

**NOTICE OF SPECIAL MEETING
OF THE
LAGUNA WOODS CITY COUNCIL**

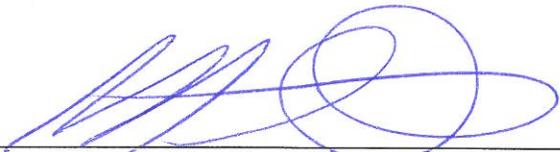
TO THE MEMBERS OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS:

NOTICE IS HEREBY GIVEN, that a special meeting of the City Council of the City of Laguna Woods will held on Tuesday, December 3, 2013 commencing at 2:00 p.m. at the City of Laguna Woods City Hall Council Chambers, 24264 El Toro Road, Laguna Woods, CA, 92637.

The meeting is being called for the sole purpose of considering the following agenda items:

- 4.1 City Council Vacancy
- 4.2 Mayor Pro Tem Appointment
- 4.3 Management Assistant Position

Dated: November 27, 2013



Marc Donohue, Deputy City Clerk



AGENDA of THE LAGUNA WOODS CITY COUNCIL

SPECIAL MEETING

December 3, 2013

2:00 P.M.

**Council Chambers
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, CA 92637**

AGENDA DESCRIPTION: The Agenda descriptions are intended to give notice, to members of the public, of a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff or a particular Committee's recommendation. The City Council may take any action, which it deems to be appropriate on the agenda item and is not limited in any way by the recommended action. Any person wishing to address the City Council on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. Whenever possible, lengthy testimony should be presented to the City Council in writing (8 copies) and only pertinent points presented orally. Requests to speak to items on the agenda shall be heard at the appropriate point on the agenda; requests to speak about subjects not on the agenda will be heard during the Public Comment section of the meeting.

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

COUNCILMEMBERS: __ Conners, __ Hack, __ Hatch
__ Ring, Mayor

IV. CITY COUNCIL BUSINESS

4.1 City Council Vacancy

RECOMMENDED ACTION: Pursuant to California Government Code Section 36512(b), discuss options for filling the vacant City Council office; select a process for filling the vacancy; and, provide direction to staff.

4.2 Mayor Pro Tem Appointment

RECOMMENDED ACTION: Appoint a Mayor Pro Tem to serve through December 18, 2013.

4.3 Management Assistant Position

RECOMMENDED ACTION:

A. Approve a resolution establishing and authorizing the position of Management Assistant, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ESTABLISHING AND AUTHORIZING THE POSITION OF MANAGEMENT ASSISTANT

AND

B. Approve the Management Assistant job classification.

V. PUBLIC COMMENTS

At this time members of the public may address the City Council regarding any items within the subject matter jurisdiction of the City Council. No action may be taken on items not listed on the agenda unless authorized by law.

VI. ADJOURNMENT

The meeting will be adjourned to a regular meeting of the City Council at 2:00 p.m. on Wednesday, December 18, 2013 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

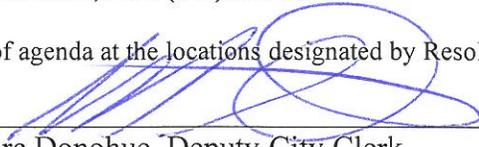
AMERICANS WITH DISABILITIES ACT: In compliance with Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk at (949) 639-0500 (Voice) or, TDD (949) 639-0535 or the California Relay Service at (800) 735-2929 if you have a TDD or (800) 735-2922 if you do not have a TDD. Notification 48 hours prior to the meeting should enable the City to make reasonable arrangements to assure accessibility to the meeting.

AGENDA: The City Council agenda and agenda back-up materials are available from the Office of the City Clerk, after 4:30 p.m., on the day prior to the City Council meeting. The office of the City Clerk is located at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Copies of the agenda are provided at no cost. Agenda back-up materials are available at City Hall for inspection and copies are available at no charge prior to the meeting. A per page copy cost does apply after the meeting. If you wish to be added to the e-mail or regular mail list to receive a copy of the agenda, a request must be made to the City Clerk in writing. Copies of the agenda are mailed only if stamped, self-addressed envelopes are provided. The City of Laguna Woods mailing address is 24264 El Toro Road, Laguna Woods, CA 92637. Phone: (949) 639-0500, FAX (949) 639-0591.

I declare under penalty of perjury that I posted this notice of agenda at the locations designated by Resolution 0233.

Date

11/27/13



Marc Donohue, Deputy City Clerk

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4.1
CITY COUNCIL VACANCY

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City of Laguna Woods Agenda Report

DATE: December 3, 2013 Special City Council Meeting
TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
AGENDA ITEM: City Council Vacancy

Recommended Action

Pursuant to California Government Code Section 36512(b), discuss options for filling the vacant City Council office; select a process for filling the vacancy; and, provide direction to staff.

