

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting
Wednesday, December 20, 2023
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



Annie McCary
Councilmember

Carol Moore
Councilmember

Welcome to a meeting of the Laguna Woods City Council!

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

Public Comments/Testimony: The City accepts public comments/testimony in-person and in writing. For more information, please refer to page three of this agenda.

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); 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.

Special and Emergency Meetings: Agenda posting and availability for special and emergency meetings is conducted pursuant to all applicable provisions of California Government Code (Ralph M. Brown Act).

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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, 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); and, at other locations designated by Resolution No. 17-30, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.

/s/ Yolie Trippy
YOLIE TRIPPY, CMC, City Clerk

12/15/23
Date

OPTIONS FOR PUBLIC COMMENTS/TESTIMONY

1. In-Person

Members of the public wishing to address the City Council on items appearing on this agenda are advised to indicate their interest in doing so by submitting a speaker card to City staff or proceeding to the podium, one-by-one, at the time an item is considered.

Members of the public wishing to address the City Council on items *not* appearing on this agenda may do so during Item V.

Each speaker will have the opportunity to speak for up to three minutes once per agenda item, unless otherwise allowed by the City Council.

Speakers are requested, but not required, to identify themselves, both on speaker cards and in comments/testimony. Speakers are advised that their names and any information submitted on speaker cards or otherwise provided in writing to the City may be disclosed or become a matter of public record. No speaker should expect privacy of such information.

2. In Writing

Written public comments/testimony may be delivered to Laguna Woods City Hall (24264 El Toro Road, Laguna Woods, CA 92637) or sent via email (cityhall@cityoflagunawoods.org) provided that they are received by the City prior to 2:00 p.m. on the day of this meeting.

Written public comments/testimony will be provided to the City Council and included in the City Clerk's written record of this meeting.

Parties submitting written public comments/testimony are requested, but not required, to identify themselves. Parties are advised that their names, email addresses, and any information submitted in writing to the City may be disclosed or become a matter of public record. No party should expect privacy of such information.

STREAM THIS MEETING ONLINE

This meeting will be live streamed on Zoom (audio and/or video).

- Visit www.zoom.us
- Click on "Join" toward the top right of the webpage
- Enter the following meeting ID: 891 4769 8227
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 919643
- Enter a name and email address as required by Zoom

Please note that information you enter into Zoom may be publicly visible and/or visible to the City. No party should expect privacy of such information.

I. CALL TO ORDER

Introductory Notes:

Members of the public wishing to address the City Council on items appearing on this agenda are advised to indicate their interest in doing so by submitting a speaker card to City staff or proceeding to the podium, one-by-one, at the time an item is considered.

Members of the public wishing to address the City Council on items *not* appearing on this agenda may do so during Item V.

Each speaker will have the opportunity to speak for up to three minutes once per agenda item, unless otherwise allowed by the City Council.

Speakers are requested, but not required, to identify themselves, both on any applicable speaker cards and in comments/testimony. Speakers are advised that their names and any information submitted on speaker cards or otherwise provided in writing to the City may be disclosed or become a matter of public record. No speaker should expect privacy of such information.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

About Public Comments on Non-Agenda Items: 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 ask clarifying questions of the speaker, engage in brief discussion, refer items to City staff, and/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 or City staff requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action. Members of the public may address the City Council on items appearing on the Consent Calendar regardless of whether an item is removed 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 15, 2023.

6.2 City Treasurer's Report

Recommendation: Receive and file the City Treasurer's Report for the month of November 2023.

6.3 Warrant Register

Recommendation: Approve the warrant register dated December 20, 2023 in the amount of \$903,306.76.

6.4 City Engineering and Traffic Operations Services

Recommendation:

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

AND

2. Approve an extension of the agreement with NV5, Inc. for city engineering and traffic operations services and authorize the City Manager to execute the extension, subject to approval as to form by the City Attorney.

6.5 Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7

Recommendation:

1. Approve final record plans and specifications reflecting completion of the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7" as prepared by the project engineer.

AND

2. Accept project completion of the contract agreement with Hardy & Harper, Inc. for the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7” and authorize recordation of a notice of completion with the County of Orange.

AND

3. Authorize the release of the contract retention payment withheld per state law, and exonerate project posted bonds, for the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7,” 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

6.6 City Hall/Public Library Project

Recommendation:

1. Accept project completion of the contract agreement with iBuild Spectrum, Inc. for the “City Hall/Public Library Project” and authorize recordation of a notice of completion with the County of Orange.

AND

2. Authorize the release of the contract retention payment withheld per state law, and exonerate project posted bonds, for the “City Hall/Public Library Project,” 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

6.7 Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)

Recommendation:

1. Approve final record plans and specifications reflecting completion of the “Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)” as prepared by the project engineer.

AND

2. Accept project completion of the contract agreement with Hardy & Harper, Inc. for the “Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)” and authorize recordation of a notice of completion with the County of Orange.

AND

3. Authorize the release of the contract retention payment withheld per state law, and exonerate project posted bonds, for the “Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager),” 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

VII. PUBLIC HEARINGS

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

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Approve the submittal of a proposal to the County of Orange requesting \$150,000 in Community Development Block Grant (CDBG) funds under the Fiscal Year 2024-25 Public Facilities & Improvements grant program (County of Orange RFA # 012-24010605-NC) to support the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8”, which generally consists of driveway and sidewalk improvements on Moulton Parkway.

AND

6. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING 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, MAKING RELATED AUTHORIZATIONS RELATED TO THE FISCAL YEAR 2024-25 PUBLIC FACILITIES & IMPROVEMENTS GRANT PROGRAM (COUNTY OF ORANGE RFA # 012-24010605-NC), AND DETERMINING AND CERTIFYING THAT THE SUBMITTAL OF A PROPOSAL AND ACCEPTANCE OF THE AWARD OF FUNDS IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

7.2 Objective Design Standards

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Approve the introduction and first reading of an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING SECTIONS 11.10.010, 11.10.020, 11.10.030, 11.10.050, 11.10.060, 11.10.100, 11.10.110, 11.10.120, AND 11.10.130 OF TITLE 11 (PLANNING AND DEVELOPMENT) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO OBJECTIVE DESIGN STANDARDS FOR CERTAIN NEW DEVELOPMENT AND REDEVELOPMENT PROJECTS, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

VIII. CITY COUNCIL BUSINESS

8.1 Annual Comprehensive Financial Report

Recommendation: Receive and file the following documents, each dated November 22, 2023:

1. Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023 (Fiscal Year 2022-23)

AND

2. Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

AND

3. Independent Auditor’s Statements on Auditing Standards 114 Letter: The Auditor’s Communication with Those Charged with Governance

AND

4. Appropriations Limit Worksheet with Independent Accountant’s Report on Applying Agreed-Upon Procedures for the Fiscal Year Ended June 30, 2023

IX. CITY COUNCIL REPORTS AND COMMENTS

About City Council Reports and Comments: 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 McCary, First Alternate: Councilmember Horne, Second Alternate: Mayor Connors
- 9.2 Orange County Fire Authority
Mayor Pro Tem Hatch
- 9.3 Orange County Library Advisory Board
Councilmember Moore; Alternate: Councilmember McCary
- 9.4 Orange County Mosquito and Vector Control District
Councilmember Horne
- 9.5 San Joaquin Hills Transportation Corridor Agency
Mayor Connors; Alternate: Mayor Pro Tem Hatch

- 9.6 South Orange County Watershed Management Area
Councilmember Moore; Alternate: Councilmember Horne
- 9.7 Liaisons to Community Bridge Builders
Councilmember Horne and Councilmember McCary
- 9.8 Other Comments and Reports

[THE CITY COUNCIL WILL TAKE A BRIEF RECESS.]

X. CITY COUNCIL BUSINESS

- 10.1 City Council Organization – Office of the Mayor

Recommendation: Appoint a member of the City Council to serve as Mayor effective immediately through December 2024.

- 10.2 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 2024.

- 10.3 Ad Hoc Auditor Selection Committee

Recommendation: Appoint two members of the City Council to serve on an Ad Hoc Auditor Selection Committee from December 20, 2023 through March 20, 2024 to work with staff to prepare a request for proposals and then review, evaluate, and make recommendations to the City Council regarding proposals submitted by firms interested in providing annual audit services for fiscal years 2023-24, 2024-25, and 2025-26.

- 10.4 City Council Meeting Schedule

Recommendation: Approve a new City Council meeting schedule for January 2024 through June 2025.

XI. CLOSED SESSION

Closed Session Note: While members of the public are not permitted to attend closed session, prior to convening in closed session, the City Council will accept public comments on items appearing on the closed session agenda.

XII. CLOSED SESSION REPORT

XIII. ADJOURNMENT

Next Regular Meeting: Wednesday, January 17, 2024 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

4.1
CITY HALL/PUBLIC LIBRARY PROJECT UPDATE
(NO REPORT)

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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 20, 2023 Regular Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the December 20, 2023 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 20, 2023 Consent Calendar contains the following items:

- 6.1 Approval of the City Council meeting minutes for the regular meeting on November 15, 2023.
- 6.2 Approval of a motion to receive and file the City Treasurer's Report for the month of November 2023. In response to discussion at the September 20, 2023 City Council meeting, staff is working on a modified format for the City Treasurer's Report. In the meantime, please note the following distinctions regarding fund types:

- General Fund – The General Fund is the City’s primary operating fund and is used to account for the proceeds of revenue sources that are not legally restricted or committed to expenditures for specified purposes.
- Special Revenue Funds – Special Revenue Funds are used to account for the proceeds of revenue sources that are legally restricted or committed to expenditures for specified purposes.

6.3 Approval of the warrant register dated December 20, 2023 in the amount of \$903,306.76. A list of warrants is included in the agenda packet; detailed information about individual warrants is available at or from City Hall.

