
**CITY COUNCIL
REGULAR
MEETING**



**FEBRUARY 12, 2013
7:00 PM**

AGENDA

Barbara D. Kogerman, Mayor

**Andrew Blount, Mayor Pro Tempore
Randal Bressette, Council Member**

**Melody Carruth, Council Member
Dore J. Gilbert, M.D., Council Member**

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

Any person wishing to address the City Council/Planning Agency 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/Planning Agency. 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.

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: MAYOR PRO TEMPORE BLOUNT

ROLL CALL OF CITY COUNCIL MEMBERS

1. PRESENTATIONS AND PROCLAMATIONS

1.1 LAGUNA HILLS HIGH SCHOOL STUDENT LIAISON

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AN ORAL PRESENTATION FROM LAGUNA HILLS HIGH SCHOOL STUDENT LIAISON AMANDA JAFFE.

1.2 LAGUNA HILLS 3/5 MARINE SUPPORT COMMITTEE

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AN ORAL PRESENTATION FROM COMMITTEE CHAIR MIKE BLAND.

1.3 INTRODUCTION OF SERGEANT LUKE SOUTH

RECOMMENDATION: THAT MAYOR KOGERMAN INVITE LIEUTENANT BEHRENS, TO INTRODUCE SERGEANT LUKE SOUTH.

2. PUBLIC COMMENTS

This is the time to address the City Council on any matter not listed on this Agenda that is within the subject matter jurisdiction of the City Council. Public Comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

3. MINUTES

3.1 REGULAR MEETING, JANUARY 22, 2013

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE MINUTES OF THE JANUARY 22, 2013, REGULAR MEETING.

3.2 SPECIAL MEETING, FEBRUARY 5, 2013

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE MINUTES OF THE FEBRUARY 5, 2013, SPECIAL MEETING.

4. CONSENT CALENDAR

All matters listed under "CONSENT CALENDAR" are considered to be routine and will be enacted by one motion approving the recommendation listed on the Agenda. There will be no separate discussion unless Members of the City Council or Staff request specific items be removed from the Consent Calendar.

4.1 APPROVAL OF WARRANT REGISTER FOR PERIOD ENDED FEBRUARY 12, 2013

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE WARRANT REGISTER IN THE AMOUNT OF \$350,140.53.

4.2 PROGRESS PAYMENT NO. 1 FOR COMMUNITY CENTER BUILDING REFURBISHMENT, CIP NO. 513A

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE PROGRESS PAYMENT NO. 1, IN THE NET AMOUNT OF \$30,718.72, TO N.S. CONSTRUCTION & PAINTING, FOR COMMUNITY CENTER BUILDING REFURBISHMENT, CIP NO. 513A.

4.3 AUTHORIZATION TO ADVERTISE FOR BIDS FOR BOTH THE CIVIC CENTER IMPROVEMENTS-CARPETING AND CIVIC CENTER IMPROVEMENTS-PAINTING

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE PLANS AND SPECIFICATIONS ON FILE WITH THE CITY CLERK AND AUTHORIZE THE ADVERTISEMENT FOR BIDS FOR BOTH THE CIVIC CENTER IMPROVEMENTS-CARPETING AND CIVIC CENTER IMPROVEMENTS-PAINTING.

4.4 PROGRESS PAYMENT NO. 22 FOR LA PAZ ROAD WIDENING AT I-5 IMPROVEMENT PROJECT, CIP NO. 159

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE PROGRESS PAYMENT NO. 22, IN THE NET AMOUNT OF \$52,221.42, TO SEMA CONSTRUCTION, INC., FOR THE LA PAZ ROAD WIDENING AT I-5 IMPROVEMENT PROJECT, CIP NO. 159.

4.5 SECOND QUARTER FINANCE AND TREASURER'S REPORT (FY 2012/13)

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THE SECOND QUARTER FINANCIAL AND TREASURER'S REPORT FOR FISCAL YEAR 2012/13.

ITEMS REMOVED FROM THE CONSENT CALENDAR

5. PLANNING AGENCY

5.1 ROLL CALL OF PLANNING AGENCY MEMBERS

5.2 PUBLIC COMMENTS

This is the time to address the Planning Agency on any matter not listed on this Agenda that is within the subject matter jurisdiction of the Planning Agency. Public Comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

5.3 MINUTES

5.3.1 REGULAR MEETING, JANUARY 22, 2013

RECOMMENDATION: THAT THE PLANNING AGENCY APPROVE THE MINUTES OF THE JANUARY 22, 2013, REGULAR MEETING.

5.4 PLANNING AGENCY PUBLIC HEARINGS

- 5.5 VARIANCE NO. V-12-12-2454, A REQUEST BY D. KUBICA/ B. DEYO TO CONSTRUCT AN OUTDOOR FIREPLACE AND +/- 191 SQUARE FOOT PATIO COVER IN A REQUIRED SETBACK ON THE SUBJECT PROPERTY AT 26362 YOLANDA STREET**

RECOMMENDATION: THAT THE PLANNING AGENCY: (1) CONDUCT A PUBLIC HEARING; AND (2) ADOPT A RESOLUTION ENTITLED: "A RESOLUTION OF THE PLANNING AGENCY OF THE CITY OF LAGUNA HILLS, CALIFORNIA, GRANTING VARIANCE NO. 12-12-2454, A REQUEST BY D. KUBICA/ B. DEYO TO CONSTRUCT AN OUTDOOR FIREPLACE AND +/- 191 SQUARE FOOT PATIO COVER IN A REQUIRED SETBACK ON THE SUBJECT PROPERTY AT 26362 YOLANDA STREET."

PLANNING AGENCY ADJOURNMENT

PUBLIC IMPROVEMENT CORPORATION

ROLL CALL OF PUBLIC IMPROVEMENT CORPORATION

5.6 ELECTION OF PUBLIC IMPROVEMENT CORPORATION OFFICERS

RECOMMENDATION: THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ENTITLED: A RESOLUTION OF THE LAGUNA HILLS PUBLIC IMPROVEMENT CORPORATION, LAGUNA HILLS, CALIFORNIA, ELECTING OFFICERS FOR 2013.

5.7 MINUTES OF THE FEBRUARY 14, 2012, ANNUAL MEETING

RECOMMENDATION: THAT THE BOARD OF DIRECTORS APPROVE THE MINUTES OF THE FEBRUARY 14, 2012, ANNUAL MEETING.

PUBLIC IMPROVEMENT CORPORATION ADJOURNMENT

6. CITY COUNCIL PUBLIC HEARINGS

7. ADMINISTRATIVE REPORTS

7.1 City Manager

7.2 City Clerk

7.2.1 UNSCHEDULED COMMISSION VACANCY - JEFFREY MCCONNELL, PARKS & RECREATION COMMISSION; LETTER OF RESIGNATION

RECOMMENDATION: THAT THE CITY COUNCIL ACCEPT THE RESIGNATION OF JEFFREY MCCONNELL, PARKS AND RECREATION COMMISSIONER, EFFECTIVE JANUARY 31, 2013, AND DIRECT THE CITY CLERK TO PROCEED WITH THE APPOINTMENT PROCESS TO FILL THE UNSCHEDULED VACANCY ON THE PARKS AND RECREATION COMMISSION, PER GOVERNMENT CODE SECTION 54974, AND LAGUNA HILLS MUNICIPAL CODE SECTION 2-28.080.

7.3 ASSISTANT CITY MANAGER

7.3.1 2013 CITIZEN SURVEY INSTRUMENT

RECOMMENDATION: THAT THE CITY COUNCIL AUTHORIZE STAFF TO PROCEED WITH THE 2013 BIENNIAL CITIZEN SURVEY

8. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS AND MAYOR

8.1 MAYOR KOGERMAN

8.1.1 AUTHORIZATION OF THE FORMATION OF A LAGUNA HILLS CITIZEN-LED EXPLORATORY COMMITTEE TO CONTACT SOUTH ORANGE COUNTY CITIES WITH EXISTING ANIMAL SHELTERS TO ASSESS THEIR WILLINGNESS AND AVAILABILITY TO CONTRACT WITH THE CITY OF LAGUNA HILLS FOR ANIMAL CARE SERVICES

RECOMMENDATION: THAT THE CITY COUNCIL: (1) AUTHORIZE THE FORMATION OF AN EXPLORATORY COMMITTEE TO BE FORMED BY AT LEAST THREE AND NO MORE THAN FIVE KNOWLEDGEABLE AND INTERESTED RESIDENTS; (2) DIRECT THE COMMITTEE TO CONTACT RELEVANT PERSONNEL IN SOUTH ORANGE COUNTY CITIES WHICH HAVE AN EXISTING ANIMAL SHELTER FOR THE PURPOSE OF EXAMINING ANIMAL CONTROL OPTIONS; (3) ASSESS THE CITIES' WILLINGNESS AND AVAILABILITY TO FURTHER EXAMINE SUCH OPTIONS; (4) MAKE AN INTERIM REPORT TO THE CITY COUNCIL, BEGINNING NOT LATER THAN APRIL 23, 2013; AND (5) THAT THE CITY COUNCIL AUTHORIZE THE MAYOR TO WRITE A LETTER OF INTRODUCTION TO THE CITY MANAGERS OF THE SUBJECT CITIES WELCOMING THEIR FULL COOPERATION AND CONSIDERATION.

9. CITY COUNCIL MEMBER COMMENTS**10. CLOSED SESSION**

The City Council shall convene in Closed Session, in the City Hall Conference Room, to consider the following matters:

10.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)(1)
Public Employee Title: City Manager - Performance Evaluation

Reconvene in regular session in the City Council Chamber.

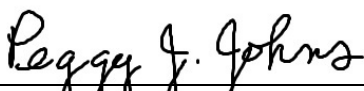
Report on whether any reportable action was taken on matters considered during Closed Session.

ADJOURNMENT

To Tuesday, February 19, 2013, at 6:00 PM in the City Council Chambers, located at 24035 El Toro Road, Laguna Hills, California, for the purpose of conducting a City Council workshop. The next Regular Meeting of the City Council will be February 26, 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 February 8, 2013, at 5:00 PM.



PEGGY J. JOHNS, CITY CLERK

February 8, 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.

Council Members receive no additional compensation or stipend as a result of simultaneously convening meetings of the Laguna Hills Planning Agency and the Laguna Hills Public Improvement Corporation.



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: FEBRUARY 12, 2013

TO: MAYOR AND COUNCIL MEMBERS

**FROM: TOM BEHRENS
CHIEF OF POLICE SERVICES**

ISSUE: INTRODUCTION OF SERGEANT LUKE SOUTH

RECOMMENDATION: THAT MAYOR KOGERMAN INVITE LIEUTENANT BEHRENS TO INTRODUCE SERGEANT LUKE SOUTH.

SUMMARY:

One of the most critical positions within the Laguna Hills Police Services is that of the Administrative Sergeant. Sergeant South works directly with the Chief of Police Services as well as all Sheriff's Department personnel assigned to the City. He also works closely with City staff on numerous events and projects requiring joint effort between departments.

With the recent retirement of Sergeant Diana Rouwenhorst, Sergeant Luke South was selected to fill this important position.

BACKGROUND:

Sergeant Luke South joined the Orange County Sheriff's Department in December 1996 and is a 17-year veteran of the Department. His assignments have included the Custody Division, North and South Operations Divisions, and the Training Division. Sergeant South worked as a Patrol Deputy in the contract city of Stanton from 2002 -2005. He was assigned as a full time defensive tactics instructor at the Sheriff's Basic Academy from 2005 -2008. This assignment included instructing recruits and advanced officers in arrest and control techniques and less lethal weaponry. Luke is a black belt in Karate and a use of force expert. He often testifies on behalf of the Department in force related cases.

Sergeant South was promoted to Sergeant in 2008. He was assigned to the Orange County Central Jail Complex where he had both operational and administrative duties. In 2011 Luke was transferred to the South Operations Division and assigned to the City of Rancho Santa Margarita. As a Patrol Sergeant he has worked in the cities of Rancho Santa Margarita and Dana Point.

**CITY OF LAGUNA HILLS, CALIFORNIA
CITY COUNCIL/PLANNING AGENCY REGULAR MEETING
MINUTES
JANUARY 22, 2013**

CALL TO ORDER

Mayor Kogerman called the Regular Meeting of the City Council of the City of Laguna Hills, California, to order at 7:00 PM in the Laguna Hills City Council Chamber, 24305 El Toro Road, Laguna Hills.

PLEDGE OF ALLEGIANCE: Council Member Gilbert

ROLL CALL OF CITY COUNCIL MEMBERS

Present: Mayor Kogerman, Mayor Pro Tempore Blount, Council Member Bressette, and Council Member Gilbert.

Absent: Council Member Carruth

1. PRESENTATIONS AND PROCLAMATIONS

1.1 CERTIFICATE OF RECOGNITION, ADAM WONG, LAGUNA HILLS HIGH SCHOOL STUDENT LIAISON FOR THE FALL 2012 SEMESTER

MAYOR KOGERMAN PRESENTED A CERTIFICATE TO ADAM WONG RECOGNIZING HIS SERVICE AS THE LAGUNA HILLS HIGH SCHOOL STUDENT LIAISON.

1.2 APPOINTMENT OF LAGUNA HILLS HIGH SCHOOL STUDENT LIAISON AMANDA JAFFE AND STUDENT LIAISON ALTERNATE KERSTYN GONZALES FOR THE SPRING 2013 SEMESTER

THE CITY CLERK ISSUED THE OATHS OF OFFICE TO LAGUNA HILLS HIGH SCHOOL STUDENT LIAISON AMANDA JAFFE AND STUDENT LIAISON ALTERNATE KERSTYN GONZALES AND MAYOR KOGERMAN PRESENTED CERTIFICATES OF APPOINTMENT.

1.3 LAGUNA HILLS HIGH SCHOOL STUDENT LIAISON

THE CITY COUNCIL RECEIVED AN ORAL PRESENTATION FROM LAGUNA HILLS HIGH SCHOOL STUDENT LIAISON AMANDA JAFFE.

1.4 ORANGE COUNTY HUMAN RELATIONS COUNCIL ANNUAL REPORT

THE CITY COUNCIL RECEIVED AN ORAL PRESENTATION FROM KEN INOUE, COMMISSIONER, WITH THE ORANGE COUNTY HUMAN RELATIONS COUNCIL.

2. PUBLIC COMMENTS**CIVIC OPENNESS IN NEGOTIATIONS**

John Bosch, Laguna Hills, spoke on the City of Costa Mesa's COIN (Civic Openness in Negotiations) Ordinance. Mr. Bosch distributed copies of the COIN Ordinance to the City Council.

3. MINUTES**3.1 REGULAR MEETING, JANUARY 8, 2013**

MOTION TO APPROVE THE MINUTES OF THE JANUARY 8, 2013, REGULAR MEETING, BY M/COUNCIL MEMBER GILBERT, S/COUNCIL MEMBER BRESSETTE.

APPROVED BY A VOTE OF 4-0 (COUNCIL MEMBER CARRUTH ABSENT).

4. CONSENT CALENDAR

MOTION TO APPROVE THE CONSENT CALENDAR, BY M/COUNCIL MEMBER BRESSETTE, S/COUNCIL MEMBER GILBERT, WITH MAYOR KOGERMAN REMOVING ITEM NO. 4.1.

APPROVED BY A VOTE OF 4-0 (COUNCIL MEMBER CARRUTH ABSENT).

4.2 ONE YEAR EXTENSION OF THE JOINT RECREATION MAINTENANCE AND OPERATION AGREEMENT WITH THE SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT FOR USE OF THE UPPER HIGH SCHOOL FIELD

THE CITY COUNCIL AUTHORIZED THE CITY MANAGER TO EXTEND THE JOINT RECREATION MAINTENANCE AND OPERATION AGREEMENT WITH THE SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT FOR ONE YEAR.

4.3 PROGRESS PAYMENT NO. 21 FOR LA PAZ ROAD WIDENING AT I-5 IMPROVEMENT PROJECT, CIP NO. 159

THE CITY COUNCIL APPROVED PROGRESS PAYMENT NO. 21, IN THE NET AMOUNT OF \$39,044.43, TO SEMA CONSTRUCTION, INC., FOR THE LA PAZ ROAD WIDENING AT I-5 IMPROVEMENT PROJECT, CIP NO. 159.

4.4 AUTHORIZATION TO ADVERTISE FOR BIDS FOR CIVIC CENTER SUITE 100B IMPROVEMENTS

THE CITY COUNCIL APPROVED THE PLANS AND SPECIFICATIONS ON FILE WITH THE CITY CLERK AND AUTHORIZED THE ADVERTISEMENT FOR BIDS FOR THE CIVIC CENTER SUITE 100B IMPROVEMENTS.

ITEMS REMOVED FROM THE CONSENT CALENDAR

4.1 APPROVAL OF WARRANT REGISTER FOR PERIOD ENDED JANUARY 22, 2013

MOTION TO APPROVE THE WARRANT REGISTER IN THE AMOUNT OF \$1,059,507.01, BY M/COUNCIL MEMBER GILBERT, S/MAYOR PRO TEMPORE BLOUNT.

APPROVED BY A VOTE OF 4-0 (COUNCIL MEMBER CARRUTH ABSENT).

5. PLANNING AGENCY

Mayor Kogerman recessed the City Council meeting and acting in the capacity of Chair, called the regular meeting of the Planning Agency of the City of Laguna Hills, California, to order at 7:20 PM.

5.1 ROLL CALL OF PLANNING AGENCY MEMBERS

Present: Chair Kogerman, Vice Chair Blount, Agency Member Bressette, Agency Member Gilbert.

Absent: Agency Member Carruth

5.2 PUBLIC COMMENTS

There were no Public Comments.

