

# CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting  
Wednesday, December 18, 2019  
2:00 p.m.

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

Cynthia Connors  
Mayor

Noel Hatch  
Mayor Pro Tem

Shari L. Horne  
Councilmember



Carol Moore  
Councilmember

Joe Rainey  
Councilmember

***Welcome to a meeting of the Laguna Woods City Council!***

***This meeting may be recorded, televised, and made publicly available.***

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

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

REGULAR MEETING SCHEDULE

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

AGENDA POSTING AND AVAILABILITY

Regular and Adjourned Regular Meetings: Pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act, the City of Laguna Woods posts agendas at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City's website ([www.cityoflagunawoods.org](http://www.cityoflagunawoods.org)); and, at other locations designated by Resolution No. 17-30, at least 72 hours in advance of regular and adjourned regular meetings. Agendas and agenda materials are available at Laguna Woods City Hall during normal business hours and on the City's website. Printed copies of agendas and agenda materials are provided at no charge in advance of meetings. After meetings have occurred, a per page fee is charged for printed copies.

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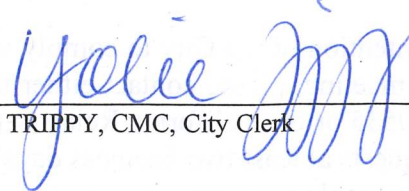
FOR ADDITIONAL INFORMATION

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AFFIDAVIT OF POSTING

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

I, Yolie Trippy, City Clerk, City of Laguna Woods, hereby certify under penalty of perjury that this agenda was posted at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City's website ([www.cityoflagunawoods.org](http://www.cityoflagunawoods.org)); and, at other locations designated by Resolution No. 17-30, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.

  
\_\_\_\_\_  
YOLIE TRIPPY, CMC, City Clerk

12-13-19  
\_\_\_\_\_  
Date

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. PRESENTATIONS AND CEREMONIAL MATTERS**

4.1 California Municipal Treasurers Association (CMTA) Investment Policy Certification

*Recommendation:* Receive and file.

**V. PUBLIC COMMENTS**

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

**VI. CONSENT CALENDAR**

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

6.1 City Council Minutes

*Recommendation:* Approve the City Council meeting minutes for the regular meeting on November 20, 2019.

6.2 City Treasurer's Report

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

6.3 Warrant Register

*Recommendation:* Approve the warrant register dated December 18, 2019 in the amount of \$578,278.57.

6.4 Measure M2 Expenditure Report

*Recommendation:* Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AND CONCERNING THE MEASURE M2 EXPENDITURE REPORT FOR FISCAL YEAR 2018-19 COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019

6.5 Software Implementation, Enhancement, and Maintenance Services

*Recommendation:*

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

AND

2. Authorize the City Manager to execute agreements with Park Consulting Group for software implementation, enhancement, and maintenance services related to Energov permitting/land management software and Incode financial software, in an amount not to exceed \$125,000 including prior expenditures since July 17, 2019, subject to approval as to form by the City Attorney.

6.6 Climate Adaptation Plan

*Recommendation:* Re-affirm the City Council's adoption of, and continued commitment to the implementation of, the Climate Adaptation Plan that was adopted on December 17, 2014.

**VII. PUBLIC HEARINGS**

7.1 Community Development Block Grant (CDBG) Public Facilities & Improvements Project Proposal

*Recommendation:*

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Authorize the City Manager to submit a proposal to the County of Orange requesting \$150,000 in Community Development Block Grant (CDBG) funds under the Fiscal Year 2020-21 Public Facilities & Improvements grant program (County of Orange RFP No. 012-192301) to support the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4”, which generally consists of pedestrian path-of-travel, curb ramp, and detectable warning improvements on El Toro Road, Moulton Parkway, and Santa Maria Avenue.

OR

6. Authorize the City Manager to submit an alternate proposal to the County of Orange for CDBG funds from the Fiscal Year 2020-21 Public Facilities & Improvements grant program (County of Orange RFP No. 012-192301).

AND

7. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AUTHORIZING

THE SUBMITTAL OF A PROPOSAL TO THE COUNTY OF ORANGE FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS, PROSPECTIVELY ACCEPTING THE AWARD OF SUCH CDBG FUNDS, AND MAKING RELATED AUTHORIZATIONS RELATED TO THE FISCAL YEAR 2020-21 PUBLIC FACILITIES & IMPROVEMENTS GRANT PROGRAM (COUNTY OF ORANGE RFP NO. 012-192301)

## **VIII. CITY COUNCIL BUSINESS**

### 8.1 Comprehensive Annual Financial Report

*Recommendation:* Receive and file the Comprehensive Annual Financial Report with Report on Audit by Independent Auditors for the Year Ended June 30, 2019 (Fiscal Year 2018-19).

### 8.2 Senate Bill 2 Planning Grants Program Application

*Recommendation:* Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SENATE BILL 2 PLANNING GRANTS PROGRAM FUNDS FROM THE STATE OF CALIFORNIA

### 8.3 Employee Positions

*Recommendation:* Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING THE AUTHORIZED CITY EMPLOYEE POSITIONS FOR FISCAL YEAR 2019-20 COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020, AND FISCAL YEAR 2020-21 COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021

**[THE CITY COUNCIL WILL TAKE A BRIEF RECESS.]**

8.4 City Council Organization – Office of the Mayor

*Recommendation:* Appoint a member of the City Council to serve as Mayor effective immediately through December 2020.

8.5 City Council Organization – Office of the Mayor Pro Tem

*Recommendation:* Appoint a member of the City Council to serve as Mayor Pro Tem effective immediately through December 2020.

8.6 City Council Public Official Appointments

*Recommendation:*

1. Appoint members of the City Council to serve as a director and alternate on the California Joint Powers Insurance Authority Board of Directors from January 1, 2020 through December 31, 2020.

AND

2. Appoint members of the City Council to serve as a director and alternate on the Coastal Greenbelt Authority Board of Directors from January 1, 2020 through December 31, 2020.

AND

3. Appoint a member of the City Council to serve as a director on the Orange County Fire Authority Board of Directors from January 1, 2020 through December 31, 2020 by adopting a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPOINTING A DIRECTOR TO SERVE ON THE ORANGE COUNTY FIRE AUTHORITY BOARD OF DIRECTORS FROM JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

AND

4. Appoint members of the City Council to serve as a member and alternate on the Orange County Library Advisory Board from January 1, 2020 through December 31, 2020.

AND

5. Appoint members of the City Council to serve as a director and alternate on the San Joaquin Hills Transportation Corridor Agency Board of Directors from January 1, 2020 through December 31, 2020.

AND

6. Appoint members of the City Council to serve as a member and alternate on the South Orange County Watershed Management Area Executive Committee from January 1, 2020 through December 31, 2020.

## **IX. CITY COUNCIL REPORTS AND COMMENTS**

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

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

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

**X. CLOSED SESSION**

**XI. CLOSED SESSION REPORT**

**XII. ADJOURNMENT**

Next Regular Meeting:                      Wednesday, January 15, 2020 at 2 p.m.  
Laguna Woods City Hall  
24264 El Toro Road, Laguna Woods, California 92637

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4.1

**CALIFORNIA MUNICIPAL TREASURERS  
ASSOCIATION (CMTA) INVESTMENT POLICY  
CERTIFICATION**

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## News Release

### FOR IMMEDIATE RELEASE

Date: December 12, 2019

For more information contact:  
Shaun L. Farrell, Chairperson  
CMTA Investment Policy Certification  
Phone: 209-712-0428  
Email: [sfarrell@ci.galt.ca.us](mailto:sfarrell@ci.galt.ca.us)

(Sacramento, California) – The California Municipal Treasurers Association (CMTA) Investment Policy Certification has been granted to the **City of Laguna Woods**.

This Investment Policy Certification recognizes that CMTA has validated that the City of Laguna Woods' Investment Policy adheres with the State of California Government Code and meets the program requirements within 18 different topics areas deemed to be best practices for investment policies. Those topics include: Scope, Prudence, Objective, Delegation of Authority, Ethics and Conflicts of Interest, Authorized Financial Dealers and Institutions, Authorized and Suitable Investments, Review of Investment Portfolio, Investment Pools/Mutual Funds, Collateralization, Safekeeping and Custody, Diversification, Maximum Maturities, Internal Controls, Performance Standards, Reporting, Investment Policy Adoption and Glossary. Once a policy is received by CMTA, it is independently evaluated using a scoring matrix by three separate CMTA professionals. When the agency receives a passing score, the Investment Policy earns the 'Certified' distinction.

To enhance the municipal treasurer's role, CMTA has developed a number of certification programs to reflect best practices and increase an individual's knowledge of fixed income instruments. The Investment Policy Certification program began in 2012 with the support from the California Debt and Investment Advisory Commission. It is open to all government agencies within the State of California including special districts, cities and counties.

*CMTA was founded in 1958 by a handful of Municipal Treasurers from both Northern and Southern California whose primary interest was to improve their function in local Government. CMTA is a professional organization governed by active public officials who are representatives of their own local governmental units.*

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**6.0**  
**CONSENT CALENDAR SUMMARY**

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# City of Laguna Woods Agenda Report

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Christopher Macon, City Manager  
**FOR:** December 18, 2019 Regular Meeting  
**SUBJECT:** Consent Calendar Summary

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## **Recommendation**

Approve all proposed actions on the December 18, 2019 Consent Calendar by single motion and City Council action.

## **Background**

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

## **Summary**

The December 18, 2019 Consent Calendar contains the following items:

- 6.1 Approval of the City Council meeting minutes for the regular meeting on November 20, 2019.
- 6.2 Approval of a motion to receive and file the City Treasurer's Report for the month of November 2019.
- 6.3 Approval of the warrant register dated December 18, 2019 in the amount of \$578,278.57. A list of warrants is included in the agenda packet; detailed information about individual warrants is available at or from City Hall.

