

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Adjourned Regular Meeting
Tuesday, February 3, 2015
9:00 a.m.

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

Cynthia Connors
Mayor

Noel Hatch
Mayor Pro Tem

Bert Hack
Councilmember



Shari L. Horne
Councilmember

Carol Moore
Councilmember

Welcome to a meeting of the Laguna Woods City Council!

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

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

REGULAR MEETING SCHEDULE

The Laguna Woods City Council regularly meets 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.lagunawoodscity.org); and, at other locations designated by Resolution No. 02-33, at least 72 hours in advance of regular and adjourned regular meetings. Agendas and agenda materials are available at Laguna Woods City Hall during normal business hours and on the City's website. Printed copies of agendas and agenda materials are provided at no charge in advance of meetings. After meetings have occurred, a per page fee is charged for printed copies.

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FOR ADDITIONAL INFORMATION

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AFFIDAVIT OF POSTING

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

I, Yolie Trippy, Deputy 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.lagunawoodscity.org); and, at other locations designated by Resolution No. 02-33, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.


YOLIE TRIPPY, Deputy City Clerk

1-29-15
Date

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. PRESENTATIONS AND CEREMONIAL MATTERS**
- V. PUBLIC COMMENTS**

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

- VI. CONSENT CALENDAR – None**
- VII. PUBLIC HEARINGS – None**
- VIII. CITY COUNCIL BUSINESS**

8.1 City Website Improvements Project

Recommendation: Discuss and provide input to staff.

8.2 Sphere of Influence Project

Recommendation: Discuss and provide input to staff.

8.3 City Council Advisory Committees Administrative Policy

Recommendation: Discuss and provide input to staff.

8.4 City Budget and Work Plan Discussion and Interests

Recommendation: Discuss and provide input to staff.

IX. CITY COUNCIL REPORTS AND COMMENTS

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

- 9.1 Coastal Greenbelt Authority
Mayor Conners; Alternate: Councilmember Horne
- 9.2 Orange County Fire Authority
Mayor Pro Tem Hatch; Alternate: Mayor Conners
- 9.3 Orange County Library Advisory Board
Councilmember Horne; Alternate: Councilmember Moore
- 9.4 Orange County Mosquito and Vector Control District
Councilmember Horne
- 9.5 San Joaquin Hills Transportation Corridor Agency
Councilmember Hack; Alternate: Mayor Conners
- 9.6 Other Comments and Reports

X. CLOSED SESSION – None

XI. CLOSED SESSION REPORT – N/A

XII. ADJOURNMENT

Next Regular Meeting: Wednesday, February 18, 2015 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

8.1

CITY WEBSITE IMPROVEMENTS PROJECT



City of Laguna Woods Agenda Report

TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
FOR: February 3, 2015 Adjourned Regular Meeting
SUBJECT: City Website Improvements Project

Recommendation

Discuss and provide input to staff.

Background

The City's Fiscal Year 2014-15 Budget includes the following work plan item:

- City Website Improvements – Update the City's website to provide greater electronic resources to residents, businesses, and contractors, as well as to address issues of transparency, usability, and accessibility.

360 Business Consulting was selected to provide website design services following a competitive request for proposals process. 360 Business Consulting is based in Mission Viejo and has provided similar services for the superior courts of Orange County and Sutter County, as well as numerous private companies.

Discussion

Today's meeting is an opportunity for the City Council and members of the public to provide input on proposed City website improvements prior to the construction of the website. A draft rendering of the homepage is included as Attachment A.

In order to ensure that the improved website is responsive to community needs, the City solicited input from the Community Services Committee and hosted a Website

Design Workshop. At the workshop, City staff and the principal for 360 Business Consulting engaged in a productive dialogue with representatives from the Braille Institute of America and the Dayle McIntosh Center for the Disabled regarding best practices for individuals with disabilities and visual impairments.

