

# CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting  
Wednesday, January 15, 2020  
2:00 p.m.

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

Noel Hatch  
Mayor

Shari L. Horne  
Mayor Pro Tem

Cynthia Conners  
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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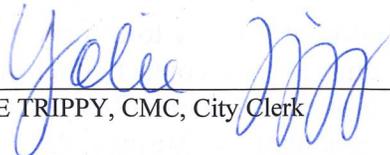
FOR ADDITIONAL INFORMATION

For additional information, please contact the City Clerk's Office at (949) 639-0500/TTY (949) 639-0535, [cityhall@cityoflagunawoods.org](mailto:cityhall@cityoflagunawoods.org), or 24264 El Toro Road, Laguna Woods, California 92637.

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.

  
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YOLIE TRIPPY, CMC, City Clerk

1-10-20  
\_\_\_\_\_  
Date

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. PRESENTATIONS AND CEREMONIAL MATTERS
- 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 December 18, 2019.

6.2 City Treasurer's Report

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

6.3 Warrant Register

*Recommendation:* Approve the warrant register dated January 15, 2020 in the amount of \$670,494.49.

6.4 Local Agency Investment Fund

*Recommendation:* Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 19-07, AUTHORIZING THE INVESTMENT OF MONIES IN THE STATE OF CALIFORNIA'S LOCAL AGENCY INVESTMENT FUND, AND MAKING RELATED TRANSACTIONAL AUTHORIZATIONS

6.5 Credit Card, Debit Card, and Prepaid Card Payment Processing 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 OpenEdge for credit card, debit card, and prepaid card payment processing services in an amount that may exceed \$50,000 over the term of the agreements, subject to approval as to form by the City Attorney.

AND

3. Authorize the acceptance of payments by credit card, debit card, and prepaid card for transactions of \$700 or less.

6.6 Employee Lactation Accommodations Policy

*Recommendation:* Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 4.15 PERTAINING TO EMPLOYEE LACTATION ACCOMMODATIONS

## **VII. PUBLIC HEARINGS**

## **VIII. CITY COUNCIL BUSINESS**

### 8.1 City Council Meeting Schedule

*Recommendation:* Approve a City Council meeting schedule for Fiscal Year 2020-21.

### 8.2 City Hall/Public Library Project

*Recommendation:* Provide direction to staff.

## **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 Councilmember Conners; Alternate: Mayor Pro Tem Horne

### 9.2 Orange County Fire Authority Mayor Hatch

### 9.3 Orange County Library Advisory Board Councilmember Moore; Alternate: Councilmember Conners

### 9.4 Orange County Mosquito and Vector Control District Mayor Pro Tem Horne

### 9.5 San Joaquin Hills Transportation Corridor Agency Councilmember Conners; Alternate: Councilmember Moore

### 9.6 South Orange County Watershed Management Area Councilmember Moore; Alternate: Mayor Hatch

### 9.7 Other Comments and Reports



**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:** January 15, 2020 Regular Meeting

**SUBJECT:** Consent Calendar Summary

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### **Recommendation**

Approve all proposed actions on the January 15, 2020 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 January 15, 2020 Consent Calendar contains the following items:

- 6.1 Approval of the City Council meeting minutes for the regular meeting on December 18, 2019.
- 6.2 Approval of a motion to receive and file the City Treasurer's Report for the month of December 2019.
- 6.3 Approval of the warrant register dated January 15, 2020 in the amount of \$670,494.49. A list of warrants is included in the agenda packet; detailed information about individual warrants is available at or from City Hall.

- 6.4 Adoption of a resolution repealing Resolution No. 19-07, authorizing the investment of monies in the State of California’s Local Agency Investment Fund, and making related transactional authorizations. The City has invested monies in the Local Agency Investment Fund since 2000. The proposed resolution would update the list of City officials authorized to order actions with respect to the City’s monies and the Local Agency Investment Fund. All investments occur in accordance with an investment policy that is reviewed annually by the City Council.
- 6.5 [1] Waiver of the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding. The City’s procurement regulations generally require competitive bidding when the estimated cost of services is \$25,000 or more over the term of the agreement, but allow for the waiver of those provisions at the discretion of the City Council. As described in Attachment A, which was prepared by the vendor that provides the City’s financial software (Tyler Technologies), OpenEdge is “currently the only solution that can meet [Tyler Technologies’] comprehensive requirements for a fully integrated, highly secure, credit card processing system” and “the only solution provider for [Tyler Technologies] products that offers an integrated system for: automated bank reconciliation, direct refunds to credit card accounts, one-step voided payments.” Due to OpenEdge’s unique level of integration with the City’s financial software, staff recommends waiving competitive bidding requirements for the proposed credit card, debit card, and prepaid card payment processing services agreements.

AND

[2] Authorization for the City Manager to execute agreements with OpenEdge for credit card, debit card, and prepaid card payment processing services in an amount that may exceed \$50,000 over the term of the agreements, subject to approval as to form by the City Attorney. The initial fees that would be charged for payments processed through OpenEdge are included as Attachment B. In accordance with state law, such fees would be absorbed by the City, rather than charged directly to customers. The City’s existing budget includes sufficient funds to absorb reasonably anticipated fees, subject to approval of the transaction limit proposed in 6.5[3] below.