5.3 MINUTES

5.3.1 REGULAR MEETING, JANUARY 8, 2013

MOTION TO APPROVE THE MINUTES OF THE JANUARY 8, 2013, REGULAR MEETING, BY M/AGENCY MEMBER BRESSETTE, S/AGENCY MEMBER GILBERT.

APPROVED BY A VOTE OF 4-0 (AGENCY MEMBER CARRUTH ABSENT).

5.4 PLANNING AGENCY PUBLIC HEARINGS

There were no Public Hearings.

PLANNING AGENCY ADJOURNMENT

Mayor Kogerman reconvened the City Council meeting at 7:21 PM. All Council Members were present, with the exception of Council Member Carruth.

6. CITY COUNCIL PUBLIC HEARINGS

There were no Public Hearings.

7. ADMINISTRATIVE REPORTS**7.1 City Manager**

The City Manager made no reports.

7.2 Assistant City Manager**7.2.1 2013 BIENNIAL CITIZEN SURVEY**

Kenny Gerenrach, Laguna Hills, spoke on the 2013 Biennial Citizen Survey.

THE CITY COUNCIL AUTHORIZED STAFF TO: (1) TAKE INTO ACCOUNT ALL OF THE COMMENTS MADE BY THE CITY COUNCIL AND THE PUBLIC INTO THE SURVEY QUESTIONS; (2) SUBMIT SURVEY QUESTIONS TO A 2-MEMBER CITY COUNCIL SUBCOMMITTEE FOR FINAL REVIEW; AND (3) BRING BACK A REPORT WITH FINAL SURVEY QUESTIONS TO THE FEBRUARY 12, 2013, CITY COUNCIL MEETING, FOR FINAL APPROVAL OF EXPENDITURE, BY M/MAYOR PRO TEMPORE BLOUNT, S/COUNCIL MEMBER GILBERT. APPROVED BY A VOTE OF 3-1-0 (COUNCIL MEMBER BRESSETTE VOTING NO, COUNCIL MEMBER CARRUTH ABSENT).

THE CITY COUNCIL APPOINTED MAYOR KOGERMAN AND MAYOR PRO TEMPORE BLOUNT TO SERVE ON THE 2-MEMBER CITY COUNCIL SUBCOMMITTEE FOR REVIEW OF 2013 SURVEY QUESTIONS, BY M/COUNCIL MEMBER GILBERT, S/MAYOR KOGERMAN.

APPROVED BY A VOTE OF 3-1-0 (COUNCIL MEMBER BRESSETTE VOTING NO, COUNCIL MEMBER CARRUTH ABSENT).

7.3 Public Services Director/City Engineer**7.3.1 LA PAZ OPEN SPACE PROJECT, CIP NO. 615A, PRELIMINARY REVIEW OF CONCEPT PLANS**

Dave Stevens, Laguna Hills, spoke on the La Paz Open Space Project.

THE CITY COUNCIL PERFORMED A PRELIMINARY REVIEW OF THE THREE CONCEPT PLANS FOR THE LA PAZ OPEN SPACE PROJECT, CIP NO. 615A, PROVIDED FEEDBACK TO STAFF, AND DIRECTED THE PUBLIC PARTICIPATION PROCESS CONTINUE AT THE NEXT AVAILABLE PARKS AND RECREATION COMMISSION MEETING.

8. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS AND MAYOR

There were no matters agendized and presented by Council Members and/or Mayor.

9. CITY COUNCIL MEMBER COMMENTS

MAYOR KOGERMAN

Mayor Kogerman reminded City Council Members of the City Council Workshop scheduled for Tuesday, February 19, 2013, at 6:00 PM.

Mayor Kogerman complimented Public Services Director Rosenfield on the La Paz Road interchange.

10. CLOSED SESSION

Mayor Kogerman recessed the meeting into Closed Session at 9:05 PM.

10.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 5499957(b)(1)
Public Employee Title: City Manager - Performance Evaluation

Mayor Kogerman reconvened the meeting at 9:39 PM. All Council Members were present, with the exception of Council Member Carruth.

City Attorney Simonian indicated that no reportable action was taken by the City Council in Closed Session.

ADJOURNMENT

There being no further business before the City Council at this session. Mayor Kogerman declared the meeting adjourned at 9:40 PM.

PEGGY J. JOHNS, CITY CLERK

ATTEST:

BARBARA D. KOGERMAN, MAYOR

APPROVED AT MEETING OF _____.

**CITY OF LAGUNA HILLS, CALIFORNIA
CITY COUNCIL SPECIAL MEETING
MINUTES
FEBRUARY 05, 2013**

CALL TO ORDER

Mayor Kogerman called the Special Meeting of the City Council of the City of Laguna Hills, California, to order at 6:00 p.m. in the Community Development Conference Room, 24035 El Toro Road, Laguna Hills.

PLEDGE OF ALLEGIANCE: COUNCIL MEMBER CARRUTH

ROLL CALL OF CITY COUNCIL MEMBERS

Present: Mayor Kogerman, Mayor Pro Tempore Blount, Council Member Bressette, Council Member Carruth, and Council Member Gilbert

PUBLIC COMMENTS

There were no Public Comments.

**INTERVIEWS AND APPOINTMENTS TO THE TRAFFIC COMMISSION AND
PARKS AND RECREATION COMMISSION**

The City Council Members conducted interviews of applicants for three vacancies on the Traffic Commission and two vacancies on the Parks & Recreation Commission.

IT WAS THE CONSENSUS OF THE CITY COUNCIL TO REAPPOINT RICK
FRAZIER, AND APPOINT STEVEN BEEUWSAERT, AND MICHAEL
CAPUTO TO THE TRAFFIC COMMISSION, AND APPOINT RICHARD
NAGLE AND VICTORIA AUER TO THE PARKS AND RECREATION
COMMISSION.

ADJOURNMENT

There being no further business before the City Council at this session, Mayor Kogerman declared the meeting adjourned at 10:20 p.m.

PEGGY J. JOHNS, CITY CLERK

ATTEST:

BARBARA D. KOGERMAN, MAYOR

APPROVED AT MEETING OF _____



City of Laguna Hills City Council Meeting Agenda Staff Report

DATE: FEBRUARY 12, 2013
TO: MAYOR AND COUNCIL MEMBERS
FROM: DONALD J. WHITE, ASSISTANT CITY MANAGER
ISSUE: APPROVAL OF WARRANT REGISTER FOR PERIOD ENDED
FEBRUARY 12, 2013.

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE WARRANT REGISTER IN THE AMOUNT OF \$350,140.53.

SUMMARY:

In accordance with Government Code Section 37202, the attached Warrant Register reflects the disbursements of the City of Laguna Hills for the period reported thereon. The Assistant City Manager certifies and attests to its accuracy and the availability of funds for the payment thereof. These warrants are hereby submitted to the City Council for approval of payment.

Prepared by:

JANICE MATEO REYES
Finance Manager

Certified:


DONALD J. WHITE
Assistant City Manager

2-5-13
DATE

FISCAL IMPACT:

The warrant register total is \$350,140.53.

ATTACHMENTS:

1. Warrant Register

**CITY OF LAGUNA HILLS
WARRANT REGISTER
February 12, 2013**

VENDOR		DESCRIPTION	CHECK NO.	AMOUNT
PREPAID WARRANTS:				
ALICEA, MIA		Contract Instructor Fee, Dancing Winter Session, Community Services	8804719	\$ 12,528.60
AT&T		Communication Expense, Administrative Services Fax Line, Jan '13	8804720	71.40
AT&T- CALNET 2		Communication Expense, Alarm System, 2-Way Line, Switchboard, Modem, T-1 Line and Traffic Control, Jan '13	8804741	2,082.19
AU-YEUNG, MELISSA		Travel Advance, Administrative Services, Jan '13	8804721	225.00
BARNES, SCOTT		Refund, SDPA Fees, CR# 45134	8804702	2,687.50
BLOUNT, ANDREW		Reimbursement, Travel and Meeting Expense, LOCC, Jan '13	8804722	225.00
CALIFORNIA OFFICE SYSTEMS		Usage - Copier, Community Center, Oct '12	8804750	206.78
CENTER FOR SPIRITUAL LIVING		Refund, SDPA Fees, CR# 45268	8804703	562.50
CHEVRON		Vehicle Fuel, Jan '13	8804753-755	1,396.97
COX COMMUNICATION		Communication Expense, Traffic Control, Jan '13	8804704	179.00
ECHEVARRIA, LUCY		Mileage Reimbursement, Community Services, Oct - Dec '12	8804761	99.90
EL TORO WATER DISTRICT		Water Usage, Parks, Dec '12	8804762	3,509.44
EVERBANK COMMERCIAL FINANCE		Lease - Copier, City Hall, Jan '13	8804723	221.55
HOME DEPOT		Program Supplies, Community Services, Dec '12	8804770	92.54
HSBC BUSINESS SOLUTIONS		Program Supplies, Community Services, Dec '12	8804705	325.36
IRVINE RANCH WATER DISTRICT		Water Usage, Parks, Dec '12	8804724	83.70
MOBILE MINI, INC.		Storage Rental Fee, Community Services, Jan '13	8804725	83.16
MOULTON NIGUEL WATER DISTRICT		Water Usage, Parks, Dec '12 - Jan '13	8804781	1,275.62
NELSON, CHARLES		Claim Settlement	8804706	200.00
O.C. CITY MANAGERS ASSOC.		Meeting Expense, Administrative Services, Jan '13	8804726	300.00
OLAMENDIS CATERING		Program Expense - Deposit, Daddy Daughter Dance, Community Services, Feb '13	8804727	500.00
ORANGE COUNTY TREASURER		Employee Training, Administrative Services, Community Services and Community Development, Feb '13	8804707	225.00

CITY OF LAGUNA HILLS
WARRANT REGISTER
February 12, 2013

VENDOR	DESCRIPTION	CHECK	
		NO.	AMOUNT
ORANGE COUNTY TREASURER	Parking Fee Surcharge, Aug '12	8804728	637.50
RALPHS GROCERY COMPANY	Program Supplies, Community Services, Dec '12	8804729	146.44
RAMIREZ, CHRISTINA	Mileage Reimbursement, Administrative Services, Nov - Dec '12	8804794	4.02
REFUND, COMMUNITY SVCS PROGRAM	S. Burnight, V# 2002657.002	8804708	148.00
REFUND, COMMUNITY SVCS PROGRAM	P. Horton, V# 2002673.002	8804709	35.00
REFUND, COMMUNITY SVCS PROGRAM	G. Miller, V# 2002679.002	8804795	35.00
REFUND, FACILITY RENTAL DEPOSIT	J. C. Romero, V# 2002646.002	8804710	550.00
REFUND, FACILITY RENTAL DEPOSIT	M. Burtas, V# 2002647.002	8804711	250.00
REFUND, FACILITY RENTAL DEPOSIT	Sunset Place of Laguna Hills HOA, V# 2002675.002	8804796	250.00
REFUND, FACILITY RENTAL DEPOSIT	M. Carrillo, V# 2002684.002	8804797	500.00
REYES, JANICE MATEO	Petty Cash Replenishment, Departmental Operating Expenditures, Dec '12 - Jan '13	8804731	588.50
REYES, JANICE MATEO	Petty Cash Replenishment, Departmental Operating Expenditures, Jan '13	8804798	414.48
REYNOLDS, DAVID	Travel Advance, Community Services, Jan '13	8804712	150.00
REYNOLDS, DAVID	Mileage Reimbursement, Community Services, Jun - Dec '12	8804732	122.21
SAN DIEGO GAS & ELECTRIC	Electric Usage, Street Lights and Traffic Control, Dec '12	8804713	219.55
SAN DIEGO GAS & ELECTRIC	Electric Usage, Community Center, Traffic Control and Street Lights, Dec '12	8804733	20,373.91
SIGN METHODS, INC.	Refund, Permit Fees, CR# 45331	8804803	102.00
SMART & FINAL	Program and Office Supplies, Community Services, Dec '12	8804714	543.83
SOCAL OFFICE TECHNOLOGIES	Lease - Copier, Community Services, Jan '13	8804734	656.21
SOUTHERN CALIFORNIA EDISON	Electric Usage, Street Lights and Traffic Control, Dec '12	8804715	9,078.33
SOUTHERN CALIFORNIA EDISON	Electric Usage, Parks, Dec '12	8804735	25.66
SOUTHERN CALIFORNIA EDISON	Electric Usage, Street Lights and Traffic Control, Dec '12	8804806	2,258.53
SPARKLETTES	Operating Supplies, Community Services, Jan '13	8804807	62.20
SPRINT	Communication Expense, Community Services, Dec '12	8804716	155.77
STREET TREE SEMINAR, INC.	Employee Training, Park Maintenance, Jan '13	8804717	125.00

CITY OF LAGUNA HILLS
WARRANT REGISTER
February 12, 2013

VENDOR	DESCRIPTION	CHECK NO.	AMOUNT
U.S. POSTAL SERVICE	Postage, Community Mailing, La Paz Open Space Riparian Habitat CIP # 615	8804736	70.00
VERIZON WIRELESS	Communication Expense, Dec '12	8804718	701.27
WHITE, DONALD	Travel Advance, Administrative Services, Jan '13	8804701	225.00
WHITE, DONALD	Travel Reimbursement, Administrative Services, Jan '13	8804737	84.00
Total Prepaid Warrants:			\$ 65,593.62
REGULAR WARRANTS:			
A. C. LANDSCAPE, INC.	Water Management Services, Irrigation Repairs, Jan '13	8804738	\$ 704.60
ALICEA, MIA	Contract Instructor Fee, Dancing Winter Session, Community Services	8804739	101.50
ATHALYE CONSULTING ENGINEERING	Professional Services, La Paz Widening @ I-5 CIP # 159	8804742	12,240.00
AUTOMOBILE CLUB OF SOUTHERN CA	Membership, Public Works, 2013	8804743	73.00
BANK OF NEW YORK, THE	Trust Administration Fee, 2010 Certificates of Participation, Jan '13 - Dec '13	8804744	1,855.00
BRAME, MARILYN	Contract Instructor Fee, Drawing Winter Session, Community Services	8804745	392.00
C & A ATHLETICS	Program Supplies, Community Services, Jan '13	8804746	92.02
C&D ELECTRIC, INC.	Lighting Repairs and Inspections, Parks, Jan '13	8804747	752.40
C2 REPROGRAPHICS	Printing Expense, City Clerk, Dec '12	8804748	85.60
CALIFORNIA OFFICE SYSTEMS	Usage - Copier, City Hall, Dec '12	8804749	139.45
CALIFORNIA YELLOW CAB	Dial-a-Taxi Senior Transportation Program, Dec '12	8804751	490.00
CDW GOVERNMENT, INC.	Computer Software and Supplies, Community Services, Jan '13	8804752	432.58
CODE PUBLISHING COMPANY, INC.	Online Municipal Code Update, City Clerk, Jan '13	8804756	1,220.70
COMPLETE OFFICE OF CALIFORNIA	Office and Operating Supplies, Community Center, Jan '13	8804757	366.69
COUNTY CLERK-RECORDER	Document Recording Fee, Encroachment Agreement, Jan '13	8804758	54.00
DALEY & HEFT, LLP	Professional Services, Legal Services, Nov '12	8804759	8,860.40
DUNBAR ARMORED, INC.	Courier Fee, Armored Transport, Jan '13	8804760	106.30
ELKINS, CHRISTINA	Contract Instructor Fee, Dancing Winter Session, Community Services	8804763	1,599.50

CITY OF LAGUNA HILLS
WARRANT REGISTER
February 12, 2013

VENDOR		DESCRIPTION	CHECK NO.	AMOUNT
FAUBEL PUBLIC AFFAIRS		Professional Svcs, Combined Issue, City Views/Community Services Spring 2013 Activity Guide	8804764	8,312.50
FEDERAL EXPRESS CORPORATION		Delivery Services, Dec '12	8804765	18.73
GOVPARTNER		Hosting Fees, Request Partner, Jan '13	8804766	500.00
GREEN MART, INC.		Operating Supplies, Parks, Jan '13	8804767	1,026.00
HARTZOG & CRABILL, INC.		Professional Services, Traffic Engineering and Paseo de Valencia Widening CIP # 145	8804768	10,327.91
HEART OF GOLD FOUNDATION, INC.		Contract Instructor Fee, Cooking Class Winter Session, Community Services	8804769	147.00
INT'L COUNCIL OF SHOPPING		Membership, Administrative Services, 2013	8804771	50.00
IRON MOUNTAIN OFFSITE		Off Site Data Storage, Dec '12	8804772	208.26
JAMEY CLARK, INC.		Miscellaneous Park Repairs, Janitorial Services, Graffiti Removal and Safety Inspections, Dec '12 - Jan '13	8804774	5,673.56
JOE A. GONSALVES & SON		Professional Services, Legislative Services, Feb '13	8804775	2,900.00
K F STUDIOS		Event Promotional Services, 1/2 Marathon and 5K Event, Community Services, May '13	8804776	1,050.00
LINDY OFFICE PRODUCTS		Operating Supplies, Jan '13	8804777	56.36
LUCY, STEVEN		Program Expense, Community Services, Jan - Feb '13	8804778	1,550.00
MEDLOCK, GEORGE		Contract Instructor Fee, Drumming Winter Session, Community Services	8804779	436.80
MERCURY DISPOSAL SYSTEM, INC.		Professional Services, Recycling Program, Jan '13	8804780	147.52
MYERS, JOHN		Contract Instructor Fee, Tennis Classes Winter Session, Community Services	8804782	312.00
N. S. CONSTRUCTION & PAINTING		Progress Payment #1, Community Center Building Refurbishment CIP # 513	8804783	30,718.72
NIEVES LANDSCAPE, INC.		Other Assorted Landscape Services, Jan '13	8804784	3,560.00
OFFICE SOLUTIONS		Office and Operating Supplies, Jan '13	8804786	587.89
ORANGE COUNTY FIRE AUTHORITY		Remittance, Fire Fees Collected, Dec '12	8804787	1,038.00
ORANGE COUNTY REGISTER-FREEDOM		Legal Advertising, City Clerk, Dec '12	8804788	903.35
ORANGE COUNTY TREASURER		Road Maintenance, Dec '12	8804801	36,104.43
ORANGE COUNTY TREASURER		Traffic Signal Maintenance, Sep '12	8804812	15,453.75
PIXELPUSHERS, INC.		City Website Updates, Jan '13	8804789	980.00

