CITY COUNCIL ADJOURNED REGULAR MEETING

APRIL 16, 2013
6:00 PM

AGENDA

Barbara D. Kogerman, Mayor

Andrew Blount, Mayor Pro Tempore | **Melody Carruth, Council Member**
Randal Bressette, Council Member | **Dore J. Gilbert, M.D., Council Member**

Location: City Council Chamber, 24035 El Toro Road, Laguna Hills, California 92653

CALL TO ORDER

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

PLEDGE OF ALLEGIANCE: COUNCIL MEMBER CARRUTH

ROLL CALL OF CITY COUNCIL MEMBERS

PUBLIC COMMENTS

Any person wishing to address the City Council on any matter, whether or not it appears on this Agenda, is asked to complete a pink "Request to Speak" form available on the table at the back of the Chamber. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. Completion of the form is voluntary. All persons may attend the meeting regardless of whether this form is completed.

Members of the public wishing to address the City Council can do so during the Public Comments portion of the Agenda with a time limitation of three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes for Public Comments. If you are commenting on an Agenda item, your comments will be heard at the time that item is scheduled on the Agenda. If you are addressing the City Council on an item not listed on the Agenda, the City Council is prohibited by law from discussing or taking any action on that item.

PROPOSED AMENDMENTS TO THE LEAGUE OF CALIFORNIA CITIES BYLAWS

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE PROPOSED AMENDMENTS TO ARTICLE VI SECTION 2, AND ARTICLE VII, SECTION 16, OF THE LEAGUE OF CALIFORNIA CITIES BYLAWS.

CITY COUNCIL BUDGET STRATEGY STUDY SESSION

1. REVIEW OF MISSION, VISION AND VALUES - THE BUILDING BLOCKS OF SUCCESS

2. GOAL SETTING FOR FY 2013-2015 MAJOR PLANS

ADJOURNMENT

The next Regular Meeting of the City Council will be April 23, 2013, at 7:00 PM, in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, PEGGY J. JOHNS, City Clerk of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and La Paz Center by April 12, 2013.

Peggy J. Johns
PEGGY J. JOHNS, CITY CLERK

April 12, 2013
DATE

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the office of the City Clerk at (949) 707-2635. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 24035 El Toro Road, Laguna Hills, California, during normal business hours.

City Council Members receive no additional compensation or stipend as a result of convening this adjourned regular meeting.

City of Laguna Hills
City Council Meeting Agenda
Staff Report

DATE: **APRIL 16, 2013**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **PEGGY J. JOHNS**
CITY CLERK

ISSUE: **PROPOSED AMENDMENTS TO THE LEAGUE OF CALIFORNIA CITIES BYLAWS**

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE PROPOSED AMENDMENTS TO ARTICLE VI SECTION 2, AND ARTICLE VII, SECTION 16, OF THE LEAGUE OF CALIFORNIA CITIES BYLAWS.

SUMMARY:

At its February meeting, the League of California Cities' Board of Directors approved submitting two amendments to the League's Bylaws to the membership. The proposed amendments are as follows:

1. **Article VI, Section 2** provides that Resolutions submitted to the League for presentation to the General Assembly must be concurred in by at least five or more cities or by city officials from at least five or more cities.

   The Board's purpose in submitting this amendment is to encourage members to seek concurrence of other cities and city officials that the subject of a proposed Resolution is a substantial one and of broad interest and importance to cities.

2. **Article VII, Section 16** provides that the League Board may take a position on a statewide ballot measure by a 2/3rd vote of those Directors present. Currently, the Board may take positions with a simple majority vote.

   The Board's purpose in submitting this amendment is to ensure that when the Board considers taking a position on possibly controversial statewide ballot measures, the Board's ultimate decision represents a broad consensus of the Directors.

The language of the proposed amendments is provided in the attached Resolution. To consult the League's Bylaws, go to www.cacities.org. To be approved, the Bylaws require that each amendment must receive a 2/3rd vote of those members voting. The Board of Directors is submitting these amendments to the membership for approval by mail ballot attached.

ATTACHMENTS:

- Letter and Proposed Resolution
- Mail Ballot on Bylaw Amendments

1400 K Street
Sacramento, CA 95814
ph: (916) 658-8200
fx: (916) 658-8240

LEAGUE OF CALIFORNIA CITIES℠

www.cacities.org

March 5, 2013

To: League Membership
From: Chris McKenzie, Executive Director
Re: Proposed Amendments to League Bylaws

At its February meeting, the League's Board of Directors approved submitting two amendments to the League's Bylaws to the membership. The proposed amendments would amend the Bylaws to provide that:

1. Resolutions submitted to the League for presentation to the General Assembly must be concurred in by at least five or more cities or by city officials from at least five or more cities.
2. The League Board may take a position on a statewide ballot measure by a 2/3rd vote of those Directors present. Currently, the Board may take positions with a simple majority vote.

The Board's purpose in submitting the first proposed amendment is to encourage members to seek concurrence of other cities and city officials that the subject of a proposed resolution is a substantial one and of broad interest and importance to cities. The Board's purpose in submitting the second proposed amendment is to ensure that when the Board considers a position on possibly controversial statewide ballot measures, the Board's ultimate decision represents a broad consensus of the Directors.

The language of the proposed amendments is provided in the attached Resolution. To be approved, the Bylaws require each amendment must receive a 2/3rd vote of those members voting. To consult the League's Bylaws: go to www.cacities.org. The link is at the bottom of the page.

As provided in the League's Bylaws, the Board of Directors is submitting these amendments to the membership for approval by mail ballot. Please return the enclosed ballot, signed by an authorized city official, **by April 19, 2013**.

Ballots may be submitted by email to: **ballots@cacities.org**.

By mail to:

RECEIVED
MAR 20 2013
CITY OF LAGUNA HILLS

League of California Cities
Attn: Ballots
1400 K Street, 4th Floor
Sacramento, CA 95814

Or by fax to: **(916) 658-8240**

Thank you for your attention to this important matter concerning the League's governance. If you have questions, please direct them to Patrick Whitnell, General Counsel at pwhitnell@cacities.org.

PROPOSED RESOLUTION RELATING TO LEAGUE BYLAWS AMENDMENTS

WHEREAS, the League of California Cities is a nonprofit mutual benefit corporation under California law and, as such, is governed by corporate bylaws; and

WHEREAS, the League's Board of Directors periodically reviews the League's bylaws for issues of clarity, practicality, compliance with current laws, and responsiveness to membership interests; and

WHEREAS, the League Board of Directors at its February 7-8, 2013 meeting approved submitting the following amendments to the League's bylaws to the League's membership by mailed ballot:

1. Article VI, section 2 of the League's bylaws is amended to read as follows:

   "Resolutions may originate from city officials, city councils, regional divisions, functional departments, policy committees, or the League Board or by being included in a petition signed by designated voting delegates of ten percent of the number of Member Cities. Except for petitioned resolutions, all other resolutions must be submitted to the League with documentation that at least five or more cities, or city officials from at least five or more cities, have concurred in the resolution."

2. A new Article VII, section 16 is added to the League's bylaws to read as follows:

   "Section 16: Positions on Statewide Ballot Measures.

   Notwithstanding any other provision of these bylaws, the League Board may take a position on a statewide ballot measure by a 2/3rd vote of those Directors present."

Now, therefore, be it

RESOLVED, that the League Board of Directors at its April 24-25, 2013 meeting in Sacramento, California, after a canvass of mailed ballots, has determined that the above amendments to the League bylaws have been approved by a 2/3rd vote of those Member Cities voting. These amendments shall take effect 60 days after the approval of this resolution.

////////

Ballot on Bylaws Amendments

City of ____________________________

Does your city vote to approve the amendment of article VI, section 2 of the League's bylaws relating to submission of resolutions to the League's General Assembly as set forth in the Proposed Resolution and incorporated by reference in this ballot?

- ☐ Yes
- ☐ No

Does your city vote to approve the addition of article VII, section 16 to the League's bylaws relating to the League Board vote threshold for taking positions on statewide ballot measures as set forth in the Proposed Resolution and incorporated by reference in this ballot?

- ☐ Yes
- ☐ No

Ballot returned by:

__________________________________ City Official Name

__________________________________ City Official Title

Please return this ballot by **April 19, 2013** to:

League of California Cities
Attn: Ballots
1400 K Street, 4th Floor
Sacramento, CA 95814

or by email to: ballots@cacities.org

or by fax to: (916) 658-8240

Thanks in advance for your participation in this important decision.

City of Laguna Hills
City Council Meeting Agenda
Staff Report

DATE: APRIL 16, 2013

TO: MAYOR AND COUNCIL MEMBERS

FROM: DONALD WHITE, ASSISTANT CITY MANAGER

ISSUE: BIENNIAL BUDGET STRATEGIC PLANNING STUDY SESSION

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THE REPORT.

SUMMARY:

Tonight's Strategic Planning Study Session represents the first of two budget study sessions in advance of the public hearing for the 2013-2015 Biennial Budget and Six-Year Capital Improvement Plan. The Strategic Planning Study Session is devoted to City Council goal setting through the rating of proposed Major Plans submitted by individual City Council members, the two Commissions, and City staff.

BACKGROUND:

Every two years, the City Council and staff devote a considerable amount of time and effort to establish the priorities, policies, and projects that set the framework of the City's Biennial Budget. It has been the City's practice to use the Strategic Planning Study Session as a time for the City Council to receive input from various sources such as the Parks & Recreation and Traffic Commissions, individual City Council members and City staff. This process enables the City Council the opportunity to prioritize its goals and to direct staff in the creation of the City's Biennial Operating Budget. Budget direction from the City Council is carried throughout the entire budget process up to the June 25, 2013, City Council meeting at which point the City Council conducts a public hearing to make its final review of and adopt the 2013-2015 Biennial Budget.

<u>Contents of this Binder</u>

The Strategic Planning Study Session binder is divided into four sections. A brief description of each section is included below.

1) Staff Report

This section includes this staff report.

2) Budget Calendar --

This section contains the calendar of City Council milestones for the 2013-2015 Biennial Budget process. It should be noted that there are two other public meetings scheduled.

- May 7 - CIP and Operating Budget Study Session
- June 25 - Public Hearing and Adoption of the Biennial Budget

3) Mission, Vision, & Values --

An updated version of the "Building Blocks of Success has been included in this binder that reflects the changes made by the City Council at the February 19, 2013, City Council Workshop.

4) Department Reports --

The Department Reports are comprised of the following sections:

- Department Organizational Chart

  Each department has developed an organizational chart highlighting its various core functions, responsibilities, personnel, and, if applicable, contractual relationships.

- 2011-2013 Major Plans and Work Programs Status Reports

  Staff will briefly review the status of their departmental 2011-2013 Major Plans and Work Programs.