AND

[3] Authorization for the acceptance of payments by credit card, debit card, and prepaid card for transactions of \$700 or less. The proposed transaction limit would allow most payments accepted by the City to be made by credit card, debit card, and prepaid card, while also helping to manage the amount of processing fees that would be absorbed by the City. Approximately 90% of building permit-related transactions and 100% of Senior Mobility Program transactions between July 1 and December 31, 2019 totaled \$700 or less.

- 6.6 Adoption of a resolution adopting Administrative Policy 4.15 pertaining to employee lactation accommodations. The proposed administrative policy is intended to ensure that the City complies with applicable laws regarding the expression of breast milk by employees for their infant children during work hours. Of particular note are changes to state law made by California Senate Bill 142, which was approved by Governor Newsom in October 2019.

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

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**CITY OF LAGUNA WOODS CALIFORNIA  
CITY COUNCIL MINUTES  
REGULAR MEETING  
December 18, 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 Conners called the Regular Meeting of the City Council of the City of Laguna Woods to order at 2:00 p.m.

**II. ROLL CALL**

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

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

**III. PLEDGE OF ALLEGIANCE**

Councilmember Moore led the pledge of allegiance.

**IV. PRESENTATIONS AND CEREMONIAL MATTERS**

4.1   California Municipal Treasurers Association (CMTA) Investment Policy Certification  
  
      Councilmembers made comments.

**V. PUBLIC COMMENT – None**

**VI. CONSENT CALENDAR**

Moved by Mayor Pro Tem Hatch, seconded by Councilmember Rainey, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 6.1 – 6.6.

6.1   City Council Minutes

      Approved the City Council meeting minutes for the regular meeting on November 20, 2019.

6.2 City Treasurer's Report

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

6.3 Warrant Register

Approved the warrant register dated December 18, 2019 in the amount of \$578,278.57.

6.4 Measure M2 Expenditure Report

Adopted 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

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

AND

2. Authorized 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

Re-affirmed 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 & Improvement Project Proposal

City Manager Macon made a presentation.

Councilmembers discussed the item and staff answered related questions.

Mayor Connors opened the public hearing.

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

Councilmembers discussed the item.

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

Moved by Councilmember Rainey, seconded by Councilmember Horne, 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, 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**

City Manager Macon introduced the item.

Alaina Vandermade, Brown Armstrong Accountancy Corporation, made a presentation.

Councilmembers discussed the item and Ms. Vandermade answered related questions.

By consensus, the City Council received and filed 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**

City Manager Macon made a presentation.

Mark Monin, resident, spoke in favor of the recommendation and inquired about the cost of the proposed plan review software.

City Manager Macon briefly responded to Mr. Monin's comments.

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 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

City Manager Macon made a presentation.

Councilmembers discussed the item and staff answered related questions.

Mark Monin, resident, expressed his support for the proposed position.

Moved by Councilmember Horne, seconded by Councilmember Moore, 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, 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

Mayor Connors called for a brief recess.

The meeting was called back to order at 2:55 p.m.

### 8.4 City Council Organization – Office of the Mayor

Mayor Connors made comments.

Mayor Connors nominated Mayor Pro Tem Hatch to serve as Mayor effective immediately through December 2020.

Moved by Mayor Connors, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to appoint Mayor Pro Tem Hatch as Mayor effective immediately through December 2020.

Mayor Hatch made comments.

## 8.5 City Council Organization – Office of the Mayor Pro Tem

Councilmember Rainey nominated Councilmember Horne to serve as Mayor Pro Tem effective immediately through December 2020.

Moved by Councilmember Rainey, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to appoint Councilmember Horne as Mayor Pro Tem effective immediately through December 2020.

## 8.6 City Council Public Official Appointments

Mayor Hatch introduced the item.

Moved by Councilmember Moore, seconded by Mayor Pro Tem Horne, and carried unanimously on a 5-0 vote, to appoint Councilmember Connors to serve as the director and Mayor Hatch to serve as the alternate on the California Joint Powers Insurance Authority Board of Directors from January 1, 2020 through December 31, 2020.

Moved by Councilmember Moore, seconded by Councilmember Rainey, and carried unanimously on a 5-0 vote, to appoint Councilmember Connors as the director and Mayor Pro Tem Horne as the alternate on the Coastal Greenbelt Authority Board of Directors from January 1, 2020 through December 31, 2020.

Moved by Councilmember Connors, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to appoint Mayor Hatch to serve as the 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

Moved by Councilmember Rainey, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to appoint Councilmember Moore to serve as the member and Councilmember Connors as the alternate on the Orange County Library Advisory Board from January 1, 2020 through December 31, 2020.

Moved by Councilmember Moore, seconded by Councilmember Connors, and carried unanimously on a 5-0 vote, to appoint Councilmember Connors as the director and Councilmember Moore as the alternate on the San Joaquin Hills Transportation Corridor Agency Board of Directors from January 1, 2020 through December 31, 2020.

Moved by Mayor Pro Tem Horne, seconded by Councilmember Connors, and carried unanimously on a 5-0 vote, to appoint Councilmember Moore as the member and Mayor Hatch as the 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**

9.1 Coastal Greenbelt Authority

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

9.2 Orange County Fire Authority

Mayor Hatch stated that there had been no meeting since the last meeting and commented on contract negotiations.

9.3 Orange County Library Advisory Board

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

9.4 Orange County Mosquito and Vector Control District

Mayor Pro Tem Horne provided a report and responded to a question from Mayor Hatch.

9.5 San Joaquin Hills Transportation Corridor Agency

Councilmember Connors provided a report.