CITY OF LAGUNA HILLS
WARRANT REGISTER
February 12, 2013

2/12/2013 ITEM NO. 4.1

VENDOR	DESCRIPTION	CHECK NO.	AMOUNT
QUICK CRETE PRODUCTS CORP.	Benches and Wall Caps, Community Center Building Refurbishment CIP # 513	8804790	24,369.12
QUIKSILVER COURIER	Delivery Service, Jan '13	8804791	29.64
RACE IT	Registration Chargeback Service Fee, 1/2 Marathon and 5K Event, Community Services	8804792	85.54
RALPH ANDERSEN & ASSOCIATES	Professional Services, Management Evaluation, Nov '12	8804793	8,200.10
RICHARD FISHER ASSOCIATES	Professional Services, Community Center Building Refurbishment CIP # 513 and La Paz Open Space Riparian Habitat CIP # 615	8804799	24,810.00
RIPPETOE MILES, LLP	Professional Services, Claims Legal Services, Oct - Nov '12	8804800	17,946.64
SAFECHECKS	Printing Expense, Jan '13	8804802	279.56
SKYLINE DOCUMENT SOLUTIONS, INC.	Document Imaging, Claims Management Services, Nov '12	8804804	484.67
SOCAL OFFICE TECHNOLOGIES	Usage - Copier, Community Center and Printer, Maintenance and Supplies, Nov '12 - Feb '13	8804805	1,884.57
STUDIO TWO BLACK DIAMOND	Printing Expense, Jan '13	8804808	3,365.91
STV INCORPORATED	Professional Services, Paseo de Valencia Widening CIP # 145	8804809	44,445.09
TAB PRODUCTS COMPANY	Office Supplies, City Clerk, Jan '13	8804810	1,105.98
THE LIFE TRENDS GROUP, INC.	Equipment Maintenance and Support, AED Program, 2013	8804811	420.00
TRISKELION EVENT SERVICES, INC.	Program Expense - Deposit, 1/2 Marathon and 5K Event, Community Services, May '13	8804813	178.56
TURF STAR, INC.	Maintenance, Utility Cart, Community Center, Jan '13	8804814	383.81
US LEGAL SUPPORT, INC.	Document Imaging, Claims Management Services, Nov '12	8804815	576.47
WEST COAST ARBORISTS, INC.	Tree Trimming, Dec '12	8804816	937.00
WEST PUBLISHING CORPORATION	Subscription, City Clerk, Dec '12	8804817	2,907.10
XEROX CORPORATION	Lease - Copier, City Hall, Jan '13	8804818	486.63
YALE CHASE MATERIALS HANDLING	Maintenance, Utility Cart, Community Center, Jan '13	8804819	22.00
Total Regular Warrants:			\$ 284,546.91
**WARRANT REGISTER TOTAL **			\$ 350,140.53



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: FEBRUARY 12, 2013

TO: MAYOR AND COUNCIL MEMBERS

FROM: KENNETH H. ROSENFELD
DIRECTOR OF PUBLIC SERVICES/CITY ENGINEER

ISSUE: PROGRESS PAYMENT NO. 1 FOR COMMUNITY CENTER BUILDING
REFURBISHMENT, CIP NO. 513A

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE PROGRESS
PAYMENT NO. 1, IN THE NET AMOUNT OF \$30,718.72, TO N.S. CONSTRUCTION &
PAINTING, FOR COMMUNITY CENTER BUILDING REFURBISHMENT, CIP NO. 513A.

SUMMARY:

Work on the Community Center Building Refurbishment, CIP No. 513A, began on December 17, 2012, and is being performed by N.S. Construction & Painting. Work performed in December included mobilization, unclassified removals, and painting. The contractor has submitted the first progress payment request for approval.

BACKGROUND:

A routine monthly action for capital improvement projects is the submission, review, and approval of the contractor's invoice. Procedurally, field staff verifies the contractor's quantities and matches them with the submitted invoice. The unit prices and total costs of the project are confirmed by the office staff and a progress payment is then processed. A five-percent (5%) retention is withheld from each payment to assure final performance of the work. The contractor for the project, N.S. Construction & Painting, has submitted the first progress payment for the subject project as follows:

ITEM #	DESCRIPTION	QUANTITY	UNIT	\$	AMOUNT
1	Mobilization	0.50	LS	\$12,000.00	\$ 6,000.00
2	Unclassified Removals	0.60	LS	\$ 3,000.00	\$ 1,800.00
6	Interior Paint	0.33	LS	\$39,250.00	\$12,952.50
7	Exterior Paint	0.33	LS	\$35,100.00	\$11,583.00

Progress Payment No. 1 for CIP 513A
Page 2
February 12, 2013

Total To Date	\$32,335.50	
Less Prior Billing	<u>\$ 0</u>	
Total This Period	\$32,335.50	\$32,335.50
Less 10% Retention		<u>\$(1,616.78)</u>
		\$30,718.72

FISCAL IMPACT:

The progress payment is within the Capital Improvement Program Budget for the Community Center Building Refurbishment, CIP No. 513A.



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: FEBRUARY 12, 2013

TO: MAYOR AND COUNCIL MEMBERS

FROM: DONALD J. WHITE
ASSISTANT CITY MANAGER

ISSUE: AUTHORIZATION TO ADVERTISE FOR BIDS FOR BOTH THE CIVIC CENTER IMPROVEMENTS-CARPETING AND CIVIC CENTER IMPROVEMENTS-PAINTING

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE PLANS AND SPECIFICATIONS ON FILE WITH THE CITY CLERK AND AUTHORIZE THE ADVERTISEMENT FOR BIDS FOR BOTH THE CIVIC CENTER IMPROVEMENTS-CARPETING AND CIVIC CENTER IMPROVEMENTS-PAINTING.

SUMMARY:

In accordance with the City's financial policies, the City maintains a capital reserve fund for the Laguna Hills Civic Center. Monies are available in the Civic Center Capital Reserve Fund to complete needed improvements to the now nine year-old building. The planned improvements include repainting the interior and replacing all the carpeting in the building common areas and City occupied spaces. The painting and carpeting improvements will be bid as two separate proposals, as doing so may result in cost savings. Staff has prepared the plans and specifications for both these projects and they are on file with the office of the City Clerk. Authorization to advertise the project for bids is requested.

BACKGROUND:

The Civic Center was dedicated on December 14, 2004 and, given its usage and age, is now in need of refurbishment of the worn surfaces. The building is in its 9th year of service to the community and there is a need to repaint the common areas within the interior of the building, as well as replace the carpeting in all common areas and City staff offices. In anticipation of the continuing need to maintain City buildings, monies have been allocated for these improvements from the Civic Center Capital Reserve Fund.

Specific improvements to be made include: repainting all the common areas in the interior of the building; replacing all carpeting in common areas; replacing carpeting in most City space; and replacing broken tiles in the rotunda, as necessary.

The improvements have been reviewed and are recommended for approval by the Civic Center Management Committee.

Staff has prepared the plans and specifications for the projects and they are on file with the office of the City Clerk. The contract documents call for the paint and carpeting to match the original installation colors and textures as close as possible.

FISCAL IMPACT:

The Civic Center budget allocates \$102,000 to complete the aforementioned Civic Center improvements. These improvements will be funded through the Civic Center Capital Reserve Fund.

CEQA FINDINGS:

Exempt in accordance with CEQA exemption Class 1 (CEQA Guidelines Section 15301 -- Existing Facilities). The exemption applies to maintenance, repair, and minor alterations of existing public facilities.



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: FEBRUARY 12, 2013

TO: MAYOR AND COUNCIL MEMBERS

FROM: KENNETH H. ROSENFELD
DIRECTOR OF PUBLIC SERVICES/CITY ENGINEER

ISSUE: PROGRESS PAYMENT NO. 22 FOR LA PAZ ROAD WIDENING AT I-5
IMPROVEMENT PROJECT, CIP NO. 159

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE PROGRESS
PAYMENT NO. 22, IN THE NET AMOUNT OF \$52,221.42, TO SEMA CONSTRUCTION,
INC., FOR THE LA PAZ ROAD WIDENING AT I-5 IMPROVEMENT PROJECT, CIP
NO. 159.

SUMMARY:

Work on the La Paz Road Widening at I-5 Improvement Project, CIP No. 159, began on April 7, 2011, and is being performed by SEMA Construction, Inc. Work performed in December 2012, included installation of rock blanket, plant establishment, signage, striping, and pavement marking. The contractor has submitted the twenty-second progress payment request for approval.

BACKGROUND:

A routine monthly action for capital improvement projects is the submission, review, and approval of the contractor's invoice. Procedurally, field staff verifies the contractor's quantities and matches them with the submitted invoice. The unit prices and total costs of the project are confirmed by the office staff and a progress payment is then processed. A ten (10) percent retention is withheld from each payment to assure final performance of the work. The contractor for the project, SEMA Construction, Inc., has submitted the twenty-second progress payment for the subject project as follows:

ITEM #	DESCRIPTION	QUANTITY	UNIT	\$	AMOUNT
55	Rock Blanket	847	SY	\$ 63.00	\$ 53,361.00
60	Plant Establishment	.08	LS	\$ 20,200.00	\$ 1,616.00
87	Type A Panel Sign	83	SF	\$ 26.00	\$ 2,158.00

Progress Payment 22, CIP No. 159
Page 2
February 12, 2013

93	Roadside Sign – One Post	2	EA	\$	350.00	\$	700.00
125	Thermoplastic Stripe	30	LF	\$	0.72	\$	21.60
126	Thermoplastic Marking	38	SF	\$	4.40	\$	167.20
Total To Date					\$4,755,155.49		
Less Prior Billing					<u>\$4,697,131.69</u>		
Total This Period					\$ 58,023.80	\$	58,023.80
Less 10% Retention						<u>\$</u>	<u>(5,802.38)</u>
						\$	52,221.42

FISCAL IMPACT:

The progress payment is within the Capital Improvement Program Budget for the La Paz Road Widening at I-5 Improvement Project, CIP No. 159.



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: FEBRUARY 12, 2013

TO: MAYOR AND COUNCIL MEMBERS

FROM: DONALD J. WHITE
ASSISTANT CITY MANAGER

ISSUE: SECOND QUARTER FINANCE AND TREASURER'S REPORT (FY 2012/13)

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THE SECOND QUARTER FINANCIAL AND TREASURER'S REPORT FOR FISCAL YEAR 2012/13.

SUMMARY:

Staff is submitting to the City Council the Quarterly Financial Highlights for the Second Quarter of Fiscal Year 2012/13. The financial statements show the planned use of reserves during the second quarter of the fiscal year, due to revenues and expenditures that are unevenly received and expended over the course of the fiscal year. The City's total fund balance as of December 31, 2012, is \$9,748,592.

BACKGROUND:

Attached to this report is a pamphlet entitled "City of Laguna Hills Quarterly Financial Highlights, Second Quarter, Fiscal Year 2012/13." The information presented in the pamphlet provides the City Council and City Management with the results of the City's financial operations for the six months ended December 31, 2012, and its fund balance as of the same period.

The pamphlet also contains a condensed Treasurer's Investment Report. The City's total cash and investments as of December 31, 2012, is \$8,813,226. Compared with the same period of the previous fiscal year, total cash and investments are up by roughly \$121,000.

The Laguna Hills Civic Center section in the pamphlet includes an abridged balance sheet and income statement summary for the Laguna Hills Civic Center leasing operation. Essex Realty, the management company for the property, reported a net income of \$41,576 for the six months of leasing activity from July 1 to December 31, 2012. After adding back contra rent revenue associated with the City's occupied spaces, the effective net income is

\$341,441. The balance sheet shows equity of \$16,842,764 as of December 31, 2012.

ATTACHMENTS:

- City of Laguna Hills Quarterly Financial Highlights
2nd Quarter FY 2012/13

CITY OF LAGUNA HILLS

Quarterly Financial Highlights



2nd Quarter, Fiscal Year 2012-13

December 31, 2012

Honorable Mayor and City Council Members:

At the end of the second quarter, the City's year-to-date funding sources were approximately \$11.04 million and funding uses for the same period were approximately \$11.71 million, resulting in the anticipated use of reserves by quarter end December 31, 2012. This is attributed to the timing in funding of capital improvement projects, which typically lag behind spending, and the accrual of tax revenues received within the first 60-days of the prior fiscal year. Approximately, 60% of general fund revenues is expected to be recorded in the second half of the fiscal year.

A Summary of Funding Sources and Uses for the six months ended December 31, 2012 is presented in the following table:

FY 2012/13, Quarter End 12/31/12 Highlights

	YTD ACTUAL (million)	BUDGET (million)	YTD % OF BUDGET
Funding Sources	\$ 11.04	\$ 23.5	47%
Funding Uses	11.71	24.9	47%
Net Change	(\$.67)	(\$ 1.4)	

REPORT VARIANCES

There are various revenues and expenditures which are received or expended unevenly during the fiscal year. In accordance with Government Accounting Standards Board Statement No. 22, revenues from taxpayer-assessed taxes, such as sales tax and franchise tax, received in the first two months of this fiscal year were accrued in the prior fiscal year. There are also certain expenditures, such as annual insurance premiums, that are expensed in full during the first quarter. Therefore, when comparing the budget with actual data, one cannot expect that exactly 50% of the fiscal year's revenues and

expenditures would have been received or expended by the second half of the fiscal year. Thus, the YTD as a percentage of budget shown in this report does not necessarily indicate material deviations or budget variances.

FUND BALANCE

Included in this pamphlet, on page 5, is a report on the City's Fund Balance as of December 31, 2012. City-managed short-term idle funds, as well as bond funds, are invested in approved securities. An abridged balance sheet, which itemizes the City's assets and liabilities, is included on page 4.

Continued on page 2

LAGUNA HILLS CIVIC CENTER

The abridged Balance Sheet and Income statement for the Laguna Hills Civic Center leasing operation is shown below:

Abridged Balance Sheet As of December 31, 2012

ASSETS

Total Current Assets	\$ 137,351
Total Fixed Assets	16,754,150
TOTAL ASSETS	\$ 16,891,501

LIABILITY & EQUITY

Total Current Liabilities	\$ 48,737
Total Equity	16,842,764
TOTAL LIABILITIES & EQUITY	\$ 16,891,501

Income Statement Summary For the 6 Months Ended December 31, 2012

TOTAL INCOME	\$ 275,377
TOTAL EXPENSES	233,801
NET INCOME/(LOSS)	\$ 41,576

Funding Sources

The City's total funding sources comprise of general fund revenues, special fund revenues, and other financing sources. At the end of the second quarter, total funding sources were approximately \$11.04 million, or 47% of budget.

General Fund Revenues

General Fund Revenues are utilized primarily to finance the City's general governmental activities. At quarter end, general fund revenues totaled \$7,581,567, or 39% of budget. The recording of these revenue sources comply with GASB 22, which addresses the timing of recognition of non-exchange transactions, e.g. taxes and fines.

Receipts of Property Tax, which are concurrent with the County's tax collection schedule, came in at \$4,303,964, or 50% of budget. Intergovernmental Revenues, which includes sales tax revenue, were \$1,883,033, or 33% of budget. Franchise fees from utility companies and transient occupancy tax comprise Franchise Tax revenues, which came in at \$639,738, or 26% of budget. These receipts lag at least a quarter and no accrual was made at quarter end. Revenues from Licenses & Permits, \$268,101, and Charges for Services, \$386,876, are dependent upon development activities and came in at 29% and 34% of budget respectively. Fines and Forfeitures, which includes parking and vehicle fines, ended the quarter at 20% of budget, at \$99,855.

Special Revenues and Grants

Many of the Special Revenue funding sources are tied in with the City's Capital Improvement Plan. The receipts of funding sources for certain capital projects typically lag behind the spending on the projects, as the claims are applied for during construction or after project-completion. At the end of the second quarter, special revenues receipts totaled \$487,787, or 13% of budget.

Other Funding Sources

In accordance with GAAP, not all increases in governmental fund financial resources can be classified as revenue. Certain increases instead are reported as other financing sources, such as sales of general capital assets, proceeds of general long-term debt, and financial inflows from other funds. On September 13, 2012, the sale of the Moulton-La Paz property to Vintage Real Estate closed escrow for \$2,952,352.

Funding Uses

The City's total funding uses consist of the City's Operating Expenditures, outlay for Capital Improvement projects, debt charges and expenditures for grant related programs. At the end of the second quarter, total funding uses were approximately \$11.7 million, which was 47% of the annual budget.

Operating Expenditures

At the end of the second quarter, operating expenditures totaled roughly \$7.9 million, which represents 45% of the total operating budget. The spending levels for all the functional areas were at or below 50%, with the exception Information Technology, as payments for certain expenditures, such as annual software maintenance contracts, were expensed in full at the beginning of the fiscal year.

Capital Improvement Plan

All budgeted capital improvement projects automatically re-appropriate each fiscal year until the project is completed. The amended budget of approximately \$5.2 million includes roughly \$2.3 million in budget carry-overs from the re-appropriation of capital improvement projects, namely the La Paz Widening at I-5 project (of \$1.3 million). At the end of the second quarter, total capital expenditures were \$3,457,580, or 67% of budget.