6.4 [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. NV5 (formerly CivilSource) has provided city engineering and traffic operations services to the City since May 7, 2012 and is currently providing those services under an agreement that ends on December 31, 2023. NV5 has offered to continue existing pricing with no increase in rates through March 31, 2024. Due to NV5’s qualifications and performance to-date; the proposed stability in pricing; and, the City’s ongoing capital improvement projects, staff recommends waiving competitive bidding requirements for the proposed extension.

AND

[2] Approval of an extension of the agreement with NV5, Inc. for city engineering and traffic operations services and authorization for the City Manager to execute the extension, subject to approval as to form by the City Attorney. The proposed extension is for a three-month period through March 31, 2024 with no increase in rates or other changes to terms and conditions.

6.5 [1] Approval of final record plans and specifications reflecting completion of the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7” as prepared by the project engineer (available for review at City Hall).

AND

[2] Acceptance of project completion of the contract agreement with Hardy & Harper, Inc. for the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7” and authorization for recordation of a notice of completion with the County of Orange.

AND

[3] Authorization of the release of the contract retention payment withheld per state law, and exoneration of project posted bonds, for the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7,” 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

The “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7” is included in the Fiscal Years 2023-34 Capital Improvement Program. Construction is now complete.

- 6.6 [1] Acceptance of project completion of the contract agreement with iBuild Spectrum, Inc. for the “City Hall/Public Library Project” and authorization for recordation of a notice of completion with the County of Orange.

AND

[2] Authorization of the release of the contract retention payment withheld per state law, and exoneration of project posted bonds, for the “City Hall/Public Library Project,” 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

The “City Hall/Public Library Project” is included in the Fiscal Years 2023-34 Capital Improvement Program. Construction is now complete.

- 6.7 [1] Approval of final record plans and specifications reflecting completion of the “Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)” as prepared by the project engineer (available for review at City Hall).

AND

[2] Acceptance of project completion of the contract agreement with Hardy & Harper, Inc. for the “Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)” and authorization for recordation of a notice of completion with the County of Orange.

AND

[3] Authorization of the release of the contract retention payment withheld per state law, and exoneration of project posted bonds, for the “Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager),” 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

The “Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)” is included in the Fiscal Years 2023-34 Capital Improvement Program. Construction is now complete.

6.1
CITY COUNCIL MINUTES

**For additional information on this item,
please refer to Item 6.0 (Consent Calendar Summary).**

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**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
REGULAR MEETING
November 15, 2023
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

Mayor Conners called the Regular Meeting of the City Council of the City of Laguna Woods to order at 2:02 p.m.

II. ROLL CALL

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

All councilmembers participated in-person at the meeting location.

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

All staff participated in-person at the meeting location.

III. PLEDGE OF ALLEGIANCE

Councilmember Horne led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Nurse Practitioner Week – November 12-18, 2023

City Clerk Trippy read the proclamation.

Kristina Fortes, President of the Orange County Chapter of the California Association of Nurse Practitioners, made comments.

Councilmembers made comments.

Pricilla Chow, Nurse Practitioner, and Maryam Gulraiz, Nurse Practitioner, made comments.

Councilmembers made comments and Ms. Fortes answered questions.

Moved by Councilmember Horne, seconded by Councilmember McCary, and carried unanimously on a 5-0 vote, to approve and present the proclamation.

Mayor Conners called for a brief recess at 2:16 p.m.

The meeting was called back to order at 2:18 p.m.

4.2 City Hall/Public Library Project Update

City Manager Macon provided an update.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS – None

VI. CONSENT CALENDAR

Moved by Councilmember Moore, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 6.1 – 6.7.

6.1 City Council Minutes

Approved the City Council meeting minutes for the regular meeting on October 18, 2023.

6.2 City Treasurer’s Report

Received and filed the City Treasurer’s Report for the month of October 2023.

6.3 Warrant Register

Approved the warrant register dated November 15, 2023 in the amount of \$1,212,817.58.

6.4 City Engineering and Traffic Operations Services

Approved an assignment agreement assigning the existing agreement with CivilSource, Inc. for city engineering and traffic operations services to NV5, Inc., a California general stock corporation, and authorized the City Manager to execute the assignment agreement, subject to approval as to form by the City Attorney.

6.5 American with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7

1. Approved the “American with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7” design plans and specifications as prepared by the project engineer.

AND

2. Approved a notice of exemption for the “American with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7” finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorized the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

3. Approved a grant of easement (temporary construction easement) with Synod of Southern California for certain real property located in the city of Laguna Woods, more particularly described as Assessor’s Parcel Number (APN) 616-191-06, and authorized the Mayor to execute the grant of easement and accept the grant of easement on behalf of the City, subject to approval of the grant of easement as to form by the City Attorney.

AND

4. Awarded a contract agreement to Hardy & Harper, Inc. for the construction of the “American with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7”, in the amount of \$81,075.00 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.

6.6 El Toro Road and Moulton Parkway Water Quality Treatment Project

Rejected all bids received for the “El Toro Road and Moulton Parkway Water Quality Treatment Project” (bid opening date of October 12, 2023).

6.7 Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)

1. Approved the “Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)” design plans and specifications as prepared by the project engineer.

AND

2. Approved a notice of exemption for the “Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)” finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorized the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

3. Awarded a contract agreement to Hardy & Harper, Inc. for the construction of the “Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)”, in the amount of \$242,000.00, 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.

VII. PUBLIC HEARINGS – None

VIII. CITY COUNCIL BUSINESS

8.1 Zoning Code Amendments

City Manager Macon made a presentation.

Mayor Conners made comments.

Moved by Councilmember McCary, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to approve second reading and adopt an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING SECTIONS 13.080.010, 13.10.020, 13.13.020, AND 13.26.010 OF TITLE 13 (ZONING) OF THE LAGUNA WOODS MUNICIPAL CODE, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

City Manager Macon responded to a question from Councilmember Moore regarding the status of a potential street racing ordinance.

8.2 Objective Design Standards

City Manager Macon made a presentation.

Kathryn Freshley, resident, expressed her support for the proposed ordinance.

Councilmembers discussed the item and staff answered related questions.

Moved by Councilmember Horne, seconded by Councilmember McCary, and carried unanimously on a 5-0 vote, to approve second reading and adopt an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADDING CHAPTER 11.10 TO

TITLE 11 (PLANNING AND DEVELOPMENT) OF THE LAGUNA WOODS MUNICIPAL CODE ESTABLISHING OBJECTIVE DESIGN STANDARDS FOR CERTAIN NEW DEVELOPMENT AND REDEVELOPMENT PROJECTS, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

8.3 City Council Meeting Schedule

City Manager Macon made a presentation.

Councilmembers discussed the item and staff answered related questions.

Moved by Mayor Pro Tem Hatch, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to schedule an adjourned regular meeting of the City Council for December 15, 2023, at 3:00 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

IX. CITY COUNCIL REPORTS AND COMMENTS

9.1 Coastal Greenbelt Authority

Councilmember McCary provided a report.

9.2 Orange County Fire Authority

Mayor Pro Tem Hatch provided a report.

Division Chief Hunter, Orange County Fire Authority, made comments.

Mayor Pro Tem Hatch briefly commented on an upcoming Chalk Walk event and answered questions from councilmembers.

9.3 Orange County Library Advisory Board

Councilmember Moore provided a report.

9.4 Orange County Mosquito and Vector Control District

Councilmember Horne provided a report.

Councilmember Moore made brief comments.

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 and commented on water-related matters.

9.7 Liaisons to Community Bridge Builders

Councilmember Horne provided a report.

Mayor Conners and Mayor Pro Tem Hatch made brief comments.

9.8 Other Comments and Reports

Councilmember Moore reported on the recent California Association of Local Agency Formation Commissions conference and shared a PowerPoint presentation.

Councilmember McCary reported on a recent roundtable discussion on energy that she and Councilmember Horne attended.

Councilmember Horne reported on California Senior Legislature's annual session.

X. CLOSED SESSION – None

XI. CLOSED SESSION REPORT – None

XII. ADJOURNMENT

The meeting was adjourned at 3:31 p.m. The next adjourned regular meeting will be at 3:00 p.m. on Friday, December 15, 2023, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. The next regular meeting will be at 2:00 p.m. on Wednesday, December 20, 2023, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, CMC, City Clerk

Approved: December 20, 2023

CYNTHIA S. CONNERS, Mayor

6.2
CITY TREASURER'S REPORT

**For additional information on this item,
please refer to Item 6.0 (Consent Calendar Summary).**

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City of Laguna Woods
City Treasurer's Report
 For the Month Ended November 30, 2023

ITEM 6.2

CASH AND INVESTMENTS

	Beginning Balances As of 10/31/23	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 11/30/23	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 1)	\$ 616,947	\$ 670,575	\$ (903,307)	\$ 223,531	\$ 607,746	4.58%	
Cash Balances, Multi-Bank Securities (MBS) Account (Note 2 and 4)	\$ 21,672	\$ 20,924	\$ (23,927)	\$ -	\$ 18,670	0.14%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	\$ 22,749	\$ 18,402	\$ (20,924)	\$ -	\$ 20,226	0.15%	
Petty Cash	\$ 748	\$ 52	\$ (19)	\$ -	\$ 781	0.01%	
Laguna Woods Civic Support Fund Checking Account	\$ 46,495	\$ 0.19	\$ -	\$ -	\$ 46,496	0.35%	
Total Cash and Cash Equivalents	\$ 708,611	\$ 709,953	\$ (948,177)	\$ 223,531	\$ 693,919	5.23%	100.00%
Pooled Money Investment Accounts							
Local Agency Investment Fund (LAIF - fair value) (Notes 2 and 3)	\$ 795,901	\$ -	\$ -	\$ -	\$ 795,901	6.00%	
Orange County Investment Pool (OCIP - fair value) (Notes 2 and 3)	\$ 6,455,001	\$ 50,868	\$ (601)	\$ -	\$ 6,505,268	49.04%	
Total Pooled Money Investment Accounts	\$ 7,250,902	\$ 50,868	\$ (601)	\$ -	\$ 7,301,169	55.05%	90.00%
Investments - Interest and Income Bearing							
Certificates of Deposit - non-negotiable (fair value) (Note 2)	\$ 5,251,164	\$ -	\$ -	\$ 17,734	\$ 5,268,898	39.72%	
Total Investments - Interest and Income Bearing	\$ 5,251,164	\$ -	\$ -	\$ 17,734	\$ 5,268,898	39.72%	90.00%
TOTAL	\$ 13,210,677	\$ 760,822	\$ (948,777)	\$ 241,265	\$ 13,263,986	100.00%	