9.6 South Orange County Watershed Management Area

Councilmember Moore stated that there had been no meeting since the last meeting and commented on current issues facing watersheds at Mayor Hatch's request.

9.7 Other Comments and Reports

Councilmember Rainey thanked City Attorney Cosgrove for his assistance during City Council meetings.

Councilmember Connors wished everyone a safe holiday season.

Mayor Hatch commented on the flu and encouraged the community to get a flu shot.

Councilmember Moore thanked Councilmember Connors for her service as mayor and congratulated Mayor Hatch on his appointment as mayor.

Mayor Hatch thanked Councilmember Moore and staff.

**X. CLOSED SESSION – None**

**XI. CLOSED SESSION REPORT – None**

**XII. ADJOURNMENT**

The meeting was adjourned at 3:33 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, January 15, 2020, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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YOLIE TRIPPY, CMC, City Clerk

Approved: January 15, 2020

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NOEL HATCH, Mayor

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

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**City of Laguna Woods**  
City Treasurer's Report

ITEM 6.2

For the Month Ended December 31, 2019

**CASH AND INVESTMENTS**

	Beginning Balances As of 11/30/19	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 12/31/19	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
<b>Cash and Cash Equivalents</b>							
Analyzed Checking Account (Note 1)	\$ 548,334	\$ 487,745	\$ (670,959)	\$ -	\$ 365,120	3.52%	
Cash Balances, Multi-Bank Securities (MBS) Account (Note 4)	\$ 10,623	\$ 6,688	\$ (10,623)	\$ 245,000	\$ 251,688	2.43%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	\$ 11,160	\$ 6,081	\$ (6,688)	\$ -	\$ 10,553	0.10%	
Petty Cash	\$ 1,362	\$ 138	\$ (192)	\$ -	\$ 1,308	0.01%	
<b>Total Cash and Cash Equivalents</b>	<b>\$ 571,479</b>	<b>\$ 500,652</b>	<b>\$ (688,462)</b>	<b>\$ 245,000</b>	<b>\$ 628,669</b>	<b>6.06%</b>	<b>100.00%</b>
<b>Pooled Money Investment Accounts</b>							
Local Agency Investment Fund (LAIF) (Notes 2 and 3)	\$ 5,284,790	\$ -	\$ -	\$ -	\$ 5,284,790	50.97%	
Orange County Investment Pool (OCIP) (Notes 2 and 3)	\$ 2,124,168	\$ -	\$ -	\$ -	\$ 2,124,168	20.48%	
<b>Total Pooled Money Investment Accounts</b>	<b>\$ 7,408,958</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,408,958</b>	<b>71.45%</b>	<b>90.00%</b>
<b>Investments - Interest and Income Bearing</b>							
Certificates of Deposit (fair value) (Note 2 and 4)	\$ 2,581,097	\$ -	\$ -	\$ (249,332)	\$ 2,331,765	22.49%	
<b>Total Investments - Interest and Income Bearing</b>	<b>\$ 2,581,097</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (249,332)</b>	<b>\$ 2,331,765</b>	<b>22.49%</b>	<b>30.00%</b>
<b>TOTAL</b>	<b>\$ 10,561,533</b>	<b>\$ 500,652</b>	<b>\$ (688,462)</b>	<b>\$ (4,332)</b>	<b>\$ 10,369,392</b>	<b>100.00%</b>	

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

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	\$ (1,170,428)	\$ 1,535,548	\$ 365,120
Cash Balances, MBS Account	\$ 251,688	\$ -	\$ 251,688
Earned Interest in Transit and Accrued Interest, MBS Account	\$ 10,553	\$ -	\$ 10,553
Petty Cash	\$ 1,308	\$ -	\$ 1,308
LAIF	\$ 5,284,790	\$ -	\$ 5,284,790
OCIP	\$ 2,124,168	\$ -	\$ 2,124,168
Certificates of Deposit	\$ 2,331,765	\$ -	\$ 2,331,765
<b>Totals</b>	<b>\$ 8,833,844</b>	<b>\$ 1,535,548</b>	<b>\$ 10,369,392</b>

(See NOTES on Page 3 of 3)



# City of Laguna Woods City Treasurer's Report

For the Month Ended December 31, 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	245,858	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	101,053	100,000	2.600	Semi-Annual	08/22/18	Green***	2.600	02/22/21			
649447RJO	2018-3	NEW YORK COMMUNITY BANK	24 months	03/23/18	03/28/18	100,000	100,189	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	248,089	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	249,902	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	254,577	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	260,631	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	101,501	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	255,518	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	261,432	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	253,014	245,000	2.850	Monthly	05/10/19	Green*	2.850	04/10/24			
Accrued Interest - Month End													10,553				
<b>Total CDs</b>						<b>2,255,000</b>	<b>2,342,318</b>	<b>2,252,431</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	Veribanc Rank	Color Meaning
200-300	Superior	Green	Highest rating, exceeds qualifications in equity and income tests
165-199	Excellent	Yellow	Merits attention, meets minimal qualifications in equity and income tests
125-164	Average	Red	Merits close attention, does not meet minimal qualifications for equity and has incurred significant losses
75-124	Below Average		
2-74	Lowest Ratios		
1	Highest Probability of Failure		

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

Government Pooled Money Investment Accounts (Notes 2 and 3)	Veribanc Rank	Color Meaning
N/A	N/A	Pending
N/A	N/A	Pending
N/A	N/A	Pending
<b>Total PMIA</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 December 31, 2019