The proposed website improvements rely heavily on the public input received and can be generally characterized as emphasizing accessibility and ease of use through a simple design and clean, modern appearance.

A core function of the City's website is to serve as a repository for public records, including agenda packets, minutes, and warrant registers. The proposed website improvements include a public version of the City's document management system that would allow members of the public to access items of interest, on-demand.

Fiscal Impact

The Fiscal Year 2014-15 Budget includes funding for City website improvements. The design element of this project is estimated to cost \$30,000 with an additional \$7,995 in one-time costs for the proposed document management system feature. Recurring costs are estimated at \$200 per month for hosting (a reduction from the current cost of \$250 per month) and \$1,600 per year in new costs associated with maintenance of the proposed document management system feature.

Attachment: A – Draft Rendering of the City's Redesigned Website Homepage

Draft Rendering of the City's Redesigned Website Homepage

Subject to Change



City of
Laguna Woods

ACCESSIBILITY OPTIONS

Translate this Page: Select Language ▼

View Text Only
Change Contrast

Font Size:
Aa Aa Aa

- Home
- About Laguna Woods
- Government
- Residents
- Businesses
- Transparency



City News

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City Agendas

Monday January 15th, 2015

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8.2

SPHERE OF INFLUENCE PROJECT



City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: February 3, 2015 Adjourned Regular Meeting

SUBJECT: Sphere of Influence Project

Recommendation

Discuss and provide input to staff.

Background

The City's Fiscal Year 2014-15 Budget includes the following work plan item:

- Sphere of Influence – Continue to work with the Local Agency Formation Commission (LAFCO) in order to resolve questions of jurisdiction concerning the City's remaining sphere of influence, which includes several small parcels owned by various governments that are pre-zoned for passive open space.

Maps depicting the location of the approximately six acres of land comprising the City's remaining sphere of influence are included as attachments A and B.

The term "sphere of influence," as defined by State law, is a "plan for the probable physical boundaries and service area of a local government agency." LAFCO is the agency responsible for establishing and regulating spheres of influences.

Discussion

Today's meeting is an opportunity for the City Council and members of the public to provide input on whether the City should pursue annexation or abandonment of its remaining sphere of influence and, in either case, on what timeline.

In 2007, the City annexed approximately 171 acres of land located east of Laguna Canyon Road (State Route 133) and west of the westernmost terminus of Santa Maria Avenue near Laguna Woods Village gates 10 and 11. That “Laguna Laurel” annexation excluded the approximately six acres of land that comprise the City’s remaining sphere of influence due to widening and realignment work that was still underway on Laguna Canyon Road. It was the City’s intention, as articulated in its General Plan and subsequent City Council direction, to annex the remaining sphere of influence after the work on Laguna Canyon Road was complete.

It is important to note that annexation would not result in any change of ownership for the parcels included in the remaining sphere of influence. Annexation is merely a change in jurisdictional representation. The State of California and the County of Orange own the parcels in question and would continue to do so after annexation.

As City staff has begun to work with LAFCO on the annexation, abandonment of the remaining sphere of influence has been identified as a potentially viable course of action. In such a scenario, the City would divest itself of its remaining sphere of influence (thereby leaving those approximately six acres of land within the County of Orange’s jurisdiction) and maintain its existing boundaries. Due to the limited size, governmental ownership, and the irrevocable open space easement placed on much of the property, it is unlikely that the existing roadway-related and largely undeveloped open space uses would change significantly in the future.

While the Fiscal Year 2014-15 Budget calls for this sphere of influence issue to be pursued in the current fiscal year, LAFCO has indicated that were the City to wait until Fiscal Year 2017-18, either a proposed annexation or abandonment could be incorporated into a planned unincorporated islands project without fees to the City. In light of the comprehensive update of the City’s General Plan that is tentatively scheduled for Fiscal Year 2015-16, City staff recommend resolving this issue in the near term in order to adopt as long-range a General Plan as possible.