Summary of Total Cash, Cash Equivalents, and Investments:

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	\$ (2,950,754)	\$ 3,558,500	\$ 607,746
Cash Balances, MBS Account	\$ 18,670	\$ -	\$ 18,670
Earned Interest in Transit and Accrued Interest, MBS Account	\$ 20,226	\$ -	\$ 20,226
Petty Cash	\$ 781	\$ -	\$ 781
LAIF	\$ 795,901	\$ -	\$ 795,901
OCIP	\$ 6,505,268	\$ -	\$ 6,505,268
Certificates of Deposit	\$ 5,268,898	\$ -	\$ 5,268,898
Laguna Woods Civic Support Fund Checking Account	\$ -	\$ 46,496	\$ 46,496
Totals	\$ 9,658,990	\$ 3,604,996	\$ 13,263,986

(See **NOTES** on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
For the Month Ended November 30, 2023

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
Money Funds and Certificate of Deposits (CDs, Federal Deposit Insurance Corporation [FDIC] Insured)														
02589AA28	2018-9	AMERICAN EXPRESS NATL	60 months	12/04/18	12/04/18	240,000	239,885	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	244,868	245,000	3.600	Monthly	01/12/19	Green***	3.600	12/12/23
052392CK1	2022-6	AUSTIN TELCO FED CR	12 months	12/09/22	12/16/22	245,000	245,005	245,000	5.100	Monthly	01/01/23	Green***	5.100	12/18/23
00833AAB6	2022-7	AFFINITY PLUS CR UN	12 months	12/15/22	12/27/22	245,000	244,973	245,000	5.100	Monthly	01/27/23	Green***	5.100	12/27/23
91334AAM5	2023-3	UNITED HERITAGE CR	12 months	03/07/23	03/21/23	200,000	199,990	200,000	5.200	Monthly	03/31/23	Green***	5.200	03/21/24
949763ZA7	2019-1	WELLS FARGO BK N A	60 months	04/09/19	04/10/19	245,000	242,771	245,000	2.850	Monthly	05/10/19	Green*	2.850	04/10/24
38150VBG3	2022-2	GOLDMAN SACHS BK USA	24 months	05/24/22	06/01/22	245,000	241,960	245,000	2.900	Semi-Annual	12/01/22	Green*	2.900	06/03/24
98138MBA7	2022-8	WORKERS FED CR UN	24 months	12/09/22	12/16/22	245,000	243,532	245,000	4.950	Monthly	01/16/23	Yellow**	4.950	12/16/24
75472RBB6	2020-1	RAYMOND JAMES BK NATL ASSN	60 months	02/06/20	02/14/20	245,000	234,338	245,000	1.750	Semi-Annual	08/14/20	Green***	1.750	02/14/25
59013KGJ9	2020-2	MERRICK BANK	60 months	03/24/20	03/31/20	100,000	95,310	100,000	1.800	Monthly	05/01/20	Green***	1.800	03/31/25
14042TGG6	2022-1	CAPITAL ONE BK USA NATL ASSN	36 months	05/24/22	05/25/22	245,000	236,930	245,000	3.100	Semi-Annual	11/25/22	Green*	3.100	05/27/25
75102EAP3	2023-6	RAIZ FED CR UN	24 months	05/17/23	05/24/23	245,000	243,728	245,000	5.050	Monthly	06/24/23	Yellow**	5.050	05/27/25
37424PAG9	2023-9	GESA CR UN	24 months	07/19/23	07/31/23	245,000	245,537	245,000	5.500	Monthly	08/31/23	Green***	5.500	07/31/25
59524LAA4	2023-1	MID CAROLINA CR UN	36 months	03/07/23	03/13/23	200,000	198,986	200,000	4.850	Monthly	04/13/23	Green***	4.850	03/13/26
23204HNV6	2023-4	CUSTOMERS BK	36 months	03/30/23	03/31/23	245,000	243,719	245,000	5.000	Semi-Annual	09/30/23	Green**	5.000	03/31/26
87868YAQ6	2023-7	TECHNOLOGY CR UN	36 months	05/19/23	05/30/23	245,000	243,917	245,000	5.000	Monthly	07/01/23	Green***	5.000	05/29/26
32022RRG4	2022-4	1ST FINL BK USA	48 months	06/15/22	06/24/22	245,000	233,049	245,000	3.150	Monthly	07/24/22	Green*	3.150	06/24/26
2546733P9	2023-5	DISCOVER BK	48 months	03/30/23	04/05/23	245,000	241,906	245,000	4.800	Semi-Annual	10/05/23	Green***	4.800	04/05/27
50625LBN2	2022-3	LAFAYETTE FED CR	60 months	05/24/22	06/15/22	245,000	229,234	245,000	3.250	Monthly	07/15/22	Green***	3.250	06/15/27
14042RUX7	2022-5	CAPITAL ONE NATL ASSN	60 months	10/06/22	10/13/22	245,000	237,939	245,000	4.500	Semi-Annual	04/13/23	Green*	4.500	10/13/27
90355GCE4	2023-2	UBS BANK USA	60 months	03/07/23	03/08/23	200,000	194,344	200,000	4.600	Monthly	04/08/23	Green*	4.600	03/08/28
89854LAD5	2023-8	TTCU FED CR UN	60 months	07/19/23	07/26/23	245,000	241,670	245,000	5.000	Monthly	08/26/23	Green***	5.000	07/26/28
01882MAH5	2023-10	ALLIANT CR UN	60 months	11/07/23	11/15/23	245,000	245,309	245,000	5.350	Monthly	12/15/23	Green***	5.350	11/15/28
Accrued Interest - Month End							20,226							
Total CDs						5,350,000	5,289,124	5,350,000						

(*) 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. The table 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.

Veribanc Rating System	
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 (PMIA) (Notes 2 and 3)

N/A	N/A	Local Agency Investment Fund (LAIF)	N/A	Various	Various	815,569	795,901	815,569	Note 3	Quarterly	N/A	N/A	N/A	N/A
N/A	N/A	Orange County Investment Pool (OCIP)	N/A	Various	Various	6,582,148	6,505,268	6,582,148	Note 3	Monthly	N/A	N/A	N/A	N/A
Total PMIA						7,397,717	7,301,169	7,397,717						

(See NOTES on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
 For the Month Ended November 30, 2023

ITEM 6.2

CASH AND INVESTMENTS

	Beginning Balances As of 10/31/23	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 11/30/23
Other Post-Employment Benefits (OPEB) Trust					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (Note 2) <small>(CERBT holds all assets and administers the OPEB Trust)</small>	\$ 120,613	\$ -	\$ (9)	\$ 8,735	\$ 129,340
Employer Pension Contributions Trust					
CalPERS California Employers' Pension Prefunding Trust (CEPPT) (Note 2) <small>(CEPPT holds all assets and administers the Employer Pension Contributions Trust)</small>	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Funds - Held in Trust	<u>\$ 120,613</u>	<u>\$ -</u>	<u>\$ (9)</u>	<u>\$ 8,735</u>	<u>\$ 129,340</u>

(See **NOTES** on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
For the Month Ended November 30, 2023

CASH AND INVESTMENTS

Notes:

Note 1 - Analyzed Checking Account / Monthly activity reported does not reflect November 2023 vendor invoicing processed after the date of this report.

The adjustment in the amount of \$223,531.20 relates to check #7058 issued in October 2023. The check was voided and replaced with check #7144 in November 2023.

Note 2 - During November 2023, transaction activity in pooled money investment accounts, investment accounts and fiduciary trusts included:

LAIF / The City made no deposits to or withdrawals from the LAIF account. The balance includes an adjustment in the amount of (\$19,668.21) to reflect the fair market value of the investment at June 30, 2023.

OCIP / The City made no deposits to or withdrawals from the OCIP account. The balance includes an adjustment in the amount of (\$76,879.24) to reflect the fair market value of the investment at June 30, 2023.

Investments / Upon maturity of the Morgan Stanley Private Bank Certificate of Deposit in November 2023, \$245,000 principal amount was received. The amount was re-invested in Alliant Credit Union Certificate of Deposit for a 60 month term at a 5.350% yield rate. Investments were adjusted in the amount of \$17,734.15 to report balances at fair market value as of November 30, 2023.

OPEB Trust / The City made no contributions to or withdrawals from the OPEB Trust. The OPEB Trust experienced a net gain of \$8,726.44 in November 2023.

Employer Pension Contributions Trust / In April 2021, the City elected to participate in the CEPPT. The City has not yet made contributions to the CEPPT.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported in November 2023 net of related fees were:

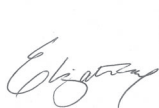
Pool	Earnings Post	Prior Period Earnings Deposited	Deposit for Period Ended	Current Month / Quarter Gross Yield	Current Month / Quarter Earnings Will Post	Notes
LAIF	Quarterly	\$0.00	See Notes	See Notes	January 2024	Total pool interest yield for November 2023 was 3.843% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted.
OCIP	Monthly	\$50,868.33	July and August 2023	See Notes	February 2024	Interest is posted three months in arrears and fees are posted monthly. Accrued interest pending payment at November 30, 2023 was \$72,958.68. November 30, 2023 interest rate was 4.327% and fees were 0.050%, for a net yield of 4.277%.