- 2013-2015 Major Plans

  Proposed Major Plans submitted by individual City Council members, Commissions, and City staff are included within this section. Proposed Major Plans are printed on yellow paper and will be supplemented with a brief presentation by the respective Department Head. It should be noted that the 2013-2015 proposed Major Plans from individual Council members are included in the City Council/City Manager section. Additionally, proposed Major Plans and recommendations from the Parks & Recreation Commission are included in the Community Services section.

Major Plan Requirements

A project or program qualifies as a Major Plan provided any of the following statements are true:

1. A first-time discretionary project that will cost the City over $25,000 annually.

2. A first-time discretionary project that occurs only once and will cost the City over $25,000 within the proposed budget cycle.

3. A discretionary project that will generate revenue or savings of more than $25,000 annually or a one-time generation of revenue or savings of $50,000.

4. A discretionary project that significantly reallocates staffing resources.

5. A new discretionary project that is highly visible or controversial thereby warranting City Council review and consideration.

After each proposed Major Plan is presented, each Council member is asked to rate the Major Plan by individually assigning the following numbers based on their interest in pursuing the Plan: **(2)** high priority; **(1)** low priority; and, **(0)** no interest. All individual ratings are then combined and divided by five. Those Major Plans receiving an average rating of 1.4 or higher, or those receiving a rating of "2" by at least three Council members, will move forward in the budget process. All such Major Plans will be assigned to the appropriate department for preliminary budgeting purposes. However, there is a possibility that some Major Plans may not be included in the City Manager's proposed budget that will be considered by the City Council at the May 7, 2013, CIP and Operating Budget Study Session if to do so would conflict with the City's financial policies. The City Manager will inform the City Council of any such action at which time the City Council will have the opportunity to reconsider the deleted Major Plan's funding priority in light of the entire budget. The rating results of proposed Major Plans will be included in the Appendix section of the City's Biennial Budget.

FISCAL IMPACT:

A proposed CIP and Operating Budget incorporating the approved Major Plans will be presented at the May 7, 2013, Study Session.

2013 City Council Budget Calendar

City Council Meeting | Observed Holiday City Hall Closed | Adjourned Regular Meeting

April 13

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 16 – Adjourned Regular Meeting
Strategic Planning Study Session

May 13

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 7 – Adjourned Regular Meeting
Operating/CIP Budget Study Session

June 13

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 25 – City Council Biennial Budget Public Hearing and
Adoption of Budget

City of Laguna Hills

Building Blocks for Success

- Exceptional Quality of Life
- Strong Property Values
- Sense of Community
- High Functioning Organization

"Results & Rewards"

- Highly Desirable Place to Live/ Work
- Sense of Safety
- Civic Pride
- Stronger Schools

"How We Succeed"

Governance & Leadership

Council-Manager Form of Government
Citizen Commissions
Intergovernmental Relations

Organizational Culture/Structure

Contract Model
Flexibility
Customer Service Orientation
Lean Staffing
Low Turnover
Competent Staff
Esprit de Corps

"The Extras That Make a Difference"

Civic Design

Thematic Design & Elements
Branding
UVSP Realization
Sustainability

Human Investment

Community Services
Community Engagement
Healthy Cities Initiative
Public Art
Signature Events
Preserving our Heritage

Capital Investment

New Facilities/Roads/Medians
Open Space Enhancements
Improved Circulation and Capacity

"The Foundation of What We Do"

Core Services

Public Safety
Infrastructure Maintenance
Building Safety
Planning
Solid Waste
Environmental Protection
Economic Development
Records Mgmt.
Historical Archives
Parks
Recreation

Mission

Provide high quality city services at an efficient cost to protect and enhance the quality of life in Laguna Hills.

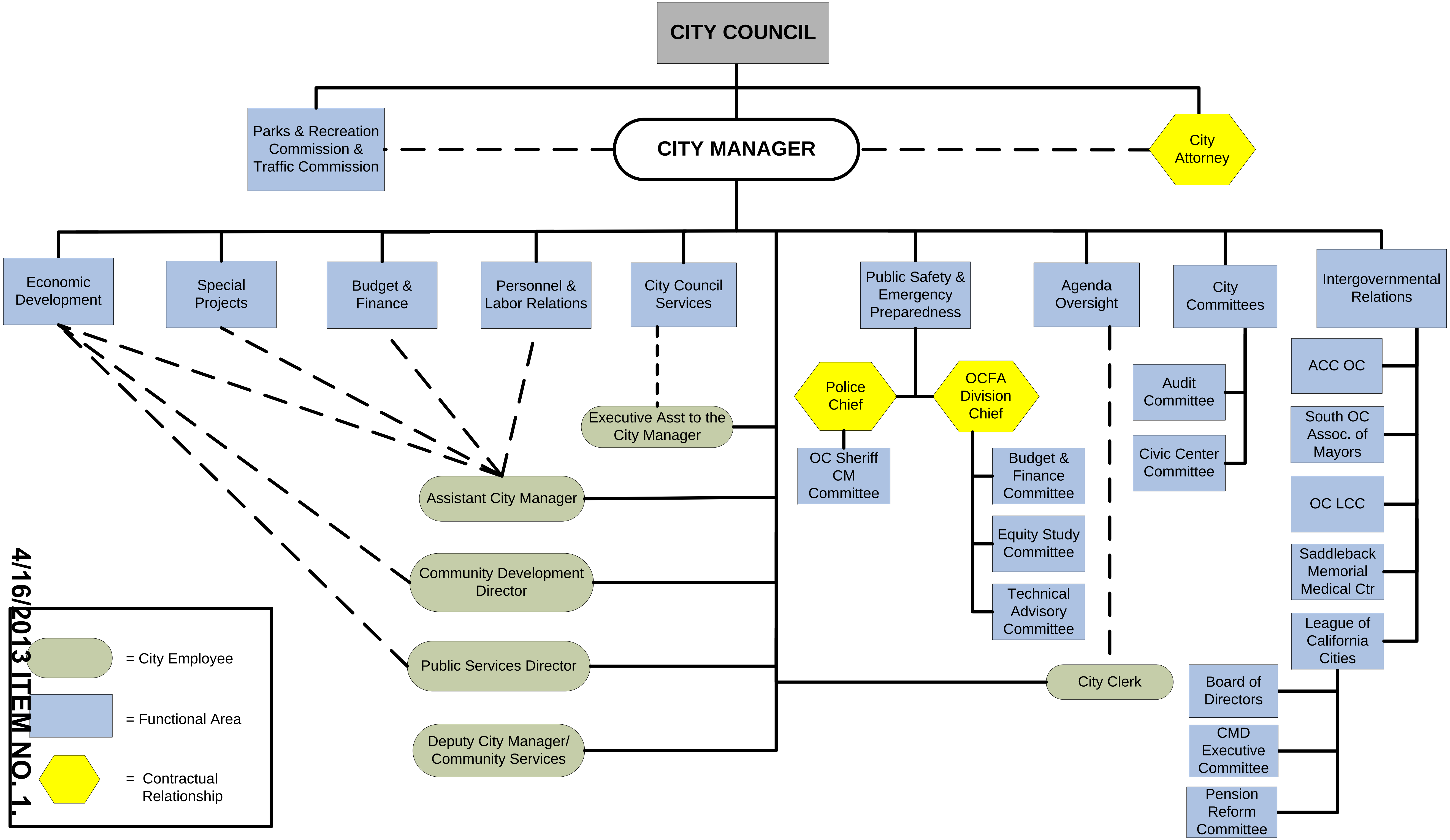
Values

Fiscally Conservative
Non-bureaucratic/Efficient
Transparency
Results over Process
Citizen Engagement
Professional, Responsive, Respectful, Ethical, Legal

"Guiding Themes for Success"

Protecting Environment & Open Space	Maintaining Community Safety	Sustaining Community Connections	Prepared for the Future	Focused Revitalization	Efficient Transportation System	Strong Community Identity	Healthy and Supportive Community For All Ages

City Manager Responsibilities



4/16/2013 ITEM NO. 1.

Major Plans and Work Programs

BIENNIAL BUDGET
FY 2011 – 2013
STATUS REPORT

City Council / City Manager

MAJOR PLANS:

1. Negotiate a property sale agreement with the owner of the Moulton-La Paz Center to transfer approximately 3 acres of City owned property. This sale will allow for an additional 20,000 to 30,000 sq. ft. of retail space, including two national anchor tenants. The agreement will also include improvements to the open space area between the center and Alameda ensuring preservation of the area as open space. (General Plan Policy LU-1, LU-2, LU-3, LU-6, and LU-7)

   ***Status**: Project entitlements and a Purchase and Sale Agreement were approved by the City Council in April 2012. Escrow closed in September. Vintage Real Estate will break ground this spring and be completed and open for business in the spring of 2014.*

2. Work with the Fritz Duda Company to facilitate the redevelopment of Oakbrook Village into a mixed-used development, including residential. (General Plan Policy LU-1, LU-2, LU-3, LU-4, LU-5, LU-6, and LU-7)

   ***Status**: In November 2012 the City Council approved project entitlements and a Development Agreement with the Fritz Duda Company. They are expected to break ground this summer and complete the project by early 2015.*

3. Work with Simon Properties to facilitate the redevelopment of the Laguna Hills Mall Work between Sears and JC Penny into a mixed-use development project, including residential. (General Plan Policy LU-1, LU-2, LU-3, LU-4, LU-5, LU-6, and LU-7)

   ***Status**: Staff has continued to work with Simon toward a viable redevelopment plan of the Mall. They are expected to submit a development application this spring.*

4. Develop a legislative strategy to amend State law to give the Lake Forest Redevelopment Agency the discretion to transfer excess housing funds to Laguna Hills. (General Plan Policy H-1 and H-2)

   Status: *This major plan was rendered obsolete with the dissolution of Redevelopment Agencies.*

* * * * * *

WORK PROGRAMS:

1. Negotiate amendments to the Cooperation Agreement with the Lake Forest Redevelopment Agency. (General Plan Policy H-1 and H-2)

   Status: *This work program was rendered obsolete with the dissolution of Redevelopment Agencies.*

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Proposed Major Plans and Work Programs

BIENNIAL BUDGET
FY 2013 - 2015

City Council / City Manager

MAJOR PLANS:

1. Work with Simon Properties to facilitate the redevelopment of the Laguna Hills Mall Work between Sears and JC Penny into a mixed-use development project, including residential. (General Plan Policy LU-1, LU-2, LU-3, LU-4, LU-5, LU-6, and LU-7)

2. Develop and identify a Laguna Hills identity or brand and conduct a public campaign to develop a City Slogan.

3. Research and identify strategies to lower water rates for Laguna Hills residents and businesses.

* * * * * *

WORK PROGRAMS:

1. Create a business friendly economic development web page/portal as part of the City's web site overhaul.

2. Market the City's development and business opportunities at the ICSC conventions in Las Vegas (May) and San Diego (September) each year.