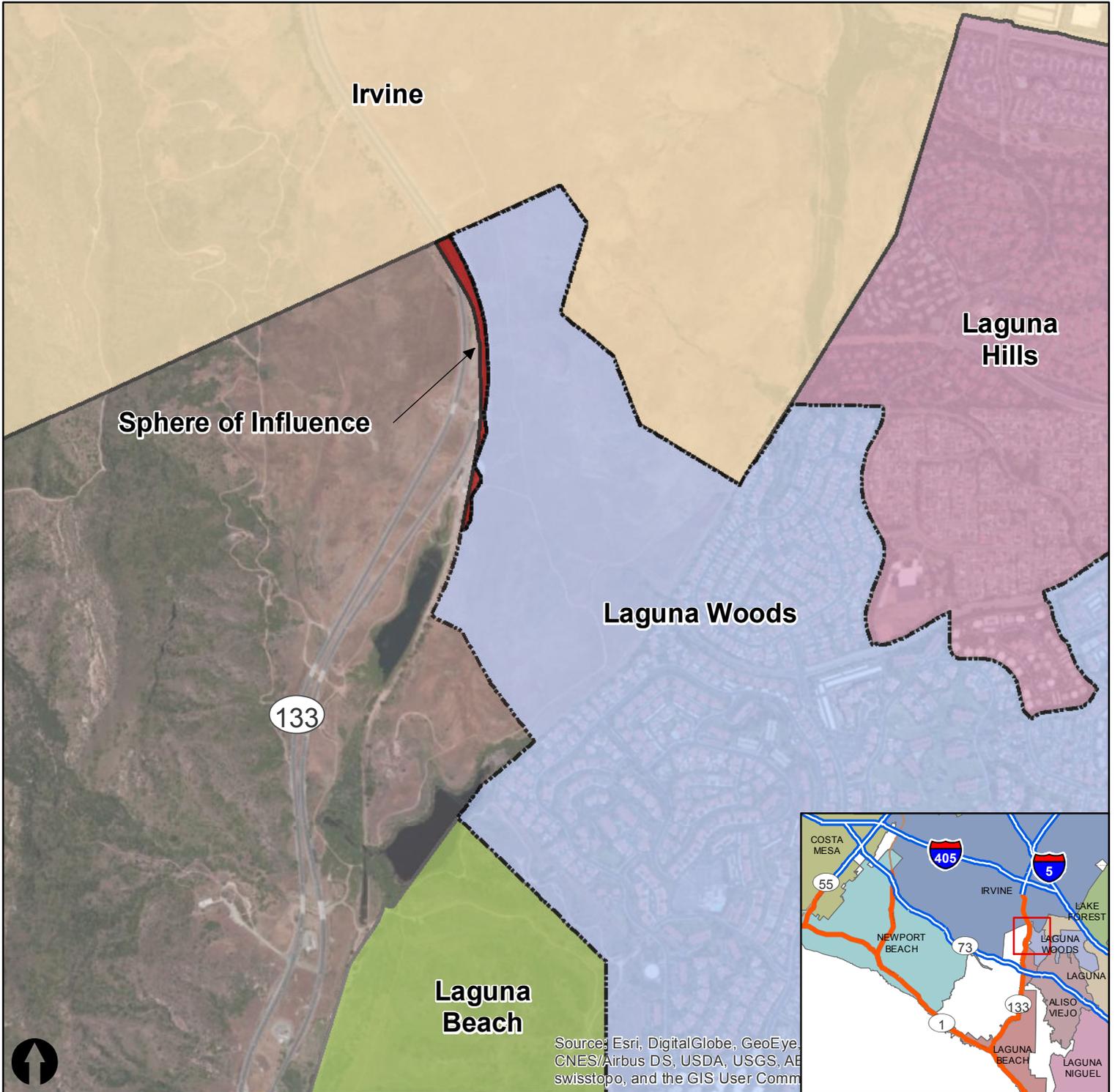
Fiscal Impact

The Fiscal Year 2014-15 Budget includes funding to resolve the remaining sphere of influence issues. The costs associated with either annexation or abandonment of the sphere of influence are expected to be less than \$10,000, with abandonment likely to be somewhat less costly than annexation. If the City Council chooses to complete an annexation, ongoing costs (public safety) are expected to be minimal.