- 6.4 Adoption of a resolution adopting and concerning the Measure M2 Expenditure Report for Fiscal Year 2018-19 commencing July 1, 2018 and ending June 30, 2019. Cities are required to annually account for Measure M2 net revenues, developer/traffic impact fees, and funds expended to meet maintenance of effort requirements. The report must be submitted to the Orange County Transportation Authority within six months of each fiscal year in order for the City to remain eligible to receive Measure M2 funds.
- 6.5 [1] Waiver of the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding. The City's procurement regulations generally require competitive bidding when the estimated cost of services is \$25,000 or more over the term of the agreement, but allow for the waiver of those provisions at the discretion of the City Council. Park Consulting Group was contracted with by the City Manager to assist with the implementation of Energov permitting/land management software beginning on July 17, 2019. The selection of Park Consulting Group was due, in large part, to the firm's experience providing similar services to the cities of Laguna Beach and Lake Forest. Due to the scope and complexity of the Energov implementation project, as well as critical, time-sensitive needs that emerged during the "go-live" deployment process, costs have exceeded the City Manager's contracting limit and require City Council approval to continue. Staff has also identified maintenance of Energov and potential enhancements of Incode financial software that Park Consulting Group is well-suited to assist with, based on the quality of services provided to-date and the firm's familiarity working with the software vendor.

AND

- [2] Authorization for the City Manager to execute agreements with Park Consulting Group for software implementation, enhancement, and maintenance services related to Energov permitting/land management software and Incode financial software, in an amount not to exceed \$125,000 including prior expenditures since July 17, 2019, subject to approval as to form by the City Attorney.
- 6.6 Re-affirmation of the City Council's adoption of, and continued commitment to the implementation of, the Climate Adaptation Plan that was adopted on December 17, 2014. The Climate Adaptation Plan was adopted five years ago this week and is available for review on the City's website (under "Our Services" > "Public Safety") and at or from City Hall.

**6.1**  
**CITY COUNCIL MINUTES**

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

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**I. CALL TO ORDER**

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

**II. ROLL CALL**

COUNCILMEMBER:           PRESENT:   Horne, Moore, Rainey, Hatch, Connors  
                                  ABSENT:   -

STAFF PRESENT:           City Manager Macon, City Attorney Cosgrove, City Clerk Trippy,  
                                  Development Programs Analyst Pennington, Building Official  
                                  Kates

**III. PLEDGE OF ALLEGIANCE**

Councilmember Moore led the pledge of allegiance.

**IV. PRESENTATIONS AND CEREMONIAL MATTERS**

4.1 World Pancreatic Cancer Day – November 21, 2019

Carolyn Teal, resident, made comments.

Councilmembers made comments.

Patricia Buckley, resident, made comments.

Councilmembers made comments.

Moved by Mayor Pro Tem Hatch, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to approve and present the proclamation for World Pancreatic Cancer Day.

4.2 World AIDS Day – December 1, 2019

Councilmembers made comments.

Moved by Councilmember Moore, seconded by Councilmember Rainey, and carried unanimously on a 5-0 vote, to approve and present the proclamation for World AIDS Day.

4.3 Human Rights Day – December 10, 2019

Councilmembers made comments.

Moved by Councilmember Horne, seconded by Councilmember Rainey, and carried unanimously on a 5-0 vote, to approve and present the proclamation for Human Rights Day.

**V. PUBLIC COMMENT**

Bobby McDonald, Orange County Veterans Advisory Council, commented on various veterans' benefits and services offered in Orange County.

Councilmembers briefly responded to Mr. McDonald's comments.

Jim Thorpe, resident, commented on potential future use of the Chet Holifield federal building in Laguna Niguel, as well as ideas for relieving traffic congestion on Interstate 5.

Mr. McDonald briefly responded to Mr. Thorpe's comments.

**VI. CONSENT CALENDAR**

Moved by Councilmember Horne, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 6.1 – 6.9.

6.1 City Council Minutes

Approved the City Council meeting minutes for the regular meeting on October 16, 2019

6.2 City Treasurer's Report

Received and filed the City Treasurer's Report for the month of October 2019.

6.3 Warrant Register

Approved the warrant register dated November 20, 2019 in the amount of \$632,153.68.

6.4 Code Enforcement Services

Approved an extension of the agreement with Willdan Engineering for code enforcement

services and authorized the Mayor to execute the extension, subject to approval as to form by the City Attorney.

6.5 Orange County Automated Fingerprint Identification System

Approved a joint agreement with the County of Orange for the implementation and operation of the Orange County Automated Fingerprint Identification System and authorized the Mayor to execute the agreement, subject to approval as to form by the City Attorney.

6.6 City Hall/Public Library Project

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

AND

2. Approved an agreement with obrARCHITECTURE, Inc. for City Hall/Public Library Project architectural services and authorized the Mayor to execute the agreement, subject to approval as to form by the City Attorney.

6.7 Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 3

1. Approved the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 3” design plans and specifications as prepared by the City Engineer’s Office.

AND

2. Awarded a contract agreement to Golden State Constructors for the construction of the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 3”, in the amount of \$97,305, plus authorized change orders not to exceed 10% of the base amount; and authorized the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

6.8 Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Willow Tree Center)

1. Approved the “Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Willow Tree Center)” design plans and specifications as prepared by the City Engineer’s Office.

AND

2. Awarded a contract agreement to Hardy & Harper, Inc. for the construction of the “Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Willow Tree Center)” in the amount of \$139,000, plus authorized change orders not to exceed 10% of the base amount; and authorized the City Manager to execute a contract agreement and approved change orders, subject to approval of the contract agreement as to form by the City Attorney.

6.9 City Hall Refurbishment and Safety Project: Phase 1

1. Approved final record plans and specifications reflecting completion of the “City Hall Refurbishment and Safety Project: Phase 1”.

AND

2. Accepted project completion of the contract agreement with New Millennium Construction Services, Inc. for the “City Hall Refurbishment and Safety Project 1”.

AND

3. Release contract retention in the amount of \$2,872.58 withheld per California Government Code 35 days following recordation of the Notice of Completion with the County of Orange, provided no Stop Notices are on file with the City preventing the release of the contract retention.

AND

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

**PUBLIC HEARINGS**

- 7.1 Conditional Use Permit CUP-1395 to allow for the establishment of a vehicle washing facility at 23081 Via Campo Verde Laguna Woods, CA 92637

City Manager Macon made a presentation.

Councilmembers discussed the item and staff answered related questions. Guy West, Village Management Services on behalf of the applicant (Golden Rain Foundation), also answered related questions.

Mayor Connors opened the public hearing.

Pat English, resident, asked who will be allowed to use the vehicle washing station and what would be the charge to use it.

Mayor Connors and Mr. West briefly responded to Ms. English’s comments.

With no one else requesting to speak, Mayor Connors closed the public hearing.

Councilmembers discussed the item.

Moved by Mayor Pro Tem Hatch, seconded by Councilmember Rainey, and carried unanimously on a 5-0 vote, to adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT CUP-1394 TO ALLOW FOR THE ESTABLISHMENT OF A VEHICLE WASHING FACILITY AT 23081 VIA CAMPO VERDE, LAGUNA WOODS, CA 92637

7.2 2019 California Building Standards Code and Local Amendments

City Manager Macon made a presentation.

Councilmember Horne expressed appreciation for Building Official Kates' service.

Mayor Connors opened the public hearing.

With no one requesting to speak, Mayor Connors closed the public hearing.

Councilmembers discussed the item and staff answered related questions.

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

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING TITLE 10 OF THE LAGUNA WOODS MUNICIPAL CODE (BUILDINGS AND CONSTRUCTION) AND ADOPTING BY REFERENCE THE 2019 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24), CONSISTING OF THE 2019 CALIFORNIA BUILDING CODE; THE 2019 CALIFORNIA RESIDENTIAL CODE; THE 2019 CALIFORNIA ELECTRICAL CODE; THE 2019 CALIFORNIA MECHANICAL CODE; THE 2019 CALIFORNIA PLUMBING CODE; THE 2019 CALIFORNIA ENERGY CODE; THE 2019 CALIFORNIA HISTORICAL BUILDING CODE; THE 2019 CALIFORNIA EXISTING BUILDING CODE, THE 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE; AND, THE 2019 CALIFORNIA REFERENCED STANDARDS CODE

AND

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 10.12 (CALIFORNIA FIRE CODE) OF TITLE 10 (BUILDINGS AND CONSTRUCTION) OF THE LAGUNA WOODS MUNICIPAL CODE AND ADOPTING BY REFERENCE THE 2019 EDITION OF THE CALIFORNIA FIRE CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PART 9) INCLUDING APPENDICES B, BB, C, CC, AND H, TOGETHER WITH CERTAIN AMENDMENTS, ADDITIONS, AND DELETIONS THERETO

Councilmembers discussed the item and staff answered related questions.

## **VIII. CITY COUNCIL BUSINESS**

### **8.1 Employee Compensation and Benefits**

City Manager Macon made a presentation.

Councilmembers discussed the item and staff answered related questions.

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

1. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 19-11 AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

AND

2. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING AND ADOPTING A RESTATED INTERNAL REVENUE CODE SECTION 125 FLEXIBLE BENEFITS PLAN FOR CITY EMPLOYEES AND TAKING OTHER ACTIONS RELATED TO THE ADMINISTRATION, OPERATION, AND MAINTENANCE OF THE FLEXIBLE BENEFITS PLAN

**IX. CITY COUNCIL REPORTS AND COMMENTS**

9.1 Coastal Greenbelt Authority

Mayor Connors provided a report.