3. Meet with all major property owners and commercial real estate brokers to discuss opportunities and challenges to their business success in Laguna Hills.

4. Work with the Phillips Car Dealership to facilitate the eventual redevelopment of the site to its highest and best use.

5. Work toward the General Plan's vision for the Via Lomas Opportunity Study Area.

* * * * * *

Proposed Major Plans and Work Programs

BIENNIAL BUDGET
FY 2013 - 2015

Mayor Barbara Kogerman

MAJOR PLANS:

RECOMMENDATION: THAT THE CITY HIRE ONE STAFF PERSON TO SERVE AS A LIAISON TO FACILITATE THE DEVELOPMENT OF AND COORDINATE THE ACTIVITIES OF

1. A Planning Commission, should the City decide to create such a commission;
2. A Business Development and Retention Committee;
3. A Senior Services Committee; and
4. Community Interactivity

SUMMARY:

To provide the City with increased opportunities for efficient services which citizens desire and that are routinely provided in similar cities, to increase citizen engagement in the governance process, to utilize the skills of our talented and educated residents, and to provide opportunities for service to the City which many residents desire, it is proposed that the City hire one additional Community Services staff person to serve as a Community Services Liaison.

This person would perform the clerical duties associated with a Planning Commission, should the City decide to create such a Commission.

In addition, this person would perform outreach in the service areas of

1. the business community, assisting local business owners by facilitating the formation of a Chamber of Commerce or similar entity which would both promote the City as a desirable place to live and work, and provide a resource to the City capable of recommending policies and procedures to attract and retain business ownership in Laguna Hills;

2. Senior Citizens, seeking interested individuals to develop programs and services in cooperation with established Senior Citizen service

organizations such as Age Well Senior Services and the allied Florence Sylvester Senior Center; and

3. Community Interactivity, coordinating City events and activities with local schools and not-for-profit organizations and associations such as homeowners' associations as service clubs, in order to take advantage of the services they can provide and to enhance the success of City-run recreational and educational programs;

This person would also provide clerical services where needed such as Brown Act notices, agenda preparation, taking minutes at public meetings, in addition to serving as a liaison to City staff.

Financial impact: estimated at $77,000 per year for a full-time staff person, benefits included.

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Proposed Major Plans and Work Programs

BIENNIAL BUDGET
FY 2013 - 2015

Mayor Pro Tem Andrew Blount

MAJOR PLANS:

1. Develop a business plan for establishing a South Orange County Family Justice Center in Laguna Hills for the City Council's consideration.

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Proposed Major Plans and Work Programs

BIENNIAL BUDGET
FY 2013 - 2015

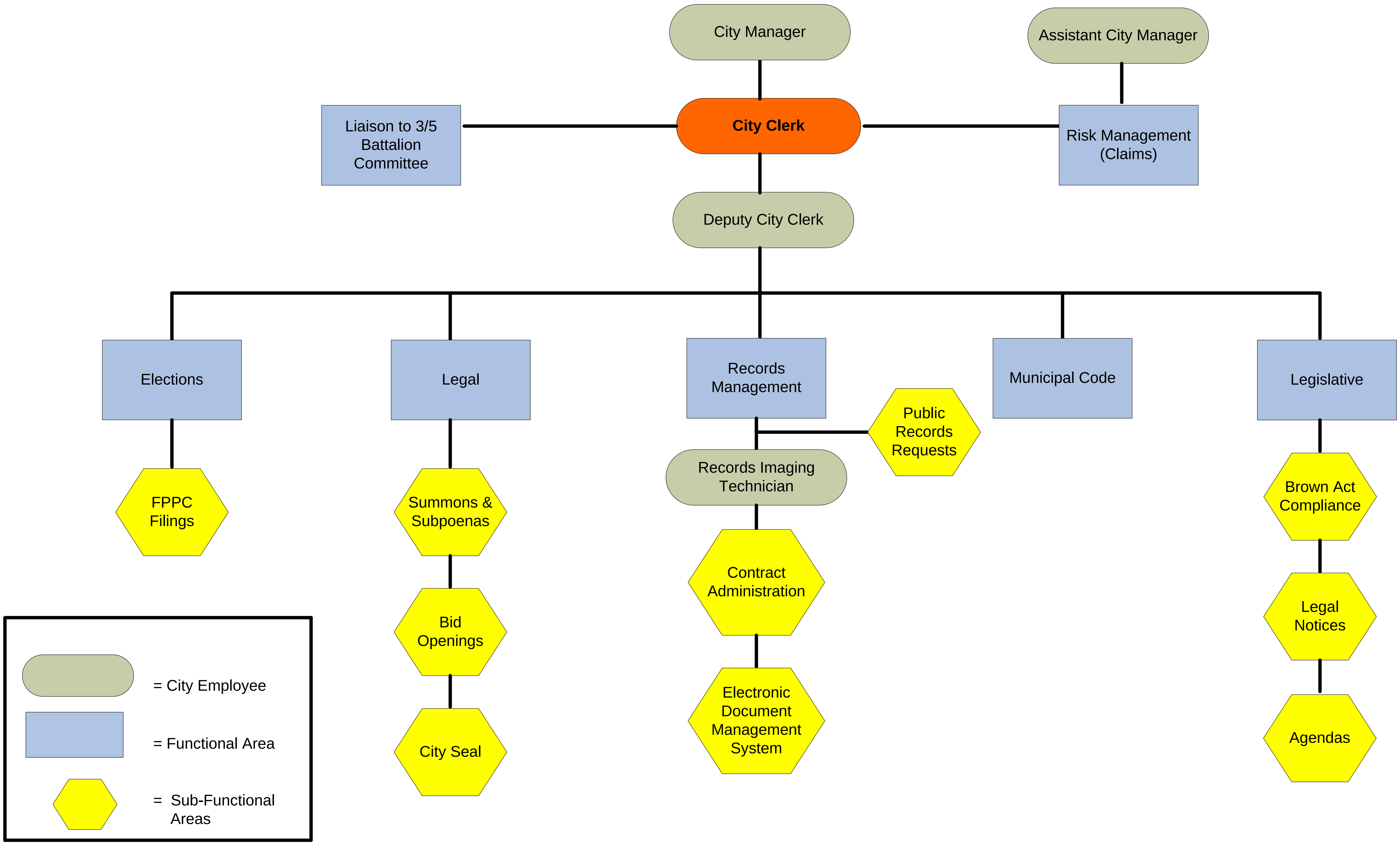
Council Member Melody Carruth

MAJOR PLANS:

1. Exercise the Irrevocable Offer of Dedication for Sheep Hills Park.

* * * * * *

City Clerk Responsibilities



4/16/2013 ITEM NO. 1.

Major Plans and Work Programs

BIENNIAL BUDGET
FY 2011 – 2013
STATUS REPORT

City Clerk

MAJOR PLANS:

1. Convert the existing Questys database of imaged documents and existing records management system to SIRE, plus purchase one additional scanning station.

   ***Status**: We are moving forward with the upgrade of Questys CMx software, which will also include a Records Management software component to replace Accutrac, which is no longer supported in its current version. We are targeting April 15, 2013, as our completion date for clean up and re-design of the database. Questys will take approximately one month to complete the conversation process. Troubleshooting will occur the last two weeks of May. Training will be scheduled approximately the first week of June.*

   We are purchasing a new scanner for the Records Imaging Technician, and will transfer her current scanner to a community scanning station.

* * * * * *

WORK PROGRAMS:

1. Conduct the General Municipal Election in November 2012; two City Council seats will be up for re-election.

   ***Status**: The election was conducted. All legal requirements were met. There were five candidates for two seats. Two non-incumbents were elected and sworn in at the December 11, 2012, regular City Council meeting.*

2. Continue to provide staff support to the 3/5 Battalion Committee.

   ***Status**: Continue to be the contact person for the City.*

3. Retrofit the file room with fire suppression equipment.

   ***Status**: Nothing has been completed on this work program.*

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Proposed Major Plans and Work Programs

BIENNIAL BUDGET
FY 2013 - 2015

City Clerk

MAJOR PLANS:

No proposed major plans.

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WORK PROGRAMS:

1. Conduct General Municipal Election in November 2014.

2. Conduct a comprehensive review of the Citywide Records Program and Retention Schedule.

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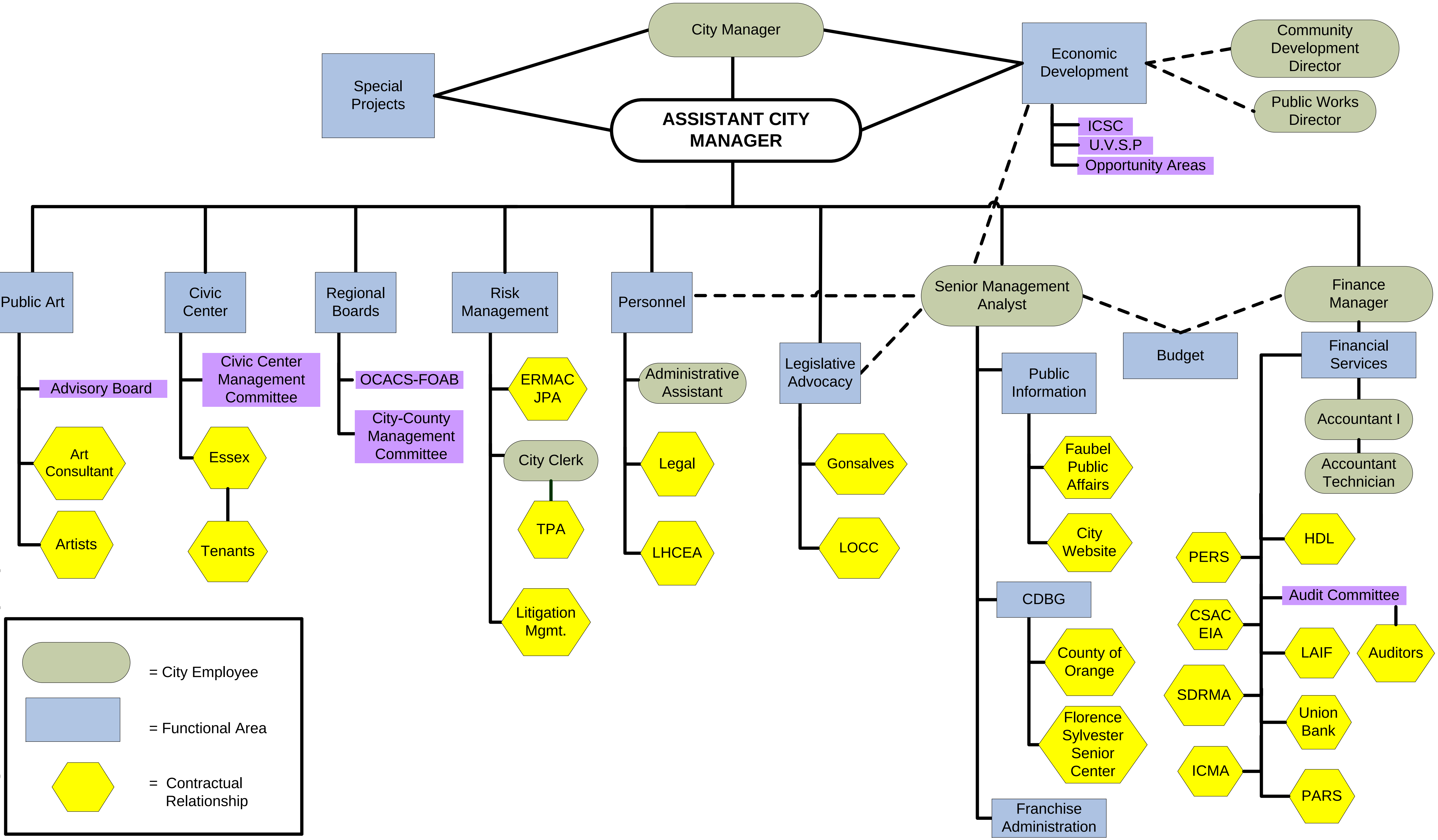
Assistant City Manager Responsibilities



4/16/2013 ITEM NO. 1.