Note 4 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City earned interest of \$20,924.40 and transferred out \$23,926.52 in cash balances to the City's checking account in November 2023. Cash balances to be invested or paid out are classified separately on page 1 of 4. The City's portfolio also has \$20,226.28 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.

 Digitally signed by
 Elizabeth Torres
 Date: 2023.12.14
 17:57:13 -08'00'

Elizabeth Torres, City Treasurer

6.3 WARRANT REGISTER

**For additional information on this item,
please refer to Item 6.0 (Consent Calendar Summary).**

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CITY OF LAGUNA WOODS
WARRANT REGISTER
December 20, 2023

ITEM 6.3

This Report Covers the Period 11/01/2023 through 11/30/2023

Date	Vendor Name	Description	Amount
Debit			
<i>Automatic Bank Debits:</i>			
11/02/2023	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / October 2023	1,927.17
11/02/2023	AUTHORIZE.NET	Online Credit Card Processing Fees / October 2023	12.00
11/02/2023	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / November 2023	472.44
11/02/2023	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / October 2023	348.56
11/03/2023	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 10/06/2023 & 10/20/2023	462.96
11/08/2023	NAVIA BENEFIT SOLUTIONS	125 Cafeteria Plan Administration / October 2023	100.00
11/07/2023	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 10/06/2023	3,516.10
11/07/2023	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 10/06/2023	2,314.36
11/08/2023	ADP TAX	Payroll Taxes / Pay Period Ended 11/03/2023	7,886.48
11/08/2023	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 11/03/2023	18,983.98
11/09/2023	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / November 2023	924.65
11/09/2023	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / November 2023	253,453.70
11/09/2023	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 11/03/2023	2,170.00
11/10/2023	CALPERS - HEALTH	Employee Benefit Program / November 2023	7,846.79
11/15/2023	U.S. BANK	Bank Service Charges / October 2023	58.76
11/21/2023	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 10/20/2023	3,294.67
11/21/2023	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 10/20/2023	2,007.47
11/21/2023	ADP TAX	Payroll Taxes / Pay Period Ended 11/17/2023	7,904.58
11/21/2023	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 11/17/2023	19,317.20
11/22/2023	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 11/17/2023	1,420.00
Check			
Number	<i>Warrants:</i>		
7085	11/03/2023	ACC BUSINESS	608.66
7086	11/03/2023	AT&T	50.58
7087	11/03/2023	CAPTIONING UNLIMITED	600.00
7088	11/03/2023	CSMFO	135.00
7089	11/03/2023	FIRST RESPONSE AIR CONDITIONING & HEATING INC.	671.26
7090	11/03/2023	GOVERNMENT FINANCE OFFICERS	135.00
7091	11/03/2023	PETTY CASH	-
7092	11/03/2023	RUTAN & TUCKER, LLP	11,872.90
7093	11/09/2023	360CIVIC	200.00
7094	11/09/2023	BRIGHTVIEW LANDSCAPE SERVICES, INC.	30,387.67
7095	11/09/2023	CIVIL SOURCE	18,635.00
7096	11/09/2023	COUNTY OF ORANGE	636.00
7097	11/09/2023	CSMFO	135.00
7098	11/09/2023	EL TORO WATER DISTRICT	9,208.76
7099	11/09/2023	EPIC IO TECHNOLOGIES, INC.	171.45
7100	11/09/2023	PV MAINTENANCE INC	11,920.62
7101	11/09/2023	RINGCENTRAL, INC.	1,803.97
7102	11/09/2023	SOUTHERN CALIFORNIA GAS COMPANY	14.30
7103	11/09/2023	SWEEPING CORPORATION OF AMERICA	4,350.00
7104	11/09/2023	TONY'S LOCKSMITH & SAFE SERV.	622.44

CITY OF LAGUNA WOODS
WARRANT REGISTER
December 20, 2023

ITEM 6.3

This Report Covers the Period 11/01/2023 through 11/30/2023

Date	Vendor Name	Description	Amount	
7105	11/21/2023	ABOUND FOOD CARE	Edible Food Recovery Program Services / October 2023	380.92
7106	11/21/2023	AETNA BEHAVIORAL HEALTH, LLC	Employee Benefit Program / December 2023	12.18
7107	11/21/2023	ALPHA CARD SYSTEM, LLC	Senior Mobility Program Supplies	587.24
7108	11/21/2023	AT&T	Telephone / 583-1105 / October 2023	29.96
7109	11/21/2023	AT&T	White Pages / November 2023	4.28
7110	11/21/2023	AT&T	Telephone / 581-9821 / October 2023	55.32
7111	11/21/2023	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / November 2023	7,875.07
7112	11/21/2023	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	Audit Services / Fiscal Year 2022-23	3,000.00
7113	11/21/2023	CALIFORNIA MUNICIPAL STATISTICS, INC.	ACFR Services / Fiscal Year 2022-23	400.00
7114	11/21/2023	CALIFORNIA YELLOW CAB	Senior Mobility Program Transportation Services / October 2023	24,929.80
7115	11/21/2023	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / September - October 2023	19,168.00
7116	11/21/2023	FUSCOE ENGINEERING, INC.	Engineering Services / October 2023	3,750.00
7117	11/21/2023	INTERPRETING SERVICES INTERNATIONAL, LLC	Translation Services	2,359.76
7118	11/21/2023	ITERIS, INC	Traffic Engineering / October 2023	8,198.00
7119	11/21/2023	KONE INC.	City Hall Elevator Maintenance / November 2023	232.31
7120	11/21/2023	MARC DONOHUE	Administrative Services / November 2023	300.00
7121	11/21/2023	ORANGE COUNTY REGISTER-NOTICES	Public Notices / October 2023	4,454.35
7122	11/21/2023	POLINA OLSHANSKY	Project Deposit Refund	2,500.00
7123	11/21/2023	RICOH USA, INC.	Building Printer Usage / August - October 2023	97.42
7124	11/21/2023	RICOH USA, INC.	Copier Lease / December 2023	246.57
7125	11/21/2023	RJM DESIGN GROUP	Landscape Architectural Services / October 2023	3,383.30
7126	11/21/2023	RUTAN & TUCKER, LLP	Legal Services / October 2023	18,139.65
7127	11/21/2023	SAFEGUARD BUSINESS SYSTEMS	Printing Services	450.00
7128	11/21/2023	SOUTHERN CALIFORNIA EDISON	Electric Services / September - October 2023	7,228.27
7129	11/21/2023	SOUTHERN CALIFORNIA SHREDDING,	Shredding Services / October 2023	470.00
7130	11/21/2023	STAPLES	Office & Janitorial Supplies	553.14
7131	11/21/2023	TRIPEPI, SMITH AND ASSOCIATES, INC.	Audio Visual Production Support Services / October 2023	1,852.50
7132	11/21/2023	TYLER BUSINESS FORMS	2023 AP Vendor 1099 Filing Forms	165.84
7133	11/21/2023	VERIZON WIRELESS	Building iPads Data Plans / October 2023	120.03
7134	11/21/2023	WM CURBSIDE, LLC	HHW & Sharps Program / October 2023	3,479.64
7135	11/30/2023	4LEAF, INC	Planning Services	3,000.00
7136	11/30/2023	ACC BUSINESS	City Hall Internet Service / October 2023	608.66
7137	11/30/2023	BEAR ELECTRICAL SOLUTIONS, INC.	Traffic Signal Maintenance / October 2023	6,119.50
7138	11/30/2023	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / June - September 2023	10,657.07
7139	11/30/2023	CAPTIONING UNLIMITED	Closed Captioning / November 2023	200.00
7140	11/30/2023	CIVIL SOURCE	Engineering Services / October 2023	16,931.25
7141	11/30/2023	CLEARSOURCE FINANCIAL	Fee Study Services	5,180.00
7142	11/30/2023	DC PLUMBING, HEATING AND AIR CONDITIONING	City Hall Maintenance	2,606.80
7143	11/30/2023	GEOSYNTEC CONSULTANTS, INC	Engineering Services	14,082.75
7144	11/30/2023	INTERWEST CONSULTING GROUP	Replacement for Check #7058 dated October 20, 2023	223,531.20
7145	11/30/2023	KIMLEY HORN & ASSOCIATES, INC	Traffic Engineering Services	17,200.00
7146	11/30/2023	OMNI ENTERPRISE INC	Janitorial Services / October 2023	2,150.00
7147	11/30/2023	PARK CONSULTING GROUP, INC	Software Consulting Services / October 2023	1,618.75
7148	11/30/2023	RECREATION BRANDING SERVICES	Graphic Design Services	567.90

CITY OF LAGUNA WOODS
WARRANT REGISTER
December 20, 2023

ITEM 6.3

This Report Covers the Period 11/01/2023 through 11/30/2023

Date	Vendor Name	Description	Amount
7149 11/30/2023	RINGCENTRAL, INC.	Telephone Services / November 2023	823.30
7150 11/30/2023	SCHMIDT DESIGN GROUP, INC.	Landscape Architectural Services	2,500.00
7151 11/30/2023	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / October 2023	2,774.21
7152 11/30/2023	STATE WATER RESOURCES	Annual NPDES Permit Fee / Fiscal Year 2023-24	10,602.00
7153 11/30/2023	SUN TAMERS WINDOW TINTING	City Hall Refurbishment & Safety Project: Phase 5	19,883.67
7154 11/30/2023	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	1,906.24
7155 11/30/2023	VOID	VOID	-
7156 11/30/2023	UNITED STORM WATER, INC	Catch Basin Cleaning / October 2023	7,654.00
7157 11/30/2023	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / December 2023	68.43
7158 11/30/2023	WILLDAN ENGINEERING	Code Enforcement Services / October 2023	11,585.00
Total Bank Debits and Warrants:			\$ 903,254.76

Petty Cash Expenditures Paid Out (See Note 2)

AIM Mail Center Printing Services

	\$52.00
Total Petty Cash:	\$52.00

TOTAL \$ 903,306.76

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 2023, the following Councilmembers received compensation in the amount of \$300: Conners, Hatch, Horne, and McCary.