9.2 Orange County Fire Authority

Mayor Pro Tem Hatch provided a report.

Councilmembers briefly commented on the report.

9.3 Orange County Library Advisory Board

Councilmember Moore provided a report.

9.4 Orange County Mosquito and Vector Control District

Councilmember Horne stated that there had been no meeting since the last meeting.

9.5 San Joaquin Hills Transportation Corridor Agency

Mayor Connors provided a report.

9.6 South Orange County Watershed Management Area

Councilmember Moore provided a report.

9.7 Other Comments and Reports

Councilmember Rainey provided an update on a recent Senior Citizens Advisory Council Housing and Transportation Committee meeting and commented on a developer's recently announced plans for the Laguna Hills Mall.

Councilmember Horne provided an update on the California Senior Legislature and commented on co-occupancy rules within Laguna Woods Village/Third Mutual.

Mayor Connors briefly responded to Councilmember Horne's comments.

Mayor Pro Tem Hatch extended well wishes to the City Manager and expressed appreciation for the City Attorney's service.

**X. CLOSED SESSION – None**

**XI. CLOSED SESSION REPORT – None**

**XII. ADJOURNMENT**

The meeting was adjourned at 3:35 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, December 18, 2019, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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YOLIE TRIPPY, CMC, City Clerk

Approved: December 18, 2019

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CYNTHIA CONNERS, Mayor

**6.2**  
**CITY TREASURER'S REPORT**

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**City of Laguna Woods**  
**City Treasurer's Report**  
 For the Month Ended November 30, 2019

ITEM 6.2

**CASH AND INVESTMENTS**

	Beginning Balances As of 10/31/19	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 11/30/19	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
<b>Cash and Cash Equivalents</b>							
Analyzed Checking Account (Note 1)	\$ 360,639	\$ 515,787	\$ (578,091)	\$ 250,000	\$ 548,334	5.19%	
Cash Balances, Multi-Bank Securities (MBS) Account (Note 4)	\$ 2,416	\$ 10,623	\$ (2,416)	\$ -	\$ 10,623	0.10%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	\$ 15,779	\$ (15,242)	\$ 10,623	\$ -	\$ 11,160	0.11%	
Petty Cash	\$ 1,369	\$ 131	\$ (138)	\$ -	\$ 1,362	0.01%	
<b>Total Cash and Cash Equivalents</b>	<b>\$ 380,203</b>	<b>\$ 511,298</b>	<b>\$ (570,022)</b>	<b>\$ 250,000</b>	<b>\$ 571,479</b>	<b>5.41%</b>	<b>100.00%</b>
<b>Pooled Money Investment Accounts</b>							
Local Agency Investment Fund (LAIF) (Notes 2 and 3)	\$ 5,534,790	\$ -	\$ -	\$ (250,000)	\$ 5,284,790	50.04%	
Orange County Investment Pool (OCIP) (Notes 2 and 3)	\$ 2,117,213	\$ 7,164	\$ (209)	\$ -	\$ 2,124,168	20.11%	
<b>Total Pooled Money Investment Accounts</b>	<b>\$ 7,652,003</b>	<b>\$ 7,164</b>	<b>\$ (209)</b>	<b>\$ (250,000)</b>	<b>\$ 7,408,958</b>	<b>70.15%</b>	<b>90.00%</b>
<b>Investments - Interest and Income Bearing</b>							
Certificates of Deposit (fair value) (Note 2 and 4)	\$ 2,577,730	\$ -	\$ -	\$ 3,366	\$ 2,581,096	24.44%	
<b>Total Investments - Interest and Income Bearing</b>	<b>\$ 2,577,730</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,366</b>	<b>\$ 2,581,096</b>	<b>24.44%</b>	<b>30.00%</b>
<b>TOTAL</b>	<b>\$ 10,609,936</b>	<b>\$ 518,463</b>	<b>\$ (570,232)</b>	<b>\$ 3,366</b>	<b>\$ 10,561,533</b>	<b>100.00%</b>	

**Summary of Total Cash, Cash Equivalents, and Investments:**

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	\$ (1,033,866)	\$ 1,582,200	\$ 548,334
Cash Balances, MBS Account	\$ 10,623	\$ -	\$ 10,623
Earned Interest in Transit and Accrued Interest, MBS Account	\$ 11,160	\$ -	\$ 11,160
Petty Cash	\$ 1,362	\$ -	\$ 1,362
LAIF	\$ 5,284,790	\$ -	\$ 5,284,790
OCIP	\$ 2,124,168	\$ -	\$ 2,124,168
Certificates of Deposit	\$ 2,581,096	\$ -	\$ 2,581,096
<b>Totals</b>	<b>\$ 8,979,333</b>	<b>\$ 1,582,200</b>	<b>\$ 10,561,533</b>

(See NOTES on Page 3 of 3)



**City of Laguna Woods**  
**City Treasurer's Report**  
 For the Month Ended November 30, 2019

ITEM 6.2

**CASH AND INVESTMENTS**

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate (Note 4)	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
<b>Money Funds and Certificate of Deposits (CDs, Federal Deposit Insurance Corporation [FDIC] Insured)</b>														
38148PTD9	2017-6	GOLDMAN SACHS BANK USA	36 months	11/16/17	11/22/17	245,000	246,127	245,000	2.050	Semi-Annual	05/22/18	Green*	2.050	11/23/20
61747ML58	2018-1	MORGAN STANLEY BK N A SALT LAKE	36 months	02/14/18	02/22/18	100,000	101,211	100,000	2.600	Semi-Annual	08/22/18	Green***	2.600	02/22/21
101120DWO	2018-2	BOSTON PRIVATE BANK & TR	21 months	03/09/18	03/23/18	245,000	245,123	245,000	2.300	Monthly	04/23/18	Green***	2.300	12/23/19
649447RJO	2018-3	NEW YORK COMMUNITY BANK	24 months	03/23/18	03/28/18	100,000	100,278	100,000	2.450	Semi-Annual	09/28/18	Green***	2.450	03/27/20
05580AMD3	2018-4	BMW BANK NORTH AMERICA	36 months	03/23/18	03/29/18	245,000	248,491	245,000	2.700	Semi-Annual	09/29/18	Green***	2.700	03/29/21
254673RS7	2018-5	DISCOVER BANK (#5649)	36 months	07/11/18	07/18/18	245,000	250,326	245,000	3.000	Semi-Annual	01/18/19	Green***	3.000	07/19/21
90348JEA4	2018-6	UBS BANK USA	48 months	10/01/18	10/05/18	245,000	254,861	245,000	3.250	Monthly	11/05/18	Green***	3.250	10/05/22
61760ARV3	2018-7	MORGAN STANLEY PRIVATE BK NATL	60 months	11/06/18	11/15/18	245,000	261,334	245,000	3.550	Semi-Annual	05/15/19	Green***	3.550	11/15/23
87164YQG2	2018-8	SYNCHRONY BANK RETAIL/MORGAN	60 months	05/19/17	05/19/17	100,000	101,564	97,431	2.470	Semi-Annual	11/19/17	Green***	2.400	05/19/22
02589AA28	2018-9	AMERICAN EXPRESS NATL	60 months	12/04/18	12/04/18	240,000	256,171	240,000	3.550	Semi-Annual	06/04/19	Green***	3.550	12/04/23
33715LCZ1	2018-10	FIRST TECHNOLOGY FED CU MTN VIEW	60 months	12/07/18	12/12/18	245,000	262,099	245,000	3.600	Monthly	01/12/19	Green***	3.600	12/12/23
949763ZA7	2019-1	WELLS FARGO BK N A	60 months	04/09/19	04/10/19	245,000	253,511	245,000	2.850	Monthly	05/10/19	Green*	2.850	04/10/24
Accrued Interest - Month End							11,160							
<b>Total CDs</b>						<b>2,500,000</b>	<b>2,592,256</b>	<b>2,497,431</b>						

(\*) At the time of purchase and until September 2017, CDs were rated or ranked using an IDC Financial Publishing, Inc. (IDC) compiled ranking, and includes a one-number summary rank of quality comprised of 35 key financial ratios. Ranks range from 1 (the lowest) to 300 (the highest) and fall into one of the following six groups per Table 1. Post September 2017, CDs are ranked using the Veribanc Rating System, a two-part color code and star classification system which tests the present standing and future outlook by reviewing an institution's capital strength, asset quality, management ability, earnings sufficiency, liquidity, and sensitivity to market risk. Table 2 below summarizes the Veribanc color rankings. Veribanc star ratings of one to three, with three being best, are used to help review a possible future trend of an institutions health based on metrics from ten prior quarters. A rating of one, two, or three, are not necessarily an indicator of risk or an undesirable investment. The City reviews other rating systems and issuer financials before choosing any investment.

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

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

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

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

**Government Pooled Money Investment Accounts (Notes 2 and 3)**

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
N/A	N/A	Local Agency Investment Fund (LAIF)	N/A	Various	Various	5,284,790	5,284,790	5,284,790	Pending	N/A	N/A	N/A	N/A	N/A
N/A	N/A	Orange County Investment Pool (OCIP)	N/A	Various	Various	2,124,168	2,124,168	2,124,168	Pending	N/A	N/A	N/A	N/A	N/A
<b>Total PMIA</b>						<b>7,408,958</b>	<b>7,408,958</b>	<b>7,408,958</b>						

(See NOTES on Page 3 of 3)



**City of Laguna Woods**  
**City Treasurer's Report**  
 For the Month Ended November 30, 2019

**CASH AND INVESTMENTS**

	Beginning Balances As of 10/31/19	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 11/30/19
<b>Other Post-Employment Benefits (OPEB) Trust</b>					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (CERBT holds all assets and administers the OPEB Trust)	\$ 103,986	\$ -	\$ (8)	\$ 349	\$ 104,327
<b>Total Other Funds - Held in Trust</b>	<b>\$ 103,986</b>	<b>\$ -</b>	<b>\$ (8)</b>	<b>\$ 349</b>	<b>\$ 104,327</b>

**Notes:**

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

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

LAIF / In November 2019, the City made no deposits to the LAIF account and withdrew \$250,000 for cash flow purposes. The balance includes an adjustment in the amount of \$10,615.43 to report balances at fair market value as of June 2019.