Major Plans and Work Programs

BIENNIAL BUDGET
FY 2011 – 2013
STATUS REPORT

Administrative Services

MAJOR PLANS:

1. Work with OC Animal Care and other contract cities to facilitate the planning and construction of a new OC Animal Shelter. (General Plan Policy C.S.F.-1.4 and 1.5)

   Status: *The property at the former Tustin Marine Base is currently in escrow and expected to close by December 2013. Following the close of escrow, the County will secure commitments from contract agencies and begin design work on the new shelter. The Financial and Operations Advisory Board will serve in a Technical Advisory role with respect to shelter design, operations and financing. The Laguna Hills Assistant City Manager serves as chair of this board.*

2. Explore ways of using online social networking to increase citizen participation and public information.

   Status: *A report was presented to the City Council at the March 26, City Council meeting. The City will proceed with a mobile application for smart phones and Facebook Pages for Special Events and Facebook Advertising.*

3. Work with OC Animal Care, other contract cities, and the Board of Supervisors to establish an OC Animal Care Public Advisory Board. (General Plan Policy C.S.F.-1.4 and 1.5)

   Status: *Preliminary discussions have been undertaken on this topic. Once escrow has closed on the new shelter property and commitments are being sought from cities, the opportunity to fully present this idea should present itself.*

4. Investigate the costs and benefits of establishing a Laguna Hills Housing Authority to aide in the implementation of the General Plan strategy for the

Via Lomas Opportunity Study Area. (General Plan Policy H-1, H-2, H-3, and H-4)

***Status**: This project was linked with Major Plan No. 4 and Work Program No. 1 in the Council/Manager Department Budget, both of which were made obsolete within the dissolution of redevelopment. This particular project still has some merit in connection with the Via Lomas Opportunity Study Area and will be carried over as a work program in the 2013-15 Biennial Budget.*

* * * * * *

WORK PROGRAMS:

1. Issue a property management Request for Proposal for the Civic Center, the Community Center, and other City facilities.

   ***Status**: Instead of issuing an RFP for property management services, in October of 2011, the City extended a contract for property management services to Essex Realty for the Community Center. At this time, Essex provides property management services for the Civic Center and Community Center. This work program will be carried over to the 2013-15 budget cycle.*

2. Pursue outside funding sources for the Florence Sylvester Senior Center.

   ***Status**: No additional funding has been identified. In 2011-12, the City garnered $62,453 in CDBG funding and another $$54,000 this fiscal year. Based on a new direction taken by the County, future CDBG funding for the center may be more difficult to compete for.*

3. Review and update the City's Internal Control Policies and Procedures.

   ***Status**: This project will be completed by the end of the fiscal year.*

4. Conduct an accounting software needs assessment to determine if a system modification is necessary.

   ***Status**: The assessment has been completed and it was determined that the cost was too high given the benefits. The current system, Fund Balance, and the use of excel will suffice for the time being.*

5. Develop and implement a remote deposit process to expedite the availability of funds and reduce costs.

***Status**: The project was successfully implemented in May 2012.*

6. Issue a Request for Proposal for Third-Party Administrator for the City's self-insured Workers' Compensation Program.

   ***Status**: This project was rendered obsolete when the City abandoned its self-insured program for a first dollar coverage program.*

7. Issue a Request for Proposal for Third-Party Administrator for the City's self-insured liability program.

   ***Status**: This project has been moved to the next biennial budget cycle.*

8. Investigate the costs and logistics of offering for sale reproductions of the Council Chamber murals.

   ***Status**: A report was presented to the City Council in August 2012 and the City Council directed staff to proceed with the project. Reproductions, post cards and a poster will be available for purchase online in May.*

9. Evaluate the merits of conducting a Laguna Hills oral history project and identify strategies for implementation in the next biennial budget period.

   ***Status**: This evaluation has been completed and staff will be proposing this project as a Major Plan in the upcoming budget cycle.*

10. Develop an archive of the Community Center's public art program.

    ***Status**: This project has been completed. The archive is available online.*

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Proposed Major Plans and Work Programs

BIENNIAL BUDGET
FY 2013 - 2015

Administrative Services

MAJOR PLANS:

1. Overhaul and update the City's web site to improve its efficiency and effectiveness from the public's perspective.

2. Preserve the history of the City of Laguna Hills and the past twenty (20) years of accomplishments and actions by creating an oral recording and video production presenting significant events in chronological order.

3. Conduct a comprehensive study of development processing fees and other select City rates, charges and fees to determine the fully-burdened cost of providing services and prepare an updated fee schedule for City Council consideration.

* * * * * *

WORK PROGRAMS:

1. Work with individual departments to evaluate potential process improvements and select appropriate actions for implementation.

2. Work with OC Animal Care and other contract cities to facilitate the planning and construction of a new OC Animal Shelter. (General Plan Policy C.S.F.-1.4 and 1.5)

3. Work with OC Animal Care, other contract cities, and the Board of Supervisors to establish an OC Animal Care Public Advisory Board. (General Plan Policy C.S.F.-1.4 and 1.5)

4. Issue a property management Request for Proposal for the Civic Center, the Community Center and other facilities.

5. Issue a Request for Proposal for the selection of a new Independent Auditor.

6. Investigate alternative service providers to provide Third-Party Administration for the City's self-insured liability program.

7. Update reserve analysis reports for the Civic Center, Community Center, Sports Complex and City parks.

8. Work with the Fritz Duda Company in developing a thematic master plan of public art in the Oakbrook Village Shopping Center with a view toward creating a public art walk in the Urban Village Specific Plan area.

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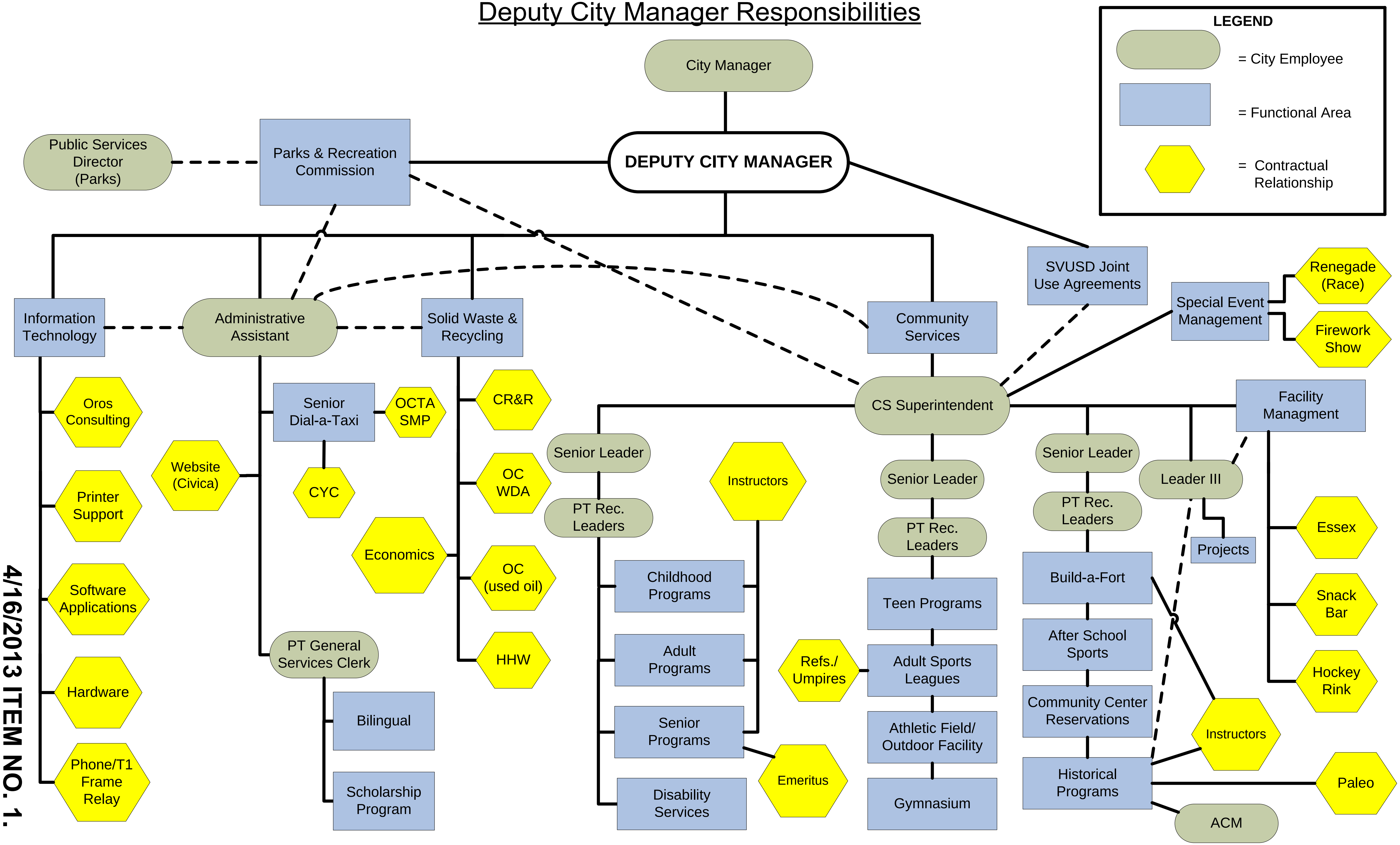
Deputy City Manager Responsibilities



4/16/2013 ITEM NO. 1.