Background

Due to the resignation of Mayor Pro Tem Milt Robbins on November 30, 2013, a vacancy exists on the City Council for the balance of his term as a councilmember (November 2016). Pursuant to California Government Code Section 36512(b), the City Council may appoint an individual or it may call a special election to fill the vacancy for the balance of the term. If the City Council does not appoint a member by January 29, 2014, a special election will be required.

Discussion

California Government Code Section 36512(b) states "If a vacancy occurs in an elective office provided for in this chapter, the council shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy. A person appointed or elected to fill a vacancy holds office for the unexpired term of the former incumbent." Any individual who resides in and is a registered voter of the City of Laguna Woods is eligible for appointment. A sample appointment application form is attached to this report.

If the City Council wishes to hold a special election, the special election must be held on the next regularly established election date not less than 114 days from the

call of the special election. The next election date that would meet that requirement is April 8, 2014 (California Elections Code Section 1000). There is currently no County of Orange consolidated election scheduled for that date, which means that the City would bear the cost of conducting a standalone election.

Fiscal Impact

A special election is estimated to cost between \$79,436 and \$86,599.

Conclusion

Unexpected City Council vacancies are governed by the California Government Code and California Election Code. The City Council may choose to appoint an individual or call a special election to fill the existing vacancy.

Report prepared by: Marc Donohue, Deputy City Clerk

Attachment: Sample City Council Appointment Application Form



APPLICATION FOR CITY COUNCIL APPOINTMENT CITY OF LAGUNA WOODS

You must be a current resident and registered voter in the City of Laguna Woods in order to serve on the City Council.

IMPORTANT: You must sign and return an original copy of this form by mail or in-person to the City Clerk's Office, 24264 El Toro Road, Laguna Woods, CA 92637. Your application must be received no later than Friday, December 19, 2013 at 5:00 p.m. Emailed and faxed applications will not be accepted.

NAME: _____

PHONE NUMBER: _____

RESIDENCE ADDRESS: _____

REGISTERED VOTER IN THE CITY OF LAGUNA WOODS: YES _____ NO _____

OCCUPATION: _____

NAME/ADDRESS OF PRESENT EMPLOYER (if applicable): _____

DO YOU HAVE ANY INTERESTS OR ASSOCIATIONS WHICH MIGHT PRESENT A CONFLICT OF INTEREST? IF YES, PLEASE EXPLAIN.

LIST CURRENT OR PRIOR SERVICE ON ANY CITY COMMITTEES.

LIST ANY COMMUNITY ACTIVITIES IN WHICH YOU ARE CURRENTLY INVOLVED OR HAVE BEEN INVOLVED IN THE LAST TWELVE MONTHS.

WHAT DO YOU BELIEVE TO BE THE MAIN RESPONSIBILITIES OF THE LAGUNA WOODS CITY COUNCIL?

WHAT DO YOU BELIEVE ARE YOUR MOST IMPORTANT QUALIFICATIONS FOR A CITY COUNCIL POSITION?

WHY DO YOU WISH TO SERVE AS A MEMBER OF THE CITY COUNCIL?

WHAT WOULD YOU BRING BY WAY OF PERSPECTIVE OR EXPERIENCE TO THE CITY COUNCIL AND WHAT ARE YOUR GOALS FOR THE CITY DURING YOUR TERM?

YOU MAY USE THE BACK OF THE APPLICATION OR ADDITIONAL SHEETS TO COMPLETE YOUR ANSWERS TO THE ABOVE QUESTIONS.

PLEASE ATTACH YOUR RESUME, LETTER OF INTEREST OR ANY ADDITIONAL INFORMATION OR STATEMENTS WHICH YOU FEEL WOULD BE HELPFUL TO THE CITY COUNCIL IN REVIEWING YOUR QUALIFICATIONS.

AUTHORIZATION AND RELEASE

I understand that in connection with this application for appointment, the information contained herein will be made available to the general public upon request. I further understand that if appointed, I will be required to take the oath of office and subject to requirements for filing financial disclosure statements.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

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4.2
MAYOR PRO TEM APPOINTMENT
(No Report)

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4.3
MANAGEMENT ASSISTANT POSITION

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**City of Laguna Woods
Agenda Report**

DATE: December 3, 2013 Special City Council Meeting
TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
AGENDA ITEM: Management Assistant Position

Recommended Action

- A. Approve a resolution establishing and authorizing the position of Management Assistant, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAGUNA WOODS, CALIFORNIA, ESTABLISHING AND
AUTHORIZING THE POSITION OF MANAGEMENT ASSISTANT

AND

- B. Approve the Management Assistant job classification.

Background

The City Manager is responsible for hiring and supervising staff subject to the City Council's establishment and authorization of positions.

Discussion

The recommended action would establish the full-time position of Management Assistant and authorize the City Manager to fill the position. The position would be filled by existing staff and provide technical, administrative, and clerical support to the organization. The Management Assistant would play an integral role in contract administration, procurement, special projects, and process improvement.

Fiscal Impact

The recommended action could be accommodated within the current year budget. The proposed salary range is \$22.40 to \$31.36 per hour.