Capital Improvement Program For the 6 Months Ended, December 31, 2012

Streets, Signals & Lighting	\$	3,235,583
Streetscape		11,706
Flood Control & Water Quality		33,252
Parks		171,754
Public Facilities		2,717
Trails and Open Space		2,568
Total	\$	3,457,580

CITY OF LAGUNA HILLS
COMPARATIVE STATEMENT OF OPERATION - GOVERNMENTAL FUNDS
FOR THE 6 MONTHS ENDED, DECEMBER 31, 2012

	FY 2012/13			FY 2011/12		
	Y-T-D ACTUAL	AMENDED BUDGET	YTD % of BUDGET	Y-T-D ACTUAL	AMENDED BUDGET	YTD % of BUDGET
FUNDING SOURCES						
General Fund Revenues						
Property Taxes	\$ 4,303,964	\$ 8,680,357	50%	\$ 4,294,874	\$ 8,443,720	51%
Intergovernmental Revenues	1,883,033	5,738,434	33%	1,912,926	5,615,936	34%
Franchise Taxes	639,738	2,422,641	26%	582,979	2,244,170	26%
Licenses and Permits	268,101	910,000	29%	276,506	805,600	34%
Charges for Current Services	386,876	1,125,413	34%	403,931	1,117,613	36%
Fines & Forfeitures	99,855	500,000	20%	131,090	500,000	26%
Total General Fund Revenues	<u>7,581,567</u>	<u>19,376,845</u>	39%	<u>7,602,305</u>	<u>18,727,039</u>	41%
Special Revenue Funds						
Gas Tax Fund	234,870	932,707	25%	364,873	912,629	40%
Measure M2 Fair Share	152,709	497,908	31%	139,195	468,290	30%
Measure M - Competitive	-	245,709	0%	-	165,709	0%
AB 2766 Fund	9,191	40,000	23%	10,907	40,000	27%
CDBG	-	215,000	0%	-	228,750	0%
Developer Fees	-	-	-	191,786	-	-
Redevelopment Tax Increment	-	71,400	0%	62,302	70,000	89%
Housing Set-aside	-	22,850	0%	-	22,400	0%
CARITS	-	-	-	545,476	-	-
Beverage Recycling Fund	-	8,826	0%	-	8,826	0%
CR&R Recycling Fees	20,000	20,000	100%	20,000	20,000	100%
C&D Forfeited Deposits	3,505	50,000	7%	-	50,000	0%
Senior Mobility Program	9,339	34,226	27%	10,246	34,226	30%
Public Art Fund	-	-	-	23,141	-	-
Grants and Contributions	-	1,630,966	0%	9,984	4,990,000	0%
Law Enforcement Grants	58,174	-	-	48,158	-	-
Total Special Revenue Funding	<u>487,787</u>	<u>3,769,593</u>	13%	<u>1,426,068</u>	<u>7,010,830</u>	20%
Other Funding Sources						
Sale of capital assets	2,952,352	-	-	-	-	-
Interest Income	14,359	170,000	8%	14,014	80,000	18%
Distribution from Leasing Operations Fund	-	150,000	0%	-	100,000	0%
Total Other Funding Sources	<u>2,966,710</u>	<u>320,000</u>	927%	<u>14,014</u>	<u>180,000</u>	8%
TOTAL FUNDING SOURCES	<u>\$ 11,036,065</u>	<u>\$ 23,466,438</u>	47%	<u>\$ 9,042,387</u>	<u>\$ 25,917,869</u>	35%
FUNDING USES						
Operating Expenditures						
City Council/Manager	\$ 497,638	1,078,024	46%	\$ 514,554	\$ 1,056,981	49%
City Clerk	159,393	388,623	41%	164,947	378,693	44%
Administrative Services	651,256	1,365,503	48%	657,477	1,310,565	50%
Information Technology	131,624	254,832	52%	110,909	287,970	39%
Community Development	476,764	1,370,580	35%	543,230	1,360,257	40%
Public Services	1,823,492	4,172,557	44%	1,930,064	4,018,945	48%
Community Services	796,396	1,844,180	43%	730,978	1,750,495	42%
Public Safety	3,357,284	6,893,205	49%	3,358,603	6,759,246	50%
Total Operating Expenditures	<u>7,893,847</u>	<u>17,367,504</u>	45%	<u>8,010,762</u>	<u>16,923,152</u>	47%
Capital Improvement Program	<u>3,457,580</u>	<u>5,187,609</u>	67%	<u>1,895,490</u>	<u>7,438,785</u>	25%
Other Funding Uses						
Debt Charges	311,594	1,803,187	17%	334,194	1,798,387	19%
Claims	28,269	50,000	57%	4,420	50,000	9%
Distributions to Business-type Fund	-	101,237	0%	-	-	-
Special Revenue Fund Expenditures						
Redevelopment Tax Increment Fund	-	20,000	0%	1,438	47,515	3%
Housing Set-Aside	-	22,850	0%	3,710	22,400	17%
CDBG Fund Expenditures	-	215,000	0%	-	228,750	0%
Senior Mobility Program	1,210	34,226	4%	2,170	63,721	3%
Beverage Recycling	592	19,500	3%	7,856	34,000	23%
CR&R Recycling Fund	12,385	20,000	62%	16,421	13,019	126%
Forfeited C&D Deposits	-	54,731	0%	-	58,981	0%
AB 939 Surcharge Grant	2,831	2,669	106%	1,625	7,468	22%
Law Enforcement Fund Expenditures	2,547	-	-	8,556	-	-
Total Other Funding Uses	<u>359,427</u>	<u>2,343,400</u>	15%	<u>398,329</u>	<u>2,324,241</u>	17%
TOTAL FUNDING USES	<u>\$ 11,710,854</u>	<u>\$ 24,898,513</u>	47%	<u>\$ 10,304,581</u>	<u>\$ 26,686,178</u>	39%
NET CHANGE IN FUND BALANCE	<u>\$ (674,789)</u>	<u>\$ (1,432,075)</u>		<u>\$ (1,262,194)</u>	<u>\$ (768,309)</u>	

CITY OF LAGUNA HILLS
ABRIDGED BALANCE SHEET - GOVERNMENTAL FUNDS
DECEMBER 31, 2012

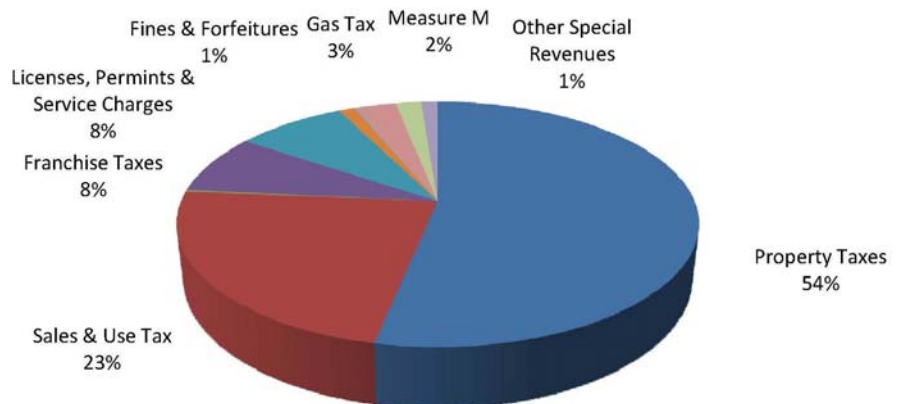
ASSETS

Cash and investments	\$ 8,797,754
Receivables:	
Accounts	158,861
Interest	6,412
Due from other funds	27,310
Due from other governments	<u>1,051,471</u>
Total assets	\$ <u>11,827,957</u>

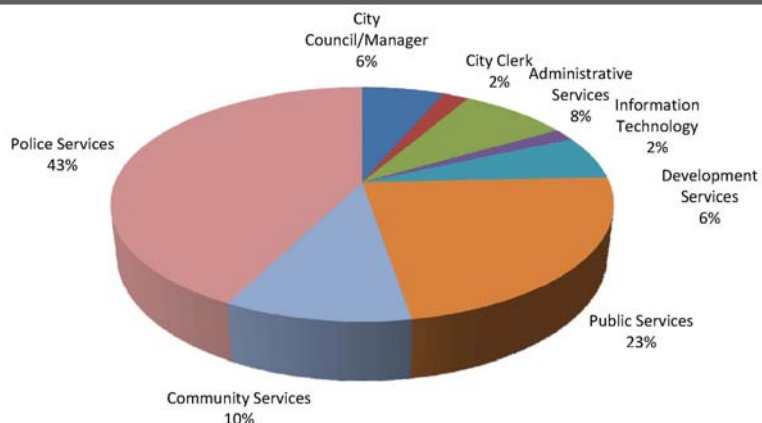
LIABILITIES AND FUND BALANCES

Liabilities:	
Accounts payable	\$ 829,104
Payroll and benefits	(37,344)
Refundable deposits to contractors	339,323
Deferred revenue	936,150
Trust accounts	<u>12,132</u>
Total liabilities	\$ 2,079,364
Fund balances:	\$ <u>9,748,592</u>
Total liabilities and fund balances	\$ <u>11,827,957</u>

**REVENUES -
General Fund &
Special Revenue Funds
FY 2012/13
As of 12/31/12**



**OPERATING
EXPENDITURES
FY 2012/13
As of 12/31/12**



CITY OF LAGUNA HILLS
GOVERNMENTAL FUNDS

STATEMENT OF WORKING FUNDS
AS OF DECEMBER 31, 2012

Fund Balance

General Fund	\$ 6,745,572
Gas Tax	949,019
Measure M	5,709
Proposition 1B	175,544
CARITS	875,124
Senior Mobility Program	21,324
Beverage Recycling	38,153
CR&R Recycling	5
C&D Forfeited Deposits	25,578
AB 939 Surcharge Grant	7,607
Public Art Fund	(238,737)
Grants & Contributions	8,856
Debt Service	1,809,627
Total Beginning Fund Balance	10,423,381

Excess (Deficiency) of Funding Sources over Funding Uses	(674,789)
--	-----------

Fund Balance, as of December 31, 2012	\$ 9,748,592
--	---------------------

Disposition of Working Funds

Total Cash and Demand Deposits	\$ 826,175
Total Investments	7,971,579
Total Cash and Investments (for details see Treasurer's Report)	8,797,754
Receivables Net of Liabilities	950,838

Working Funds, as of December 31, 2012	\$ 9,748,592
---	---------------------

The Quarter End Financial Management Report for the 2nd Quarter of Fiscal Year 2012-13 is hereby submitted. The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. To the best of our knowledge and belief, the above information is reported in a manner that presents fairly the financial position and results of operation of the governmental funds of the City of Laguna Hills as of December 31, 2012.

Respectfully submitted,

original signed

Donald J. White
Assistant City Manager

February 7, 2013

Date

TREASURER'S INVESTMENT REPORT - ALL FUNDS (CONDENSED)
FOR THE 2ND QUARTER ENDED DECEMBER 31, 2012

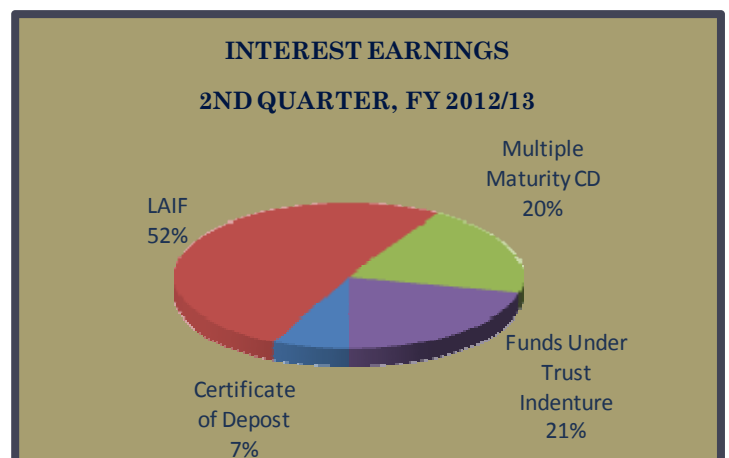
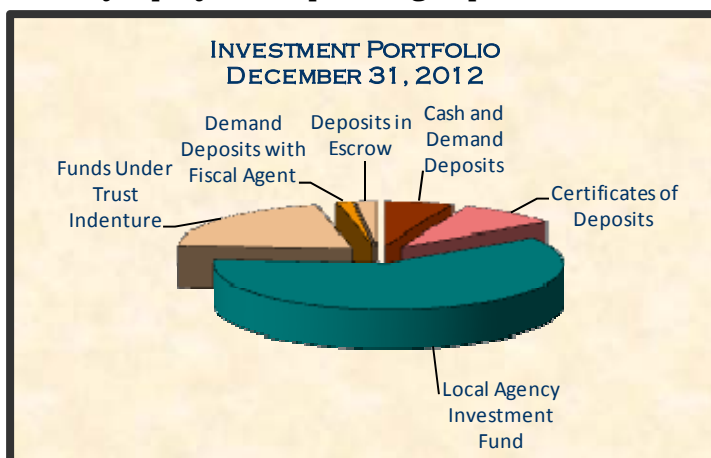
Cash and Investments by Type	2nd Quarter Beginning Book Value	Deposits	Withdrawals	2nd Quarter Ending Book Value	2nd Quarter Interest Income
Cash on Hand	\$ 1,750	\$ -	\$ -	\$ 1,750	\$ -
Demand Deposits	904,544	7,814,221	8,174,688	544,076	-
Certificates of Deposits	750,000	-	-	750,000	480
Multiple Maturity Certificates of Deposits	70,957	-	-	70,957	1,357
State Treasurer's Investment Fund	5,834,918	1,604,461	2,100,000	5,339,379	3,527
Funds Under Trust Indenture	1,809,627	1,616	-	1,811,243	1,469
Demand Deposits with Fiscal Agent	204,322	294,413	375,694	123,041	-
Deposits in Escrow	144,917	27,863	-	172,780	-
TOTAL	\$ 9,721,035	\$ 9,742,573	\$ 10,650,382	\$ 8,813,226	\$ 6,833

The City's investment policy approved by Council resolution is the prevailing guideline in managing investments. Short-term excess cash is currently invested primarily in the Local Agency Investment Fund (LAIF) administered by the State Treasurer. Held under trust indenture by The Bank of New York Mellon Trust Company, N.A, is a Reserve Fund established to secure the timely payment of principal and interest represented by the 2010 Refinancing Project bond issues.

The following is the summary of the cash and investments for the 2nd quarter ended December 31, 2012, compared with the same period of the previous fiscal year:

	December 31, 2012	December 31, 2011
Cash on hand	\$ 1,750	\$ 1,750
Pooled Deposits:		
Demand Deposits	667,117	589,056
Certificates of Deposits	820,957	570,957
Total Pooled Deposits	1,488,074	1,160,013
Pooled Investments:		
Local Agency Investment Fund	5,339,379	5,721,624
Restricted Cash and Investments:		
Local Agency Investment Fund	1,811,243	1,807,878
Demand Deposits	172,780	1,148
Total Cash and Investments	\$ 8,813,226	\$ 8,692,413

We believe the City's portfolio provides sufficient cash flow liquidity to meet the next six months of the City's projected operating expenditures.



ITEMS REMOVED FROM THE CONSENT CALENDAR

**4.1 APPROVAL OF WARRANT REGISTER FOR PERIOD ENDED
JANUARY 22, 2013**

**MOTION TO APPROVE THE WARRANT REGISTER IN THE AMOUNT OF
\$1,059,507.01, BY M/COUNCIL MEMBER GILBERT, S/MAYOR PRO TEMPORE
BLOUNT.**

APPROVED BY A VOTE OF 4-0 (COUNCIL MEMBER CARRUTH ABSENT).

5. PLANNING AGENCY

Mayor Kogerman recessed the City Council meeting and acting in the capacity of Chair, called the regular meeting of the Planning Agency of the City of Laguna Hills, California, to order at 7:20 PM.

5.1 ROLL CALL OF PLANNING AGENCY MEMBERS

Present: Chair Kogerman, Vice Chair Blount, Agency Member Bressette, Agency Member Gilbert.

Absent: Agency Member Carruth

5.2 PUBLIC COMMENTS

There were no Public Comments.

5.3 MINUTES

5.3.1 REGULAR MEETING, JANUARY 8, 2013

**MOTION TO APPROVE THE MINUTES OF THE JANUARY 8, 2013, REGULAR
MEETING, BY M/AGENCY MEMBER BRESSETTE, S/AGENCY MEMBER
GILBERT.**

APPROVED BY A VOTE OF 4-0 (AGENCY MEMBER CARRUTH ABSENT).

5.4 PLANNING AGENCY PUBLIC HEARINGS

There were no Public Hearings.

PLANNING AGENCY ADJOURNMENT

Mayor Kogerman reconvened the City Council meeting at 7:21 PM. All Council Members were present, with the exception of Council Member Carruth.

6. CITY COUNCIL PUBLIC HEARINGS

There were no Public Hearings.



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: FEBRUARY 12, 2013

TO: CHAIR AND AGENCY MEMBERS

**FROM: DAVID CHANTARANGSU, AICP
DIRECTOR OF COMMUNITY DEVELOPMENT**

ISSUE: VARIANCE NO. V-12-12-2454, A REQUEST BY D. KUBICA/ B. DEYO TO CONSTRUCT AN OUTDOOR FIREPLACE AND +/- 191 SQUARE FOOT PATIO COVER IN A REQUIRED SETBACK ON THE SUBJECT PROPERTY AT 26362 YOLANDA STREET

RECOMMENDATION: THAT THE PLANNING AGENCY: (1) CONDUCT A PUBLIC HEARING; AND (2) ADOPT A RESOLUTION ENTITLED: "A RESOLUTION OF THE PLANNING AGENCY OF THE CITY OF LAGUNA HILLS, CALIFORNIA, GRANTING VARIANCE NO. 12-12-2454, A REQUEST BY D. KUBICA/ B. DEYO TO CONSTRUCT AN OUTDOOR FIREPLACE AND +/- 191 SQUARE FOOT PATIO COVER IN A REQUIRED SETBACK ON THE SUBJECT PROPERTY AT 26362 YOLANDA STREET."