Major Plans and Work Programs

BIENNIAL BUDGET
FY 2011 – 2013
STATUS REPORT

Information Technology

MAJOR PLANS:

No proposed major plans.

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WORK PROGRAMS:

1. Conduct a network assessment to determine network vulnerabilities and improvements that can be made to the City's IT infrastructure and update the City's data backup plan.

   Status: *An independent network assessment by a consulting firm specializing in such assessments has not been conducted due to available funds in the IT budget and other IT priorities. The City's IT service provider, Robert Oros Consulting, administers the network and desktops to ensure that appropriate firewall, spam filtering, and virus protection protocols are in place. The City already established an "Electronic Data Backup" policy in its Personnel Policies and Procedures document. A work effort continues to document how each of the City's application's data is backed up, where data backup tapes are stored, and who is responsible for backups.*

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Proposed Major Plans and Work Programs

BIENNIAL BUDGET
FY 2013 - 2015

Information Technology

MAJOR PLANS:

1. Upgrade the City's phone system infrastructure at the Civic Center and Community Center with new technology.

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WORK PROGRAMS:

No proposed works programs.

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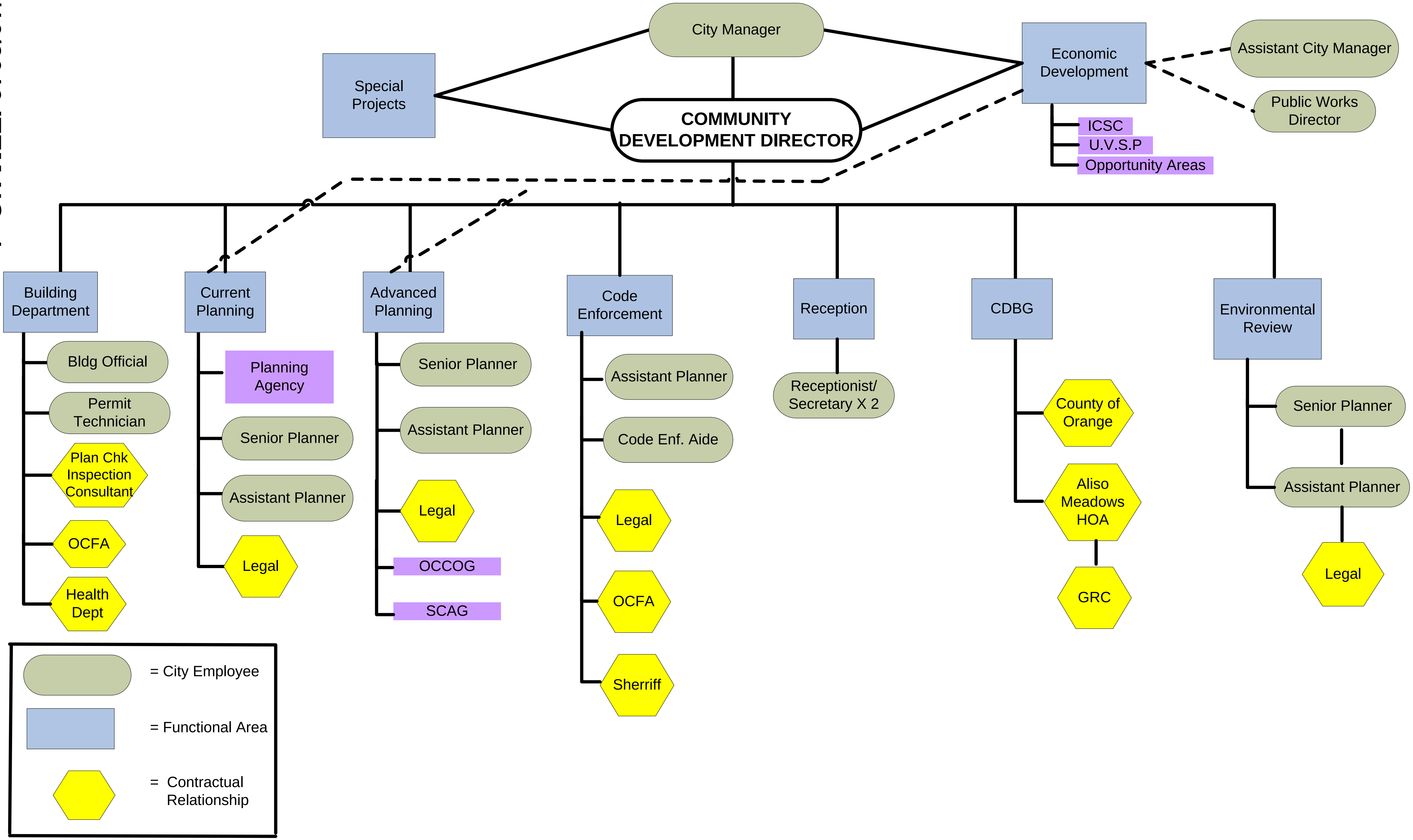
Community Development Director Responsibilities



Major Plans and Work Programs

BIENNIAL BUDGET
FY 2011 – 2013
STATUS REPORT

Community Development

MAJOR PLANS:

1. Update the Development Code to comply with new General Plan and State Laws. The adoption of the City's new General Plan necessitates an update of the Development Code to reflect new City policies and State regulations. Development Code sections related to Land Use and Housing will require immediate attention, including the following code sections and/or ordinances: Community Care Facilities, Reasonable Accommodation Ordinance, and Universal Design Ordinance.

   Status: *Staff completed ordinance revisions to address Reasonable Accommodation requirements along with the implementation of SB2 for emergency shelters, transitional housing and supportive housing which are necessary to comply with state housing law. This amendment also addressed revisions for community care facilities. Amendments to the Urban Village Specific Plan were also completed to align the specific plan with the City's General Plan update that was completed in 2009. A Universal Design Ordinance was not adopted as a result of modifications to State Building Code regulations that are being considered.*

2. Work with the Simon Group and/or Fritz-Duda Company to implement a "Catalyst Project" in the Urban Village area. Actively promote and expeditiously process a large development project that will serve as a "catalyst" for positive expansion and change to the Urban Village area.

   Status: *The City Council approved a major redevelopment project for the Fritz-Duda Company's Oakbrook Village property located within the Urban Village Specific Plan area southeast of the Laguna Hills Mall. The project will result in 489 contemporary apartment units in two phases along with renovations and the reconfiguration of existing commercial improvements. Internal pedestrian connections will* *connect the project's residential uses to the retail portions of the center and establish future connection points to other properties in the UVSP such as the Laguna Hills Mall. Staff continues to meet and work with Simon Properties on planned renovations at the Laguna Hills Mall.*

3. Prepare and implement a Sustainable Development Program. Contingent upon an award of funding ($180,500.00) from the State, prepare a Climate Action/Sustainable Development Plan that will prioritize and implement the strategies of a sustainable development program, including a voluntary green building program, planning tool to measure greenhouse gases, promotion of alternative energy forms (i.e. solar energy), and creation of marketing and education strategies.

   Status: *Lack of grant funds and commitment of staff time to the implementation of other Major Plans prevented the completion of this plan. Despite the lack of a plan, the City implements many measures that are typically included in a sustainable development program such as compact development, construction of new trails, green building, and public education.*

4. Explore the feasibility, cost, and timing associated with converting the City's existing (partially automated) permitting system to a completely paperless system.

   Status: *Staff completed an evaluation of converting the City's building permit process to a completely paperless system. Hardware and software cost upgrades needed were estimated to run approximately $100,000. Presently permits for electrical, plumbing and mechanical work can be obtained on-line.*

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WORK PROGRAMS:

1. Implementation of the goals of the Urban Village Specific Plan (UVSP) by working with:

   - The Muller Company to expand the Taj Mahal Office Complex
   - G & M Oil to re-build the Chevron Station
   - Ashley Furniture to explore expansion and/or re-use opportunities at the former Circuit City site
   - Other UVSP area properties with development potential, such as the Oakbrook Plaza Office Complex and Shell Station, to process expansion plans.

- Mixed-use developers to prepare (as initiated and funded by private development) Main Street design plans and "trail and plaza connections" from the heart of the Urban Village area to adjoining properties and/or the Aliso Creek Regional Trail System.

Status: *Staff worked with the owners of the Taj Mahal medical building, G&M Oil (Chevron), and Hodgdon Development Group (Total Wine/ Ashley/ Chick-fil-A) to complete their new development projects which are located in the UVSP. These projects will result in significant increases in sales and property tax revenue to the community while continuing the trend of major property improvements that have been occurring in the City's commercial properties. Staff continues to be proactive in reaching out to the development community to market opportunities that exist in the UVSP.*

2. Implement and process the entitlement plans for the 3-acre City-owned parcel adjacent to the Moulton-La Paz Shopping Center.

Status: *Staff completed the entitlement process for the project which will add a new upscale market (The Fresh Market) to the center and new pads. The existing inline commercial space will also be renovated. Construction is expected to begin by the 2nd quarter of 2013 and last approximately 9 months.*

3. Update City's CEQA Guidelines – Procedures adopted (in 1992) to implement CEQA.

Status: *This program was deferred to complete entitlement processing for development projects such as Oakbrook Village. However the City continues to comply with the requirements of CEQA.*

4. Work with the Phillip's Auto Dealership to develop/process an acceptable long term redevelopment plan for their property.

Status: *Staff held several meetings with the property owner. A number of development concepts were created for the owners' consideration which evaluated hotel with retail options. These concepts were marketed at ICSC events in Las Vegas and San Diego.*

5. Implement the Housing Rehabilitation Program for Aliso Meadows HOA. Manage the Community Development Block Grant competitive application process and awarded funds during fiscal years 2011-12 and 2012-13.

Status: *The City's funding source to implement this program was money received from a former County Redevelopment Project Area. With the abolishment of all redevelopment agencies by the state in*

2012, the funding source that allowed this project to be administered was eliminated and the program was unable to proceed.

6. Implement AB 32/SB 375 Laws. Monitor and respond to the requirements of AB 32 and SB 375 to achieve specified greenhouse gas (GHG) reduction targets for automobiles and light duty trucks by 2020 and 2035. Collaborate with SCAG on regional Sustainable Communities Strategy (SCS) Plan and satisfy requirements relative to Regional Housing Needs Assessment (RHNA) and transportation planning.

   Status: *Staff has participated in the on-going regional dialogue concerning the implementation of AB 32 and SB 375. The City has no direct obligations to implement the requirements of AB32 and SB375 which fall largely on state and regional agencies such as the Southern California Association of Governments (SCAG). Staff ensures the City's interests are represented by participating in the review of regional environmental and transportation planning documents through the Orange County Council of Governments (OCCOG).*

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Proposed Major Plans and Work Programs

BIENNIAL BUDGET
FY 2013 - 2015

Community Development

MAJOR PLANS:

1. Evaluate the Community Development Department's zoning and building permit processes and regulations to identify and recommend changes to the City Council to streamline development review requirements, and provide information that enhances and promotes the City's "business friendly" environment.

