funds will be distributed on a reimbursement basis upon completion of the approved project milestone and submittal of all required reports and invoices;
- Certificate of Insurance or Letter of Self Insurance - All cities, counties, and JPAs that accept an MSRC funding award must provide a Certificate of Insurance or Letter of Self Insurance within 45 days of notification of a funding award.

IV HOW TO PARTICIPATE – STEP BY STEP INSTRUCTIONS

In order to participate in the MSRC Local Government Partnership Program, jurisdictions must complete the following Program Application steps:

1. **Participate in the MSRC Hosted Applicant Workshop/Webcast** – this webcast will explain in more detail the requirements to participate in the MSRC’s Local Government Partnership/AQMD Jumpstart Program. Note that participation in the webcast is *voluntary*; however, participation is encouraged.

The webinar will take place on Tuesday, October 3 at 10:00 am. Access information will be posted on the MSRC website prior to the meeting. Alternatively, prospective participants may attend in person in Conference Room GB at the SCAQMD headquarters at 21865 Copley Drive, Diamond Bar, California.
2. **Download the MSRC-provided PowerPoint Presentation from the MSRC Website at www.Cleantransportationfunding.org.** This brief presentation must be presented to each participating City Council or Board of County Supervisors to be eligible to receive MSRC funding.
3. **Obtain a Resolution or Minute Action Documentation** - All applications submitted under the Local Government Partnership Program must include a copy of an approved Resolution or Minute Action from the City Council or County Board of Supervisors of the lead agency that:
 - a) Acknowledges receipt of the MSRC-supplied presentation from city or county staff;
 - b) Authorizes the proposed project; and
 - c) Allocates the necessary matching funds.
4. **Prepare a Project Implementation Plan** - This application element outlines the specific projects or programs for which MSRC funding is sought, subject to the eligible project categories outlined in Section

II.B, above. The information provided will be the primary source material for the development of a sole-source contract Statement of Work.

5. **Proposed Budget** – This application element delineates how the participating city or county proposes to invest their allocation of MSRC **Clean Transportation Funding™** in support of eligible AQMP measures. It is preferred that cities and counties provide cost information at the “per project” level. Note that the goal of the MSRC is to significantly leverage **Clean Transportation Funding™**; thus, participating cities and counties are encouraged to maximize the use of other funding sources to expand project scope and accelerate implementation of South Coast AQMP measures.
6. **Implementation Schedule** – This final application element requests the submittal of a schedule depicting key milestones, anticipated project completion dates, etc. The goal of the MSRC is to have all projects completed within 60 months of contract execution.

V APPLICATION SUBMITTAL

Applications to participate in the MSRC’s Local Government Partnership Program can be submitted by a city, county, or eligible JPA between the dates of September 1, 2017 and March 2, 2018. As this is a sole source solicitation, the MSRC reserves the right to modify the proposal acceptance period at their discretion, including granting additional proposal preparation time without penalty.

Applications must be submitted electronically in PDF format using the MSRC Website. We believe this benefits the applicant, the MSRC staff, and the environment. A tutorial has been developed to walk applicants step by step through the electronic application submittal process. This tutorial is available on the MSRC Website at www.cleantransportationfunding.org. Look for the tutorial on the “Proposal Process – Upload Proposal” page.

VI PARTICIPATION APPLICATION REVIEW, ACCEPTANCE, & CONTRACTING

A Subcommittee of the MSRC Technical Advisory Committee (MSRC-TAC) will evaluate each application received for conformance to Program requirements. The Subcommittee will make recommendations to the full MSRC-TAC, who will in turn advise the MSRC. Upon approval by the MSRC, a sole-source contract will be negotiated between the SCAQMD on behalf of the MSRC and each participating city, county, and JPA. Applications will be evaluated as received.

If you have any questions regarding this funding opportunity or this Program Opportunity Notice and Invitation to Negotiate, please contact one of the MSRC staff members listed below:

Cynthia Ravenstein
Cravenstein@aqmd.gov
(909) 396-3269

Ray Gorski
rgorski@aqmd.gov
(909) 396-2479



LOCAL GOVERNMENT PARTNERSHIP PROGRAM

A Funding Opportunity to Improve Air Quality
in Your Community

Mobile Source Air Pollution Reduction Review Committee, aka “The MSRC”

- The MSRC was Established by the California Legislature in 1990
- Sole Mission is to Invest Funds to Reduce Air Pollution Generated by Mobile Sources (i.e., cars, trucks, buses, etc.)
 - ⇒ *Funds Generated by Surcharge on Motor Vehicle Registrations*
- The MSRC Works Closely with the South Coast Air Quality Management District; However, the MSRC is NOT a Regulatory Agency
 - ⇒ *The MSRC Invests in Clean Air Projects that Support SCAQMD Objectives & Priorities*