ITEM 6.2

**CASH AND INVESTMENTS**

	Beginning Balances As of 11/30/19	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 12/31/19
<b>Other Post-Employment Benefits (OPEB) Trust</b>					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (CERBT holds all assets and administers the OPEB Trust)	\$ 104,327	\$ -	(7)	\$ 1,593	\$ 105,913
<b>Total Other Funds - Held in Trust</b>	<b>\$ 104,327</b>	<b>\$ -</b>	<b>(7)</b>	<b>\$ 1,593</b>	<b>\$ 105,913</b>

**Notes:**

- Note 1 - Analyzed Checking Account / Monthly activity reported does not reflect December 2019 vendor invoicing processed after the date of this report.
- Note 2 - During December 2019, transaction activity in pooled money investment accounts, investment accounts and fiduciary trusts included:  
 LAIF / In December 2019, the City made no deposits to or withdrawals from the LAIF account. 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 account. The balance includes an adjustment in the amount of \$8,997.30 to report balances at fair market value as of June 2019.  
 Investments / Boston Private Bank Certificate of Deposit with par value of \$245,000 matured on December 23, 2019. Investments were adjusted in the amount of \$4,331.55 to report balances at fair market value as of December 2019.  
 OPEB Trust / The City made no contributions to the OPEB Trust in December 2019. The Trust experienced a net gain of \$1,585.49 in December 2019.
- Note 3 - Investment earnings on pooled money investment accounts deposited and reported December 2019 net of related fees were:  

Pool	Earnings Post-Quarterly	Prior Period Earnings Deposited	Deposit for Period Ended	Current Month / Quarter Gross Yield	Current Month / Quarter Earnings Will Post January 2020	Notes
LAIF	\$0	\$0	N/A	See Notes	January 2020	Total pool interest for December 2019 was 2.043% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted.
OCIP	Monthly	\$0	N/A	See Notes	See Notes	The OCIP December 2019 statement had not been received at the time of this report, balance reported is as of November 30, 2019. Interest is posted three months in arrears and fees are posted monthly. Accrued interest pending payment at December 31, 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 \$6,688.10 and transferred out \$10,623.23 in cash balances to the City's checking account in December 2019. Cash balances to be invested or paid out are classified separately on page 1 of 3. The City's portfolio also has \$10,552.97 in accrued interest, not yet vested.

**City Treasurer's Certification**  
 I, Elizabeth Torres, City Treasurer, do hereby certify:

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

*Elizabeth Torres*  
 Elizabeth Torres, City Treasurer  
 Date 1/9/20

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**6.3**  
**WARRANT REGISTER**

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CITY OF LAGUNA WOODS  
WARRANT REGISTER  
January 15, 2020

ITEM 6.3

This Report Covers the Period 12/01/2019 through 12/31/2019

Debit	Date	Vendor Name	Description	Amount
			<b>Automatic Bank Debits</b>	
Debit	12/04/2019	BUSINESS PLANS, INCORPORATED	Employee Benefit Program / December 2019	130.40
Debit	12/10/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 11/08/2019	1,107.96
Debit	12/10/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 11/08/2019	2,369.54
Debit	12/10/2019	BUSINESS PLANS, INCORPORATED	Employee Benefit Program / December 2019	950.37
Debit	12/11/2019	CALPERS - HEALTH	Employee Benefit Program / December 2019	3,564.95
Debit	12/12/2019	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 12/6/2019	1,084.61
Debit	12/12/2019	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 12/6/2019	17,166.04
Debit	12/12/2019	ADP TAX	Payroll Taxes / Pay Period Ended 12/6/2019	6,682.58
Debit	12/13/2019	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 11/08/2019 and 11/22/2019	343.10
Debit	12/13/2019	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / December 2019	229,863.39
Debit	12/15/2019	U.S. BANK	Bank Service Charges / December 2019	67.15
Debit	12/18/2019	BUSINESS PLANS, INCORPORATED	Employee Benefit Program / December 2019	416.63
Debit	12/23/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 11/22/2019	2,369.54
Debit	12/23/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 11/22/2019	1,258.95
Debit	12/26/2019	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 12/20/2019	14,750.77
Debit	12/26/2019	ADP TAX	Payroll Taxes / Pay Period Ended 12/20/2019	5,710.29
Debit	12/26/2019	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 12/20/2019	1,084.61
<b>Check Number</b>		<b>Warrants:</b>		
3530	12/06/2019	360 BUSINESS CONSULTING	Website Hosting / November 2019	200.00
3531	12/06/2019	AT&T	Telephone / 458-3487 / November 2019	21.67
3532	12/06/2019	AT&T	Telephone / 452-0600 / November 2019	1,492.48
3533	12/06/2019	AT&T	Telephone / 639-0500 / November 2019	213.35
3534	12/06/2019	BOUTWELL FAY LLP	Legal Services / October 2019	510.00
3535	12/06/2019	BUSINESS PLANS, INCORPORATED	125 Cafeteria Plan Administration / November 2019	100.00
3536	12/06/2019	CALIFORNIA INTERNET LP	City Hall Internet Service / January 2020	349.00
3537	12/06/2019	CAPTIONING UNLIMITED	Closed Captioning Services / November 2019	200.00
3538	12/06/2019	CITY OF LAGUNA BEACH	Animal Control and Shelter Services / November 2019	9,425.00
3539	12/06/2019	CIVIL SOURCE	Traffic Engineering / October 2019	18,860.00
3540	12/06/2019	DELTA DENTAL OF CALIFORNIA	Employee Benefits Program / December 2019	246.13
3541	12/06/2019	EL TORO WATER DISTRICT	Water Service / October 2019	4,464.96
3542	12/06/2019	MANAGED HEALTH NETWORK	Employee Benefits Program / December 2019	14.63
3543	12/06/2019	MUNICIPAL CODE CORP	Codification of Ordinances	794.07
3544	12/06/2019	PETTY CASH	Replenish Petty Cash / November 2019	0.00
3545	12/06/2019	RICOH USA, INC.	Copier Lease / December 2019	214.20
3546	12/06/2019	RUTAN & TUCKER, LLP	Legal Services / July - August 2019	8,850.00
3547	12/06/2019	SIEMENS MOBILITY, INC.	Traffic Maintenance / September - October 2019	3,210.00
3548	12/06/2019	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / November 2019	1,631.62
3549	12/06/2019	ST. NICHOLAS CATHOLIC CHURCH	ADA Pedestrian Accessibility Improvement Project: Phase 2	686.80
3550	12/06/2019	STATE WATER RESOURCES	Annual Permit Fee / October 2019 - September 2020	8,539.00
3551	12/06/2019	SUNSET PROPERTY SERVICES	Street Sweeping Services / November 2019	2,832.00
3552	12/06/2019	TEAM ONE MANAGEMENT	Janitorial Services / November 2019	1,166.02
3553	12/06/2019	TYLER BUSINESS FORMS	Office Supplies	89.93
3554	12/06/2019	VISION SERVICE PLAN OF AMERICA	Employee Benefits Program / December 2019	122.28
3555	12/06/2019	WM CURBSIDE, LLC	HHW, Medicine & Sharps Program / November 2019	2,554.85
3556	12/06/2019	YOLIE TRIPPY	Reimbursement - Notary Expenses	144.00