OCIP / The City made no deposits to or withdrawals from the OCIP. The balance includes an adjustment in the amount of \$8,597.30 to report balances at fair market value as of June 2019.

Investments / There were no maturities or purchases of investments. Investments were adjusted in the amount of \$3,366.20 to report balances at fair market value as of November 2019.

OPEB Trust / The City made no contributions to the OPEB Trust in November 2019. The Trust experienced a net gain of \$340.97 in November 2019.

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

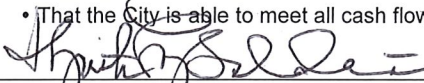
Pool	Earnings Post	Prior Period Earnings Deposited	Deposit for Period Ended	Current Month / Quarter Gross Yield	Current Month / Quarter Earnings Will Post	Notes
LAIF	Quarterly	\$0	N/A	See Notes	January 2020	Total pool interest for November 2019 was 2.103% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted.
OCIP	Monthly	\$7,164	July 2019 and prior period accrued interest	See Notes	See Notes	Interest is posted three months in arrears and fees are posted monthly. Accrued interest pending payment at November 30, 2019 was \$15,709.25. November 2019 interest rate was 2.073% and fees were 0.059%.

Note 4 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City earned interest of \$10,623.23 and transferred out \$2,416.43 in cash balances to the City's checking account in November 2019. Cash balances to be invested or paid out are classified separately on page 1 of 3. The City's portfolio also has \$11,159.91 in accrued interest, not yet vested.

**City Treasurer's Certification**

I, Kriste M. Saldaña, Interim City Treasurer, do hereby certify:

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

  
 Kriste M. Saldaña, Interim City Treasurer

12.11.19  
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 Date

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**6.3**  
**WARRANT REGISTER**

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CITY OF LAGUNA WOODS  
WARRANT REGISTER  
12/18/2019

ITEM 6.3

This Report Covers the Period 11/01/2019 through 11/30/2019

Date	Vendor Name	Description	Amount	
<b>Debit</b>				
<i>Automatic Bank Debits</i>				
11/08/2019	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 10/11/2019 and 10/25/2019	326.50	
11/12/2019	CALPERS - HEALTH	Employee Benefit Program / November 2019	3,564.95	
11/12/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 10/11/2019	1,043.24	
11/12/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 10/11/2019	2,369.54	
11/14/2019	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 11/8/2019	16,405.97	
11/14/2019	ADP TAX	Payroll Taxes / Pay Period Ended 11/8/2019	6,356.02	
11/14/2019	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 11/8/2019	1,084.61	
11/15/2019	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / November 2019	229,863.39	
11/15/2019	U.S. BANK	Bank Service Charges / September 2019	143.35	
11/20/2019	BUSINESS PLANS, INCORPORATED	Employee Benefit Program / November 2019	416.67	
11/26/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 10/25/2019	2,369.54	
11/26/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 10/25/2019	1,043.24	
11/27/2019	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 11/22/2019	14,890.43	
11/27/2019	ADP TAX	Payroll Taxes / Pay Period Ended 11/22/2019	5,789.30	
11/27/2019	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 11/22/2019	1,084.61	
11/27/2019	BUSINESS PLANS, INCORPORATED	Employee Benefit Program / November 2019	982.29	
<b>Check</b>				
<i>Warrants:</i>				
3455	11/01/2019	ACCOUNTEMPS	Temporary Accounting Clerk Services / Week Ending October 18, 2019	1,687.50
3456	11/01/2019	AT&T	Telephone / 458-3487 / October 2019	40.99
3457	11/01/2019	AT&T	Telephone / 639-0500 / October 2019	212.39
3458	11/01/2019	AT&T	Telephone / 452-0600 / October 2019	1,494.56
3459	11/01/2019	CALIFORNIA BLDG STANDARDS COMM	Building Permit Fee Assessment / July - September 2019	1,030.50
3460	11/01/2019	CIVIL SOURCE	Traffic Engineering / September 2019	12,070.00
3461	11/01/2019	COUNTY OF ORANGE	800 MHz Communication Charges / October - December 2019	868.00
3462	11/01/2019	COUNTY OF ORANGE	Automated Fingerprint ID System / October 2019	784.00
3463	11/01/2019	CSG CONSULTANTS INC	Building Plan Check Services / September 2019	2,082.50
3464	11/01/2019	DELTA DENTAL OF CALIFORNIA	Employee Benefits Program / November 2019	246.13
3465	11/01/2019	MANAGED HEALTH NETWORK	Employee Benefits Program / November 2019	14.63
3466	11/01/2019	MELISSA LEANZA	Mileage & Parking Reimbursement	100.89
3467	11/01/2019	OFFICE DEPOT	Office Supplies / October 2019	492.52
3468	11/01/2019	RED HAWK FIRE & SECURITY, LLC	Fire & Security System Maintenance / September 2019	475.00
3469	11/01/2019	TDI SIGNS, INC.	Dog Park Signage	167.01
3470	11/01/2019	TYLER TECHNOLOGIES, INC.	Permitting Software / September 2019	843.75
3471	11/01/2019	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	503.79
3472	11/01/2019	VISION SERVICE PLAN OF AMERICA	Employee Benefits Program / November 2019	122.28
3473	11/01/2019	WILLDAN ENGINEERING	Code Enforcement Services / September 2019	2,494.00
3473	11/01/2019	WILLDAN ENGINEERING	Building Official Services / September 2019	13,740.00
3473	11/01/2019	WILLDAN ENGINEERING	Building Inspection Services / September 2019	3,600.00
3474	11/07/2019	360 BUSINESS CONSULTING	Website Hosting / October 2019	200.00
3475	11/07/2019	ACCOUNTEMPS	Temporary Accounting Clerk Services / Week Ending October 25, 2019	1,687.50
3476	11/07/2019	ANAHEIM COMMUNITY PUBLISHING	Graphic Design	403.50

**CITY OF LAGUNA WOODS  
WARRANT REGISTER  
12/18/2019**

ITEM 6.3

This Report Covers the Period 11/01/2019 through 11/30/2019

Date	Vendor Name	Description	Amount	
3477	11/07/2019	BOUTWELL FAY LLP	Legal Services / September 2019	212.50
3478	11/07/2019	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / September 2019	14,115.00
3479	11/07/2019	CALIFORNIA INTERNET LP	City Hall Internet Service / December 2019	349.00
3480	11/07/2019	CEP AMERICA AUC PC	Pre-Employment Physical	50.00
3481	11/07/2019	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / October 2019	9,425.00
3482	11/07/2019	CMTA	Investment Policy Certification Program Application	175.00
3483	11/07/2019	EL TORO WATER DISTRICT	Water Services / September 2019	3,679.32
3484	11/07/2019	IRWIN B BORNSTEIN, CPA	Financial Consulting Services / October 2019	1,330.00
3485	11/07/2019	MICHAEL BAKER INTERNATIONAL	El Toro Road Drainage and Localized Flooding Analysis / September 2019	2,151.90
3486	11/07/2019	PARK CONSULTING GROUP, INC	Software Implementation Services / October 2019	8,162.50
3487	11/07/2019	PETTY CASH	Replenish Petty Cash / October 2019	-
3488	11/07/2019	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / October 2019	1,493.92
3489	11/07/2019	STAPLES	Office & Janitorial Supplies / October 2019	287.04
3490	11/07/2019	TEAM ONE MANAGEMENT	Janitorial Services / October 2019	846.22
3491	11/07/2019	THE GAS COMPANY	Gas Service - City Hall / October 2019	15.35
3492	11/18/2019	ACCOMTEMP	Temporary Accounting Clerk Services / Week Ending November 1, 2019	1,642.50
3493	11/18/2019	AMERICAN PLANNING ASSOCIATION	Membership Dues / Calender Year 2020 / Development Programs Analyst	470.00
3494	11/18/2019	AT&T	White Pages / November 2019	4.48
3495	11/18/2019	AT&T	Telephone / 583-1105 / October 2019	21.50
3496	11/18/2019	AT&T	Telephone / 581-9821 / October 2019	77.03
3497	11/18/2019	BALLIET, MICHAEL	Waste Management Consulting Services / October 2019	1,976.25
3498	11/18/2019	BOA ARCHITECTURE	City Hall Refurbishment & Safety Project / October 2019	4,200.00
3499	11/18/2019	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / October 2019	14,115.00
3500	11/18/2019	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	Audit Services / Fiscal Year 2018-19	2,000.00
3501	11/18/2019	CAA	Water Quality Services / October 2019	2,904.00
3502	11/18/2019	CALIFORNIA YELLOW CAB	Taxi Voucher Services / October 2019	3,736.00
3503	11/18/2019	COUNTY OF ORANGE	Automated Fingerprint ID System / November 2019	784.00
3504	11/18/2019	DEPARTMENT OF JUSTICE	Fingerprinting Services	32.00
3505	11/18/2019	KONE INC.	City Hall Elevator Maintenance / November 2019	277.57
3506	11/18/2019	LANCE, SOLL & LUNGHARD LLP	Interim Administrative Services Director/City Treasurer Services / September - October 2019	22,575.00
3507	11/18/2019	LOS ANGELES AIR CONDITIONING, INC	City Hall Maintenance	740.34
3508	11/18/2019	MARC DONOHUE	Administrative Services / October 2019	200.00
3509	11/18/2019	NEW MILLENNIUM CONSTRUCTION SERVICES, INC.	City Hall Refurbishment & Safety Project / October 2019	13,680.00
3510	11/18/2019	OBR ARCHITECTURE, INC.	Architectural Services / April and October 2019	3,305.00
3511	11/18/2019	ORANGE COUNTY REGISTER-NOTICES	Public Notices / October 2019	2,276.00
3512	11/18/2019	PRACTICAL DATA SOLUTIONS	IT Support Services / October 2019	2,148.00
3513	11/18/2019	PV MAINTENANCE INC	Street, City Hall & Park Maintenance Services / October 2019	16,687.33
3514	11/18/2019	RICOH USA, INC.	Copier Usage / October 2019	210.00
3515	11/18/2019	RUTAN & TUCKER, LLP	Legal Services / June - August 2019	4,132.50
3516	11/18/2019	SIEMENS MOBILITY, INC.	Traffic Maintenance / October 2019	3,984.30
3517	11/18/2019	SOUTHERN CALIFORNIA EDISON	Electric Services / October 2019	5,338.62
3518	11/18/2019	SUNSET PROPERTY SERVICES	Street Sweeping Services / October 2019	3,540.00
3519	11/18/2019	WM CURBSIDE, LLC	HHW, Medicine & Sharps Program / October 2019	3,322.25
3520	11/20/2019	J & C CONTRACTORS	Replace Stale Check #3030 / Dated May 16, 2019	250.00
3521	11/21/2019	CALIFORNIA YELLOW CAB	NEMT Taxi Voucher Services / October 2019	6,053.00