SUMMARY:

The subject property is located at 26362 Yolanda Street which is within the Lomas Laguna development located at the intersection Alicia and Moulton Parkways. The applicants are seeking approval from the Planning Agency of a variance to construct a new +/- 191 square foot attached patio cover closer than one foot to a side property line and a freestanding fireplace nearly on the side property line. The City's Development Code requires that a minimum three foot setback be provided. Staff supports the request given the property's substandard lot width, depth, and area when compared to the development standards of the property's zone and other properties in the Lomas Laguna development.

Staff has reviewed the Development Code requirements as well as General Plan issues, goals, and strategies, and has evaluated the potential for environmental impacts in accordance with the California Environmental Quality Act (CEQA), and has determined that the proposed Variance will not be detrimental to the public health, safety, and welfare of the community, nor be injurious to properties, uses, or improvements in the vicinity, and therefore, recommends approval of Variance No. 12-12-2454, subject to the conditions proposed.

BACKGROUND:

The subject property is an existing +/- 4,200 square foot lot improved with a 2,132 square foot, two-story, detached single-family residence. The lot is located on a street “knuckle” which is a term used to describe the curvature of a street as a result of a sharp turn. In this case the property is located on a curve created by the intersection of Yolanda and Ramona Streets. Lots located in this manner are typically narrower in width and smaller in area than other lots located mid-block. The property was originally constructed in 1977. A small kitchen expansion was added in 2004. The property is considered a “Substandard Lot” by definition of the Zoning Code indicating that the property has less than the minimum area or dimensions required by the zone in which the property is located. Although the property is part of the Lomas Laguna planned community and was developed under standards approved by the County of Orange, the City’s development standards must be applied to new construction. The property is located in the Medium Density Residential (MDR) zone which is a residential zone typically used in condominium developments. In this instance it supports a small lot, single-family development.

The minimum lot area and dimensions in the MDR zone, along with the existing conditions are as follows:

Lot Requirement	Minimum Required	Existing Condition	Deficiency
Lot Width	50 Feet	+/- 46 Feet	4 Feet
Lot Depth	100 Feet	+/- 78 Feet	22 Feet
Lot Area	7,200 Square Feet	+/- 4,200 Square Feet	+/- 3,000 Square Feet

Project Description

The applicants propose to construct a new +/- 191 square foot patio cover, attached to the existing residence, that will come within 10-inches of the property’s west side property line. A free standing outdoor gas fireplace will also be located nearly on the same side property line at its closest point. In order to meet the required setback, the property owner would need to maintain a distance of 3 feet from the side property line which would have the effect of reducing the patio size and location of the fireplace.

The patio will be attached to the west side of the residence, which is located between 9 and 13 feet away from the side property line. The patio cover will measure between 7 feet and 10 feet wide and be 20 feet in length. Staff notes a 38-foot wide private, common area greenbelt is located adjacent to the property on the west side. The greenbelt area slopes up and away from the subject property’s side yard and is densely landscaped. The combination of the greenbelt’s higher topography and existing landscaping create a +/- 50 foot wide landscape screen around the proposed patio area.

Staff Analysis

In order to construct the patio as proposed, the property owner must obtain a variance from the City's zoning standards to be closer to the side property line than the minimum required 3 foot setback. Pursuant to Section 9-92.060(F) of the City's Development Code, the Planning Agency may permit new construction to deviate from any zoning requirement through the City's variance procedure. Generally, a variance can be granted when a physical hardship exists on a property, such as size or shape, which prevents the property from being developed in a manner which other properties in the vicinity and in the same zone have enjoyed. The goal of a variance is to provide relief from the hardship affecting the property by allowing the property owner to deviate from the city's zoning standards.

The property's location on a street curve results in a lot shape that has the effect of reducing the width and area of the lot when compared to other properties in the development. A staff review of all 184 properties within the Lomas Laguna planned community indicates that the subject property is 9 feet narrower than an average-sized property in the development, which is 53 feet wide - the subject property is 44 feet wide at the front property line. It is also several hundred square feet smaller than the average lot (+/- 4,200 square feet versus +/- 4,400 square feet). The smaller lot area and narrower lot size represent a hardship on the property that other properties in the development do not have to contend with. These conditions have the effect of reducing the outdoor area available to the property owner to construct improvements other properties in the development are able to enjoy. Therefore the granting of the requested variance is justified.

CEQA FINDINGS:

Variance No. 12-12-2454 has been found to be exempt from environmental review under state regulations (the California Environmental Quality Act). The exemption is based upon the Class 3 and Class 5 exemptions which exempts projects involving the construction of small structures and encroachments into required setbacks pursuant to Title 14, Chapter 3, Sections 15303 and 15305 of the California Code of Regulations.

ATTACHMENTS:

- Attachment 1 - Application Materials
- Attachment 2 - Vicinity Map
- Attachment 3 - Site Photos
- Attachment 4 – Resolution
- Attachment 5 - Plans

Attachment 1

December 6, 2012

Daniel Kubica
26362 Yolanda Street
Laguna Hills, CA 92656

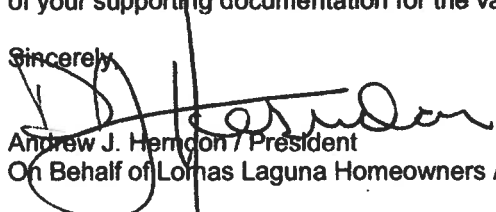
Re: Lomas Laguna Homeowners Association 26362 Yolanda Street
RE: Lomas Laguna HOA Architectural Endorsement for Proposed Improvement

Dear Daniel Kubica :

This is a follow up to our letter dated June 25, 2012 in which we approved your architectural request for home improvement submitted on June 18, 2012. We understand that you have had discussions with the City of Laguna Hills regarding the setback requirements on the south side property line and that you have elected to submit an application for a variance requesting them to allow the proposed improvements. Since the Lomas Laguna Homeowner's Association (HOA) is the owner of the parcel immediately adjacent to yours on the south side, we are endorsing your proposed project and further state that we believe your project will not negatively impact the current or future use of the adjacent parcel. This parcel is designated as a common area that is landscaped and maintained by the HOA with no future plans other to maintain it as a landscaped area. Since the location of your property is unique within the Lomas Laguna community (no neighbor on one side, across the street or behind), we support your request for the city's granting of a variance from the setback requirements and we do not view this action as affording you any special privileges that would warrant concern.

We understand that this matter will be taken up by the City Council for approval. I will make every effort possible to join you at the meeting, so please use our letter of endorsement as part of your supporting documentation for the variance application.

Sincerely,



Andrew J. Herndon / President
On Behalf of Lomas Laguna Homeowners Association

cc: Lomas Laguna Board of Directors



December 18, 2012

CITY OF LAGUNA HILLS
Planning Department
24035 El Toro Road
Laguna Hills CA 92653

RE: 26362 Yolanda Street (Parcel 634-181-12) – Application for Variance

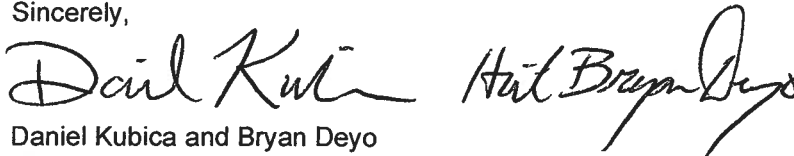
As part of our application for a variance, we are submitting this letter to explain in detail what we are proposing and address the findings for a variance.

We are proposing to construct a patio overhang and gas fireplace on the south side of our property. Our parcel is an irregularly shaped lot of approximately 4,256 square feet in area which lies on the extreme south end of Yolanda Street in the community of Lomas Laguna (see attached portion of Tract Map showing Lot 21 which is the subject parcel). The patio overhang will be an extension of the existing roof and will be constructed of the same materials. The overhang will encompass approximately 191 square feet. The proposed overhang will extend from the side of the existing house towards the side property line. Since the parcel is somewhat pie shaped, this side yard ranges in depth from approximately 11 feet on the east end to 7-1/2 feet on the west end (from the house to the side property line). Immediately adjacent to the side yard where the improvements are proposed, there is a vacant parcel owned by the Lomas Laguna Homeowners Association (the HOA). This parcel is landscaped and maintained by the HOA with no future plans other than to maintain it as a landscaped area (see letter from the HOA and photograph attached).

The following addresses how the proposed project is consistent with the findings for the variance. The City code currently requires a minimum setback of 5 feet from the side property line. Since, as described above, the property is irregularly shaped creating variable depth averaging 9 feet from the edge of the dwelling to the side property line in the area of the proposed project and the location of the subject property adjacent to a vacant lot instead of another dwelling, this creates a special circumstance not applicable to others in the community. Additionally, the irregular shape of the lot creates a rear yard that has less space than the side yard for such an overhang. The south side property line is 78 feet from front to back which is much less than the average lot depth in the community which ranges from approximately 85 to 95 feet on average. Granting a variance from the side yard setback requirements will not have a negative impact on the community. This project has been endorsed by the HOA in the attached letter. Patio overhangs are common among homeowners in the community, so the proposed use will be in line with that of the zoning district.

If you need further explanation or would like to schedule a site visit, please contact Bryan Deyo at 949-350-2000. We appreciate your review and consideration of this variance application.

Sincerely,

Handwritten signatures of Daniel Kubica and Bryan Deyo in black ink.

Daniel Kubica and Bryan Deyo
Trustees of DJK Living Trust
Property Owners



PLANNING APPLICATION

Date Received: _____

Receipt #: _____

By: _____

Case #: VA 2012-12-2454

APPLICATION TYPE	FEE	DEPOSIT	CASE NUMBER
PRELIMINARY APPLICATION PROJECT REVIEW	\$600		PA
CHANGED PLAN (Minor)	\$600		CP
CHANGED PLAN (Major)		\$2,000	CP
APPEAL	\$600		APL
GENERAL PLAN AMENDMENT		\$6,000	GPA
ZONE CHANGE		\$6,000	ZC
VARIANCE		\$3,500	VA
CONDITIONAL USE PERMIT	Typical	\$4,000	CUP
	Modified	\$2,000	CUP
SITE DEVELOPMENT PERMIT (Major)	Typical	\$4,000	SDP
	Master Sign Program	\$4,000	MSP
SITE DEVELOPMENT PERMIT (Minor)	Typical	\$800	SDP
	Sign Program Amendment/Retaining Wall	\$800	SDP
ENVIRONMENTAL	Negative Declaration	\$3,000	
	Environmental Impact Report (EIR)	\$10,000	
TENTATIVE PARCEL MAP		\$4,500	TPM
TENTATIVE TRACT MAP (\$1,000 screen check fee plus)		\$6,000	TTR
LOT LINE ADJUSTMENT		\$1,000	LLA
OTHER			
PERMANENT RECORD RETENTION FEE (All applications)	\$30		
FIRE PLAN CHECK	\$387.20		

DEPARTMENT USE ONLY ABOVE THIS LINE

APPLICANT TO COMPLETE

PROJECT INFORMATION

PROJECT NAME: New covered patio

PROJECT ADDRESS/LOCATION: 26362 Yolanda St

ASSESSORS' PARCEL NUMBER 634-181-12 TRACT/PARCEL MAP & LOT #: Book 583 Tract 12494 LOT 21

ZONING: _____ GENERAL PLAN DESIGNATION: _____

PROJECT DESCRIPTION: Construct a patio overhang on the side yard; extend existing slump block wall along property line and install a gas outdoor fireplace

APPLICANT: Daniel Kubica & Bryan Deyo CONTACT PERSON: Bryan Deyo PHONE: 949-350-2000

ADDRESS/CITY: 26362 Yolanda St, Laguna Hills STATE: CA ZIP: 92656

BILL TO: (person/company to receive refund or invoice for additional fees due) BRYAN DEYO PHONE: 949-350-2000

ADDRESS/CITY: 26362 YOLANDA ST LAGUNA HILLS STATE: CA ZIP: 92656

PROPERTY OWNER: Daniel Kubica & Hait Bryan Deyo PHONE: 949-350-2000

ADDRESS/CITY: 26362 Yolanda St Laguna Hills STATE: CA ZIP: 92656

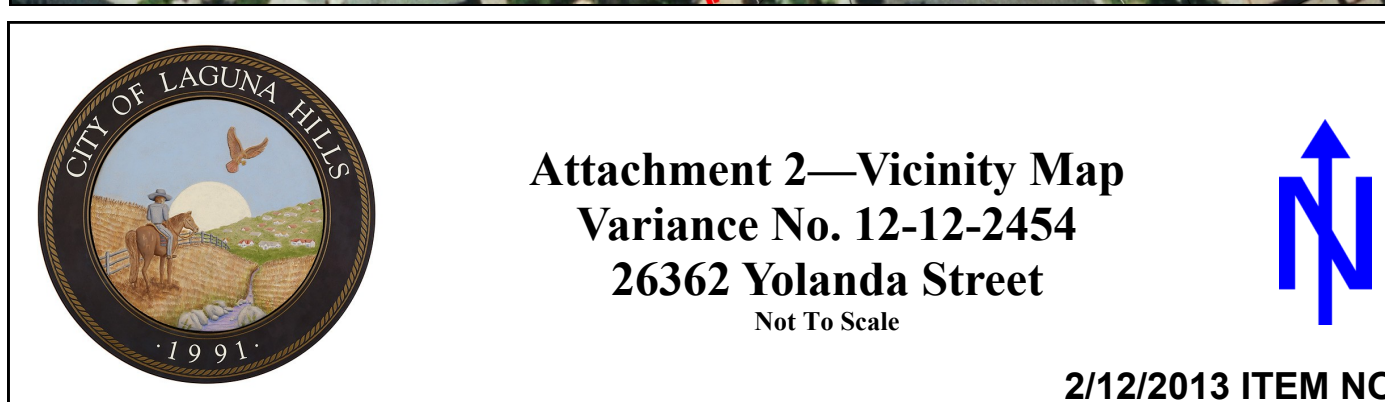
MAILING LIST CERTIFICATION:

In accordance with Section 9-92 of the City of Laguna Hills Development Code, I certify that the property owners list included with this application contains the names of all legal owner and tenants of all parcels of land within (300) feet of the exterior boundaries of the attached legally described parcel of land, as shown on the latest adopted Orange County Tax Roll

APPLICANT'S SIGNATURE: Daniel Kubica Hait Bryan Deyo DATE: 12/18/12

OWNER'S SIGNATURE: Daniel Kubica Hait Bryan Deyo DATE: 12/18/12

Attachment 2



Attachment 3

Attachment 3 – Site Photos



Street View



Trail View



Side Yard View from Lower Green Belt Area

Attachment 4

RESOLUTION NO. PA2013-

A RESOLUTION OF THE PLANNING AGENCY OF THE CITY OF LAGUNA HILLS, CALIFORNIA, GRANTING VARIANCE NO. 12-12-2454; A REQUEST TO CONSTRUCT AN OUTDOOR FIREPLACE AND PATIO COVER IN A REQUIRED SETBACK ON THE SUBJECT PROPERTY LOCATED AT 26362 YOLANDA STREET

WHEREAS, an application for Variance No. 12-12-2454 has been received to allow an outdoor fireplace and +/- 191 square foot patio cover in a required setback on the subject property at 26362 Yolanda Street located in the Medium Density Residential zone, Laguna Hills, California; and

WHEREAS, in accordance with the requirements of the California Environmental Quality Act, Variance 12-12-2454 has been found to qualify for the filing of a Categorical Exemption. The exemption is based upon the Class 3 and Class 5 exemptions which applies to projects involving the construction of small structures and encroachments into required setbacks pursuant to Title 14, Chapter 3, Sections 15303 and 15305 of the California Code of Regulations; and

WHEREAS, the Planning Agency has considered evidence presented by the Community Development Department, the applicant, and other interested parties with respect to the subject application at a public hearing held on February 12, 2013.

NOW, THEREFORE, THE PLANNING AGENCY OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. That the required findings by the City for approval of Variance No. 12-12-2454 have been met and are made as follows:

1. The strict application of the Development Code deprives the property owner of privileges enjoyed by other property owners in the vicinity and under the same zoning classification because of special circumstances applicable to the subject property or intended use of the property that do not generally apply to other properties in the same zoning district such as size, shape, topography, location, or surroundings in that:

The subject property is located on a street curve which results in a lot shape that has the effect of reducing the width and area of the lot when compared to other properties in the development. A staff review of all 184 properties within the Lomas Laguna planned community indicates that the subject property is 9 feet narrower than an average-sized property in the development, which is 53 feet wide - the subject property is 44 feet wide at

the front property line. It is also several hundred square feet smaller than the average lot (+/- 4,200 square feet versus +/- 4,400 square feet).

These conditions have the effect of reducing the outdoor area available to the property owner to construct improvements other properties in the vicinity are able to enjoy. The lot deficiencies represent special circumstances that apply to the subject property that do not generally apply to other properties in the Lomas Laguna development.

2. That the grant of the variance does not constitute the grant of special privilege not available to other properties under similar circumstance in the same zoning district in that:

The variance will provide relief from the City's zoning standards to allow development on a property that maintains an irregular shape, and that is substandard in terms of lot dimensions and lot width when compared to other properties in the Lomas Laguna development. Without the variance, the subject property would be deprived of nominal rights other properties enjoy because they maintain a standard shape, adequate lot dimensions and lot width. Without the variance the property would have less development rights than other properties in the Lomas Laguna development.