Attachments: A – Sphere of Influence, Regional/Vicinity Map
B – Sphere of Influence, Project Area Map



Laguna Laurel Sphere of Influence



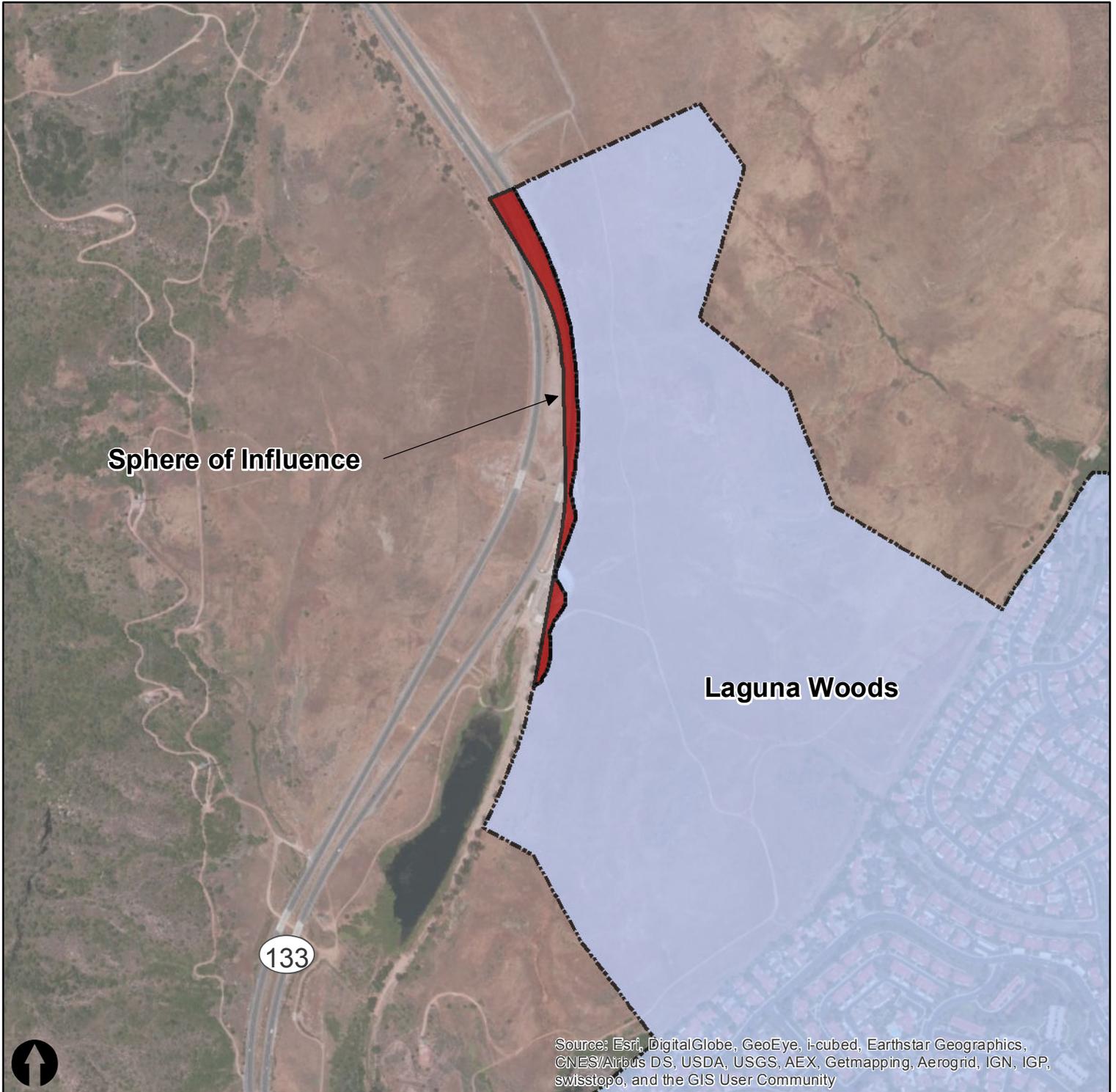
Legend

- Sphere of Influence
- Laguna Woods
- Irvine
- Laguna Hills
- Laguna Beach

Regional/Vicinity Map



Laguna Laurel Sphere of Influence



Legend

-  Sphere of Influence
-  Laguna Woods

8.3

**CITY COUNCIL ADVISORY COMMITTEES
ADMINISTRATIVE POLICY**



City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: February 3, 2015 Adjourned Regular Meeting

SUBJECT: City Council Advisory Committees Administrative Policy

Recommendation

Discuss and provide input to staff.

Background

The City Council initially adopted Administrative Policy 1.4, defining the role of City Council-appointed standing advisory committees, in 2000. The policy has been revised on numerous occasions, most recently in February 2014 (Attachment A).

Members of standing advisory committees are appointed to two-year terms with the most recent appointments having concluded in December 2014.

Discussion

Today's meeting is an opportunity for the City Council and members of the public to provide input on topics related to the City's use of standing advisory committees. That input is sought in order to ensure that Administrative Policy 1.4 is reflective of the City Council's goals and intent prior to the appointment of new committee members and the resumption of regular standing advisory committee meetings.

Proposed revisions to Administrative Policy 1.4 are tentatively scheduled for City Council consideration at the regular meeting on February 18, 2015.

In addition to any other relevant topics, staff is seeking input on the following:

Preliminary Discussion Topics

- *What committees should be established?*
 - Administrative Policy 1.4 currently establishes three standing advisory committees – Community Services, Planning & Environmental Services, and Public Safety. For more information, see Section 1.4.13.
- *How many members should be appointed to each committee and what process should be used to make appointments?*