Conclusion

Establishment and authorization of the Management Assistant position would allow for greater oversight of contract functions and a continued emphasis on efficiency and process improvement throughout the City's operations.

Attachments: A – Proposed Resolution
B – Proposed Job Classification

RESOLUTION NO. 13-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ESTABLISHING AND AUTHORIZING THE POSITION OF MANAGEMENT ASSISTANT

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

SECTION 1. Resolution No. 13-03A is hereby amended to add a new full-time, non-exempt position of Management Assistant with a compensation schedule of 22.40 to 31.36 per hour.

SECTION 2. Resolution No. 13-09 is hereby amended to additionally authorize a full-time staff position of Management Assistant as part of the Fiscal Year 2013-14 budget.

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

PASSED, APPROVED AND ADOPTED ON this 3rd day of December 2013.

ROBERT B. RING, Mayor

ATTEST:

MARC DONOHUE, Deputy City Clerk

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

I, MARC DONOHUE, Deputy City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 13-XX** was duly adopted

by the City Council of the City of Laguna Woods at a special meeting thereof, held on the 3rd day of December 2013, by the following vote:

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

MARC DONOHUE, Deputy City Clerk



CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: MANAGEMENT ASSISTANT

SALARY RANGE: \$22.40 – \$31.36 PER HOUR

STATUS: NON-EXEMPT AND AT-WILL

DEFINITION:

Under general supervision of the City Manager or another exempt employee, Management Assistants perform a variety of complex technical, administrative, and clerical duties for assigned department(s); conduct research, evaluation, and analysis of programs, projects, and services; and, assist with program, project, and service coordination.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, the following:

- Provides technical, administrative, and clerical support to assigned department(s).
- Schedules appointments and maintains calendars and schedules.
- Receives and responds to public and private inquiries and complaints, including by providing information and referrals, as determined to be appropriate.
- Tracks, verifies, and reports on the status, history, and outcomes of inquiries and complaints, including referrals to other departments and outside agencies.
- Researches, compiles, and analyzes information and assorted data.
- Prepares, compiles, and disseminates qualitative and quantitative documentation and data, including correspondence, news releases, newsletters, brochures, flyers, billing records, reimbursement records, budgets, budget tracking sheets, statistics, reports, manuals, inventories, logs, minutes, and photographs.
- Creates, scans, files, and maintains physical and electronic records.

- Represents the City on working groups and other collaborative associations.
- Attends, participates in, and organizes meetings and events, including preparing, assembling, and distributing agenda materials; setting up tables and chairs; and, configuring computers, projectors, screens, microphones, and other equipment.
- Coordinates volunteer and community education programs, including by handling registration and supervising, training, assisting, and scheduling volunteers.
- Facilitates procurement and contracting processes, including Request for Proposal (RFP), Request for Qualification (RFQ), and sealed bid proceedings.
- Assists with the administration of independent contractor agreements.
- Provides relief coverage for department personnel during absences.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Principles of algebra, geometry, and basic statistics.
- Principles of research and analysis pertinent to public administration.
- Principles and practices of public administration.
- Principles and techniques of record keeping and filing.

Ability to:

- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Communicate effectively and concisely, including the ability to inform, educate, persuade, supervise, and train persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary.
- Maintain professional composure at all times, including when dealing with upset,

hostile, and difficult interpersonal interactions.

- Understand, analyze, and interpret how to apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, analyze, and interpret data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, and interpret design and descriptive data and information, including plans, maps, property records, statistics, charts, graphs, and tables.
- Understand, calculate, and interpret percentages, fractions, ratios, basic statistics, and spatial relationships, including areas, square footages, and dimensions.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of three years of coursework at an accredited college or university program or an equivalent combination of education and experience. Work experience at a city or other government agency involving relevant operations and activities is highly desirable, as is demonstrated administrative experience.

Licenses/Certifications:

Most possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's Vehicle Policy. This position involves the regular performance of field duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. Employees are frequently required to exert physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 25 pounds.

While the duties of this class are primarily performed in an office setting with low to moderate noise and regular interruption, depending on assigned departments, employees may also frequently be required to travel and work in other settings, including in outside weather with exposure to rain, humidity, heat, cold, and sunlight. In those instances, employees may experience high levels of noise, as well as exposure to odors, fumes, dust, smoke, hazardous substances, and other irritants that can cause discomfort and injury.

This position regularly works a five day, 40-hour workweek.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, telephones, digital cameras, and other measuring devices to collect data and information. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, and Access, as well as Internet Explorer.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for this position will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is not exempt under the Fair Labor Standards Act.

Pursuant to Government Code §36506, neither this job classification nor any other human resources rules or regulations shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve “at will” and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee’s normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, sexual orientation, pregnancy, childbirth, or related medical conditions, gender, gender identity or expression, genetic information, or age.

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position’s essential functions.

Additional human resources laws, rules, and regulations apply to this position.

City Council Approval: December XX, 2013