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 #7154 to U.S. Bank totaling \$1,906.24:

	Flowerful	Veteran's Day Memorial Flowers	\$307.10
	LinkedIn	Job Posting	\$23.21
	GovernmentJobs.com	Job Posting	\$199.00
	OC Clerk-Recorder	Document Recording Fee	\$91.00
	Walmart	Office Supplies & Activities	\$7.09
	Walmart	Office Supplies & Activities	\$39.48
	Costco	Office Supplies & Activities	\$28.99
	Ready Rubber Stamps	Notary Expenses	\$58.08
	JM Trophies and Awards	Councilmember Name Badges	\$6.00
	NotaryStamp.Com	Notary Expenses	\$103.03
	Home Depot	City Hall Maintenance	\$51.33
	National Notary Association	Membership & Dues	\$136.00
	OC Clerk-Recorder	Recording Fee	\$35.00
	Stamps.com	Postage	\$29.99
	Microsoft	Office 365 Subscription	\$162.00
	Microsoft	Office 365 Subscription	\$475.00
	Zoom	Video Conferencing	\$31.98
	Network Solutions	Domain Registration	\$121.96
Total Credit Card Reimbursement:			\$1,906.24

**CITY OF LAGUNA WOODS
WARRANT REGISTER
December 20, 2023**

This Report Covers the Period 11/01/2023 through 11/30/2023

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.

 Digitally signed by Elizabeth
Torres
Date: 2023.12.14 17:54:36 -08'00'

Elizabeth Torres, Administrative Services Director/City Treasurer

6.4
CITY ENGINEERING AND TRAFFIC
OPERATIONS SERVICES

**For additional information on this item,
please refer to Item 6.0 (Consent Calendar Summary).**

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**EXTENSION OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
NV5, INC.
FOR CITY ENGINEERING AND TRAFFIC OPERATIONS SERVICES**

This EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on June 17, 2015, by and among the City of Laguna Woods, a California municipal corporation ("CITY") and CivilSource, Inc. [subsequently assigned to NV5, Inc. ("CONSULTANT")], is made and entered into this _____ by and among CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between July 1, 2015 and 11:59 p.m. on June 30, 2017; and

WHEREAS, the term of the AGREEMENT was previously extended for periods through 11:59 p.m. on December 31, 2023; and

WHEREAS, CITY has requested that CONSULTANT continue to provide services for an additional three-month period.

NOW THEREFORE, the parties amend the AGREEMENT as follows:

1. CITY and CONSULTANT hereby agree to an EXTENSION of the AGREEMENT for a period beginning on January 1, 2024 and ending at 11:59 p.m. on March 31, 2024 with no changes to the terms and conditions of the AGREEMENT except as specified herein.

IN WITNESS WHEREOF, the parties hereto have caused this EXTENSION to be executed the day and year first above written.

CITY OF LAGUNA WOODS:

By _____
Christopher Macon, City Manager

CONSULTANT:

By _____
Jeffrey M. Cooper, PE, Senior Vice President

APPROVED AS TO FORM:

Alisha Patterson, City Attorney

6.5

**AMERICAN WITH DISABILITIES ACT (ADA)
PEDESTRIAN ACCESSIBILITY IMPROVEMENT
PROJECT: PHASE 7
(NO REPORT)**

For additional information on this item,
please refer to Item 6.0 (Consent Calendar Summary).

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6.6
CITY HALL/PUBLIC LIBRARY PROJECT
(NO REPORT)

**For additional information on this item,
please refer to Item 6.0 (Consent Calendar Summary).**

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6.7

**PAVEMENT MANAGEMENT PLAN PROJECT
(WESTBOUND EL TORO ROAD BETWEEN
CANYON WREN AND TANAGER)
(NO REPORT)**

For additional information on this item,
please refer to Item 6.0 (Consent Calendar Summary).

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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 20, 2023 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. Approve the submittal of a proposal to the County of Orange requesting \$150,000 in Community Development Block Grant (CDBG) funds under the Fiscal Year 2024-25 Public Facilities & Improvements grant program (County of Orange RFA # 012-24010605-NC) to support the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase

8”, which generally consists of driveway and sidewalk improvements on Moulton Parkway.

AND

6. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING 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, MAKING RELATED AUTHORIZATIONS RELATED TO THE FISCAL YEAR 2024-25 PUBLIC FACILITIES & IMPROVEMENTS GRANT PROGRAM (COUNTY OF ORANGE RFA # 012-24010605-NC), AND DETERMINING AND CERTIFYING THAT THE SUBMITTAL OF A PROPOSAL AND ACCEPTANCE OF THE AWARD OF FUNDS IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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, sidewalk improvements, and urgent need.

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
- Fiscal Year 2020-21: “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4” – \$150,000
- Fiscal Year 2021-22: “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 5” – \$150,000 [subsequent to the award, an additional \$200,000 was awarded for a total of \$350,000; as with all previous ADA Project awards, no match by City funds was required]
- Fiscal Year 2022-23: “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 6” – \$150,000 [subsequent to the award, an additional \$200,000 was awarded for a total of \$350,000; as with all previous ADA Project awards, no match by City funds was required]
- Fiscal Year 2022-23: “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7” – \$150,000

TOTAL FUNDING AWARDED TO THE CITY SINCE THE BEGINNING OF THE ANNUAL ADA PROJECT: \$1,437,100

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 approve the submission of a proposal requesting \$150,000 in CDBG funds to support the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8" ("Project"). The Project generally consists of improving driveways and sidewalks on Moulton Parkway, including reconstruction of two driveways providing access to Laguna Country United Methodist Church and Temple Judea.

The Project is included in the Fiscal Years 2023-34 Capital Improvement Program as a planned project for Fiscal Year 2024-25, contingent on the receipt of external funding. The Capital Improvement Program anticipates that the City will apply for CDBG funding for the Project.

The County of Orange anticipates awarding funding in spring 2024 with grant terms beginning and ending in Fiscal Year 2024-25.

Environmental Review

The City Council is asked to find that this action has no possibility of having a significant effect on the environment. The proposed action relates only to the submittal of a funding proposal and prospective acceptance of the award of funds. The proposed action 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 funding proposal and prospective acceptance of the award of funds 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, Public Works Administrator

Attachment: A – Proposed Resolution

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RESOLUTION NO. 23-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING 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, MAKING RELATED AUTHORIZATIONS RELATED TO THE FISCAL YEAR 2024-25 PUBLIC FACILITIES & IMPROVEMENTS GRANT PROGRAM (COUNTY OF ORANGE RFA # 012-24010605-NC), AND DETERMINING AND CERTIFYING THAT THE SUBMITTAL OF A PROPOSAL AND ACCEPTANCE OF THE AWARD OF FUNDS IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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 desires to submit a proposal for CDBG funds under the Fiscal Year 2023-24 Public Facilities & Improvements grant program (County of Orange RFA # 012-24010605-NC) to support the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8”; 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. The City Council approves the submission of a proposal for CDBG funds under the Fiscal Year 2024-25 Public Facilities & Improvements grant program (County of Orange RFA # 012-24010605-NC) to support the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8.”

SECTION 2. The City 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 RFA # 012-24010605-NC, which will be used to support the City’s Public Facilities & Improvements Project titled “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8.”

SECTION 3. The City Manager or his/her/their 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 or 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 RFA # 012-24010605-NC.

SECTION 4. After reviewing the entire project record, the City Council hereby determines and certifies that this action has no possibility of having a significant effect on the environment. The action relates only to the submittal of a funding proposal and prospective acceptance of the award of funds. The action 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 submittal of a funding proposal and prospective acceptance of the award of funds 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.

SECTION 5. The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2023.

CYNTHIA S. 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. 23-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 2023, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk

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7.2 OBJECTIVE DESIGN STANDARDS

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
FOR: December 20, 2023 Regular Meeting
SUBJECT: Objective Design Standards

Recommendation

1. Receive staff report.

AND
2. Open public hearing.

AND
3. Receive public testimony.

AND
4. Close public hearing.

AND
5. Approve the introduction and first reading of an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING SECTIONS 11.10.010, 11.10.020, 11.10.030, 11.10.050, 11.10.060, 11.10.100, 11.10.110, 11.10.120, AND 11.10.130 OF TITLE 11 (PLANNING AND DEVELOPMENT) OF THE

LAGUNA WOODS MUNICIPAL CODE PERTAINING TO OBJECTIVE DESIGN STANDARDS FOR CERTAIN NEW DEVELOPMENT AND REDEVELOPMENT PROJECTS, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Background

The Fiscal Years 2023-25 Budget & Work Plan includes the following significant work plan item:

“Objective Design and Development Regulations – Adopt objective design and development regulations for new and redevelopment projects (e.g., architectural and landscape standards). Regulations applicable to housing projects will not conflict with California Senate Bill 9 (Atkins, Chapter 162, Statutes of 2021).”

California Government Code sections 65913.4 and 66300(a)(7) generally define objective design standards as standards that involve no personal or subjective judgment by [cities] and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the [city] before submittal.

State legislation, including California Senate Bill 35 (Wiener, Chapter 366, Statutes of 2017), California Senate Bill SB 330 (Skinner, Chapter 654, Statutes of 2019), and California Senate Bill 9 (Atkins, Chapter 162, Statutes of 2021) prevents cities from applying non-objective design standards to housing development projects.

At the regular meeting on November 15, 2023, the City Council unanimously adopted Ordinance No. 23-04, which added Chapter 11.10 (Objective Design Standards) to the Laguna Woods Municipal Code. Ordinance No. 23-04 took effect 30 days thereafter on December 15, 2023.