2. Continue work efforts that facilitate the redevelopment of the Laguna Hills Mall through site plan reviews and evaluation of environmental studies as needed.

3. Evaluate the use of Administrative Citations as a way of expediting the City's Code Enforcement process and potentially reducing costs in pursuing code enforcement abatement through City Attorney's office.

4. Provide adequate plan check and inspection services for approved major projects such as the redevelopment of The Village at Nellie Gail Ranch (FY13-14) and Oakbrook Village (FY 14-15) while also supporting routine plan check and inspection services.

5. Implement the City's CDBG contract with the Aliso Meadows Condominium Association as required, using consultant services to fund grant administration duties.

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WORK PROGRAMS:

1. Support the Economic Development goals of the City Manager (as required) including:
    - Redevelopment of the Phillips Mazda Site

- Establishment of a *Hospitality Overlay Zone* for properties along Interstate 5 near Lake Forest Drive
- ICSC/Shopping Center Outreach Programs
- Redevelopment of the Aliso Meadows Site

2. Grading Development Standards Review - In conjunction with the Public Services Department, evaluate the City's hillside design standards to establish a best design practices approach for pad and slope alterations.

3. Monitor/support OCTA District 5 Master Bike Planning activities to ensure regional bike route planning efforts adequately address the needs of residents.

4. Complete the 2014-2021 Housing Element - Complete the City's in-house process to update the State-mandated housing element by October 2013.

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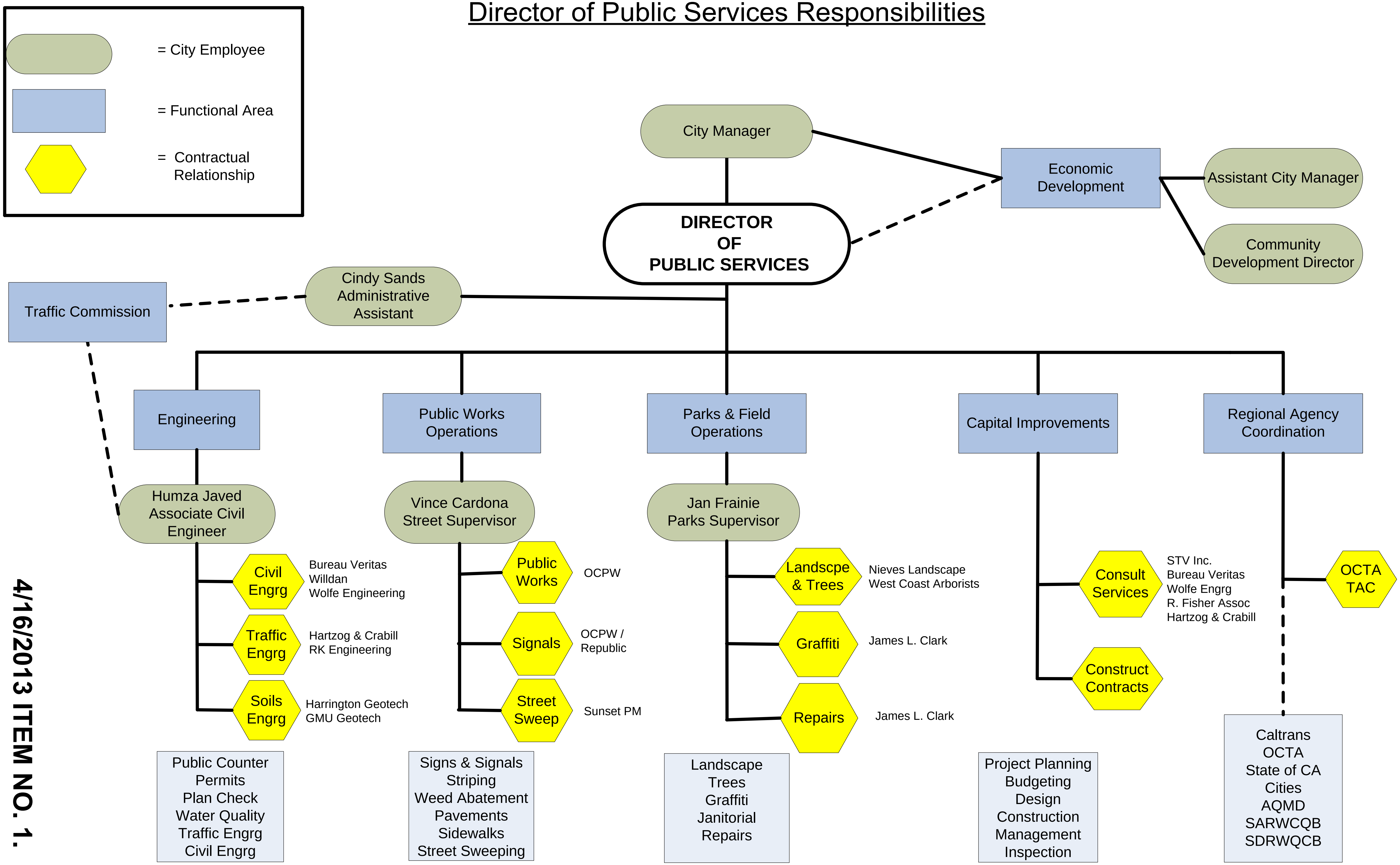
Director of Public Services Responsibilities



4/16/2013 ITEM NO. 1.

Major Plans and Work Programs

BIENNIAL BUDGET
FY 2011 – 2013
STATUS REPORT

Public Services

MAJOR PLANS:

1. Perform an accessibility assessment of public sidewalks and ramps to update the City's "self-assessment" for compliance with the Americans with Disabilities Act (ADA). General Plan Policies M-3.2 and M-3.6.

   ***Status**: Staff has completed a review of the need for access ramps at intersections as a part of recent capital improvement projects and in accordance with the ADA. Every project now includes the remodeling of access ramps to current standards based upon funding availability. During this process, it has been determined that the City would benefit from the development of a formal ADA Transition Plan as an enhancement to the self-assessment. A new Major Plan has been developed for this work.*

2. Initiate the NPDES inspection program for commercial, industrial, homeowner association and municipal properties and inspect existing structural controls implemented in Water Quality Management Plans for compliance with the SARWQCB and SDRWQCB permits. General Plan Policies COS-1.3 and COS-1.4.

   ***Status**: The City retained a consultant to perform these NPDES required inspections. All inspections have been satisfactorily completed. Staff has reviewed all municipal facilities and they have been determined to be in compliance with the Permits.*

3. Upgrade the Geographic Information System (GIS) to add data layers to improve the functional use of the system for Public Services and other Departments.

   ***Status**: The GIS was upgraded to current software standards and is available for staff use in Public Services and Community Development. The use of the GIS is a time saving and efficiency improvement tool.*

The addition of data layers is proposed to occur on an ongoing and as needed basis.

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WORK PROGRAMS:

1. Prepare the FEMA Hazard Mitigation Plan and hold public input meetings as required prior to adoption of the plan.

    ***Status**: The Hazard Mitigation Plan has been prepared and is currently under review by a Consultant with expertise in this area of emergency response planning. Thereafter, the document will be submitted to CalEMA for approval prior to June 30, 2013. In early next fiscal year, it is anticipated that a public meeting to review the document will occur and this will conclude the process of approval of the Hazard Mitigation Plan.*

2. Update the Parks Asset Inventory and the Traffic Signal Asset Inventory.

    ***Status**: This work is underway and will be completed by June 30, 2013. Through this inventory, staff is updating the listing of city assets. This asset controls allows the City to improve budget projections for maintenance, equipment renewals and equipment replacements.*

3. Update the Pavement Management Plan to meet Renewed Measure M guidelines.

    ***Status**: This work has been completed. The City is in full compliance with Measure M-2 requirements which is annually reconfirmed. Compliance with M-2 allows the City to continue to receive "Turnback" funds.*

4. Evaluate Municipal Facilities for opportunities to implement Energy Efficiency improvements and for Water Conservation improvements.

    ***Status**: This work has been completed. The City was the recipient of an Energy Grant through which energy conserving changes were made to the Civic Center and at all traffic signal locations. Staff has also identified opportunities for water conserving changes which are subject to funding availability. Staff will continue to monitor grant funding opportunities in this area.*

5. Seek grant funds for improvements to traffic safety through Measure M-2 or other sources.

   Status: *This work has been completed and will be revisited with each annual call for projects through Measure M-2. The City is the recipient of grant funds for the Paseo de Valencia Signal Synchronization project which includes a safety component and is a participant in three other arterial highway projects associated with traffic safety/synchronization improvements.*

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Proposed Major Plans and Work Programs

BIENNIAL BUDGET
FY 2013 - 2015

Public Services

MAJOR PLANS:

1. Evaluate alternative service delivery for Public Works Maintenance and for Traffic Signal Maintenance to consider utilization of private contractors in place of the County of Orange for these functions.

2. Establish an Americans with Disability Act Evaluation Team, prepare an updated Self-evaluation for City wide functions and establish an ADA Title II Transition Plan.

3. Evaluate the return of Holiday Banners during the winter “Season’s Greetings” holiday period and the spring “Patriotic” holiday period.

4. Evaluate City wide speed limits in accordance with the California Manual of Uniform Traffic Control Devices and California Vehicle Code.

5. Establish new five-year Professional Services Agreements for Civil Engineering support services and for Landscape Architecture support services.