3. The Variance is granted upon hardship and not convenience in that:

The smaller lot area and narrower lot size represent a hardship on the property that other properties in the development do not have to contend with. These conditions have the effect of reducing the outdoor area available to the property owner to construct improvements other properties in the development are able to enjoy.

4. The grant of Variance will not be detrimental to the public health, safety, and welfare of the community, nor be injurious to properties, uses, or improvements in the vicinity in that:

Conditions of approval imposed on the project will ensure that the granting of the variance will not be detrimental to the public health, safety, and welfare of the community nor be injurious to properties, uses, or improvements in the vicinity. Conditions require the improvements to be built in accordance with the requirements of the building code which ensure that new construction is adequately designed and constructed. Furthermore, a 38-foot wide greenbelt adjacent to the west side of the property provides a more than adequate buffer between the property and adjacent properties.

5. The Variance does not grant a use not permitted by the zoning district in that:

The subject property is located in the Medium Density Residential (MDR) zone which is an implementing zone of the property's Medium Density Residential General Plan land use designation. The property is developed with a detached single-family residence which is a permitted use in the MDR zone. Accessory structures and improvements such as patio covers and freestanding fireplaces support the use of the property as a single-family residence and are also permitted improvements in the MDR zone as described by the City's Development Code. Therefore the variance does not grant a use that is not permitted in the property's zone.

NOW, THEREFORE, based upon the above findings, the Planning Agency of the City of Laguna Hills does hereby approve Variance No. 12-12-2454 subject to the following conditions:

Standard Conditions

1. This approval constitutes approval of the proposed project only to the extent that it complies with the approved project plans and City's Development Code and any other applicable zoning, building and construction regulations. Approval does not include any action or findings as to compliance or approval of the project regarding any other applicable ordinance, regulation, or requirement.
2. Failure to abide by and faithfully comply with any and all conditions of approval shall constitute grounds for revocation of said Variance by the Laguna Hills Planning Agency.
3. As a condition of issuance of this approval, the Applicant/ Owner, hereby agrees, at its sole cost and expense and to the fullest extent permitted by law, to defend, indemnify, and hold harmless the City, its officers, employees, agents, and consultants, with legal counsel acceptable to the City, from any claim, action, or proceeding brought by a third party against the City, its officers, employees, agents, and consultants, which seeks to attack, challenge, set aside, void, or annul an approval of the City Council, Planning Agency, or other decision-making body, or staff action concerning this project. The City agrees to promptly notify the Applicant of any such claim filed against the City and to fully cooperate in the defense of any such action. The City may, but is not obligated to, at its sole cost and expense, elect to participate in the defense of any such action under this condition.
4. The Applicant shall agree in writing to these conditions of approval within 30 days of the Planning Agency's approval.
5. The applicant shall reimburse the City for any outstanding staff time spent on the processing of Variance No. 12-12-2454 within 60 days of the Planning Agency's approval.

6. Variance No. 12-12-2454 shall expire and be of no further force or effect if the permit is not implemented within two years of the Planning Agency's approval.
7. Within 48 hours of project approval, the Applicant shall submit to the City a check in the amount of \$50.00, made payable to the Orange County Clerk-Recorder, for filing the Notice of Exemption.
8. The owner or authorized agent shall be responsible for ensuring applicable building permits are obtained as required by section 105 of the 2010 California Building code prior to commencement of any work for which a permit is required.
9. Any required documents submitted for the purpose of building permit issuance shall be accurately labeled and reflect all work, as required by section 107 of the 2010 California Building Code.
10. All construction shall comply with 2010 California Building, Plumbing, Mechanical, and Electrical Codes with regard to R occupancies.
11. All construction shall comply with 2010 California Residential Code and California Fire Codes in regards to fire resistant construction as applied to property line setbacks.
12. Construction noise shall meet noise requirements pursuant to L.H.M.C. Chapter 5-24.

Special Conditions

13. The patio structure shall be used only for recreational, outdoor living purposes. It may not be altered for the purposes of creating a solarium, sun room, or enclosed patio, or other habitable space or storage area.
14. Exterior colors and materials shall be compatible with the existing residence. The exterior materials to be used shall be verified by the Planning Department prior to the issuance of building permits. Approved materials shall also be noted on final building plans prior to the issuance of a permit.

PASSED APPROVED AND ADOPTED this 12th day of February, 2013.

BARBARA D. KOGERMAN, CHAIR

ATTEST:

PEGGY J. JOHNS, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LAGUNA HILLS)

I, Peggy J. Johns, City Clerk of the City of Laguna Hills, California, DO
HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution
No. PA2013- adopted by the Planning Agency of the City of Laguna Hills, California,
at a Regular Meeting thereof held on the 12th day of February, 2013, by the following
vote:

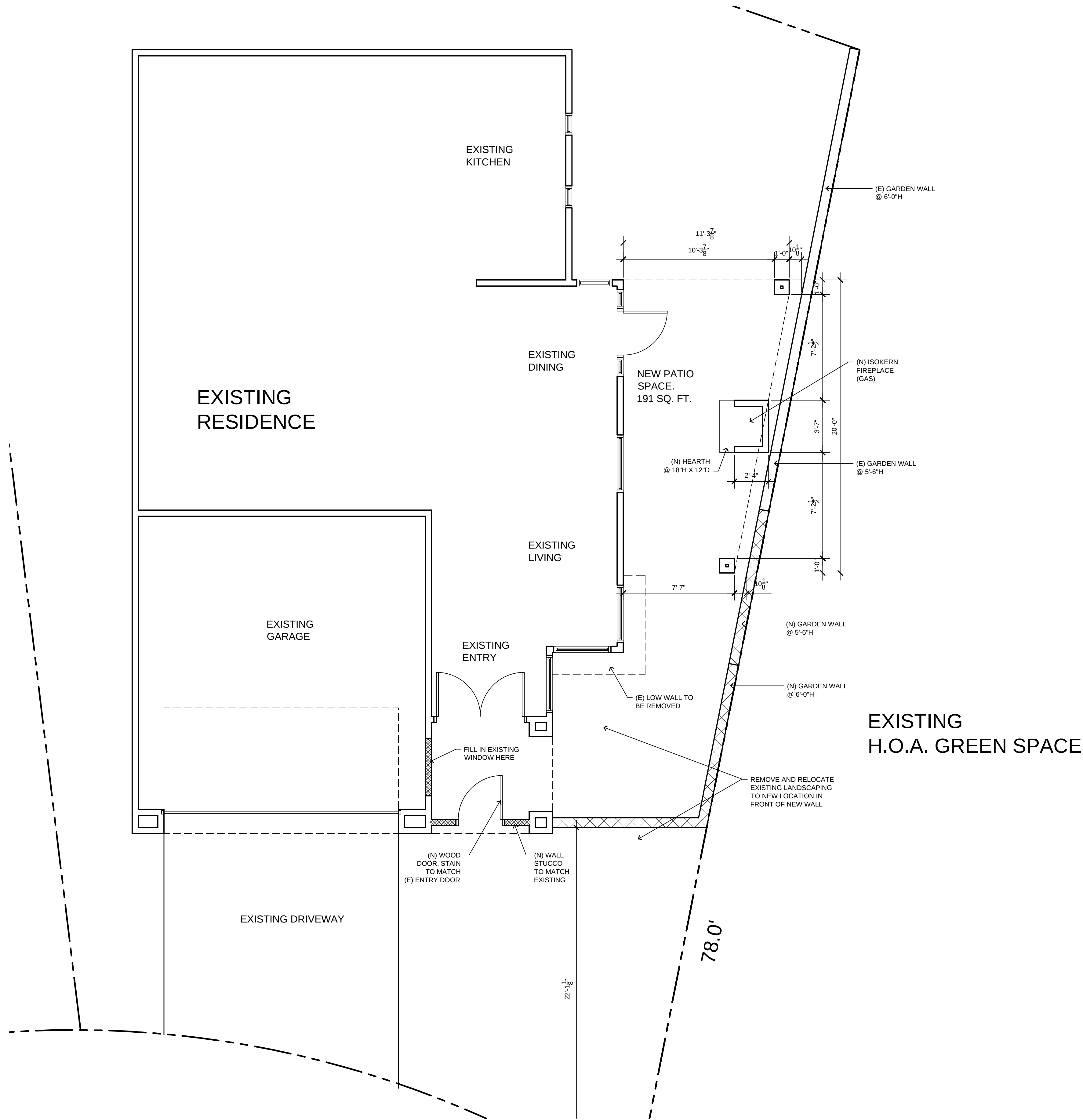
AYES:

NOES:

ABSENT:

ABSTAIN:

PEGGY J. JOHNS, CITY CLERK



FLOOR PLAN
SCALE: 1/4" = 1'-0"

0 2' 4' 8'
SCALE: 1/4" = 1'-0"

GENERAL NOTES:

- NEW DOOR TO MATCH EXISTING IN COLOR AND TYPE
- ROOFING MTL. TO MATCH EXISTING IN COLOR AND TYPE
- STUCCO AND TRIM COLOR TO MATCH EXISTING

Designers RX
a building design firm
new construction/remodels/additions
ph: 951.756.3665

Kubica/Deyo residence
New covered patio
26362 Yolanda Street
Laguna Hills, CA 92656

Revisions:

ALL DESIGNS & PLANS, THEIR APPLICATIONS AND SPECIFICATIONS, SHALL BE THE PROPERTY OF THE DESIGNER AND FULL RESPONSIBILITY OF THE OWNER. NO PART OF THESE DRAWINGS SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE DESIGNER. TRADESMEN SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND JOBSITE CONDITIONS.

Floor plan

PLOT DATE: 03.28.2012
SCALE: AS NOTED
DRAWN BY: AECO

2/12/2013 ITEM NO. 5.5

GENERAL NOTES:

- NEW DOOR TO MATCH EXISTING IN COLOR AND TYPE.
- ROOFING MTL. TO MATCH EXISTING IN COLOR AND TYPE.
- STUCCO AND TRIM COLOR TO MATCH EXISTING

Designers RX
a building design firm
new construction/remodels/additions
ph: 951.756.3665

Kubica/Deyo residence
New covered patio
26362 Yolanda Street
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Revisions:

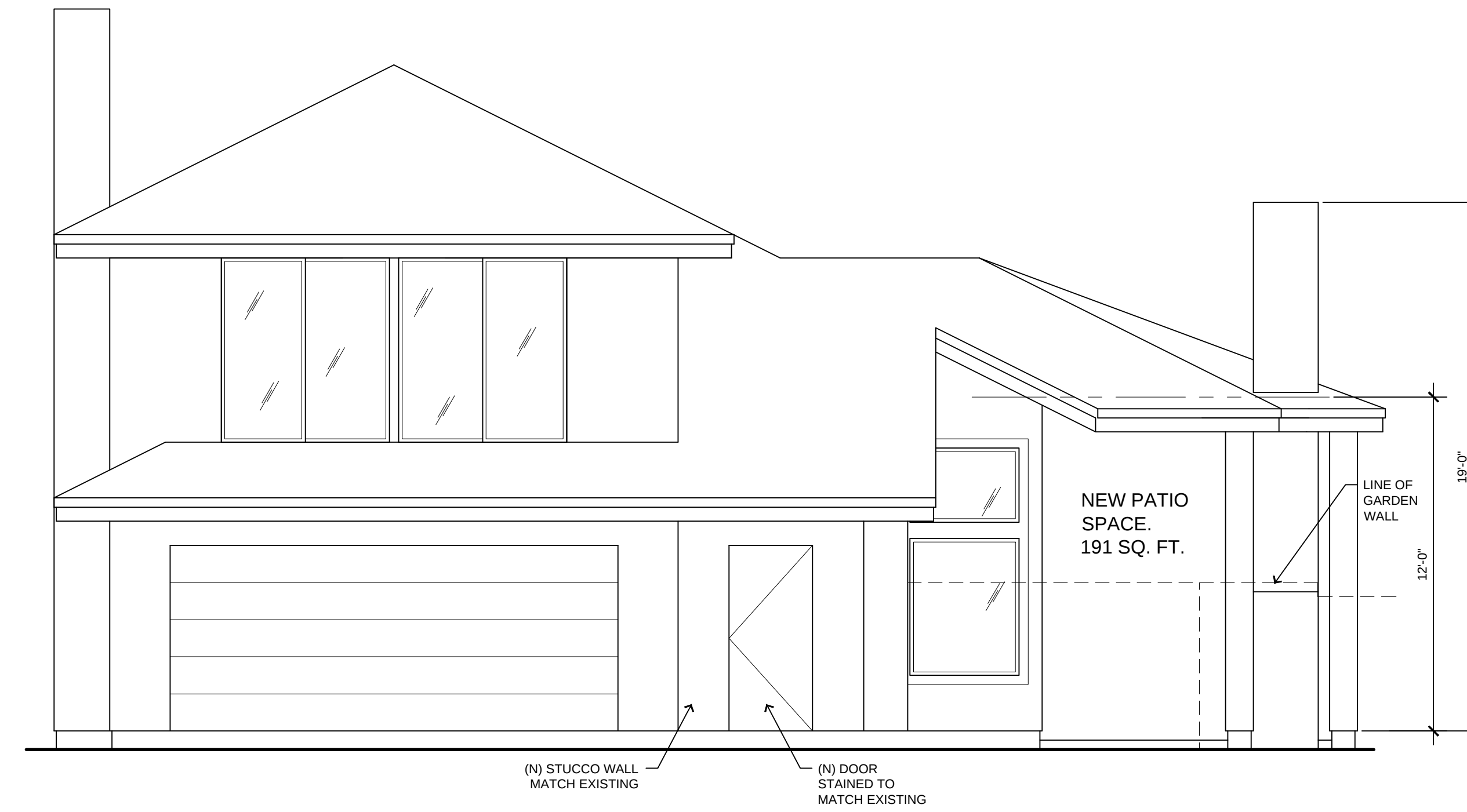
ALL DESIGNS & PLANS, THEIR APPLICATIONS AND ALL ENGINEERING - ARE TO BE THE COMPLETE AND FULL RESPONSIBILITY OF THE OWNER A/O BUILDER. WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS; ALL CONTRACTORS AND TRADESMEN SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND JOBSITE CONDITIONS.

Elevations

PLOT DATE: 03.28.2012

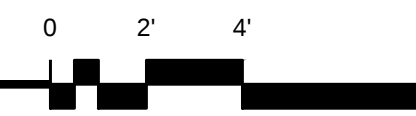
SCALE: AS NOTED

A-2

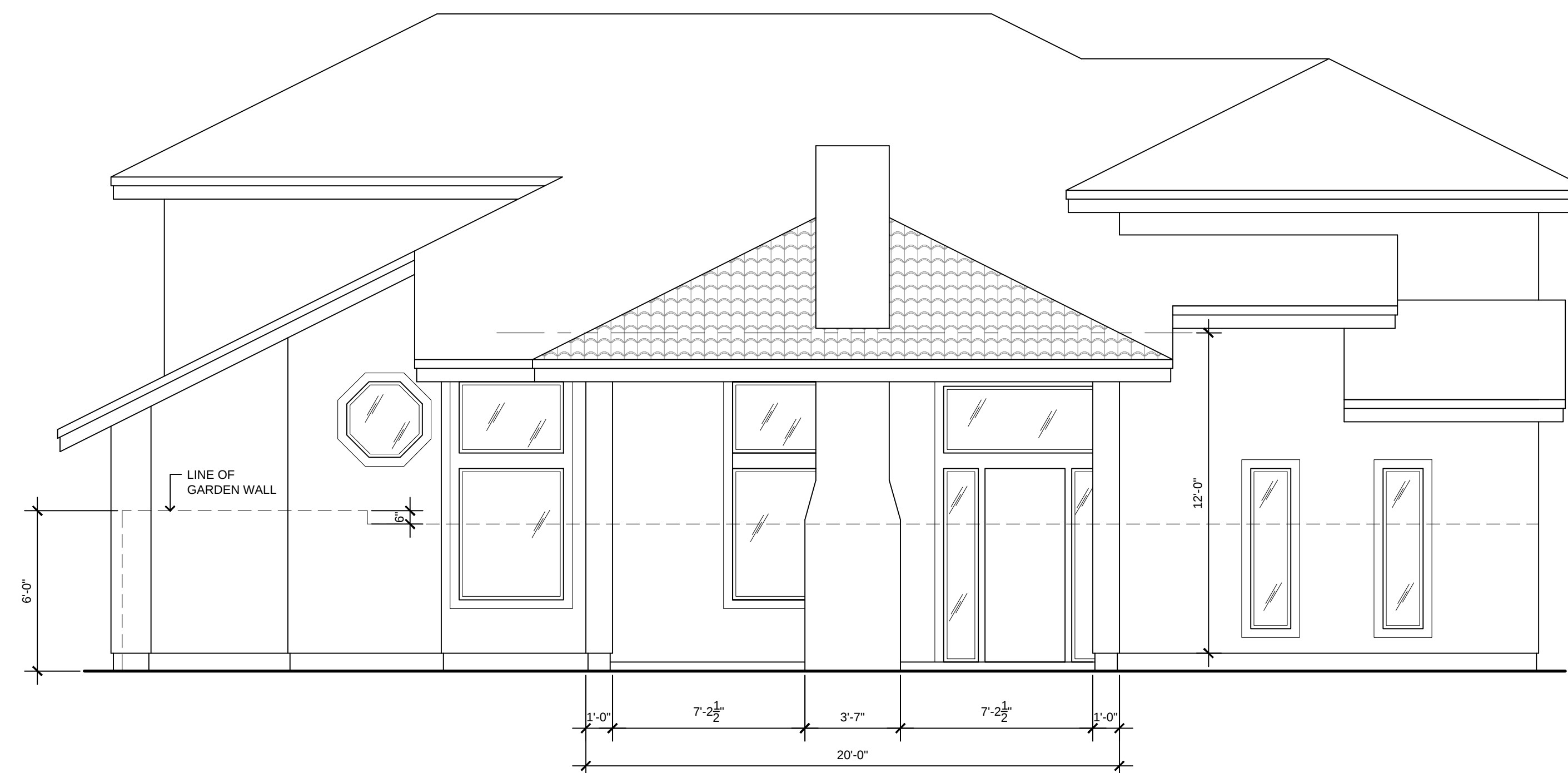


FRONT ELEVATION

SCALE: 1/4" = 1'-0"

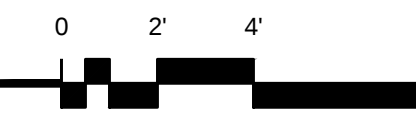


SCALE: 1/4" = 1'-0"



RIGHT ELEVATION

SCALE: 1/4" = 1'-0"



SCALE: 1/4" = 1'-0"



SITE PLAN
SCALE: 1/8" = 1'-0"

LOT COVERAGE

LOT COVERAGE CALCULATIONS	
FIRST FLOOR	1142.6 SQ. FT.
GARAGE	437.4 SQ. FT.
TOTAL EXISTING:	1580 SQ. FT.
PROPOSED PATIO:	191 SQ. FT.
TOTAL PROPOSED COVERAGE:	1771 SQ. FT.
LOT SIZE:	4256 SQ. FT.
COVER PERCENTAGE:	41.6% COVERAGE

SHEET INDEX

DESIGN DRAWINGS:	
AS-1	SITE PLAN/COVER SHEET
A-1	FLOORPLAN
A-2	ELEVATIONS

PROJECT DATA

PROJECT ADDRESS: 26362 YOLANDA ST. LAGUNA HILLS, CA 92656
LEGAL DESCRIPTION:
ASSESSORS PARCEL NO.: 634-181-12
OCCUPANCY: R-3
CONSTRUCTION TYPE: V-N
No. OF STORIES: TWO STORY
SCOPE OF WORK: NEW CONSTRUCTION OF 191 SQ. FT. COVERED PATIO W/SOLID TILE ROOF. ALSO NEW CONSTRUCTION OF OUTDOOR GAS FIREPLACE. NEW CONSTRUCTION TO BE WOOD FRAMED ON SLAB ON GRADE.