**CITY OF LAGUNA WOODS  
WARRANT REGISTER  
12/18/2019**

This Report Covers the Period 11/01/2019 through 11/30/2019

Date	Vendor Name	Description	Amount	
3522	11/21/2019	CIVIL SOURCE	Building Inspection & Counter Services / October 2019	38,668.88
3522	11/21/2019	CIVIL SOURCE	El Toro Road Traffic Signal Synchronization Project / October 2019	1,166.73
3522	11/21/2019	CIVIL SOURCE	Moulton Parkway Traffic Synchronization Project / October 2019	4,312.72
3523	11/21/2019	CSG CONSULTANTS INC	Building Plan Check Services / October 2019	3,655.00
3524	11/21/2019	EILEEN SURDEZ	Taxi Voucher Refund	105.00
3525	11/21/2019	FOREST PRINTING & COPYING INC	Printing Services	215.50
3526	11/21/2019	MICHAEL BAKER INTERNATIONAL	Planning Services / October 2019	15,032.50
3527	11/21/2019	RED HAWK FIRE & SECURITY, LLC	Fire System Maintenance / October 2019	790.53
3528	11/21/2019	TYLER TECHNOLOGIES, INC.	Permitting Software / October 2019	2,468.75
3529	11/21/2019	WILLDAN ENGINEERING	Code Enforcement Services / October 2019	2,494.00
3529	11/21/2019	WILLDAN ENGINEERING	Building Official Services / October 2019	10,980.00
3529	11/21/2019	WILLDAN ENGINEERING	Building Inspection Services / October 2019	2,250.00
			<b>Total Bank Debits and Warrants:</b>	<b>\$ 578,210.12</b>
<b>Petty Cash Expenditures Paid Out</b> (See Note 2)				
		OC Clerk - Recorder	Document Recording Fee	\$50.00
		Melissa Leanza	Mileage Reimbursement	\$18.45
			<b>Total Petty Cash:</b>	<b>\$68.45</b>
			<b>TOTAL</b>	<b>\$ 578,278.57</b>

**NOTES:**

Note 1 - City Councilmembers are eligible to receive either a salary or vehicle reimbursement allowance in the amount of \$300 per month (\$3,600 per year). Such compensation is included in the City's regular payroll (see "ADP Payroll Services" under "Automatic Bank Debits"), unless waived by the Councilmember. For the month of November 2019, the following Councilmembers received compensation in the amount of \$300: Conners, Hatch, Horne, and Rainey.

Note 2 - Petty cash is reported as cash is paid out, not when the fund is replenished.

Note 3 - The table below summarizes credit card expenditures paid via Check #3471 to U.S. Bank totaling \$503.79:

	Costco	Office Supplies	\$61.38	
	Stater Bros	Supplies for Goods Exchange	\$7.41	
	CJPIA	CJPIA Conference / Conners	(\$50.00)	
	Association of Environmental Professionals	Employee Training	\$225.00	
	CSMFO	CSMFO Budget Awards Program Application	\$150.00	
	CSMFO	Membership Dues / Calendar Year 2020 / Accountant	\$110.00	
			<b>Total Credit Card Reimbursement:</b>	<b>\$503.79</b>

CITY OF LAGUNA WOODS  
WARRANT REGISTER  
12/18/2019

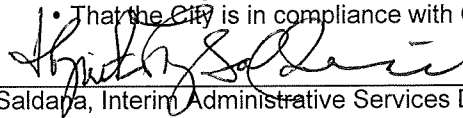
This Report Covers the Period 11/01/2019 through 11/30/2019

Date	Vendor Name	Description	Amount
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**Administrative Services Director/City Treasurer's Certification**

I, Kriste Saldana, Interim Administrative Services Director/City Treasurer, do hereby certify:

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



Kriste Saldana, Interim Administrative Services Director/City Treasurer

12-18-19

Dated

**6.4**  
**MEASURE M2 EXPENDITURE REPORT**

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**RESOLUTION NO. 19-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AND CONCERNING THE MEASURE M2 EXPENDITURE REPORT FOR FISCAL YEAR 2018-19 COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019

**WHEREAS**, local jurisdictions are required to meet eligibility requirements and submit eligibility verification packages to the Orange County Transportation Authority (“OCTA”) in order to remain eligible to receive Measure M2 funds; and

**WHEREAS**, local jurisdictions are required to adopt an annual Measure M2 Expenditure Report as part of one of the Measure M2 eligibility requirements; and

**WHEREAS**, local jurisdictions are required to account for Net Revenues, developer/traffic impact fees, and funds expended by local jurisdiction in the Measure M2 Expenditure Report that satisfy the Measure M2 Maintenance of Effort requirements; and

**WHEREAS**, the Measure M2 Expenditure Report shall include all Net Revenue fund balances, interest earned and expenditures identified by type and program or project; and

**WHEREAS**, the Measure M2 Expenditure Report must be adopted and submitted to the OCTA each year within six months of the end of each local jurisdiction’s fiscal year to be eligible to receive Net Revenues as part of Measure M2.

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

**SECTION 1.** That the Measure M2 Expenditure Report for the Fiscal Year ended June 30, 2019, attached hereto as Exhibit A, is in conformance with the template provided in the Measure M2 Eligibility Guidelines and accounts for Net Revenues, including interest earned, expenditures during the fiscal year, and balances at the end of the fiscal year.

**SECTION 2.** That the Measure M2 Expenditure Report for the Fiscal Year ended June 30, 2019, attached hereto as Exhibit A, is hereby adopted by the City of Laguna Woods.

**SECTION 3.** That the City of Laguna Woods’ Administrative Services Director/City Treasurer is hereby authorized to sign and submit the Measure M2 Expenditure Report to the OCTA for the Fiscal Year ended June 30, 2019, acting in the capacity of the City of Laguna Woods’ Director of Finance.

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

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

\_\_\_\_\_  
CYNTHIA CONNERS, Mayor

ATTEST:

\_\_\_\_\_  
YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 19-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2019, by the following vote:

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

\_\_\_\_\_  
YOLIE TRIPPY, CMC, City Clerk

**M2 Expenditure Report**  
**Fiscal Year Ended June 30, 2019**  
**Beginning and Ending Balances**

Description	Line No.	Amount	Interest
<b>Balances at Beginning of Fiscal Year</b>			
A-M: Freeway Environmental Mitigation	1	\$ -	\$ -
O: Regional Capacity Program (RCP)	2	\$ -	\$ -
P: Regional Traffic Signal Synchronization Program (RTSSP)	3	\$ (153,977.97)	\$ 1,035
Q: Local Fair Share	4	\$ 81,349.22	\$ -
R: High Frequency Metrolink Service	5	\$ -	\$ -
S: Transit Extensions to Metrolink	6	\$ -	\$ -
T: Convert Metrolink Station(s) to Regional Gateways that connect Orange County with High-Speed Rail Systems	7	\$ -	\$ -
U: Senior Mobility Program or Senior Non-Emergency Medical Program	8	\$ -	\$ -
V: Community Based Transit/Circulators	9	\$ -	\$ -
W: Safe Transit Stops	10	\$ -	\$ -
X: Environmental Cleanup Program (Water Quality)	11	\$ -	\$ -
Other*	12	\$ -	\$ -
<b>Balances at Beginning of Fiscal Year</b>	13	\$ (72,628.75)	\$ 1,035
Monies Made Available During Fiscal Year	14	\$ 474,500.09	\$ 3,445
<b>Total Monies Available (Sum Lines 13 &amp; 14)</b>	15	\$ 401,871.34	\$ 4,480
Expenditures During Fiscal Year	16	\$ 337,005.34	\$ 3,445
<b>Balances at End of Fiscal Year</b>			
A-M: Freeway Environmental Mitigation	17	\$ -	\$ -
O: Regional Capacity Program (RCP)	18	\$ -	\$ -
P: Regional Traffic Signal Synchronization Program (RTSSP)	19	\$ (36,049.53)	\$ 1,035
Q: Local Fair Share	20	\$ 100,915.53	\$ -
R: High Frequency Metrolink Service	21	\$ -	\$ -
S: Transit Extensions to Metrolink	22	\$ -	\$ -
T: Convert Metrolink Station(s) to Regional Gateways that connect Orange County with High-Speed Rail Systems	23	\$ -	\$ -
U: Senior Mobility Program or Senior Non-Emergency Medical Program	24	\$ -	\$ -
V: Community Based Transit/Circulators	25	\$ -	\$ -
W: Safe Transit Stops	26	\$ -	\$ -
X: Environmental Cleanup Program (Water Quality)	27	\$ -	\$ -
Other*	28	\$ -	\$ -