The Fiscal Years 2023-25 Budget & Work Plan also includes the following significant work plan item:

“Crime Prevention through Environmental Design Regulations – Adopt Crime Prevention through Environmental Design (“CPTED”) regulations related to the design and maintenance of the built environment (new

development, redevelopment, and existing properties) in order to prevent criminal activity and enhance quality of life.”

Discussion

Today’s meeting is an opportunity for City Council action, as well as public input, on proposed amendments of the Laguna Woods Municipal Code pertaining to objective design standards for certain new development and redevelopment projects (Attachment A). Staff recommends that the City Council conduct a public hearing and initiate the adoption process for the proposed amendments in order to continue the process of establishing uniform and predictable expectations for the design of development projects, including expectations that can be lawfully applied to qualifying housing developments pursuant to applicable state legislation.

The proposed amendments would build upon the objective design standards adopted by Ordinance No. 23-04 and represent only an initial step in the process of establishing objective design standards. Staff recognizes that much remains to be done to fully capture and codify the City’s design expectations. As was discussed during consideration of Ordinance No. 23-04 and the Fiscal Years 2023-25 Budget & Work Plan, an architect will be retained to assist with the development of comprehensive objective design standards.

The proposed amendments are intended to serve an interim purpose of establishing baseline (or, “starter”) objective design standards for use during the development of comprehensive objective design standards. Staff believes this is a critical step for the City as new development projects may arise at any time and the process of developing comprehensive objective design standards is likely to be lengthy.

The proposed amendments would also begin the process of integrating CPTED concepts into the City’s development regulations (e.g., regulations pertaining to access control, security cameras, and visibility into elevator cabs).

If the recommended action is taken at today’s meeting, staff anticipates scheduling the second reading and consideration of adoption of the proposed ordinance for the City Council’s next regular meeting on January 17, 2024. The regulations would take effect 30 days thereafter.

Environmental Review

The City Council is asked to find that this action is not subject to the California Environmental Quality Act of 1970, Public Resources Code Section 21000, et. seq., as amended and implementing State CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations (collectively “CEQA”) pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3.

The City Council is also asked to find that, even if this action were subject to CEQA, it would be exempt based on CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

Fiscal Impact

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

Documents Available for Review

Related documents – including the proposed ordinance, Ordinance No. 23-04, and the Laguna Woods Municipal Code – are available for public review at or from City Hall during normal working hours. Ordinance No. 23-04 and the Laguna Woods Municipal Code are also available for review on the City’s website at www.cityoflagunawoods.org.

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

ORDINANCE NO. 24-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING SECTIONS 11.10.010, 11.10.020, 11.10.030, 11.10.050, 11.10.060, 11.10.100, 11.10.110, 11.10.120, AND 11.10.130 OF TITLE 11 (PLANNING AND DEVELOPMENT) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO OBJECTIVE DESIGN STANDARDS FOR CERTAIN NEW DEVELOPMENT AND REDEVELOPMENT PROJECTS, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, staff has recommended amendments of sections 11.10.010, 11.10.020, 11.10.030, 11.10.050, 11.10.060, 11.10.100, 11.10.110, 11.10.120, and 11.10.130 of Title 11 (Planning and Development) of the Laguna Woods Municipal Code (“Code Amendments”) pertaining to objective design standards for certain new development and redevelopment projects. The objective design standards are intended to establish uniform and predictable expectations for the design of development projects, including expectations that can be lawfully applied to qualifying housing developments pursuant to applicable state legislation; and

WHEREAS, on December 20, 2023, the City Council held a duly noticed public hearing on this Ordinance at which it considered all of the information, evidence, and testimony presented, both written and oral.

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

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

SECTION 2. After reviewing the entire project record, the City Council hereby determines and certifies that this Ordinance is not subject to the California Environmental Quality Act of 1970, Public Resources Code Section 21000, et. seq., as amended and implementing State CEQA Guidelines, Title 14, Chapter 3 of

the California Code of Regulations (collectively “CEQA”) pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3.

After reviewing the entire project record, the City Council also hereby determines and certifies that that, even if this Ordinance were subject to CEQA, it would be exempt based on CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 3. Sections 11.10.010, 11.10.020, 11.10.030, 11.10.050, 11.10.060, 11.10.100, 11.10.110, 11.10.120, and 11.10.130 of Title 11 (Planning and Development) of the Laguna Woods Municipal Code are hereby amended to read as set forth in Exhibit A, attached to this Ordinance and incorporated herein by this reference.

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

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

SECTION 6. The Mayor shall sign this Ordinance.

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

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

PASSED, APPROVED AND ADOPTED this XX day of XX 2024.

XX, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

APPROVED AS TO FORM:

ALISHA PATTERSON, City Attorney

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 **Ordinance No. 24-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2023, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2024 by the following vote to wit:

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

YOLIE TRIPPY, CMC, City Clerk

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**EXHIBIT A
CODE AMENDMENTS**

Section 11.10.010 (“Purpose and intent”) of Chapter 11.10 (“Objective Design Standards”) of Title 11 (“Planning and Development”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining):

Sec. 11.10.010 - Purpose and intent.

The purpose and intent of this chapter is to establish design standards that (i) involve no personal or subjective judgment by the City of Laguna Woods, (ii) are uniformly verifiable by reference to an external and uniform benchmark or criterion available, and (iii) are knowable by development applicants, project proponents, and the City of Laguna Woods before submittal. The design standards set forth herein are specifically intended to foster development within the City of Laguna Woods that enhances the area’s aesthetics, character, and sense of place. The design standards are also specifically intended to integrate Crime Prevention through Environmental Design (“CPTED”) standards.

Section 11.10.020 (“Definitions”) of Chapter 11.10 (“Objective Design Standards”) of Title 11 (“Planning and Development”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 11.10.020 - Definitions.

For purposes of this chapter only, the following definitions shall apply, in addition to those set forth in Chapter 1.02 of this Code:

(05) *Arched* shall mean having a vertical curve where the height of the curve is either (1) exactly half of the width of the curve, or (2) shorter in height than the actual curve.

(10) *Awning* shall mean an architectural projection that provides weather protection, building identity, or decoration, and is wholly supported by the building to which it is attached. An awning is often comprised of a lightweight frame structure over which a cover is

attached.

(15) *Balcony* shall mean an external extension of an upper floor of a building, enclosed by a screen, balusters, or railings.

(20) *Balustrade* shall mean multiple balusters supporting a railing on a balcony.

(25) *Baluster* shall mean a post, upright support, or vertical piece that supports a railing on a balcony.

(30) *Building* shall have the same meaning as the term is defined in Section 13.06.010(c)(130) of this Code, as amended from time to time or replaced with a successor statute.

(35) *Carport* shall mean any parking area that is wholly or partially covered by a structure of any kind.

~~(3540)~~ *Cavity wall* shall mean a wall built of masonry units or of concrete, or a combination of these materials, arranged to provide an airspace within the wall, and in which the inner and outer parts of the wall are tied together with metal ties

~~(4045)~~ *Clerestory* shall mean an upper story or row of windows rising above the adjoining parts of the roof, designed to admit light into the inner space of a building.

~~(4550)~~ *Cornice* shall mean the uppermost division of an entablature; a projecting shelf along the top of a wall supported by a series of brackets; the exterior trim at the meeting of a roof and wall, consisting of soffit, fascia, and crown molding.

~~(5055)~~ *Dry-stacked, surface-bonded wall* shall mean a wall built of concrete masonry units where the units are stacked dry, without mortar on the bed or head joints, and where both sides of the wall are coated with a surface-bonding mortar.

~~(5560)~~ *Exterior* shall mean any outer surface that is or would be visible from any point outside the parcel on which it is located assuming topography was flat and no other buildings, structures,

fences, walls, landscaping, or similar visual obstructions were present.

(~~60~~65) *Façade* shall mean any single face of a building.

(~~65~~70) *Glass curtain walls* shall mean aluminum- or other metal-framed window systems that are non-structural and house glass panels.

(~~70~~75) *Gross floor area* shall have the same meaning as the term is defined in Section 13.06.010(c)(420) of this Code, as amended from time to time or replaced with a successor statute.

(~~75~~80) *Landscape professional* shall mean a licensed landscape architect, licensed landscape contractor, or any other person authorized to design a landscape pursuant to sections 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, 7027.5 of the California Business and Professions Code, Section 832.27 of Title 16 of the California Code of Regulations, or Section 6721 of the California Food and Agriculture Code, as amended from time to time or replaced with a successor statute

(~~80~~85) *Light box sign* shall mean an illuminated sign that contains mechanisms to encapsulate, suspend, protect and/or display a discrete sheet of backlit film which may include images and/or text, and which is designed to transmit light through the film for increased image brightness, contrast, and/or color saturation.

(~~85~~90) *Neutral color* shall mean a color that is not considered a primary color on any one or more of the following color models: CIE, CMYK, HEX, HSB, HSL, or RGB.

(~~90~~95) *Parapet* shall mean a low protective wall or railing along the edge of a roof, balcony, or similar structure; in an exterior wall, the part entirely above the roof.

(~~95~~100) *Pilaster* shall mean a partial pier or column, often with a base, shaft, and capital, that is embedded in a flat wall and projects slightly; may be constructed as a projection of the wall itself.

(~~100~~105) *Roof deck* shall mean the flat or sloped surface constructed

on top of the exterior walls of a building or other supports for the purpose of enclosing the story below, or sheltering an area, to protect it from the elements, not including its supporting members or vertical supports.

~~(105110)~~ (110110) *Roof covering* shall mean the covering applied to the roof deck for weather resistance, fire classification, or appearance.

~~(110115)~~ (115115) *Structure* shall have the same meaning as the term is defined in Section 13.06.010(c)(790) of this Code, as amended from time to time or replaced with a successor statute.