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WORK PROGRAMS:

1. Update the Traffic Signal Master Plan.

2. Expand the use of the Geographic Information System to add layers of data for work efficiency.

3. Seek grant funds for a “Safe Routes to School” program around Valencia Elementary School.

4. Seek grant funds through Measure M-2 for street improvements.

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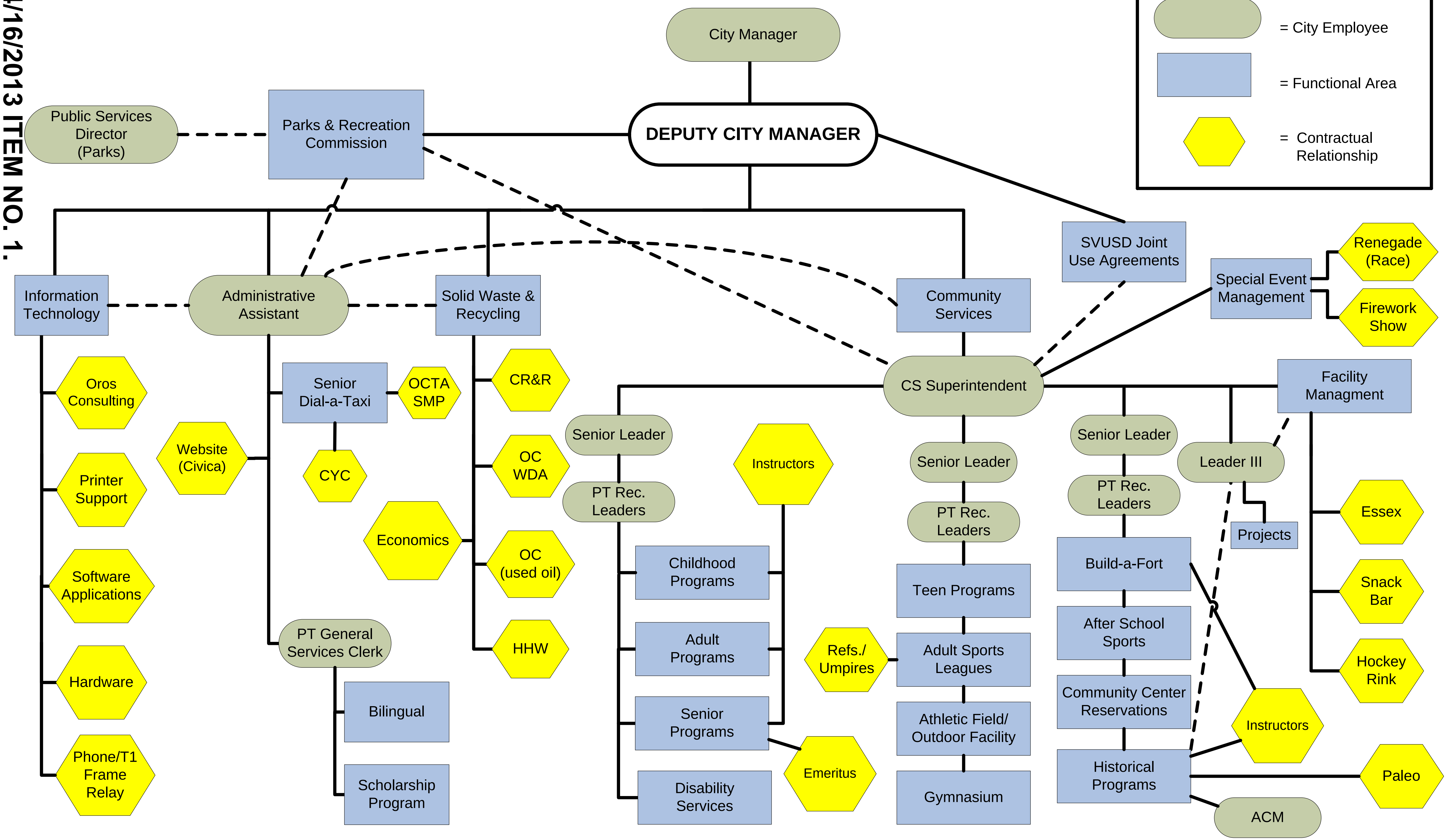
Deputy City Manager Responsibilities



Major Plans and Work Programs

BIENNIAL BUDGET
FY 2011 – 2013
STATUS REPORT

Community Services

MAJOR PLANS:

No proposed major plans

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WORK PROGRAMS:

1. Advertise and celebrate the City of Laguna Hills' 20 year anniversary of incorporation.

   Status: *The City recognized its 20 years of incorporation at the City Council meeting of December 13, 2012. A 2012 City calendar, an executive coaster, and refrigerator magnets were created to memorialize this event. Exhibiting the major accomplishments of the 20 years of cityhood, a display board was created and presented at the December 13, 2012 meeting and at some of the City's special events. Trinkets were also offered to the public at the 2012 4th of July event that promoted the City's 20 years of cityhood.*

2. Research the possibility and interest of hosting a community wide signature event such as "Concert in the Park" or "Taste of Laguna Hills" event with expenses for the event covered by private donations and/or partnerships with other organizations.

   Status: *Meetings were held with representatives of the L.H.H.S. PTSA about hosting a community wide signature event. On August 3, 2011 the Parks and Recreation Commission received a presentation from PTSA representatives on co-sponsoring a community event with the City of Laguna Hills at the Community Center. The Commission was in favor of a community event but nothing transpired. PTSA's perspective of this event was to establish a fund raiser event for the high school.*

In an effort to leverage partnerships for community events, Community Services staff and O.C. Sheriff personnel are working together to host the National Night Out Against Crime at the Community Center & Sports Complex's Town Green area in August. This event is sponsored by Target and has historically been hosted in the Target shopping center in Aliso Viejo. Also, staff has arranged for the LHHS jazz band to participate in the City's Spring Concert. This event has been held throughout the years at Stockport Park and will be moved to the Community Center and Sports Complex this year to accommodate more room for activities and the possible use of gourmet food trucks for the public.

3. Evaluate and propose options to address security issues at the Community Center and Sports Complex's Skate Park.

   Status: *Meetings were held with California Street Hockey to discuss the possibility of them assuming control of the entire facility (skate park and hockey rink). Staff requested a proposal from them on a possible solution but none has been received to date. Richard Fisher Associates was retained by the City to evaluate skate park issues and to propose different options to address these issues in a report. Mr. Fisher's report was presented to the Parks and Recreation Commission at its February 6, 2013 meeting. At its April 3, 2013 meeting, the Commission's proposed major plan to address security issues at the skate park was a phased approach with a budget established for installing a fence around the facility if necessary. First, the Commission's recommendation was to continue to enforce the skate park rules in conjunction with staff's efforts with the City Attorney of updating the municipal code. The next phase would be to fence in the skate park in the event that enforcement of park rules with updated municipal code is not successful. It was suggested by O.C. Sheriff representatives that a fence would contain skate park patrons in the park facility and aid Deputies efforts in writing citations for no helmet and kneepad use.*

4. Evaluate the ongoing need of the joint use agreement between the City and SVUSD for use of upper high school field; and evaluate the interest of a joint venture with SVUSD for the installation of an artificial turf field at the upper high school field.

   Status: *The City Council approved the extension of the upper field joint use agreement for another year expiring in April 2014. Discussions about the installation of an artificial turf field at the upper high school field have occurred with High School staff with the understanding that there isn't a commitment of funds from either agency for this field improvement at this time. High School staff,* *however, expressed an interest in a joint use agreement for the High School pool, where funding of improvements to the pool by the City would avail the City time to use the pool for public swimming.*

5. Implement a 10K race as part of the City's Half Marathon Memorial Day Event.

   Status: *A 10K race was added to the 2012 event and 477 runners participated in the 10K race. The 2013 event will also include a 10K race.*

6. Feature art work from Laguna Hills elementary and high school students in the Community Center's Rotating Art Gallery.

   Status: *Staff reached out to the Laguna Hills High School art program and the elementary schools on advertising the Community Center's Rotating Art Gallery as an opportunity venue to display student art work. As part of the 2012 Earth Day Laguna Hills event, the City hosted an Earth Day art contest for elementary school children. Fifty students submitted art projects. The finalists' artwork, selected by the Parks and Recreation Commission, were displayed at the Community Center.*

   Currently, photographs of City's recreation events and City facilities are on display.

7. Evaluate the City's recreation activity and classes on meeting the needs of the different demographic groups in the community and address any deficiencies.

   Status: *An on-line survey tool, Survey Monkey, was utilized to gauge the needs of the different age groups in the City, and an "Open House" event was held on Saturday March 24, 2012. Approximately 75 people completed the on-line survey, and 100 people attended the "Open House" event. Those in attendance at the Open House were able to gather some information on programs offered and to observe a variety of class demonstrations. Participants were also able to complete the on-line survey at computer stations that were set-up for the event.*

   Both of these activities were advertised in the Spring 2012 edition of City Views. Furthermore, the opportunity to sit on a focus group to assess the City's recreation offering was also advertised in City Views. Staff did not receive any phone calls from residents expressing an interest in participating in a focus group as a result of this advertisement.

A report was brought to the Parks and Recreation Commission at its June 6, 2012. Survey results include the following:

- *Working parents would like to see afternoon or weekend programs offered for the Early Childhood program classes such as "Little Chefs" which are currently offered in the weekday early mornings.*
- *Respondents enjoy the variety of classes currently offered by the CS Department, and believe that the prices are reasonable.*
- *The majority of respondents were between the ages of 36 and 60 years.*
- *Of the 75 survey respondents, 34.3% stated that they would like more programs for Seniors, 31.4% wanted more Adult classes, 22.9% felt that more Early Childhood programs should be added, and 17% of respondents wanted to see more programs for Teens.*
- *Health and Wellness programs are the most popular of the department's offerings.*

8. Research the possibility of implementing a program at the Community Center in which seniors tutor and mentor Laguna Hills' youth and teens.

   Status: *Staff conducted research of surrounding cities, Boys and Girls Clubs and OCPL branches to determine if programs of this nature are offered, and if so, if they have proven to be successful. Some of the cities contacted have attempted programs of a similar nature, or other types of intergenerational programming, and based on a lack of interest and budgetary concerns, have cancelled the programs. The Boys and Girls Clubs that were contacted do have a homework tutoring program for students between 6 and 12 years of age, but it is staffed by volunteers that are 18 and older. Finally, the Technology Branch of the OCPL located within the Community Center does provide a tutoring program for individuals looking for assistance with computers. The program is not specific to seniors and youth, it is open to all library patrons, who are matched with a volunteer from a database kept by OCPL personnel. Staff will continue to research the viability and interest in a program of this nature.*

9. Promote the use of the City's trail system as part of the "Get Fit Campaign" by providing information on how many miles are walked on each trail on the City's website or in City Views, creating trail maps, and investigating the possibly of installing mile markers on City trails.

   Status: *Trail maps were created and a webpage dedicated to trails and the Get Fit Campaign was created. Also, staff assisted an Eagle Scout candidate to prepare a project proposal for the installation of* *quarter mile markers adjacent to the Oso Parkway bikeway. The Eagle Scout candidate presented his project proposal to the Parks and Recreation Commission on August 1, 2012, and the Commission approved the project. The installation of these quarter mile markers is complete.*

10. Research the need and possibility of implementing a Youth Advisory Board that could address the needs of the Laguna Hills youth.