\* Please provide a specific description

**M2 Expenditure Report**  
**Fiscal Year Ended June 30, 2019**  
**Sources and Uses**

Description	Line No.	Amount	Interest
<b>Revenues:</b>			
A-M: Freeway Environmental Mitigation	1	\$ -	\$ -
O: Regional Capacity Program (RCP)	2	\$ -	\$ -
P: Regional Traffic Signal Synchronization Program (RTSSP)	3	\$ 156,235	\$ -
Q: Local Fair Share	4	\$ 225,032	\$ 2,840
R: High Frequency Metrolink Service	5	\$ -	\$ -
S: Transit Extensions to Metrolink	6	\$ -	\$ -
T: Convert Metrolink Station(s) to Regional Gateways that connect Orange County with High-Speed Rail Systems	7	\$ -	\$ -
U: Senior Mobility Program or Senior Non-Emergency Medical Program	8	\$ 93,234	\$ 605
V: Community Based Transit/Circulators	9	\$ -	\$ -
W: Safe Transit Stops	10	\$ -	\$ -
X: Environmental Cleanup Program (Water Quality)	11	\$ -	\$ -
Other*	12	\$ -	\$ -
<b>TOTAL REVENUES (Sum lines 1 to 12)</b>	<b>13</b>	<b>\$ 474,500</b>	<b>\$ 3,445</b>
<b>Expenditures:</b>			
A-M: Freeway Environmental Mitigation	14	\$ -	\$ -
O: Regional Capacity Program (RCP)	15	\$ -	\$ -
P: Regional Traffic Signal Synchronization Program (RTSSP)	16	\$ 38,306	\$ -
Q: Local Fair Share	17	\$ 205,465	\$ 2,840
R: High Frequency Metrolink Service	18	\$ -	\$ -
S: Transit Extensions to Metrolink	19	\$ -	\$ -
T: Convert Metrolink Station(s) to Regional Gateways that connect Orange County with High-Speed Rail Systems	20	\$ -	\$ -
U: Senior Mobility Program or Senior Non-Emergency Medical Program	21	\$ 93,234	\$ 605
V: Community Based Transit/Circulators	22	\$ -	\$ -
W: Safe Transit Stops	23	\$ -	\$ -
X: Environmental Cleanup Program (Water Quality)	24	\$ -	\$ -
Other*	25	\$ -	\$ -
<b>TOTAL EXPENDITURES (Sum lines 14 to 25)</b>	<b>26</b>	<b>\$ 337,005</b>	<b>\$ 3,445</b>
<b>TOTAL BALANCE (Subtract line 26 from 13)</b>	<b>27</b>	<b>\$ 137,495</b>	<b>\$ -</b>

\* Please provide a specific description

**M2 Expenditure Report**  
 Fiscal Year Ended June 30, 2019  
 Streets and Roads Detailed Use of Funds

Line No.	Type of Expenditure	MOE <sup>2</sup>	+Developer / Impact Fees	O	O Interest	P	P Interest	Q	Q Interest	X	X Interest	Other M2 <sup>3</sup>	Other M2 Interest	Other*	TOTAL
1	Indirect and/or Overhead	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 636	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	636
2	Construction & Right-of-Way														
	New Street Construction														
3	Street Reconstruction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Signals, Safety Devices, & Street Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Pedestrian Ways & Bikepaths	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Storm Drains	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Storm Damage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Total Construction <sup>1</sup>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Right of Way Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Total Construction & Right-of-Way	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance														
11	Patching	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Overlay & Sealing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Street Lights & Traffic Signals	\$ -	\$ -	\$ -	\$ -	\$ 38,306	\$ -	\$ 187,689	\$ 2,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 228,835
14	Storm Damage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Other Street Purpose Maintenance	\$ 105,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,570
16	Total Maintenance <sup>1</sup>	\$ 105,430	\$ -	\$ -	\$ -	\$ 38,306	\$ -	\$ 204,829	\$ 2,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 351,405
17	Other - Senior Mobility Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,234	\$ 605	\$ -	\$ 93,839
18	GRAND TOTALS (Sum Lines 1, 10, 16, 17)	\$ 105,430	\$ -	\$ -	\$ -	\$ 38,306	\$ -	\$ 205,465	\$ 2,840	\$ -	\$ -	\$ 93,234	\$ 605	\$ -	\$ 445,880

Legend

Project	\$
A-M	Freeway Environmental Mitigation
O	Regional Capacity Program (RCP)
P	Regional Traffic Signal Synchronization Program (RTSSP)
Q	Local Fair Share
R	High Frequency Metrolink Service
S	Transit Extensions to Metrolink
T	Convert Metrolink Station(s) to Regional Gateways that connect Orange County with High-Speed Rail Systems
U	Senior Mobility Program or Senior Non-Emergency Medical Program
V	Community Based Transit/Circulators
W	Safe Transit Stops
X	Environmental Cleanup Program (Water Quality)

<sup>1</sup> Includes direct charges for staff time  
<sup>2</sup> Local funds used to satisfy maintenance of effort (MOE) requirements  
<sup>3</sup> Other M2 includes A-M, R,S,T,U,V, and W  
 + Transportation related only  
 \* Please provide a specific description

ITEM 6.4 - Exhibit A

**M2 Expenditure Report**  
**Fiscal Year Ended June 30, 2019**  
**Local Fair Share Project List**

PROJECT NAME	AMOUNT EXPENDED
Measure M2 Fair Share Expenditures:	
Street Lighting - Public Right-of-Way	29315
Contract - Traffic Engineering	99560
Contract - Landscape	17140
Contract - Traffic Signal Maintenance	61864
Allowable Overhead Costs, Direct	636
Payment for Traffic Sing installation from GRF	-167.25
Transfer from General Fund	-43
	\$ 208,304.75



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6.5

**SOFTWARE IMPLEMENTATION,  
ENHANCEMENT, AND MAINTENANCE  
SERVICES *(NO REPORT)***

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6.6

**CLIMATE ADAPTATION PLAN (NO REPORT)**

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**7.1**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
(CDBG) PUBLIC FACILITIES & IMPROVEMENTS  
PROJECT PROPOSAL**

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# City of Laguna Woods Agenda Report

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Christopher Macon, City Manager  
**FOR:** December 18, 2019 Regular Meeting  
**SUBJECT:** Community Development Block Grant (CDBG) Public Facilities & Improvements Project Proposal

---

## **Recommendation**

1. Receive staff report.  

AND
2. Open public hearing.  

AND
3. Receive public testimony.  

AND
4. Close public hearing.  

AND
5. Authorize the City Manager to submit a proposal to the County of Orange requesting \$150,000 in Community Development Block Grant (CDBG) funds under the Fiscal Year 2020-21 Public Facilities & Improvements grant program (County of Orange RFP No. 012-192301) to support the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4”, which generally consists of pedestrian path-of-travel, curb ramp,

and detectable warning improvements on El Toro Road, Moulton Parkway, and Santa Maria Avenue.

OR

6. Authorize the City Manager to submit an alternate proposal to the County of Orange for CDBG funds from the Fiscal Year 2020-21 Public Facilities & Improvements grant program (County of Orange RFP No. 012-192301).

AND

7. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AUTHORIZING THE SUBMITTAL OF A PROPOSAL TO THE COUNTY OF ORANGE FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS, PROSPECTIVELY ACCEPTING THE AWARD OF SUCH CDBG FUNDS, AND MAKING RELATED AUTHORIZATIONS RELATED TO THE FISCAL YEAR 2020-21 PUBLIC FACILITIES & IMPROVEMENTS GRANT PROGRAM (COUNTY OF ORANGE RFP NO. 012-192301)

### **Background**

As allowed by federal law, Orange County cities with populations less than 50,000 may choose to compete for Community Development Block Grant (“CDBG”) funds through programs administered by the State of California or the County of Orange. Laguna Woods and the cities of Brea, Cypress, Dana Point, Laguna Beach, Laguna Hills, La Palma, Los Alamitos, Seal Beach, Stanton, and Villa Park compete for CDBG funds through the Orange County Urban County CDBG Program administered by the County of Orange.

Under the Orange County Urban County CDBG Program, the County of Orange accepts proposals for public facilities and improvements grants, annually. A public hearing is required as part of the proposal process.

The City is able to submit one public facilities and improvements proposal per year. Projects must address one or more of the County of Orange’s high priorities: senior

centers, homeless facilities, neighborhood facilities, water/sewer improvements, street improvements, and sidewalk improvements.

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

Recent CDBG funding awards for the City have included:

- Fiscal Year 2017-18: “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 1” – \$145,700
- Fiscal Year 2018-19: “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 2” – \$145,700
- Fiscal Year 2019-20: “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 3” – \$145,700

## **Discussion**

At today’s meeting, the City Council will conduct a public hearing regarding CDBG funding, as such funding is authorized under Title 1 of the Housing and Community Development Act of 1974, as amended. During the public hearing, residents and members of the public are encouraged to provide input on community needs and project priorities related to public facilities and improvements, including on the City’s potential projects and the City’s submittal of a proposal for CDBG funding to the County of Orange for consideration as part of the Orange County Urban County CDBG Program. Following the public hearing, the City Council will consider taking action regarding the submittal of such proposal.