CITY OF LAGUNA WOODS  
WARRANT REGISTER  
January 15, 2020

ITEM 6.3

This Report Covers the Period 12/01/2019 through 12/31/2019

	Date	Vendor Name	Description	Amount
3557	12/12/2019	AT&T	White Pages / December 2019	4.48
3558	12/12/2019	BALLIET, MICHAEL	Waste Management Consulting Services / November 2019	1,232.50
3559	12/12/2019	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / November 2019	510.38
3560	12/12/2019	CAA	Water Quality Services / November 2019	288.00
3561	12/12/2019	CALIFORNIA YELLOW CAB	Taxi Voucher Services / November 2019	2,834.00
3562	12/12/2019	HINDERLITER DE LLAMAS & ASSOCIATES	Sales & Use Tax Consulting Services / 2nd Quarter 2019	750.00
3563	12/12/2019	IRWIN B BORNSTEIN, CPA	Financial Consulting Services / November 2019	1,045.00
3564	12/12/2019	KASA CONSTRUCTION	Water Efficient Median Improvement Project	139,333.79
3565	12/12/2019	MARC DONOHUE	Administrative Services / November 2019	200.00
3566	12/12/2019	NEW MILLENNIUM CONSTRUCTION SERVICES, INC.	City Hall Refurbishment & Safety Project	2,872.58
3567	12/12/2019	ORANGE COUNTY REGISTER-NOTICES	Public Notices / November 2019	1,384.00
3568	12/12/2019	PRACTICAL DATA SOLUTIONS	IT Support Services / November - December 2019	11,108.33
3569	12/12/2019	PROTEL COMMUNICATIONS, INC	Telephone System Maintenance / November 2019	299.00
3570	12/12/2019	PV MAINTENANCE INC	Streets, City Hall & Park Maintenance / November 2019	12,963.13
3571	12/12/2019	RICOH USA, INC.	Copier Usage / November 2019	147.13
3572	12/12/2019	RUTAN & TUCKER, LLP	Legal Services / September - October 2019	6,947.50
3573	12/12/2019	SOUTH ORANGE COUNTY SURGICAL MEDICAL GROUP	Deposit Balance Refund	456.00
3574	12/12/2019	SOUTHERN CALIFORNIA EDISON	Electric Services / November 2019	4,920.79
3575	12/12/2019	STAPLES	Office & Janitorial Supplies / November 2019	450.29
3576	12/12/2019	THE GAS COMPANY	Gas Service - City Hall / November 2019	34.91
3577	12/12/2019	TYLER TECHNOLOGIES, INC.	Permitting Software / November 2019	906.25
3578	12/12/2019	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	1,223.77
3579	12/18/2019	ALEXANDRA GIGNOUX	Taxi Voucher Refund	10.00
3580	12/18/2019	ALLIED MECHANICAL AIR SYS, INC	City Hall Maintenance / 3rd Quarter 2019	375.00
3581	12/18/2019	ARNOLD GRAHAM	Taxi Voucher Refund	12.00
3582	12/18/2019	AT&T	Telephone / 581-9821 / November 2019	58.31
3583	12/18/2019	AT&T	Telephone / 583-1105 / November 2019	21.38
3584	12/18/2019	BOUTWELL FAY LLP	Legal Services / November 2019	255.00
3585	12/18/2019	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	Audit Services / Fiscal Year 2018-19	1,700.00
3586	12/18/2019	CALIFORNIA YELLOW CAB	NEMT Taxi Voucher Services / November 2019	5,968.00
3587	12/18/2019	CLEARSOURCE FINANCIAL	Cost Allocation Consulting Services	1,800.00
3588	12/18/2019	COUNTY OF ORANGE	NPDES Cost-Share / Fiscal Year 2019-20	32,005.54
3589	12/18/2019	COUNTY OF ORANGE	Automated Fingerprint ID System / December 2019	784.00
3590	12/18/2019	CSG CONSULTANTS INC	Building Plan Check Services / November 2019	4,845.00
3591	12/18/2019	KONE INC.	City Hall Elevator Maintenance / December 2019	277.57
3592	12/18/2019	MICHAEL BAKER INTERNATIONAL	Planning Services / November 2019	8,253.75
3593	12/18/2019	PARK CONSULTING GROUP, INC	Software Implementation Services / November 2019	6,000.00
3594	12/18/2019	PROTEL COMMUNICATIONS, INC	Phone Maintenance / December 2019	179.00
3595	12/18/2019	RED HAWK FIRE & SECURITY, LLC	Fire and Security Monitoring / January - March 2020	240.00
3596	12/18/2019	RUTAN & TUCKER, LLP	Legal Services / November 2019	870.00
3597	12/18/2019	SIEMENS MOBILITY, INC.	Traffic Maintenance / November 2019	4,870.87
3598	12/18/2019	VAN DYKE LANDSCAPE ARCHITECTS	Dog Park Relocation Project / November 2019	4,240.00
3598	12/18/2019	VAN DYKE LANDSCAPE ARCHITECTS	Water Efficient Median Improvement Project / November 2019	2,120.00
3598	12/18/2019	VAN DYKE LANDSCAPE ARCHITECTS	Landscape Architectural Services / November 2019	1,072.50
3599	12/23/2019	APRIL BAUMGARTEN	Mileage Reimbursement / July - December 2019	771.63
3600	12/23/2019	BUSINESS PLANS, INCORPORATED	125 Cafeteria Plan Administration / December 2019	100.00
3601	12/23/2019	CAPTIONING UNLIMITED	Closed Captioning Services / December 2019	200.00