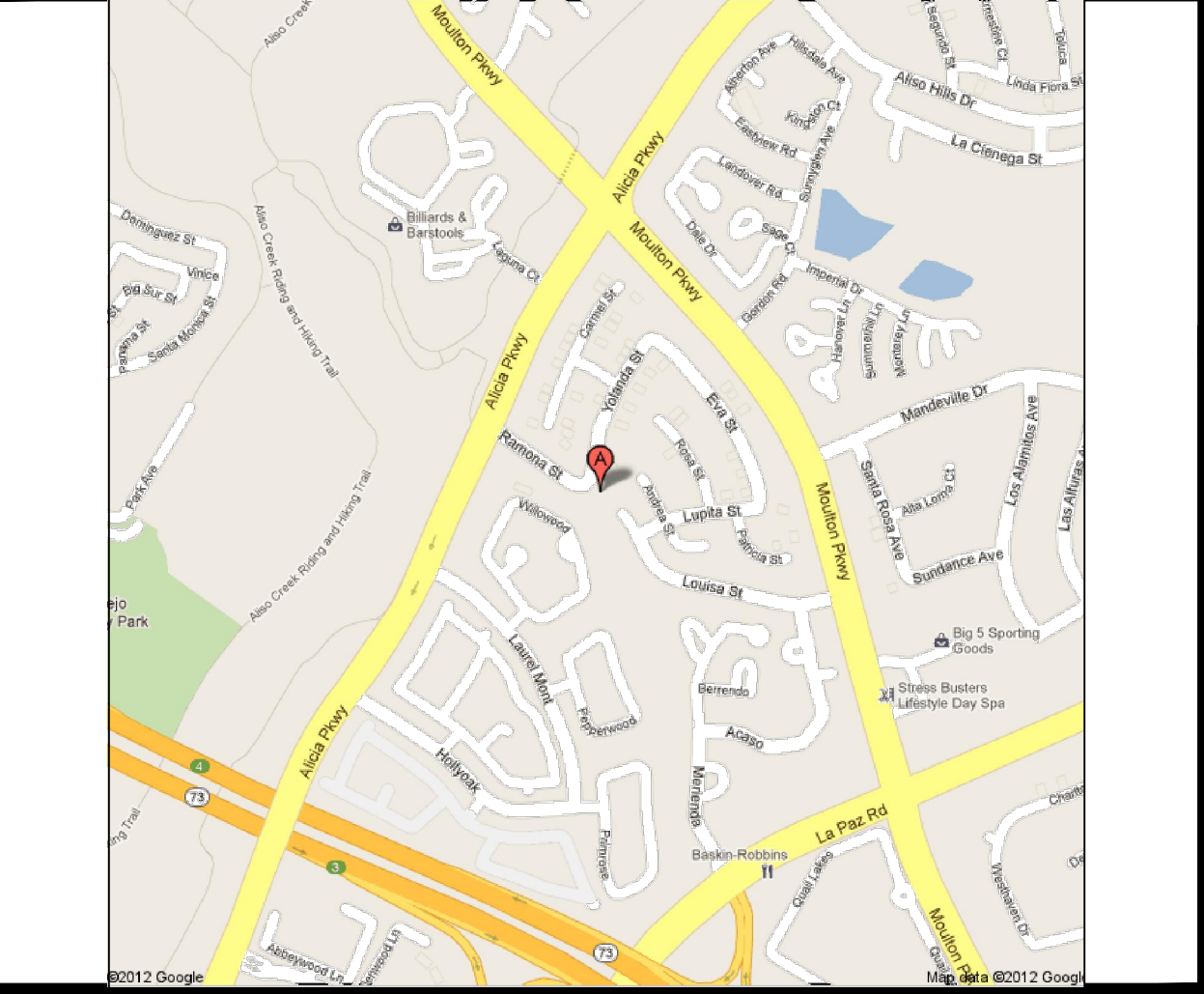
APPLICABLE CODES

LOCAL JURISDICTION CODE	CITY OF LAGUNA HILLS
BUILDING CODE	CALIFORNIA BUILDING CODE 2010
STATE BUILDING CODE	CALIFORNIA BUILDING CODE 2010
MECHANICAL CODE	CMC 2010
PLUMBING CODE	CPC 2010
ELECTRICAL CODE	CEC 2010
FIRE CODE	CFC 2010
ACCESSIBILITY	N/A
ENERGY	CALIFORNIA STATE TITLE 24
ZONING	CITY OF LAGUNA HILLS MUNICIPAL CODE
ENERGY AND GAS	CALIFORNIA GREEN CODE, 2010 EDITION

PROJECT DIRECTORY

OWNER BRIAN DEYO DANIEL KUBICA 26362 YOLANDA ST. LAGUNA HILLS, CA 92656	PROJECT DESIGNER DESIGNERS RX PO BOX 7160 MORENO VALLEY, CA 92552 951.776.4139
GOVERNING AGENCY CITY OF LAGUNA HILLS PLANNING AND BUILDING DEPARTMENT	PROJECT ENGINEER

VICINITY MAP



Designers RX
a building design firm
new construction/remodels/additions
ph: 951.756.3665

Kubica/Deyo residence
New covered patio
26362 Yolanda Street
Laguna Hills, CA 92656

Revisions:

ALL DESIGNS & PLANS, THEIR APPLICATIONS AND
CONSTRUCTIONS SHALL BE THE RESPONSIBILITY OF THE
OWNER AND FULL RESPONSIBILITY OF THE OWNER A/O
BUILDER. WRITTEN DIMENSIONS ON THESE
DRAWINGS SHALL PREVAIL OVER ANY DIMENSIONS
SHOWN ON THESE DRAWINGS. THE CONTRACTOR AND
TRADESMEN SHALL VERIFY AND BE RESPONSIBLE
FOR ALL DIMENSIONS AND JOBSITE CONDITIONS.

Site plan
Project info

PLOT DATE: 03.28.2012
SCALE: AS NOTED
DRAWN BY: AEC

AS-1



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: FEBRUARY 12, 2013

TO: PRESIDENT AND DIRECTORS

FROM: PEGGY J. JOHNS
CITY CLERK

ISSUE: ELECTION OF PUBLIC IMPROVEMENT CORPORATION OFFICERS

RECOMMENDATION: THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ENTITLED: "A RESOLUTION OF THE LAGUNA HILLS PUBLIC IMPROVEMENT CORPORATION, LAGUNA HILLS, CALIFORNIA, ELECTING OFFICERS FOR 2013."

SUMMARY:

The second Tuesday of February is the time of the annual meeting of the Laguna Hills Public Improvement Corporation (PIC). The City Council sits as the Board of Directors. At this meeting, the Board will elect officers for 2013 and approve the minutes of the previous meeting. As the current President of the Public Improvement Corporation, President Melody Carruth will call the meeting to order. After the roll call, she will entertain a motion to adopt the Resolution electing the Officers for 2013. President Kogerman will then take the gavel and chair the remainder of the PIC meeting.

BACKGROUND:

In September of 1998, the City Council, acting as the Board of Directors for the Laguna Hills Public Improvement Corporation (PIC), took several actions, including the adoption of bylaws, election of officers, and adoption of a Resolution appointing the time and place of meetings. The PIC is a nonprofit, public benefit corporation whose primary purpose is to render financial assistance to the City.

Pursuant to the bylaws, the annual meeting is to be held the second Tuesday of February each year, and the Board of Directors is to elect officers at the annual meeting. A Resolution has been prepared that will elect the Mayor as President and reelect the City Manager as Vice President, the Assistant City Manager as Treasurer, and the City Clerk as Secretary.

ATTACHMENTS:

- Resolution

RESOLUTION NO. 2013-1

A RESOLUTION OF THE LAGUNA HILLS PUBLIC
IMPROVEMENT CORPORATION, LAGUNA HILLS,
CALIFORNIA, ELECTING OFFICERS FOR 2013

RESOLVED, by the Board of Directors of the Laguna Hills Public Improvement Corporation, that the following persons are elected to the offices set forth opposite their names below, as officers of the Corporation, to serve until the election and qualification of their successors, as provided in Article IV, Section 2 of the Bylaws of the Corporation.

Name	Office
Barbara D. Kogerman	President
Bruce E. Channing	Vice President
Donald J. White	Treasurer
Peggy J. Johns	Secretary

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LAGUNA HILLS)

I, Peggy J. Johns, Secretary of the Laguna Hills Public Improvement Corporation, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of a Resolution duly passed and adopted by the Board of Directors of the Laguna Hills Public Improvement Corporation, at a meeting thereof held on the 12th day of February 2013, by the following vote of the Directors thereof:

AYES:

NOES:

ABSENT:

ABSTAIN:

PEGGY J. JOHNS, SECRETARY

**CITY OF LAGUNA HILLS, CALIFORNIA
PUBLIC IMPROVEMENT CORPORATION
MINUTES
FEBRUARY 14, 2012**

CALL TO ORDER

The Regular Meeting of the Public Improvement Corporation of the City of Laguna Hills, California, was called to order by President Songstad at 7:39 p.m. in the Laguna Hills City Council Chamber, 24035 El Toro Road, Laguna Hills.

ROLL CALL

Present: L. Allan Songstad, Jr., President
Randal Bressette, Director
Melody Carruth, Director
Barbara Kogerman, Director
Joel Lautenschleger, Director

STAFF PRESENT: Bruce Channing, Vice President; Donald White, Treasurer; and Peggy Johns, Secretary.

ELECTION OF PUBLIC IMPROVEMENT CORPORATION OFFICERS (0340-40)

IT WAS MOVED BY DIRECTOR LAUTENSCHLEGER,
SECONDED BY DIRECTOR BRESSETTE, TO ADOPT
RESOLUTION NO. 2012-1, A RESOLUTION OF THE LAGUNA
HILLS PUBLIC IMPROVEMENT CORPORATION, LAGUNA
HILLS, CALIFORNIA, ELECTING OFFICERS FOR 2012.

The motion carried by the following vote:

AYES: Directors Carruth, Bressette, Kogerman, Lautenschleger,
and President Songstad
NOES: None
ABSENT: None

MINUTES OF FEBRUARY 8, 2011, ANNUAL MEETING (0340-40)

IT WAS MOVED BY DIRECTOR BRESSETTE, SECONDED
BY DIRECTOR LAUTENSCHLEGER, TO APPROVE THE
MINUTES OF THE FEBRUARY 8, 2011, ANNUAL MEETING,
AS PRESENTED.

The motion carried by the following vote:

AYES: Directors Bressette, Kogerman, Lautenschleger,
Songstad, and President Carruth
NOES: None
ABSENT: None

ADJOURNMENT

There being no further business before the Public Improvement Corporation at this session, President Songstad declared the meeting adjourned at 7:40 p.m.

PEGGY J. JOHNS, SECRETARY



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: FEBRUARY 12, 2013

TO: MAYOR AND COUNCIL MEMBERS

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

**ISSUE: UNSCHEDULED COMMISSION VACANCY - JEFFREY MCCONNELL,
PARKS & RECREATION COMMISSION; LETTER OF RESIGNATION**

RECOMMENDATION: THAT THE CITY COUNCIL ACCEPT THE RESIGNATION OF JEFFREY MCCONNELL, PARKS AND RECREATION COMMISSIONER, EFFECTIVE JANUARY 31, 2013, AND DIRECT THE CITY CLERK TO PROCEED WITH THE APPOINTMENT PROCESS TO FILL THE UNSCHEDULED VACANCY ON THE PARKS AND RECREATION COMMISSION, PER GOVERNMENT CODE SECTION 54974, AND LAGUNA HILLS MUNICIPAL CODE SECTION 2-28.080.

SUMMARY:

On January 21, 2013, the City received the attached resignation letter from Parks and Recreation Commissioner Jeffrey McConnell. Mr. McConnell has indicated that effective January 31, 2013, he was resigning his position as Parks and Recreation Commissioner. Mr. McConnell has moved out of the City of Laguna Hills, and the State of California, to accept a new employment. It is in order that the City Council accept Mr. McConnell's resignation as a Parks and Recreation Commissioner, and direct the City Clerk to proceed with the "Special Notice of Vacancy" of unscheduled vacancy per Government Code Section 54974, and Laguna Hills Municipal Code Section 2-28.080.

BACKGROUND:

Mr. McConnell was appointed to the Parks and Recreation Commission on January 12, 2011, and took his Oath of Office on January 25, 2011. Mr. McConnell's term would have expired on January 31, 2015. Mr. McConnell moved out of the state on February 1, 2013, and will not be available for recognition at a City Council meeting. However, a Certificate of Recognition will be prepared and sent to Mr. McConnell thanking him for his service to the City.

City Council Policy No. 201 adopted by the City Council for filling vacancies on City Commissions provides in relevant part as follows:

“Process for Filling Vacancies on Established Commissions

If a Commissioner resigns from a Commission before the term of office is over, the resignation will be in writing to the City Council. A vacancy does not exist until the City Council accepts the resignation. Then, the same procedure that is followed during the biennial process for appointing Commissioners will be necessary to fill the vacancy.”

This action by the City Council initiates the following timeline:

February 12, 2013	The City Council accepts Jeffrey McConnell's resignation and directs the City Clerk to post the Special Notice of Vacancy on February 13, 2013 , and proceed with the application process.
February 27, 2013	Close of Application Period. This is the minimally required (ten working days) posting of the Special Notice of Vacancy.
March 12, 2013	Select date for interviews, or in the alternative, receive and review all current applications and select one person for appointment to the Parks and Recreation Commission.
March 26, 2013	The new Parks and Recreation Commissioner takes Oath of Office at the City Council Meeting.
April 3, 2013	New Commissioner attends first Parks & Recreation Commission meeting.

ATTACHMENTS:

- Letter of Resignation

Jeffrey J. McConnell
24892 Georgia Sue
Laguna Hills, CA 92653
714.227.9884

LGHCC FEB01 '13 PM 12:36

January 21, 2013

MISS PEGGY JOHNS

City Clerk
City of Laguna Hills
24035 El Toro Road
Laguna Hills, CA 92653

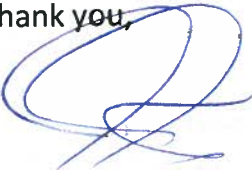
Dear Peggy:

I have accepted a position which requires relocation to Maryland. Unfortunately, I won't be able to maintain my position as Parks and Recreation Commissioner after February 1, 2013.

Please accept this letter as my formal resignation, effective January 31, 2013. I want you to know Peggy, I enjoyed every moment of being on the commission, and appreciated how wonderful the staff are.

If you have any questions, please don't hesitate to contact me at 714.227.9884.

Thank you,



JEFFREY J. McCONNELL



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: FEBRUARY 12, 2013

TO: MAYOR AND COUNCIL MEMBERS

FROM: DONALD J. WHITE
ASSISTANT CITY MANAGER

ISSUE: 2013 CITIZEN SURVEY INSTRUMENT

RECOMMENDATION: THAT THE CITY COUNCIL AUTHORIZE STAFF TO PROCEED WITH THE 2013 BIENNIAL CITIZEN SURVEY

SUMMARY:

At the January 22, 2013, City Council meeting, the City Council considered authorizing staff to proceed with the 2013 Biennial Citizen Survey. The City Council was interested in seeing the final survey instrument before proceeding and established an ad-hoc committee consisting of Mayor Kogerman and Mayor Pro Tempore Blount. The ad-hoc committee has worked with staff to develop a draft survey instrument using the 2011 survey instrument as a baseline. The final survey instrument, subject to modification by the Survey Research Center, is attached to this report for the City Council's consideration. If acceptable to the City Council, it is recommended that the City Council authorize staff to proceed with the 2013 Biennial Citizen Survey.