~~(115120)~~ (120120) *Wall* shall mean a vertical element with a horizontal length-to-thickness ratio greater than three, used to enclose space, whether load bearing or not. “Wall” specifically includes, but is not limited to, cavity walls, dry-stacked, surface-bonded walls, and parapets.

~~(120125)~~ (125125) *Wall plane* shall mean the surface area that extends from the ground to the top of each wall. “Wall plane” specifically includes, but is not limited to, portions of walls located under eaves and overhangs. Where a single building has multiple wall planes along a single façade, the wall planes are additive and shall be considered a single wall plane.

Section 11.10.030 (“Applicability”) of Chapter 11.10 (“Objective Design Standards”) of Title 11 (“Planning and Development”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining):

Sec. 11.10.030 - Applicability.

(a) This chapter shall apply to the following projects:

(1) New construction of any building or structure with a gross floor area equal to or in excess of 25 square feet.

(2) New construction of any trash enclosure, or expansion of any existing trash enclosure equal to or in excess of 25 square feet.

(3) New construction of any generator or similar on-site energy source, or expansion of any existing structure housing a generator or similar on-site energy source equal to or in excess of 10 square feet.

(4) “Developments” as that term is used in California Government Code Section 65913.4, as amended from time to time or replaced with a successor statute.

(5) “Housing development projects” as that term is used in California Government Code Section 65589.5, as amended from time to time or replaced with a successor statute.

(b) This chapter shall not apply to the following projects:

(1) Projects not listed in subsection (a) above.

(2) Wireless facilities subject to Section 13.26.210 of this Code.

(3) Projects undertaken by an independent special district, school district, or other governmental agency when applicable law precludes the applicability of objective design standards.

(4) Projects undertaken by the City, or undertaken on City-owned property, when the plans for such projects are subject to discretionary approval by the City Council.

(5) Projects that received planning approval by the City Council or City staff prior to January 31, 2024.

Section 11.10.050 (“Prohibited design elements”) of Chapter 11.10 (“Objective Design Standards”) of Title 11 (“Planning and Development”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 11.10.050 - Prohibited design elements.

The following design elements are prohibited:

(1) Bars installed on the exterior of a building or structure, when such

bars (i) are located on or extend over any door, window, gate, or other openable, transparent, semi-transparent, or not fully opaque fixture or surface, and (ii) are spaced less than 10 inches apart.

(2) Roll-up or rolling exterior doors, except when used for vehicular points of ingress or egress (e.g., entrances to parking garages) or for facilities located in the Residential Community-Maintenance overlay zoning district.

(3) Chain link, plastic, vinyl, or woven wire fencing or gates including, but not limited to, fencing or gates of any kind with plastic or vinyl privacy inserts, except for temporary fencing during construction when permitted by the City.

(4) Barbed tape, barbed wire, wire, razor wire, and similar security treatments on the exterior of a building or structure, or used with or for fencing or gates, except when used in connection with a civic, fire, or police building or structure.

(5) Electrical conduits or raceways visible from the exterior of a building or structure, whether such electrical conduits or raceways are located on the interior or exterior of a building or structure.

(6) Unfinished metal or wood surfaces (e.g., plywood) on the exterior of a building or structure, or used with or for fencing or gates.

(7) Fluorescent, luminescent, neon, or sparkling paint or similar adhesive, dye, or pigment that, after application to a material, adds color, on the exterior of a building or structure, or used with or for fencing or gates.

(8) More than ~~two~~ three colors of paint or similar adhesive, dye, or pigment that, after application to a material, adds color, on any single exterior wall pane, including all doors, windows, balustrade, balusters, and surfaces on that wall, or any single fence or gate.

(9) More than one color of glass within any single exterior window on a building or structure (gradients of color shall be considered multiple colors), or more than two colors of glass within all exterior windows on any single exterior wall pane.

- (10) Light box signs installed on the exterior of a building or structure, except for light box signs that are not visible from public right-of-way or located within 40 feet of any residential zoned parcel.
- (11) Glass curtain walls installed as part of any exterior wall system.
- (12) Wood shingle or shake roofs.

Section 11.10.060 (“Design standards for all projects”) of Chapter 11.10 (“Objective Design Standards”) of Title 11 (“Planning and Development”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike through~~):

Sec. 11.10.060 - Design standards for all projects.

In addition to the objective design standards found elsewhere in this chapter, the following shall apply to all projects:

(1) *Driveways; Public Streets.* Driveways providing ingress or egress to public streets, if any, shall be constructed in accordance with County of Orange OC Public Works Department Standard Plan #1209, as may be amended from time to time or replaced with a successor standard plan. To the extent that reconstruction of driveways and/or adjacent sidewalks is required to comply with this subsection, such reconstruction shall be undertaken (i) at no cost to the City, (ii) after obtaining all necessary City permits and permits from other government agencies, and (iii) in accordance with the terms and conditions of all City permits required to conduct work on, or reconstruct, property under the control, operation, or management of the City (if applicable). To the extent that such reconstruction results in any discrepancy between the new driveway and/or new adjacent sidewalk and the City’s existing public street easements or right-of-way, such discrepancy shall be resolved prior to occupying any newly constructed or expanded buildings or structures the result of which requires compliance with this chapter.

(2) *Elevators.* Elevator cabs, the interiors of which are not completely visible when the door is open from a point centered on and 36 inches

away from the door, shall have shatter resistant mirrors or other equally reflective material so placed as to make visible the entire elevator cab from this point. Elevator cabs, which serve more than two floors, shall have clear glazing installed in at least 40 percent of one wall to provide visibility into the elevator cab from a common or public area.

(23) *Flat Roofs*. Parapets measuring at least 36 inches in height, shall be provided around the perimeter of flat roofs. Interior sides of parapets shall ~~(1) not be visible from public right-of-way and (2)~~ be finished in the same color and material as the exterior sides thereof.

(4) *Pedestrian Connectivity*. All building entryways and exits, curb ramps, gates, trash enclosures, designated bicycle parking areas, and vehicle parking areas shall be internally connected with a minimum four-foot-wide pedestrian pathway or pathway network that may include use of any public sidewalks. Such pedestrian pathway or pathway network shall be comprised of any one or more of the following: (i) asphalt, concrete, stone, and/or brick pavement or pavers, and/or (ii) stabilized decomposed granite.

(5) *Security Cameras*. Projects that include the addition of any new building(s) shall install and maintain a video surveillance system which shall continuously record the exterior of all new building entry and exit doors, parcel locker and mailbox doors, and designated bicycle parking. Footage from such video surveillance system shall be retained on a cloud-based server or otherwise off-site for at least 90 calendar days. For residential developments and housing developments, this provision shall not apply to roll-up or rolling exterior doors, doors that provide access to balconies, or doors that provide access from a single dwelling unit to a private yard for that same dwelling unit, provided the private yard is enclosed on all sides by fences and/or walls of at least six feet in height and all doors and gates within such fences and walls require the use of a key, code, or other access control technology to gain entry.

(36) *Scale*. For buildings greater than two stories, the wall planes of the third and subsequent stories shall be recessed at least five feet from the wall plane of the second story.

(7) Skylights. Skylights shall have a flat profile rather than an arched, domed, pyramid, or other profile.

(48) *Windows; Privacy.* Where windows are located within 10 feet of one another on separate buildings, they shall be ~~(4)~~ not capable of opening or ~~(2)~~ clerestory with a minimum height of six feet.

Section 11.10.100 (“Design standards for residential projects”) of Chapter 11.10 (“Objective Design Standards”) of Title 11 (“Planning and Development”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike through~~):

Sec. 11.10.100 - Design standards for residential projects.

In addition to the objective design standards found elsewhere in this chapter, the following shall apply to residential developments and housing developments:

(1) Access Control. In buildings containing, or located on a parcel with, two or more dwelling units, doors or gates that provide access from the exterior to any elevator, entryway, hallway, lobby, stairwell, or other common area (e.g., laundry rooms, pools, and recreation facilities), whether inside or outside, shall require the use of a key, code, or other access control technology to gain entry. All doors or gates subject to this provision shall also be subject to the security camera requirements set forth in Section 11.10.060(4), regardless of whether such doors or gates are explicitly specified therein.

(2) Garage Doors. Garage doors shall be recessed a minimum of six inches from the wall pane on which they are located.

(~~13~~) *Roofs.* At least 60 percent of roof decks for buildings, carports, and garages shall include a roof covering of clay or terracotta tile in either a Spanish (S-shaped) or Mission (half cylinder) shape, in a color marketed either in whole or in part as a red color, with overhanging eaves of at least 24 inches.

(~~24~~) *Walls.* At least 80 percent of walls for buildings, carports, and garages shall include an outer surface of stucco or plaster siding, in a

neutral color, except that colors marketed either in whole or in part as a black or gray color shall not be considered neutral colors for the purpose of this provision. No wall shall extend horizontally more than ~~40-30~~ feet in length without ~~(4i)~~ at least a two-foot variation in depth in the wall plane; which may be met through the use of ~~design features including, but not limited to, bays, fireplaces, overhangs, porches, stoops, and trellises,~~ elevation plane changes, insets, bays, notches, or protrusions, and ~~(2ii)~~ the use of one or more articulating design features that are projected or recessed from the wall plane by at least one foot; which may be met through the use of design features including, but not limited to, arches, awnings, balconies, canopies, columns, cornices, fireplaces, glazing, overhangs, pilasters, ~~and trellises,~~ but not lighting fixtures, signs, or trellises.

~~(35)~~ *Windows.* Exterior windows shall be recessed at least two inches from the wall plane on which they are located. At least 30 percent of exterior windows (excluding clerestory) on each wall plane shall be contained within arched openings.

~~(46)~~ *Wood Elements.* The outer surface of wood elements (e.g., rafter tails) shall be in a darker shade of color than any outer surface of the stucco or plaster siding on directly abutting or adjoining walls.