Staff’s recommendation is that the City Council authorize the City Manager to submit a proposal requesting \$150,000 in CDBG funds to support the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4” (“Project”), as described in the City’s Capital Improvement Program, which generally consists of pedestrian path-of-travel, curb ramp, and detectable warning improvements. Staff has identified locations in the vicinity of El Toro Road and City Hall, El Toro Road and Aliso Creek Road, and Moulton Parkway and Via Iglesia, as well as multiple locations on Santa Maria Avenue, for improvement.

While the Project is included in the Capital Improvement Program for Fiscal Year 2020-21, design and construction is contingent on the receipt of external funding. During the Fiscal Years 2019-30 Capital Improvement Program adoption process, it was anticipated that the City would apply for CDBG funding for the Project.

The County of Orange anticipates awarding funding in spring 2020 with grant terms beginning and ending in Fiscal Year 2020-21.

### **Environmental Review**

It can be seen with certainty that this project has no possibility of having a significant effect on the environment. The proposed action relates only to the submittal of a funding proposal and would not authorize any construction nor physical change or improvement. The environmental review of potential future projects, were funding to be received, would occur during those project design and development processes. Therefore, the proposed submittal of a proposal is not a project subject to the California Environmental Quality Act (“CEQA”) pursuant to sections 15378(b)(4) and 15061(b)(3) of Title 14 of the California Code of Regulations.

### **Fiscal Impact**

Funds received under the Orange County Urban County CDBG Program in amounts of \$150,000 or less per fiscal year are not required to be matched by City funds. Sufficient funds to accommodate staff time necessary to apply for and administer the grant funds once received are included in the City’s existing budget. No new General Fund appropriations would be required.

Grant funds would be received on a reimbursement basis, meaning that the City would be required to make expenditures in advance of receiving offsetting revenue from the County of Orange. Sufficient funds are available within the unassigned General Fund balance for such temporary “loans,” which are explicitly permitted by Administrative Policy 2.9 (Budgeting, Reserves, and Reporting).

Report Prepared With: April Baumgarten, Maintenance Programs Analyst

Attachment: A – Proposed Resolution

**RESOLUTION NO. 19-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AUTHORIZING THE SUBMITTAL OF A PROPOSAL TO THE COUNTY OF ORANGE FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS, PROSPECTIVELY ACCEPTING THE AWARD OF SUCH CDBG FUNDS, AND MAKING RELATED AUTHORIZATIONS RELATED TO THE FISCAL YEAR 2020-21 PUBLIC FACILITIES & IMPROVEMENTS GRANT PROGRAM (COUNTY OF ORANGE RFP NO. 012-192301)

**WHEREAS**, the City participates in the Urban County Program administered by the County of Orange, which allows the City to compete for Community Development Block Grant (“CDBG”) funds; and

**WHEREAS**, the City will be submitting a proposal for CDBG funds under the Fiscal Year 2020-21 Public Facilities & Improvements grant program (County of Orange RFP No. 012-192301) to support the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4”; and

**WHEREAS**, the City desires to prospectively accept the award of CDBG funds described in this resolution and authorize the execution of the agreements, contracts, amendments, and other documentation necessary to do so.

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

**SECTION 1.** That the City hereby prospectively accepts the award of up to \$150,000 in CDBG funds through the County of Orange’s Urban County CDBG Program under County of Orange RFP No. 012-192301, which will be used to support the City’s Public Facilities & Improvements Project titled “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4”.

**SECTION 2.** That the City Manager or his or her designee is authorized to execute, for and on behalf of the City, the necessary agreements(s) and/or any other documents or instruments required by the County of Orange and/or the United States Department of Housing and Urban Development for participation in the Urban County CDBG Program and/or for acceptance and administration of CDBG funds awarded under County of Orange RFP No. 012-192301.

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

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

\_\_\_\_\_  
CYNTHIA CONNERS, Mayor

ATTEST:

\_\_\_\_\_  
YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 19-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2019, by the following vote:

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

\_\_\_\_\_  
YOLIE TRIPPY, CMC, City Clerk

**8.1**  
**COMPREHENSIVE ANNUAL FINANCIAL**  
**REPORT**

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## City of Laguna Woods Agenda Report

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Christopher Macon, City Manager  
**FOR:** December 18, 2019 Regular Meeting  
**SUBJECT:** Comprehensive Annual Financial Report

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### **Recommendation**

Receive and file the Comprehensive Annual Financial Report with Report on Audit by Independent Auditors for the Year Ended June 30, 2019 (Fiscal Year 2018-19).

### **Background**

Brown Armstrong Accountancy Corporation serves as the City's independent auditor. They were selected following a competitive Request for Proposals ("RFP") process and began providing services to the City with the Fiscal Year 2017-18 audit. Brown Armstrong Accountancy Corporation provides or has provided audit services to the cities of Bakersfield, Baldwin Park, Fresno, and Pasadena, as well as the counties of Riverside, Santa Barbara, and Santa Cruz.

On June 26, 2019, the City Council appointed Councilmembers Moore and Rainey to an Ad Hoc Audit Committee to work with the City's independent auditors on matters related to the Fiscal Year 2018-19 audit.

### **Discussion**

Today's meeting is an opportunity for City Council discussion, as well as public comments, regarding the Comprehensive Annual Financial Report ("CAFR") with Report on Audit by Independent Auditors for the Year Ended June 30, 2019 (Fiscal Year 2018-19) (Attachment A).

Brown Armstrong Accountancy Corporation concluded, based on their audit, that there was a reasonable basis for rendering an unmodified opinion that the financial statements for Fiscal Year 2018-19 were fairly presented in conformity with Generally Accepted Accounting Principles (“GAAP”). No material weaknesses or significant deficiencies were identified in the City’s internal control structure. A representative from Brown Armstrong Accountancy Corporation will be available to answer questions and provide additional information at the meeting.

Fiscal Year 2018-19 is the fifth year for which a CAFR has been prepared with each of the sections prescribed by the Governmental Accounting Standards Board (“GASB”). Preparation of a CAFR includes a broader presentation of financial statements than required by law and is optional, but encouraged, by GASB.

**Fiscal Impact**

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

Attachment: A – Comprehensive Annual Financial Report with Report on Audit by Independent Auditors for the Year Ended June 30, 2019 (Fiscal Year 2018-19)

**Attachment A**

Comprehensive Annual Financial Report with Report on Audit by Independent  
Auditors for the Year Ended June 30, 2019 (Fiscal Year 2018-19)

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**8.2**  
**SENATE BILL 2 PLANNING GRANTS PROGRAM**  
**APPLICATION**

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# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** December 18, 2019 Regular Meeting

**SUBJECT:** Senate Bill 2 Planning Grants Program Application

---

### **Recommendation**

Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SENATE BILL 2 PLANNING GRANTS PROGRAM FUNDS FROM THE STATE OF CALIFORNIA

### **Background**

Senate Bill 2 (Building Homes and Jobs Act) was approved by Governor Brown in 2017 as part of a 15-bill housing package aimed at addressing California's housing shortage and high housing costs. Senate Bill 2 established a \$75 recording fee on real estate documents to fund activities that increase the supply of affordable homes in California. First-year revenues are state-administered for purposes related to housing-related planning grants and homelessness programs.

### **Discussion**

Today's meeting is an opportunity for City Council action, as well as public input, on the proposed authorization of an application for, and receipt of, Senate Bill 2 Planning Grants Program funds from the State of California. Staff recommends that the City Council take the recommended action in order to leverage external funds to complete housing-related activities.

A one-time, non-competitive grant of between \$25,000 and \$160,000 is available to the City under the Senate Bill 2 Planning Grants Program. Grant funds can only be used to support planning-related projects that demonstrate a significant positive effect on accelerating housing production through timing, cost, approval certainty, entitlement streamlining, feasibility, infrastructure capacity, or impact on housing supply and affordability. Activities unrelated to housing production are ineligible.

Staff has identified the following projects to be included in an application for \$160,000 in Senate Bill 2 Planning Grants Program funds:

- Rezoning to Permit Housing By-right, Coupled with Housing Sites Inventory and Analysis – California Government Code sections 65583(a)(3) and 65583.2 require the General Plan Housing Element to include an inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the City’s housing need for a designated income level, and an analysis of the relationship of zoning and public facilities and services to those sites. Such an inventory and analysis will next be required as part of the sixth cycle Housing Element update/Regional Housing Needs Assessment (“RHNA”) process, which covers the planning period of October 2021 to October 2029. After the inventory and analysis is complete, and informed by the information therein, property will be rezoned to permit housing by-right in increased numbers at least as required to implement the sixth cycle RHNA allocation. At present, it is anticipated that rezoning will be required to accommodate approximately 850 new residential units, subject to the Southern California Association of Government’s (“SCAG”) adoption of final RHNA allocations. This project includes direct staff time and professional services.
- Expedited Processing of Building Permits by Improving Electronic Plan Submittal and Review Capabilities – At present, for most building permit applications, hard copy plans are required to be submitted as the City lacks technology to facilitate the efficient review of digital plans. New plan review software will allow for the submission and subsequent review and return of digital plans, in a manner that is anticipated to improve turnaround times by at least 20% for applicants who choose to submit digital plans. This project includes new software, enhancements of existing software, enhancements of the City’s website, new computer workstation components, new interactive monitors, and a new virtual private network (“VPN”) to facilitate increased

collaboration between staff and plan review consultants, as well as related direct staff time and professional services.

The State of California anticipates that grant terms will begin no later than July 1, 2020 and run through June 30, 2022.

**Fiscal Impact**

Funds received under the Senate Bill 2 Planning Grants Program are not required to be matched by City funds. Sufficient funds to accommodate staff time necessary to apply for and administer the grant funds once received are included in the City's existing budget. No new General Fund appropriations would be required.