 - Administrative Policy 1.4 currently calls for 11 members to be appointed to each standing advisory committee – a chair by the City Council as a whole and two members per Councilmember, subject to ratification by the City Council. For more information, see Section 1.4.04.
- *Should non-residents be eligible for appointment to a committee?*
 - Administrative Policy 1.4 currently allows non-residents to be appointed to standing advisory committees. For more information, see Section 1.4.03.

Please note that standing advisory committees appointed by the City Council are subject to the same public meeting, agenda, and noticing requirements of the Ralph M. Brown Act that apply to the City Council. The Brown Act applies regardless of whether committees function in a purely advisory role.

Fiscal Impact

The Fiscal Year 2014-15 Budget includes funding to support three City Council-appointed standing advisory committees. Members of standing advisory committees serve in volunteer capacities and are not compensated for their service.

Attachment: A – Administrative Policy 1.4, City Council Advisory Committees

CITY OF LAGUNA WOODS

**ADMINISTRATIVE POLICY 1.4
CITY COUNCIL ADVISORY COMMITTEES**

1.4.01 PURPOSE

To define responsibilities and authority of City Council appointed standing committees.

1.4.02 GENERAL POLICY

From time to time the City Council may establish standing advisory committees to assist in the operation and development of the City. These rules shall be interpreted to further the intent of the City Council that citizen judgment, expertise and effort be given fair, reasonable and efficient channels to reach and benefit the government of the City.

1.4.03 ELIGIBILITY

Any person, whether or not a resident of the City, shall be eligible to serve on a City standing committee. The qualifications for memberships shall be interest, willingness, and ability to contribute to the purpose of the committee. An individual may serve on only one standing committee at a time.