    Status: *Staff researched programs currently offered by surrounding cities. Some cities have formed Youth Advisory boards, which under the guidance of the Community Services Department, are tasked with meeting as a group, discussing current youth issues and needs, assisting with City programs and events, and reporting to the Parks and Recreation Commission. San Juan Capistrano spends $100 for supplies plus 250 hours of staff time on an annual basis to support its youth advisory board. The City of Mission Viejo spends approximately $10,000 annually to support its board. Staff intends to discuss this information with the Parks and Recreation Commission.*

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Major Plans and Work Programs

BIENNIAL BUDGET
FY 2011 – 2013
STATUS REPORT

Parks and Recreation Commission

MAJOR PLANS:

1. Acquire rights for a park/trail in the Edison Easement.

   Status: *Conversations with SCE about the rights of way acquisition in the easement areas will occur closer to when the trail improvement projects are scheduled in the six-year CIP. The multi-use trail from the Community Center to Indian Hill (CIP 609) is currently budgeted for FY 2015-16. Another trail improvement project that falls in SCE easement areas is the multi-use trail system from Alicia to La Paz is currently budgeted in the "Future" category. These trails are already used by the public as unimproved trails.*

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Major Plans and Work Programs

BIENNIAL BUDGET
FY 2011 – 2013
STATUS REPORT

Solid Waste and Recycling

MAJOR PLANS:

1. Consider the implementation of a regional commercial food waste program service after the funding for the current pilot food waste program expires; and research a potential food waste program for the residents of Laguna Hills.

   Status: *The food waste program, under a CR&R proposal, was set to expire on June 30, 2012. At its meeting of June 26, 2012, the City Council accepted and approved CR&R's offer to continue with the commercial food waste program at the existing rate for commercial recycling cart service until another proposal is received. CR&R's intention is to provide the City another proposal when its Anaerobic Digestion Plant in Perris is complete—which may take up to two years. A residential food program will be considered in the next franchise agreement as a new recycling service.*

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WORK PROGRAMS:

1. Address the continuation of the City's current Sharps Waste and the Household Hazardous Waste drop-off programs after grant funds expire for these programs.

   Status: *These recycling programs are funded by an OC Surcharge Grant of $20K which the City received in June 2008. Monies are used for the collection of batteries and CFLs at local drop-off facilities (Community Center, Lamps Plus, and Laguna Hills Car Wash) and a sharps waste collection service at Dial Drug Pharmacy for residents. Funds are still available to support these programs through the remainder of this fiscal year and possibly into a portion of next fiscal* *year. When funds are exhausted with the OC Surcharge Grant staff plans on possibly using the C&D Forfeited Deposits fund to support these programs.*

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Proposed Major Plans and Work Programs

BIENNIAL BUDGET
FY 2013 - 2015

Community Services

MAJOR PLANS:

No proposed major plans.

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WORK PROGRAMS:

1. Leverage Facebook to promote the City's special events and recreation activity. Examine and possibly implement the use of paid advertisements to reduce costs of producing the City's recreation brochure and consider the use of paid advertisements through Facebook to offset some of the costs to provide recreation programming.

2. Host and promote multiple Community-wide events. (General Plan Policies COS-2.2, COS-2.5, CSF-1.1).

3. Increase community awareness and availability of senior programs. (General Plan Policy CSF-1.3).

4. Continue to work with the Laguna Hills High School through existing joint use agreements and partnership to secure fields for youth sport activities and to mutual benefit the recreation facility needs of both parties. (General Plan Policy CSF-1.2, CSF-2.2)

5. Expand recreational activity services (i.e. "Lunch-time Activities") to local elementary schools to promote the importance of physical activity and our "Get Fit Campaign." (General Plan Policies COS-2).

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CITY OF LAGUNA HILLS

MEMORANDUM

DATE: April 5, 2013

TO: Bruce Channing, Don White, Ken Rosenfield

FROM: David Reynolds

SUBJECT: Parks and Recreation Commission Budget Recommendations for FY 2013 - 2015

The Parks and Recreation Commission, at its March 14, 2013 and April 3, 2013 meetings, recommended the following items as budget considerations for the City Council for the next budget cycle.

1. Enforce park use rules at the Skate Park with the establishment of a new skate park use section in the City's municipal code, and install a fence around the Skate Park facility to regulate use if necessary.

2. Install netting on top and along the fence under the Edison Easement at the Community Center soccer fields to prevent soccer balls from ending up in the Aliso Creek area.

3. Install shade structures at the little league field bleacher areas at Cabot Park.

4. Modify the lower Cabot Park Little League field to allow for a new Little League 50/70 Intermediate Division play for 11 to 13 year olds.

5. Install "LH" letters on the hill behind the Ralph's Shopping Center across from the Laguna Hills Community Center so that the letters are visible to everyone sitting at the Laguna Hills High School Stadium.

6. Improve the storage area at the Community Center's Little League field for AYSO/LHLL joint use, and provide a portable storage bin at upper Cabot Park field for AYSO/LHLL joint use.

Proposed Major Plans and Work Programs

BIENNIAL BUDGET
FY 2013 - 2015

Solid Waste and Recycling

MAJOR PLANS:

1. Determine the recycling requirements and the terms and conditions of the next Solid Waste and Recycling services agreement term which will begin July 2016, and conduct a procurement process for the next Solid Waste and Recycling services agreement term. (General Plan Policies COS-1.19, COS-1.20, COS-1.21, CSF-7.1, CSF-7.2, CSF-7.3, CSF-7.4, S-5.1, S-5.2, S-5.3, and S-5.4).

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WORK PROGRAMS:

No proposed works programs.

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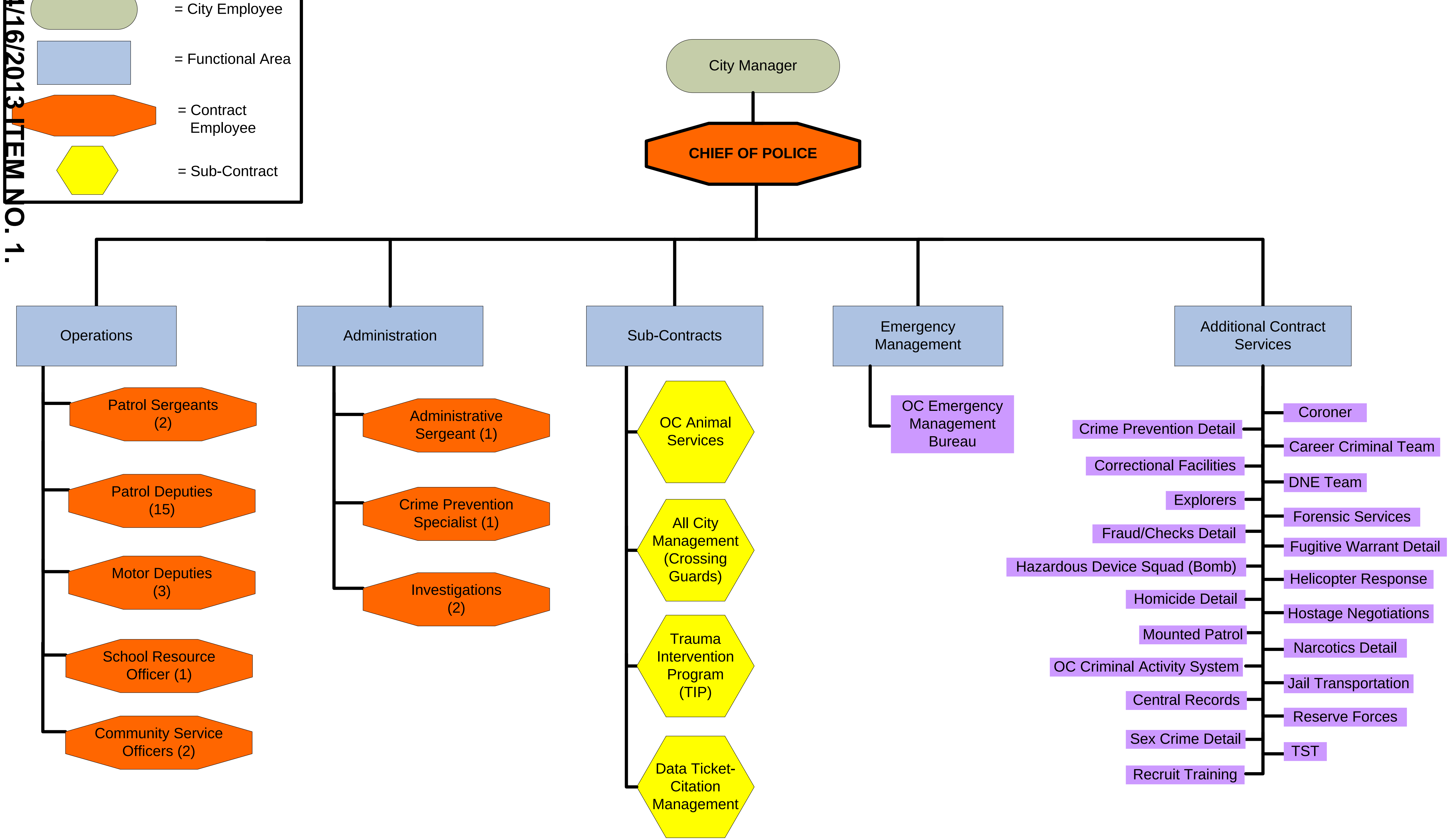
4/16/2013 ITEM NO. 1.

Chief of Police Responsibilities



Major Plans and Work Programs

BIENNIAL BUDGET
FY 2011 – 2013
STATUS REPORT

Police Services

MAJOR PLANS:

No major plans proposed.

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WORK PROGRAMS:

1. Install two Mobile Data Computers in the white civilian parking enforcement vehicles to allow our Community Service Officer the ability to run registration and driver information from the field. Currently, the officers have to return to City Hall or the Aliso Viejo Station in order to obtain this information.

   <u>Status</u>: *The Mobile Data Computers were purchased and installed in the vehicles of our Community Service Officers. They are currently in use and are serving the purpose for which they were purchased. With this new equipment our CSOs are able to more effectively perform their duties.*

2. Lease two (2) handheld ticket writers through current contract with Data Ticket. The devices will be used by the Community Service Officers to electronically issue parking citations in the City of Laguna Hills.

   <u>Status</u>: *The handheld ticket writers were purchased and are currently in use by our CSOs. This new equipment has been very effective and is greatly assisting our staff in performing their duties.*

3. Design and purchase parking citations to be used exclusively by Laguna Hills Police Services staff which would be pre-printed with the most common Ordinance violations, thus reducing the amount of time taken to

write tickets and improving the administrative handling of citations.

Status: *This work program is still in progress. Research has been done and the design of the citation has been selected. This task should be completed before the end of the fiscal year.*

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Proposed Major Plans and Work Programs

BIENNIAL BUDGET
FY 2013 - 2015

Police Services

MAJOR PLANS:

1. Review current Police Services contract, including recommendations regarding any possible modifications or reallocation of resources. Include a study of the possible elimination or reallocation of motor positions and the impact on traffic safety.

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WORK PROGRAMS:

1. Provide monthly statistical report with current crime activity with the City.

2. Present on Citizens Emergency Preparedness Academy (CEPA) per year.

3. Coordinate a "National Night Out" event that educates citizens on public safety resources available with the City.

4. Participate in "National Take-Back Day" where City residents are encouraged to bring unused prescription drugs for proper disposal.

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