Section 11.10.110 (“Design standards for trash enclosures”) of Chapter 11.10 (“Objective Design Standards”) of Title 11 (“Planning and Development”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike through~~):

Sec. 11.10.110 - Design standards for trash enclosures.

In addition to the objective design standards found elsewhere in this chapter, the following shall apply to trash enclosures:

(1) *Accessible Path of Travel.* An accessible path of travel with a minimum four-foot-width that complies with California Building Standards Code requirements shall be provided between trash enclosures and the buildings served.

(2) *Open Air Gaps.* Trash enclosures may have open air gaps between

roofs and underlying walls/doors/access points provided any such gap does not exceed 14 inches. For the purpose of this subsection, metal screens and similar stationary, non-opaque elements installed between roofs and underlying walls/door/access points shall not be considered open air gaps when the openings in such stationary, non-opaque elements do not exceed 1 inch in length by 1 inch in width.

(3) *Roofs.* Roof coverings shall be the same color and material as any of the other roof on any building or structure on the parcel, or shall be made of solid corrugated metal painted with a single-color rust-inhibitive paint (gradients of colors shall be considered multiple colors).

(4) *Signage.* When more than one trash enclosure is located on a single parcel, trash enclosures shall identified by a one or two character number, letter, or combination of letters or numbers assigned by the City and posted in a manner consistent with the requirements for new building address identification in the California Building Standards Code, except that such identification shall only be required to be visible from the exterior of the trash enclosure, not from the street or road fronting the property. When applicable, trash enclosures serving residential developments and housing developments, either in whole or in part, shall include a sign measuring at least 8.5 inches x 11 inches, or 11 inches x 8.5 inches, describing how residents can avail themselves of bulky item collection services offered at no additional charge through the City's solid waste handling services franchise.

(45) *Screening.* Trash enclosures shall be enclosed by a roofed structure with opaque walls and access point(s).

(56) *Walls and Doors.* Walls shall be made of solid, split face or stuccoed, concrete masonry units that are the same color and material as any of the fences or other walls on the parcel. All doors and other access points shall be capable of locking to prevent unauthorized entry and, within three seconds of opening, shall activate an interior (under roof) motion activated light-emitting diode (LED) light. Doors and other access points shall be the same color as any of the other exterior doors on the parcel. Landscaping shall be used to screen at least 60 percent of walls, except when surrounded on all

sides by parking facilities.

Section 11.10.120 (“Design standards for vehicle parking areas”) of Chapter 11.10 (“Objective Design Standards”) of Title 11 (“Planning and Development”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike through~~):

Sec. 11.10.120 - Design standards for vehicle parking areas.

In addition to the objective design standards found elsewhere in this chapter, the following shall apply to vehicle parking areas:

~~(1) *Roofs.* Roof coverings shall be the same color and material as any of the other roof on any building or structure on the parcel, or shall be made of solid corrugated metal painted with a single color rust-inhibitive paint (gradients of colors shall be considered multiple colors).~~

(21) *Vehicle Light Intrusion.* Where vehicle parking spaces are located within 20 feet of any open space-passive or residential zoned parcel, they shall be screened from the open space-passive or residential zoned parcel by an opaque wall a minimum of six feet in height; which may be met through the use of design features including, but not limited to, carports or garages. Landscaping shall be used to screen at least 60 percent of walls, except when surrounded on all sides by parking facilities.

Section 11.10.130 (“Alternative design standards”) of Chapter 11.10 (“Objective Design Standards”) of Title 11 (“Planning and Development”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining):

Sec. 11.10.130 - Alternative design standards.

Alternative provisions to any of the objective design standards established by this chapter may be permitted subject to the approval of a use permit application approved in compliance with the provisions of this Code or, in the event of a demonstrated financial hardship that would result in a

project's infeasibility to construct or operate, by approval of the City Council.

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8.1
ANNUAL COMPREHENSIVE FINANCIAL
REPORT

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

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

FOR: December 20, 2023 Regular Meeting

SUBJECT: Annual Comprehensive Financial Report

Recommendation

Receive and file the following documents, each dated November 22, 2023:

1. Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023 (Fiscal Year 2022-23)

AND

2. Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

AND

3. Independent Auditor's Statements on Auditing Standards 114 Letter: The Auditor's Communication with Those Charged with Governance

AND

4. Appropriations Limit Worksheet with Independent Accountant's Report on Applying Agreed-Upon Procedures for the Fiscal Year Ended June 30, 2023

Background

Brown Armstrong Accountancy Corporation has served as the City's independent auditor since May 1, 2018 (for Fiscal Year 2017-18). Beginning with Fiscal Year 2020-21, the audit partner responsible for leading Brown Armstrong Accountancy Corporation's work for the City changed. The existing agreement with Brown Armstrong Accountancy Corporation will conclude after the completion of the work currently underway for Fiscal Year 2022-23.

Brown Armstrong Accountancy Corporation provides or has provided audit services to the cities of Bakersfield, Baldwin Park, Fresno, Pasadena, Paso Robles, and St. Helena, as well as the counties of Merced, Riverside, Santa Barbara, and Santa Cruz. Additional information is available at <http://ba.cpa>.

On April 19, 2023, the City Council appointed councilmembers Horne and McCary to an Ad Hoc Audit Committee to work with the City's independent auditors on matters related to the Fiscal Year 2022-23 audit.

Discussion

Today's meeting is an opportunity for City Council discussion, as well as public input, regarding the Annual Comprehensive Financial Report ("ACFR") for the Fiscal Year Ended June 30, 2023 (Fiscal Year 2022-23) (Attachment A) and related documents (attachments B, C, and D).

Fiscal Year 2022-23 is the ninth year for which an ACFR has been prepared with each of the sections prescribed by the Governmental Accounting Standards Board ("GASB"). Preparation of an ACFR includes a broader presentation of financial statements than required by law and is optional, but encouraged, by GASB.

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 2022-23 were fairly presented in conformity with Generally Accepted Accounting Principles. 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 Impact

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

- Attachments:
- A – Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023 (Fiscal Year 2022-23)
 - B – Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
 - C – Independent Auditor's Statements on Auditing Standards 114 Letter: The Auditor's Communication with Those Charged with Governance
 - D – Appropriations Limit Worksheet with Independent Accountant's Report on Applying Agreed-Upon Procedures for the Fiscal Year Ended June 30, 2023

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Attachment A

Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023
(Fiscal Year 2022-23)

TO VIEW THIS DOCUMENT ONLINE, PLEASE VISIT
<https://www.cityoflagunawoods.org/audit-reports/>

THIS DOCUMENT CAN ALSO BE OBTAINED BY CONTACTING
THE CITY CLERK'S OFFICE AT (949) 639-0500 OR
CITYHALL@CITYOFLAGUNAWOODS.ORG

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Attachment B

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

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Attachment C

Independent Auditor’s Statements on Auditing Standards 114 Letter: The Auditor’s Communication with Those Charged with Governance

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Attachment D

Appropriations Limit Worksheet with Independent Accountant's Report on
Applying Agreed-Upon Procedures for the Fiscal Year Ended June 30, 2023

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10.1
CITY COUNCIL ORGANIZATION –
OFFICE OF THE MAYOR
(NO REPORT)

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10.2
CITY COUNCIL ORGANIZATION –
OFFICE OF THE MAYOR PRO TEM
(NO REPORT)

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10.3
AD HOC AUDITOR SELECTION COMMITTEE
(NO REPORT)

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10.4
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: December 20, 2023 Regular Meeting

SUBJECT: City Council Meeting Schedule

Recommendation

Approve a new City Council meeting schedule for January 2024 through June 2025.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on the City Council meeting schedule for the remainder of Fiscal Year 2023-24, as well as the upcoming Fiscal Year 2024-25 (Attachment A). Staff recommends that the City Council approve the meeting schedule as proposed.

The proposed meeting schedule includes five adjourned regular meetings – one in January 2024 to accommodate anticipated City business, one in June 2024 in place of the regular June 2024 meeting which conflicts with the City's observance of Juneteenth National Independence Day, and three in May and June 2025 to support the Fiscal Years 2025-27 budget and work plan development process.

Fiscal Impact

The proposed meeting schedule could be accommodated in the City's budget.

Attachment: A – Proposed City Council Meeting Schedule

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**CITY OF LAGUNA WOODS
CITY COUNCIL MEETING SCHEDULE
JANUARY 2024 – JUNE 2025**

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

Fiscal Year 2023-24 – Third and Fourth Quarters

- January 17, 2024 at 2 p.m.
- [January 31, 2024 at 2 p.m. \(adjourned regular meeting\)](#)
- February 21, 2024 at 2 p.m.
- March 20, 2024 at 2 p.m.
- April 17, 2024 at 2 p.m.
- May 15, 2024 at 2 p.m.
- ~~June 19, 2024 at 2 p.m.~~ (cancelled; Juneteenth National Independence Day)
- [June 26, 2024 at 2 p.m. \(adjourned regular meeting\)](#)

Fiscal Year 2024-25 – All Quarters

- [July 17, 2024 at 2 p.m.](#)
- [August 21, 2024 at 2 p.m.](#)
- [September 18, 2024 at 2 p.m.](#)
- [October 16, 2024 at 2 p.m.](#)
- [November 20, 2024 at 2 p.m.](#)
- [December 18, 2024 at 2 p.m.](#)

- [January 15, 2025 at 2 p.m.](#)
- [February 19, 2025 at 2 p.m.](#)
- [March 19, 2025 at 2 p.m.](#)
- [April 16, 2025 at 2 p.m.](#)
- [May 21, 2025 at 2 p.m.](#)
- [May 28, 2025 at 2 p.m. \(adjourned regular meeting\)](#)
- [June 11, 2025 at 2 p.m. \(adjourned regular meeting\)](#)
- [June 18, 2025 at 2 p.m.](#)
- [June 25, 2025 at 2 p.m. \(adjourned regular meeting\)](#)