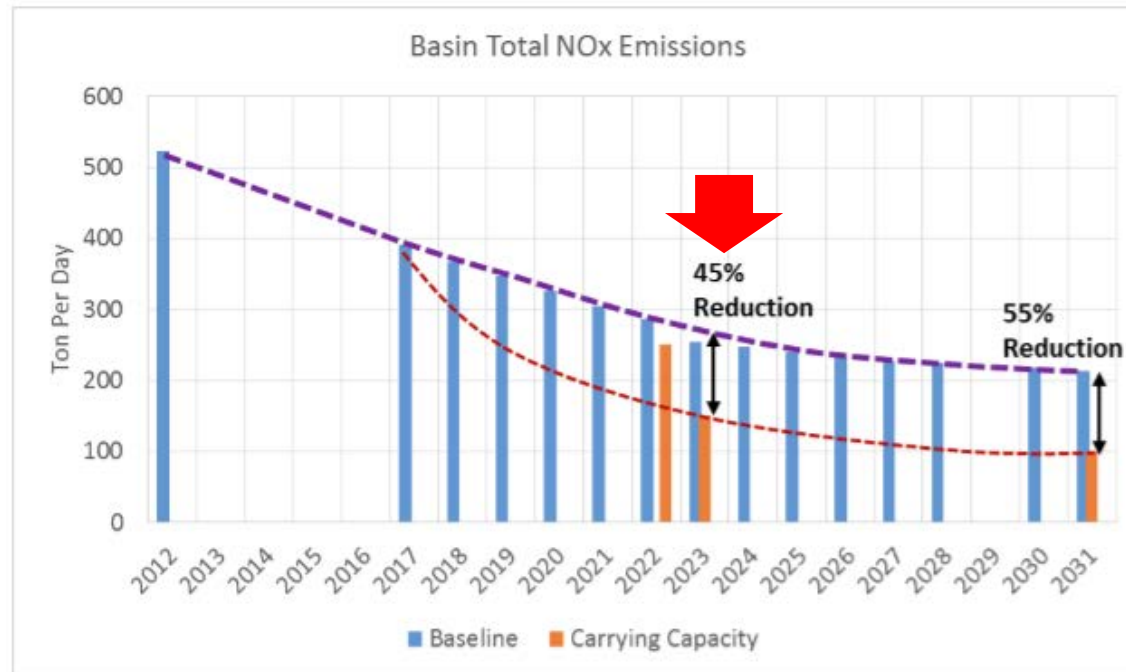
SIGNIFICANT AIR QUALITY CHALLENGES IN OUR REGION...

Standard	Concentration	Classification	Latest Attainment Year
2008 8-hour Ozone	75 ppb	Extreme	2031
2012 Annual PM2.5	12 µg/m ³	Moderate	2021
2006 24-hour PM2.5	35 µg/m ³	Serious	2025
1997 8-hour Ozone	80 ppb	Serious	2019
1997 8-hour Ozone	80 ppb	Extreme	2023
1979 1-hour Ozone	120 ppb	Extreme	2022

■ ACCORDING TO THE SOUTH COAST AQMD...

- South Coast Region is EXTREME NON-ATTAINMENT for OZONE
- Ozone Causes RESPIRATORY AILMENTS and is a Primary Component of **SMOG**

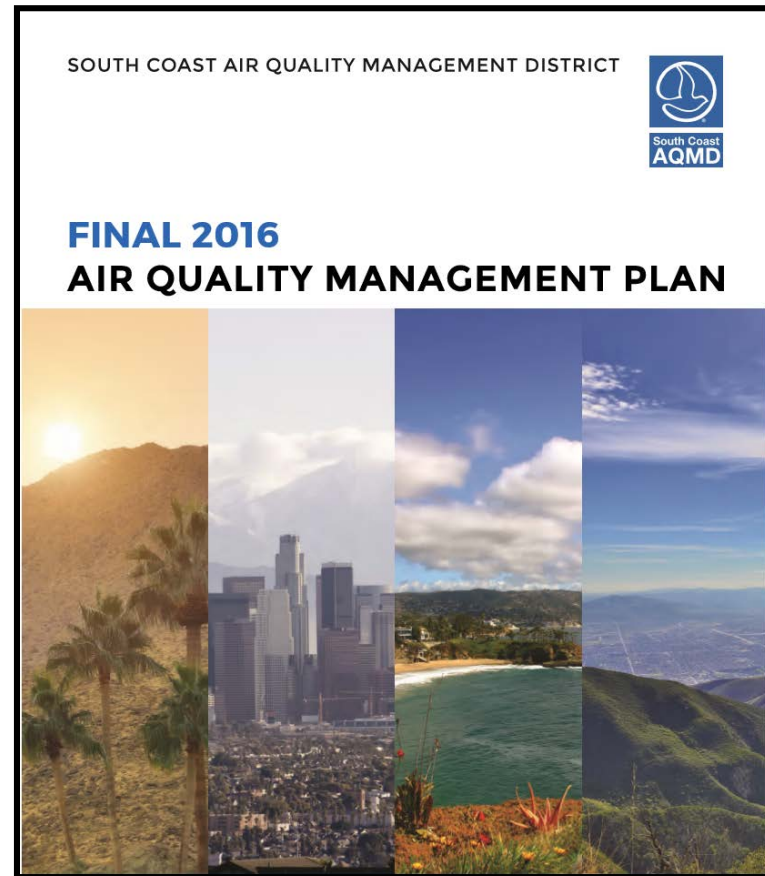
MANDATORY AIR POLLUTION REDUCTIONS ARE NEEDED NOW...