1.4.04 APPOINTMENT

Unless otherwise specified by the City Council, members of standing advisory committees shall be appointed as follows:

- A. Each member of the City Council shall nominate two members who shall serve at the pleasure of the appointer.
- B. All standing committee appointees shall be ratified by a vote of the City Council sitting in a duly scheduled meeting.
- C. The City Council as a whole shall appoint a chairperson for each standing committee.

1.4.05 TERM

Standing committee members shall serve for two-year terms, beginning in January of odd numbered years. Appointments to vacancies mid-term shall serve until the expiration of the original term, or until otherwise replaced by the appointer or the City Council as a whole. Committee members may serve unlimited terms.

1.4.06 REMOVAL

- A. By appointer: A member of a standing committee may be discharged from his or her position and duties at any time, and without cause, by his/her appointer, by filing a written statement with the City Clerk providing the following information:
- The facts of such removal;
 - The name of the person being removed; and
 - The date such removal is effective.
- B. By City Council as a whole: A member of a standing committee may be discharged from his/her position and duties, for cause, by a motion and subsequent approval of a 4/5 (four of five councilmembers) vote of the City Council at a duly scheduled meeting of the City Council.

1.4.07 MEETINGS

Standing committees shall hold regularly scheduled meetings once a month at a date and time fixed by the committee. All meetings shall be open to the public and shall conform to appropriate provisions of the “Ralph M. Brown Act” (Brown Act). Special meetings may be called by the chair of the committee or upon written request of a majority of its members. Committee members are expected to attend meetings on a regular basis. Meetings may be cancelled due to a lack of agenda items, lack of a quorum, or for any other lawful reason.

1.4.08 QUORUM

A majority of the members currently appointed to a committee shall constitute a quorum of that committee, and a quorum shall be required for a committee to conduct any business. A majority of the members present at a duly constituted meeting shall be required to carry a motion.

1.4.09 PROCEDURE

- A. Subject to the requirements of the Brown Act and/or unless otherwise specifically provided by law, committees shall establish their own rules for conducting meetings and doing business.
- B. It shall be the duty of each committee member to attend meetings and take an active part in committee discussions. Absence from three consecutive meetings without the formal consent of the committee shall be deemed to constitute retirement of the committee member, and the position shall automatically become vacant.
- C. Each committee shall appoint a vice chairperson from amongst its City Council-appointed membership to conduct meetings in the absence of the chairperson.

1.4.10 PUBLIC STATEMENTS

No committee or committee member shall make a financial commitment, political or other endorsement, statement of position on legislation, or commit or speak in anyway, including but not limited to the issuance of statements, on behalf of his or her committee or the City, without first obtaining the express consent of the City Council. Said consent shall be by motion and approval of the City Council at duly convened meeting of the City Council. Nothing in these rules shall be construed, however, to inhibit or forbid political or other speech or activity, in a purely individual capacity, by any member of a standing committee, so long as such member does not purport to speak for, or as a member of, such committee.

Unless so authorized, committee members who wish to speak on a subject within the purview of their committee may identify themselves as a committee member, but shall state that they do not speak on behalf of the City or any committee and that the opinion they offer is their own personal opinion.

1.4.11 REPORTS - DISSENT

When any committee submits a report or recommendations to the City Council, dissenting members shall be entitled to have their viewpoints fully, fairly and accurately presented.

1.4.12 REVIEW OF ACTIVITIES BY CITY COUNCIL

- A. Copies of agendas and minutes of all standing committees shall be provided to City Council members on a regular basis. Committee actions shall be considered recommendations to either staff or the City Council. All recommendations forwarded to the City Council shall require an affirmative vote of a majority of the committee members present at a duly convened meeting; recommendations of subcommittees shall require review and action of the full committee prior to proceeding forward to the City Council. Recommendations forwarded to the City Council shall not be implemented without formal action by the City Council.
- B. The City Manager and/or any City Council member may agendize consideration of a committee recommendation for City Council review and action.
- C. Committee minutes for the preceding calendar year shall be consolidated and provided to the City Council no later than January 31.
- D. Nothing in this section shall prohibit the City Manager from seeking input from committees in the pursuit of staff activities and determinations. Such input shall be considered a part of the staff determination and shall not require approval of the City Council. No committee or committee member shall speak on behalf of staff unless so authorized by the City Manager or his/her designee.