CITY OF LAGUNA WOODS  
WARRANT REGISTER  
January 15, 2020

This Report Covers the Period 12/01/2019 through 12/31/2019

Date	Vendor Name	Description	Amount
3602 12/23/2019	CIVIL SOURCE	Building Inspection & Counter Services / November 2019	32,070.94
3603 12/23/2019	DC PLUMBING, HEATING AND AIR CONDITIONING	City Hall Maintenance / October 2019	2,625.15
3604 12/23/2019	LANCE, SOLL & LUNGHARD LLP	Interim Administrative Services Director/City Treasurer Services / November 2019	5,650.00
3605 12/23/2019	PARK CONSULTING GROUP, INC	Software Implementation Services / November 2019	4,281.25
3606 12/23/2019	RUTAN & TUCKER, LLP	Legal Services / November 2019	2,962.50
<b>Petty Cash Expenditures Paid Out (See Note 2)</b>			<b>Total Bank Debits and Warrants: \$ 670,384.09</b>
	OC Clerk - Recorder	Document Recording Fee	\$36.00
	FedEx Office	Office Supplies	\$29.03
	FedEx Office	Office Supplies	\$29.58
	Home Depot	City Hall Maintenance	\$15.79
<b>Total Petty Cash:</b>			<b>\$110.40</b>
<b>TOTAL</b>			<b>\$ 670,494.49</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 December 2019, the following Councilmembers received compensation in the amount of \$300: Connors, Hatch, Horne, and Rainey.

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

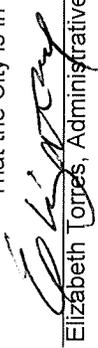
Note 3 - The table below summarizes credit card expenditures paid via Check #3578 to U.S. Bank totaling \$1,223.77:

GoDaddy.Com	Website Domain Renewal	\$199.99
ESRI	GIS Software License	\$500.00
Amazon	Office Supplies	\$340.48
Ready Rubber Stamps	Notary Supplies / City Clerk	\$47.30
National Notary Association	Bond and Insurance for Notary / City Clerk	\$136.00
<b>Total Credit Card Reimbursement:</b>		<b>\$1,223.77</b>

**Administrative Services Director/City Treasurer's Certification**

I, Elizabeth Torres, 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.

  
Elizabeth Torres, Administrative Services Director/City Treasurer

1/9/20  
Dated

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**6.4**  
**LOCAL AGENCY INVESTMENT FUND**

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**RESOLUTION NO. 20-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 19-07, AUTHORIZING THE INVESTMENT OF MONIES IN THE STATE OF CALIFORNIA'S LOCAL AGENCY INVESTMENT FUND, AND MAKING RELATED TRANSACTIONAL AUTHORIZATIONS

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

**WHEREAS**, the City Council most recently authorized the investment of monies in the Local Agency Investment Fund by Resolution No. 19-07; and

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

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

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

**SECTION 1.** Resolution No. 19-07 is hereby repealed.

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

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

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

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

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

PASSED, APPROVED AND ADOPTED on this XX day of XX 2020.