Grant funds would be received on a reimbursement basis, meaning that the City would be required to make expenditures in advance of receiving offsetting revenue from the State of California. Sufficient funds are available within the unassigned General Fund balance for such temporary "loans," which are explicitly permitted by Administrative Policy 2.9 (Budgeting, Reserves, and Reporting).

Attachment: A – Proposed Resolution

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**RESOLUTION NO. 19-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SENATE BILL 2 PLANNING GRANTS PROGRAM FUNDS FROM THE STATE OF CALIFORNIA

**WHEREAS**, the State of California, Department of Housing and Community Development (“Department”) has issued a Notice of Funding Availability (“NOFA”) dated March 28, 2019, for its Planning Grants Program (“PGP”); and

**WHEREAS**, the City Council of the City of Laguna Woods desires to submit a project application for the PGP program to accelerate the production of housing and will submit a 2019 PGP grant application as described in the Planning Grants Program NOFA and Senate Bill (“SB”) 2 Planning Grants Program Guidelines released by the Department for the PGP Program; and

**WHEREAS**, the Department is authorized to provide up to \$123 million under the SB 2 Planning Grants Program from the Building Homes and Jobs Trust Fund for assistance to Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2)) related to the PGP Program.

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

**SECTION 1.** The City Council is hereby authorized and directed to apply for and submit to the Department the 2019 Planning Grants Program application in the amount of \$160,000.

**SECTION 2.** In connection with the PGP grant, if the application is approved by the Department, the City Manager is authorized to enter into, execute, and deliver a State of California Agreement (Standard Agreement) for the amount of \$160,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the City’s obligations related thereto, and all amendments thereto (collectively, the “PGP Grant Documents”).

**SECTION 3.** The City shall be subject to the terms and conditions as specified in the Standard Agreement, the SB 2 Planning Grants Program

Guidelines, and any applicable PGP guidelines published by the Department. Funds are to be used for allowable expenditures as specifically identified in the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application will be enforceable through the executed Standard Agreement. The City Council hereby agrees to use the funds for eligible uses in the manner presented in the application as approved by the Department and in accordance with the Planning Grants NOFA, the Planning Grants Program Guidelines, and 2019 Planning Grants Program Application.

**SECTION 4.** The City Manager is authorized to execute the City of Laguna Woods’ Planning Grants Program application, the PGP Grant Documents, and any amendments thereto, on behalf of the City as required by the Department for receipt of the PGP Grant.

**SECTION 5.** The City Clerk shall certify to the adoption of this resolution.

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

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CYNTHIA CONNERS, Mayor

ATTEST:

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YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 19-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2019, by the following vote:

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

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YOLIE TRIPPY, CMC, City Clerk

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## **8.3 EMPLOYEE POSITIONS**

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## City of Laguna Woods Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** December 18, 2019 Regular Meeting

**SUBJECT:** Employee Positions

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### **Recommendation**

Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING THE AUTHORIZED CITY EMPLOYEE POSITIONS FOR FISCAL YEAR 2019-20 COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020, AND FISCAL YEAR 2020-21 COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021

### **Background**

The City Manager is responsible for hiring and supervising employees, subject to the City Council's establishment and authorization of positions. At present, eight and nine-tenths (8.9) full-time equivalent positions are authorized.

### **Discussion**

Today's meeting is an opportunity for City Council action, as well as public input, on the proposed authorization of one additional, full-time Management Analyst or Senior Management Analyst position for fiscal years 2019-20 and 2020-21 (*Note: These positions exist within a dual class job classification; it is anticipated that a single Management Analyst would be hired.*). The City Manager recommends that the City Council take the recommended action, in order to support the efficient, effective, and economical conduct of City business.

The City Manager recently hired a new Administrative Services Director/City Treasurer to work a regular schedule of three days per week, as opposed to the previous regular schedule of five days per week. That follows a nine-month interim period that allowed for evaluation of the alternate work schedule and reallocation of certain responsibilities. As a result, the City will realize cost savings that can be repurposed to enhance organizational efficiency and effectiveness.

The recommended action would allow for the hiring of one new full-time position that, as presently envisioned, would hold the working title of Regulatory Programs Analyst. The Regulatory Programs Analyst would be responsible for coordinating and administering stormwater/National Pollutant Discharge Elimination System (“NPDES”), waste and recycling, and legislative compliance programs, as well as assisting the Administrative Services Director/City Treasurer with insurance and workers compensation programs. Additional staff support for those programs is particularly critical and time sensitive due to continuously evolving state laws and increasing regulatory requirements, including requirements related to statewide water quality trash provisions and rulemaking for Senate Bill 1383 (Short-lived climate pollutants). By allowing for a reallocation of duties, the additional position would also provide the existing Development Programs Analyst with greater time to support the Housing Element update/Regional Housing Needs Assessment (“RHNA”) process, continued deployment of electronic building permitting, and various advance planning projects (e.g., Item 8.2 on this meeting’s agenda).

### **Fiscal Impact**

Sufficient funds to accommodate the proposed additional position are included in the City’s budget. No new appropriations would be required.

Attachment: A – Proposed Resolution

**RESOLUTION NO. 19-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING THE AUTHORIZED CITY EMPLOYEE POSITIONS FOR FISCAL YEAR 2019-20 COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020, AND FISCAL YEAR 2020-21 COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021

**WHEREAS**, the Fiscal Years 2019-21 Budget (“Budget”) was adopted by the City Council on June 26, 2019; and

**WHEREAS**, as a part of the Budget adoption, the City Council authorized City employee positions for each of the applicable fiscal years; and

**WHEREAS**, staff has recommended that the authorized City employee positions for fiscal years 2019-20 and 2020-21 be amended to allow for the hiring of one additional Management Analyst or Senior Management Analyst.

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

**SECTION 1.** Section 4 of Resolution No. 19-13 is hereby amended, in its entirety, to read as follows:

The authorized City personnel positions for fiscal years 2019-20 and 2020-21 are:

*Full-time*

- (1) CITY MANAGER
  - (1) ADMINISTRATIVE SERVICES DIRECTOR/CITY TREASURER
  - (3) MANAGEMENT ANALYST or SENIOR MANAGEMENT ANALYST
  - (1) DEPUTY CITY CLERK or CITY CLERK
  - (1) ACCOUNTANT or SENIOR ACCOUNTANT
  - (1) ADMINISTRATIVE COORDINATOR
  - (1) ACCOUNTING CLERK
- TOTAL: 9 FULL-TIME EQUIVALENTS

*Limited Part-time*

- (0.45) MANAGEMENT ANALYST or SENIOR MANAGEMENT ANALYST
- TOTAL: 0.45 FULL-TIME EQUIVALENTS

**SECTION 2.** The City Clerk shall certify to the adoption of this resolution.

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

\_\_\_\_\_  
CYNTHIA CONNERS, Mayor

ATTEST:

\_\_\_\_\_  
YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 19-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2019, by the following vote:

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

\_\_\_\_\_  
YOLIE TRIPPY, CMC, City Clerk

8.4

**CITY COUNCIL ORGANIZATION – OFFICE OF  
THE MAYOR (*NO REPORT*)**

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8.5

**CITY COUNCIL ORGANIZATION – OFFICE OF  
THE MAYOR PRO TEM (*NO REPORT*)**

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**8.6**  
**CITY COUNCIL PUBLIC OFFICIAL**  
**APPOINTMENTS**

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**City Council Public Official Appointments**

City Councilmembers are appointed by the City Council to serve on a variety of regional boards and organizations. Current appointments are shown in the table below. Where applicable, the compensation that City Councilmembers receive from respective boards or organizations is noted.

<b>Board/Organization</b>	<b>Primary Appointee</b>	<b>Alternate Appointee</b>
California Joint Powers Insurance Authority <sup>1</sup>	Cynthia Connors	Noel Hatch
Coastal Greenbelt Authority	Cynthia Connors	Shari L. Horne
Orange County Fire Authority <sup>2</sup>	Noel Hatch	N/A
Orange County Library Advisory Board	Joe Rainey	Carol Moore
Orange County Mosquito and Vector Control District <sup>3</sup>	Shari L. Horne*	N/A
San Joaquin Hills Transportation Corridor Agency <sup>4</sup>	Cynthia Connors	Carol Moore
South Orange County Watershed Management Area	Carol Moore	Noel Hatch

<sup>1</sup> \$100 per meeting; \$100 maximum per calendar year (primary or alternate only)

<sup>2</sup> \$100 per meeting; \$3,600 maximum per calendar year

<sup>3</sup> \$100 per meeting; \$1,200 maximum per calendar year

<sup>4</sup> \$120 per meeting; \$7,200 maximum per calendar year (primary or alternate only)

\* The term of the current Orange County Mosquito and Vector Control District appointment will end at 11:59 a.m. on January 4, 2021.

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**RESOLUTION NO. 19-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPOINTING A DIRECTOR TO SERVE ON THE ORANGE COUNTY FIRE AUTHORITY BOARD OF DIRECTORS FROM JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

**WHEREAS**, the City is a member of the Orange County Fire Authority; and

**WHEREAS**, the City Council is entitled to appoint a member of the City Council to serve as the City’s Director on the Orange County Fire Authority Board of Directors; and

**WHEREAS**, the City’s Director on the Orange County Fire Authority Board of Directors serves at the pleasure of the City Council and may be removed at any time, with or without cause, at the sole discretion of the City Council.

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

**SECTION 1.** That XX is hereby appointed to serve as the City’s Director on the Orange County Fire Authority Board of Directors from January 1, 2020 through December 31, 2020.

**SECTION 2.** The City Clerk shall certify to the adoption of this resolution.

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

\_\_\_\_\_  
XX, Mayor

ATTEST:

\_\_\_\_\_  
YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 19-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2019, by the following vote:

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

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YOLIE TRIPPY, CMC, City Clerk