1.4.13 COMMITTEES ESTABLISHED

The City Council has established the following standing committees:

- A Planning & Environmental Services Committee to act in an advisory capacity to the City Council and staff in matters pertaining to community growth, land use and development standards, discretionary development permits, signage, urban run-off, solid waste, recycling, water conservation, energy efficiency, environmental sustainability, and the location of buildings, structures, and works. This committee shall also serve as the City's Landscape Advisory Committee, as defined by Chapter 4.26 of the Laguna Woods Municipal Code.

- A Community Services Committee to act in an advisory capacity to the City Council and staff in matters pertaining to transportation, health and social services; community beautification; recreation and cultural programs; and, community communications and public relations. This committee shall strive to promote the City of Laguna Woods as a community that embraces diversity and supports programs and services that benefit all of its residents.
- A Public Safety Committee to act in an advisory capacity to the City Council in matters of public safety including: road design, streetlight and traffic control device location, maintenance, and operation; fire, paramedic, and ambulance services, animal control services; and, emergency management services.

1.4.14 COMMITTEE USE OF SUBCOMMITTEES

The establishment and appointment of any subcommittee to a standing committee shall require prior approval of the City Council and shall comply with any other conditions as the City Council may require. In general, committees are encouraged to carry out their advisory duties at meetings of the committee as a whole, including at special meetings when necessary. All deliberations or actions related to the allocation or award of City grant monies, including the formation and approval of recommendations related to the community services grants program, shall be undertaken by committees as a whole. The City Council will only consider the establishment and appointment of ad hoc subcommittees to act in limited-term advisory capacities on discrete, short-term circumstances and matters.

Any subcommittee to a standing committee may be disbanded or terminated at any time upon a majority vote of the City Council. The City Council may also impose additional conditions or limitations on any subcommittee upon a majority vote.

Adopted by City Council: June 21, 2000

Revised: September 20, 2000
March 21, 2001
November 14, 2001
April 17, 2002
October 16, 2002
March 21, 2007
November 19, 2008
February 19, 2014

8.4
CITY BUDGET AND WORK PLAN
DISCUSSION AND INTERESTS



City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: February 3, 2015 Adjourned Regular Meeting

SUBJECT: City Budget and Work Plan Discussion and Interests

Recommendation

Discuss and provide input to staff.

Discussion

Today's meeting is an opportunity for the City Council and members of the public to provide input on the City's budget and work plan, particularly as it relates to any programs, projects, and services that Councilmembers would like staff to prepare information on for consideration during the balance of Fiscal Year 2014-15 or the upcoming Fiscal Year 2015-16 Budget and Work Plan development process. Staff is seeking an early indication of interests with the goal of continuing to facilitate an increasingly efficient and effective approach to budgeting and planning.

Fiscal Year 2015-16 Budget and Work Plan Meeting Schedule (tentative and subject to change)	
Tuesday, February 3, 2015 at 9 a.m.	– <i>preliminary input NEW</i>
Wednesday, March 18, 2015 at 2 p.m.	– <i>General Plan workshop NEW</i>
Wednesday, April 29, 2015 at 2 p.m.	– <i>kick-off workshop</i>
Wednesday, May 20, 2015 at 2 p.m.	– <i>discussion and development</i>
Wednesday, June 17, 2015 at 2 p.m.	– <i>discussion and development</i>
Wednesday, June 24, 2015 at 2 p.m.	– <i>consideration of adoption</i>