- **NO_x** is a Precursor to Ozone (SMOG) Formation...
- *From Today's Levels – NO_x Emissions Need to be Reduced 45% by 2023 – That's Only a Few Years Away...*

HOW DO WE REDUCE NO_x EMISSIONS BY 45%?

By Implementing the
Clean Air Measures
Outlined in the South Coast
AQMD's 2016 Air Quality
Management Plan



- The AQMP is the Roadmap for How to Meet Our Mandated Clean Air Obligations

THE MSRC IS PARTNERING WITH THE SOUTH COAST AQMD AND WANTS TO PARTNER WITH YOU...

...To Implement High Priority AQMP Strategies

- ✓ AQMP includes Traditional Regulatory Measures & Incentive-based Strategies
- ✓ Incentive-Based Programs will Accelerate the Introduction of Key AQMP Technologies including Zero & Near-Zero Emission Vehicles

The MSRC Has Reserved Incentive Funding for Your Jurisdiction under the Local Government Partnership Program

This is a great opportunity to receive funding to implement projects your jurisdiction needs to be part of our clean air future

Participation is 100% voluntary

Funding is already reserved for your jurisdiction

Please ask your staff to work with the MSRC to develop projects that jumpstart implementation of the AQMP & help improve air quality for all residents



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2018
TO: Mayor and Council Members
FROM: David Reynolds
Deputy City Manager
ISSUE: April 21, 2018 - Volunteer Connection Day, Document Shredding, Community Connection Expo, and Arbor Day Recognition

RECOMMENDATION: That the City Council receive and file the report and authorize the Mayor to sign the attached Arbor Day Proclamation as required by the Arbor Day Foundation for Tree City USA Certification.

SUMMARY:

The 2018 Volunteer Connection Day event is scheduled for Saturday, April 21, 2018. Past projects have included multiple trail clean-ups, painting projects, a Green Expo, and, for 2017, a free document shredding event and Garage Clean-Up event. Projects for 2018 include trail clean-ups and a tree planting ceremony in recognition of Arbor Day, along with free document shredding and a Community Connection Expo.

BACKGROUND:

The 2018 Volunteer Connection Day event is scheduled for Saturday, April 21, 2018, between the hours of 9:00 a.m. and 12:00 p.m. As the City Council may recall, for the 2017 event thirty-four (34) volunteers were welcomed by Council Members, Commissioners, and staff before venturing off to assist in the clean-up of nearby trails and the planting of fifteen (15) trees in recognition of Arbor Day. The 2017 event also included a free document shredding and Garage Clean-Up event. Approximately 300 participants dropped off 11,440 pounds of documents for shredding and filled twelve (12) 40 cubic yard bins with large bulky items from their homes.

2018 Volunteer Connection Day

February 13, 2018

Page 2

Projects for the 2018 event include trail clean-ups and a tree planting ceremony in recognition of Arbor Day. Staff will send volunteers to the Aliso Creek Trail, Juan Avila Trail, and to Veeh Ranch Park for clean-up efforts. Community Services staff will work with the Parks Department to select a location and species of tree to be planted for the Arbor Day Recognition. Staff is requesting that the Mayor sign the attached Proclamation, which declares April 21, 2018, as "Arbor Day" in the City of Laguna Hills. The signed Proclamation will be returned to the Arbor Day Foundation as part of the City's application for Tree City USA certification. The City of Laguna Hills has participated in the Tree City USA program since 2006.

Staff plans to once again offer free document shredding during the Volunteer Connection Day event. Patrons will have the opportunity to have confidential documents shredded between the hours of 8:00 a.m. and 12:00 p.m. Two trucks provided by The Paper Depot will be stationed in the Community Center parking lot for the drop-off of documents.

New for 2018, a Community Connection Expo will also be held from 8:00 a.m. until 11:00 a.m. The Community Connection Expo will put potential volunteers in contact with several local agencies that utilize volunteers throughout the year. Confirmed participants to date include Mission Viejo Animal Services, South County Outreach, LHHS Grad Night, Florence Sylvester Memorial Senior Center, and Memorial Care Hospice.

ATTACHMENTS:

- Arbor Day Proclamation



CITY OF LAGUNA HILLS

PROCLAMATION

ARBOR DAY

APRIL 21, 2018

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Melody Carruth, Mayor, on behalf of the City Council of the City of Laguna Hills, California, do hereby proclaim April 21, 2018, as Arbor Day in the City of Laguna Hills.

Dated this 13th day of February 2018.

MELODY CARRUTH, MAYOR