\_\_\_\_\_  
Noel Hatch, 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. 20-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 2020, by the following vote:

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

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

**6.5**  
**CREDIT CARD, DEBIT CARD, AND PREPAID**  
**CARD PAYMENT PROCESSING SERVICES**

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## Open Edge Integration to Tyler Incode - Sole Source Letter

To Whom It May Concern:

This letter is to confirm that OpenEdge, owns all rights, title and license in and to, the OpenEdge payment processing solution and related services (collectively, the "OpenEdge Solution"). OpenEdge is the only authorized developer and licensor of the OpenEdge Solution and, except as set forth in agreements with its marketing partners, is the only entity authorized to implement, promote and maintain the OpenEdge Solution.

Open Edge is a Tyler Technologies, Inc. ("Tyler") Preferred Partner. Tyler is an authorized marketing partner of OpenEdge. The OpenEdge Solution is an integrated payment processing solution that directly integrates with mutually agreed upon Tyler software products, including those applications that have been identified to you as "Incode."

Open Edge is the only solution provider for Tyler products that offers an integrated system for: automated bank reconciliation, direct refunds to credit card accounts, one-step voided payments.

Tyler is contractually authorized to include the OpenEdge Solution, including the terms and conditions applicable to that Solution, in Tyler-client contracts, or amendments thereto.

OpenEdge is currently the only solution that can meet Tyler's comprehensive requirements for a fully integrated, highly secure, credit card processing system.

Tyler Technologies, Inc.

By: 

Name: Shane Shepherd

Title: Director

Date: 01/23/2019

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12-17-2019 (Rate Quote #: RQ-00824175)

**City of Laguna Woods,CA, Laguna Woods, CA**

In response to your request, we are pleased to make the following rate quote for processing.

**Quote subject to change after 90 days.**

**Qualified Rates**

Type	% Markup	Per Item (\$)
Visa Credit	0.50	0.10
Visa Debit	0.50	0.10
MasterCard Credit	0.50	0.10
MasterCard Debit	0.50	0.10
Discover Credit	0.50	0.10
Discover Debit	0.50	0.10
Amex Credit	0.50	0.10
Amex Prepaid	0.50	0.10

**PIN Debit**

Type	% Markup	Per Item (\$)
Network Fees	Network Fees	Network Fees
PIN Debit Transaction		0.29
EBT Transaction Fee		0.35

**Other Fees**

Type	Per Item (\$)
Batch Fee	0.20

**Monthly Fees**

Type	Amount (\$)
Statement Fee	10.00
Support Fee	0.00
Reg Compliance	0.00

**OpenEdge**

2578 600 N  
Lindon, UT 84042

(702) 483-2001  
(801) 207-6337 fax

arce.maldonado@openedgepay.com  
www.openedgepayment.com

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**6.6**  
**EMPLOYEE LACTATION ACCOMMODATIONS**  
**POLICY**

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**RESOLUTION NO. 20-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 4.15 PERTAINING TO EMPLOYEE LACTATION ACCOMMODATIONS

**WHEREAS**, state law pertaining to employee lactation accommodations is contained in California Labor Code sections 1030-1034, with recent amendments by California Senate Bill 142 (2019); and

**WHEREAS**, staff has prepared Administrative Policy 4.15 (attached hereto as Exhibit A) pertaining to employee lactation accommodations for consideration by 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.** The administrative policy attached hereto as Exhibit A is adopted and is a statement of the City’s employee lactation accommodations policy.

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

PASSED, APPROVED AND ADOPTED on this XX day of XX 2020.

\_\_\_\_\_  
Noel Hatch, 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. 20-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 2020, by the following vote:

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

---

YOLIE TRIPPY, CMC, City Clerk

**CITY OF LAGUNA WOODS  
ADMINISTRATIVE POLICY 4.15**

**EMPLOYEE LACTATION ACCOMMODATIONS**

**4.15.01. Statement of Purpose.**

This Administrative Policy is intended to ensure that the City of Laguna Woods complies with applicable laws regarding the expression of breast milk by employees for their infant children during work hours, including by establishing a standardized and efficient process for employees to request related accommodations. The ability to request such accommodations is a right of all employees under state law.

**4.15.02. Scope.**

This Administrative Policy applies to City employees who desire to express breast milk for their infant children during work hours, including biological infant children regardless of legal relationship to the requesting employee and non-biological infant children for whom the requesting employee is a legal guardian.

This Administrative Policy does not apply to employees who desire to express breast milk for non-biological infant children for whom the requesting employee is not a legal guardian, nor for non-infant children. This Administrative Policy also does not apply to the act of breastfeeding, which is treated separately under applicable law (e.g., California Civil Code Section 43.3) and is differentiated from the expression of breast milk in that breastfeeding involves direct infant feeding, as opposed to the storage of breast milk for future infant feeding.

**4.15.03. Break Time for Employees to Express Breast Milk.**

In accordance with California Labor Code Section 1030, employees who desire to express breast milk for their infant child shall be provided with reasonable break time to do so, subject to the advance request of such break time from his/her/their immediate supervisor when such need becomes known to the employee. Break time shall, if possible, run concurrently with break time already provided to the requesting employee; break time that does not run concurrently shall be unpaid.

In accordance with California Labor Code Section 1032, break time shall not be provided if doing so would seriously disrupt the City's operations. Determinations as to whether serious operational disruption would occur shall be made by the City

Manager based on the potential for substantial and unduly burdensome disruption, rather than minor inconvenience. Prior to making a determination, the City Manager shall engage in a good faith interactive process with the requesting employee to identify reasonable accommodations. Determinations resulting in the denial of break time shall be made in writing to the requesting employee.

**4.15.04. Location for Employees to Express Breast Milk.**

In accordance with California Labor Code Section 1031, employees who desire to express breast milk for their infant child shall be provided with the use of a room or other location, other than a bathroom, for the expression of breast milk in private, subject to the advance request of such lactation room or location from his/her/their immediate supervisor when such need becomes known to the employee.

Lactation rooms or locations shall comply with all of the following:

- (a) A lactation room or location may be permanent or temporary, and may include a place where employees normally work.
- (b) A lactation room or location shall be in close proximity to the requesting employee's work area.
- (c) Where a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over the other uses, but only for the time it is in use for lactation purposes.
- (d) A lactation room or location shall not be a bathroom.
- (e) A lactation room or location shall be shielded from view and free from intrusion while the requesting employee is expressing milk.
- (f) A lactation room or location shall be safe, clean, and free of hazardous materials, as defined in California Labor Code Section 6382.
- (g) A lactation room or location shall contain a surface to place a breast pump and personal items.
- (h) A lactation room or location shall contain a place to sit.

- (i) A lactation room or location shall have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

In addition to a lactation room or location, employees who request use of a lactation room or location shall be provided with access to a sink with running water and a refrigerator suitable for storing milk in close proximity to his/her/their work area. If a refrigerator cannot be provided, the requesting employee shall be provided with a cooler or another cooling device suitable for storing breast milk.

If the requesting employee's immediate supervisor is unable to provide the facilities identified in this Section, or in the event of any disagreement as to the adequacy of the facilities provided, the immediate supervisor shall refer the matter to the City Manager for his/her/their determination. The requesting employee may also refer the matter to the City Manager. Prior to making a determination, the City Manager shall engage in a good faith interactive process with the requesting employee to identify reasonable accommodations. Determinations resulting in the denial of the use of a lactation room or location, or any of the other facilities identified in this Section, shall be made in writing to the requesting employee.

#### **4.15.05. Right of Employees to File Complaints with the State of California.**

Employees who believe that any of their rights under California Labor Code Chapter 3.8 have been violated may, at any time allowed by state law, file a complaint with the California Labor Commissioner's Office. The California Labor Commissioner's Office may investigate and process the complaint. Any finding of a violation may subject the City to the issuance of citations and civil penalties.

#### **4.15.06. Administrative Policy Dissemination.**

All employees shall be provided with and acknowledge receipt of a copy of this Administrative Policy within 30 calendar days of the adoption of this Administrative Policy or as part of their initial orientation with the City, whichever occurs later, as well as in conjunction with any inquiry about or requests for parental leave.

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City Council Adoption: January XX, 2020

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**8.1**  
**CITY COUNCIL MEETING SCHEDULE**

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# City of Laguna Woods Agenda Report

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Christopher Macon, City Manager  
**FOR:** January 15, 2020 Regular Meeting  
**SUBJECT:** City Council Meeting Schedule

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## **Recommendation**

Approve a City Council meeting schedule for Fiscal Year 2020-21.

## **Discussion**

The City Council meets regularly on the third Wednesday of each month at 2 p.m. Staff is generally recommending a continuance of that meeting schedule for Fiscal Year 2020-21 with cancellation of the regular meeting in March 2021 and two additional meetings (May 5, 2021 and June 23, 2021). Specific proposed scheduling and accompanying notes are included as Attachment A.

## **Fiscal Impact**

The City's Fiscal Year 2020-21 Budget includes sufficient funds to support the proposed City Council meeting schedule.

Attachment: A – Proposed City Council Meeting Schedule for Fiscal Year 2020-21

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**CITY OF LAGUNA WOODS  
CITY COUNCIL MEETING SCHEDULE  
FISCAL YEAR 2020-21**

*Approved on XX, 2020*

*All meetings occur at Laguna Woods City Hall, 24264 El Toro Road,  
Laguna Woods, CA 92637, unless otherwise noticed.*

MEETING DATE/TIME & TYPE	NOTES
Wednesday, July 15, 2020 at 2 p.m. Regular Meeting	
Wednesday, August 19, 2020 at 2 p.m. Regular Meeting	
Wednesday, September 16, 2020 at 2 p.m. Regular Meeting	
Wednesday, October 21, 2020 at 2 p.m. Regular Meeting	
Wednesday, November 18, 2020 at 2 p.m. Regular Meeting	
Wednesday, December 16, 2020 at 2 p.m. Regular Meeting	
Wednesday, January 20, 2021 at 2 p.m. Regular Meeting	
Wednesday, February 17, 2021 at 2 p.m. Regular Meeting	
<del>Wednesday, March 17, 2021 at 2 p.m. Regular Meeting</del> Cancelled	Cancelled Meeting
Wednesday, April 21, 2021 at 2 p.m. Regular Meeting	
Wednesday, May 5, 2021 at 2 p.m. Adjourned Regular Meeting	Additional Meeting: Budget/work plan workshop and other business
Wednesday, May 19, 2021 at 2 p.m. Regular Meeting	
Wednesday, June 16, 2021 at 2 p.m. Regular Meeting	
Wednesday, June 23, 2021 at 2 p.m. Adjourned Regular Meeting	Additional Meeting: Consideration of budget/work plan adoption and other business

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8.2  
CITY HALL/PUBLIC LIBRARY PROJECT  
*(NO REPORT)*

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