BACKGROUND:

At the last City Council meeting, the City Council considered whether or not to proceed with the 2013 Biennial Citizen Survey utilizing the services of the Survey Research Center (SRC). As noted in that report, which is attached hereto, the 2013 survey would utilize a new survey methodology that will result in a larger, more representative sample. A proposed Statement of Work from the SRC is attached to this report and details the methodology that would be used.

The City Council decided that it wanted to see the final survey instrument before authorizing the survey and established an ad-hoc committee consisting of Mayor Kogerman and Mayor Pro Tem Blount. The ad-hoc committee has worked with staff to develop a draft survey instrument using the 2011 survey instrument as a baseline. A red-

line copy of the survey instrument is attached to this report for the full City Council's consideration.

During the discussion of this item, there were concerns raised by some Council Members about the need for the survey in light of the recent City Council election, the fact that it has been just two years since the last survey, the relative value of data gleaned from the survey when it comes to budget decisions, and the cost associated with conducting the survey. From staff's perspective, in addition to the out-dated methodology which has been rectified, the survey results have not varied significantly over the years. Staff has given some thought to these concerns over the past few weeks and would offer the following reasons for proceeding:

1. There is merit to lengthening the interval of time between surveys from every two years, to every four or five years. However, given the potentially skewed results of recent surveys, the new methodology may provide a better baseline for future comparisons.
2. The Citizen Survey was originally started in 1995 to formalize public input into the City's budget process. The fact is that few citizens actually provide public input at the various public meetings devoted to the budget development process. "The citizen survey finds and gives voice to all types of citizens...The representative sample tapped in a citizen survey provides the point of view that can be found only in the community at large."¹

FISCAL IMPACT:

The cost for the survey is \$21,000.

ATTACHMENTS:

- January 22, 2013, Staff Report
- Proposed Statement of Work from the Survey Research Center
- Draft Survey Instrument with marked changes

¹ Thomas Miller and Michelle Miller Kobayashi, *Citizen Surveys, Second Edition* (Washington D.C.: International City Management Association, 2000), pages 9 and 10.



City of Laguna Hills City Council Meeting Agenda Staff Report

DATE: JANUARY 22, 2013

TO: MAYOR AND COUNCIL MEMBERS

FROM: DONALD J. WHITE
ASSISTANT CITY MANAGER

ISSUE: 2013 BIENNIAL CITIZEN SURVEY

RECOMMENDATION: THAT THE CITY COUNCIL AUTHORIZE STAFF TO
PROCEED WITH THE 2013 BIENNIAL CITIZEN SURVEY

SUMMARY:

The City has traditionally commissioned a citizen survey in connection with its biennial budget process with the goal of giving a voice to all residents, irrespective of the level of education, income, length of residency, social aptitude, and degree of involvement in the City. The public's participation and input at the start of the City's budget preparation and deliberation process provides a significant component in the prioritization of budget allocations, as the feedback received from the survey is extrapolated on City services, projects, and issues to the Laguna Hills population as a whole. Over time, the representative sample has been eroding, effectively skewing the survey results toward a narrower and older demographic segment, not necessarily representative of the adult population as a whole. For the 2013 Citizen Survey, however, this issue has been rectified through the use of a new survey methodology -- Address-Based Sampling -- which will result in a larger, more representative sample. Staff recommends the City Council authorize staff to proceed with the citizen survey.

BACKGROUND:

It has been the City's practice to set aside a significant amount of time and energy to revisit priorities, policies, projects and programs once every two years in conjunction with the development of the City's biennial budget. Since 1995, the City has commissioned the Survey Research Center (SRC) at the University of North Texas to conduct a scientifically valid, random sample telephone survey of Laguna Hills residents. The survey has traditionally covered a broad range of City related services, projects, and issues. To that

As in the past, the citizen survey is scheduled to be conducted in March. Results will be presented to the City Council at the budget study session scheduled for April 16. The biennial citizen survey represents a significant portion of public participation in the City's budget process and provides valuable information. To further solicit public input, the City will also be holding three public budget study sessions (April 2, April 16, and May 7), as well as a public hearing on the budget in June.

FISCAL IMPACT:

Due to the more labor intensive Address-Based Sampling method used for this year's survey, the cost of the citizen survey will increase from \$16,500 to \$20,000. This will, however, result in a larger, more representative sample. This year's budget has allocated \$18,000 for the citizen survey. There are ample funds to cover the additional \$2,000.

Proposed Statement of Work Laguna Hills Citizen Survey

Overview

The UNT Survey Research Center proposes to conduct a survey of the citizens of Laguna Hills, California. An addressed-based sample of 3,500 households will be selected for the survey. A combination of phone, mail and internet methodologies will be used to collect data on 400 to 600 of those households. The data will be analyzed and presented in a written report.

Methodology

Address-Based Sample

SRC will draw a sample of 3,500 household addresses using an enhanced version of the U.S. Postal Service's Delivery Sequence File (DSF). The DSF is an up-to-date file of postal addresses and makes note of vacant households. A representative sample of occupied houses and apartments will be drawn in a manner that represents the city's population.

Questionnaire

SRC will use the 2011 Laguna Hills questionnaire as a starting point. Questions may be dropped to make room for others. SRC and Laguna Hills staff will work together to finalize a questionnaire. Once Laguna Hills approves the final questionnaire, SRC will program a telephone and web version of the questionnaire. As in the past, the survey will be conducted in English only.

Data Collection

The Address-Based Sample will be run through a listed phone number database match to obtain listed telephone numbers. Households with matching phone numbers are expected to comprise approximately 40 percent of the sample (1,400 households) and households without matching phone numbers are expected to comprise approximately 60 percent (2,100 households) of the sample. Households with matching phone numbers will be actively contacted using mail and telephone. Households without matching phone numbers will be contacted using mail only.

1. Households with a matching phone number

For households with a matching phone number, SRC will send a letter inviting them to participate in the survey. The letter will tell potential respondents that SRC will be calling them, and when that time comes, to please accept the call. It will also offer a toll-free number and Web site that they can use if they want to complete the survey at a time convenient to them. Respondents can log-on to the Web site using a login code included on the letter. Use of this code will allow for tracking of the location of the respondent and will be used to remove that respondent from the calling roster.

SRC will then commence a 5 call-attempt calling protocol. Approximately four weeks into the calling process, all non-respondents will receive a 2-page, one-sheet questionnaire by mail that gathers data only on the critical measures including household demographics and key city ratings. The mailer will

include a business reply envelope. Data received from mail questionnaires will be entered and merged with data collected by phone and Internet. All mailings will be sent using non-profit bulk rate.

2. Households without a matching phone number

For households without a matching phone number, SRC will send a letter inviting them to participate in the survey. Recipients of the letter can call a toll-free number or go to a Web site to complete the questionnaire at a time convenient to them.

A reminder letter will be mailed two weeks after the initial letter. Approximately four weeks after the first mailing, all non-respondents will receive a 2-page, one-sheet questionnaire by mail that gathers data only on the critical measures including household demographics and key city ratings. The mailing package will include a business reply envelope. Data received from mail questionnaires will be entered and merged with data collected by phone and Internet. All mailings will be sent using non-profit bulk rate.

Reporting

SRC will run frequencies and crosstabs and present the results in a Word document. The findings will be presented in graphs, tables and text. Data will be compared with data from prior years. A presentation to the city council can be arranged for an additional fee and travel expenses.

Timeline

The following timeline can be adjusted but will ensure a project that is completed by May 7, 2013.

Milestone	Date
Contract executed	2/1
Laguna Hills approves questionnaire	2/8
3,500 invitation letters mailed	2/14
Web and phone survey programmed	2/15
Calls begin	2/19
Reminder letter mailed to households without phone number	2/28
Short form questionnaire sent to all non-responders	3/12
Incoming mail cut-off and data analyzed	4/2
Draft Report Delivered	5/1
Final report (within three days of staff feedback)	TBD

Price Structure

The cost for the survey is \$21,000. SRC will invoice for ½ of the project amount after the contract is signed. The balance will be invoiced upon completion of the project.

Study 579
Laguna Hills Citizen Survey

Q: HELLO -----

Hello, my name is _____ with the Survey Research Center. I'm calling on behalf of the city of LAGUNA HILLS. The city is conducting a survey of citizens and I would like to talk with any person over 18.

~~(TO THE RESPONDENT) The City of Laguna Hills is conducting a survey to determine how citizens rate city services. Your participation is voluntary. The questions that I want to ask you typically take about 15 minutes and your answers will be useful to the city council and staff as they consider decisions about the future of the city. This project has been approved by the UNT Institutional Review Board. Your individual answers will remain confidential since they will be combined with others and reported to the city council and staff only as percentages. If you have any questions you may call 800-687-7055.~~

~~SCREEN 1 -----~~

~~Do you live north or south of El Toro Road?~~

- ~~1. North (GO TO SCREEN2)~~
- ~~2. SOUTH (GO TO SCREEN3)~~
- ~~9. NR/DK (TERMINATE)~~

~~SCREEN2 -----~~

~~Do you live in Laguna Woods or Leisure World?~~

- ~~1. YES (TERMINATE)~~
- ~~2. NO (GO TO SCREEN3)~~
- ~~9. NR/DK~~

~~SCREEN3 -----~~

Do you live in the City of Laguna Hills?

- 1. YES
- 2. NO (TERMINATE)
- 9. NR/DK(TERMINATE)

If no, terminate interview

Q: Q1 -----

First, how long have you lived in Laguna Hills?

- 1. LESS THAN 12 MONTHS (TERMINATE)
- 2. NO LONGER LIVE IN LAGUNA HILLS (TERMINATE)
- 3. 1- 5 YEARS
- 4. 6-10 YEARS
- 5. MORE THAN 10 YEARS
- 9. NR/DK

If less than 12 months say "Sorry, this study is interviewing people who lived for a minimum of 12 months in Laguna Hills"

Q: Q2 -----

If the City government could change one thing to make Laguna Hills a better place to live now and in the future, what change would you like to see?

Q: Q3 -----

I am going to read you a list of services and programs. For each of the services, please tell me whether the service is extremely important, very important, somewhat important, or not at all important to you.

ROTATE	Extr. Imp.	Very Imp.	SW Imp.	Not at All Imp.	DK/NR
a. Maintaining a low crime rate	1	2	3	4	9
b. Maintaining streets	1	2	3	4	9
c. Providing trash collection and recycling services	1	2	3	4	9
d. Preparing the city for emergencies d. Preparing the city for emergencies	1	2	3	4	9
e. Reducing traffic congestion on city streets	1	2	3	4	9
f. Managing traffic congestion around schools	1	2	3	4	9
g. Maintaining city parks and sports fields	1	2	3	4	9
h. Providing library services	1	2	3	4	9
i. Enforcing traffic laws	1	2	3	4	9
j. Keeping public buildings and facilities clean	1	2	3	4	9
k. Maintaining slopes, parkways and street medians	1	2	3	4	9
l. Providing a variety of recreation programs	1	2	3	4	9
m. Providing animal control services	1	2	3	4	9
n. Providing special events like the 4 th of July fireworks show <u>and the Memorial Day Half-Marathon and Expo</u>	1	2	3	4	9
o. Revitalization of commercial areas					
p. Keeping citizens informed of city business and events					
q. Providing services for senior citizens					
r. Providing programs for youth					
s. Providing avenues for citizen involvement					
t. Facilitating economic development					

Q: Q4 -----

I would like to ask you some questions about traffic and streets in the City. Is traffic congestion a serious problem, a problem, somewhat a problem, or not a problem in Laguna Hills?

1. SERIOUS PROBLEM
2. PROBLEM
3. SOMEWHAT A PROBLEM
4. NOT A PROBLEM
9. NR/DK

Q: Q5 -----

Is traffic speed on residential streets in your neighborhood a serious problem, a problem, somewhat a problem, or not a problem?

- 1. SERIOUS PROBLEM
- 2. PROBLEM
- 3. SOMEWHAT A PROBLEM
- 4. NOT A PROBLEM
- 9. NR/DK

Q: Q6 -----

Would you rate the quality of street and road surfaces in the City as excellent, good, fair, or poor?

- 1. EXCELLENT
- 2. GOOD
- 3. FAIR
- 4. POOR
- 9. NR/DK

Q: Q7 -----

How would you rate the maintenance of City street medians and parkways? Is it excellent, good, fair, or poor?

- 1. EXCELLENT
- 2. GOOD
- 3. FAIR
- 4. POOR
- 9. NR/DK

Q: Q8 -----

What about slopes? Would you evaluate the maintenance of City slopes as excellent, good, fair, or poor?

- 1. EXCELLENT
- 2. GOOD
- 3. FAIR
- 4. POOR
- 9. NR/DK

Q: Q9 -----

Would you evaluate the maintenance of the City's parks as excellent, good, fair, or poor?

- 1. EXCELLENT
- 2. GOOD
- 3. FAIR
- 4. POOR
- 9. NR/DK

Q: Q10

Is graffiti in your area a serious problem, a problem, somewhat a problem, or not a problem?

- 1. SERIOUS PROBLEM
- 2. PROBLEM
- 3. SOMEWHAT A PROBLEM
- 4. NOT A PROBLEM
- 9. NR/DK

New Q: Would you say that the City of Laguna Hills' current overall appearance somewhat increases (decreases) or greatly increases (decreases) the market value of area homes?

New Q: There are several scenic corridors along major streets in Laguna Hills. The City is considering making significant improvements to these scenic corridors. Scenic beautification programs require greater maintenance expenses. If the City were to make these landscape improvements, how supportive would you be of the City placing the issue of landscape maintenance before the voters to determine their willingness to impose an annual maintenance assessment on your property tax bill?

New Q: Would you support or oppose an annual maintenance assessment of \$125 a year for this program? (If support, skip next two questions)

New Q: Would you support or oppose an annual maintenance assessment of \$100 a year for this program? (If support, skip next question)

New Q: Would you support or oppose an annual maintenance assessment of \$75 a year for this program?

~~Q: Q11 _____~~

~~Overall would you rate the Laguna Hills solid waste collection system as excellent, good, fair or peer?~~

- ~~1. EXCELLENT (SKIP TO Q13)~~
- ~~2. GOOD (SKIP TO Q13)~~
- ~~3. FAIR~~
- ~~4. POOR~~
- ~~9. NR/DK (SKIP TO Q13)~~

~~Q: Q12 _____~~

~~What are your reasons for rating the system as [fair/peer]? (CHECK ALL THAT APPLY)~~

- ~~1. Problems with bulky item pick-up service~~
- ~~2. Problems with bin rentals~~
- ~~3. Missed pick-up(s)~~
- ~~4. Too restrictive on items for pick up~~
- ~~5. Need more capacity _____~~
- ~~6. Throwing trash cans around~~
- ~~7. Cost~~
- ~~8. Want more trash barrels~~
- ~~9. Liked old service better (no recycling)~~
- ~~10. Other _____~~

~~Q: Q13 _____~~

~~CR&R is the company that provides Laguna Hills with solid waste collection services. Have you ever contacted CR&R by phone or in person?~~

- ~~1. Yes~~
- ~~2. No (SKIP TO Q14)~~
- ~~9. DK/NR (SKIP TO Q14)~~

~~Q13A. Considering the call you made, would you rate the (courtesy/professionalism) of CR&R representatives as excellent, good, fair or peer?~~

	Excellent	Good	Fair	Peer	NR/DK
Courtesy	1	2	3	4	9
Professionalism	1	2	3	4	9

~~Q13B. Was your inquiry resolved to your satisfaction?~~

- ~~1. Yes~~
- ~~2. No (Why? _____)~~

~~9. DK/NR~~

~~Q: Q14~~

~~Several trail systems exist within or nearby Laguna Hills. Have you or a member of your household used one or more of these trails in the last 12 months?~~

~~1. Yes~~

~~2. No (SKIP TO Q18)~~

~~9. NR/DK (SKIP TO Q18)~~

~~Q: Q15~~

~~Did you use these trails a few times a week, once a week, once a month, or less than once a month in the past year?~~

~~1. A FEW TIMES A WEEK~~

~~2. ONCE A WEEK~~

~~3. ONCE A MONTH~~

~~4. LESS THAN ONCE A MONTH~~

~~9. DK/NR~~

~~Q: Q16~~

~~Do you use the trails for walking, running, horseback riding, biking, or mountain biking. (SELECT ALL THAT APPLY)~~

~~1. WALKING~~

~~2. RUNNING~~

~~3. HORSEBACK RIDING~~

~~4. BIKING~~

~~5. MOUNTAIN BIKING~~

~~6. OTHER~~

~~9. NR/DK~~

~~Q: Q17~~

~~Considering the trails that are within Laguna Hills city limits, would you rate these trails as excellent, good, fair or poor?~~

~~1. EXCELLENT~~

~~2. GOOD~~

~~3. FAIR~~

~~4. POOR~~

~~9. NR/DK~~

~~0. DO NOT USE LAGUNA HILLS TRAILS~~

~~Q: 18~~

~~Do you have any dogs?~~

~~1. YES~~

~~2. NO (SKP Q47)~~

~~9. DK/NR (SKP Q47)~~

~~Q18A. Are your dogs spayed or neutered?~~

- 1. YES
- 2. NO
- 9. DK/NR

New Q: Do you have any cats?

New Q: Are your cats spayed or neutered?

Q: Q18C -----

Would you rate animal control services provided by Orange County to the City of Laguna Hills as excellent, good, fair, or poor?

- 1. EXCELLENT
- 2. GOOD
- 3. FAIR
- 4. POOR
- 9. NR/DK

New Q: Have you or any member of your family requested the services of, or come into contact with Orange County Animal Care Services during the past year?

New Q: What type of contact did you have with Orange County Animal Care?

- 1. Picked up lost animal at the Shelter
- 2. Adopted a pet at the shelter
- 3. Cited for a leash violation
- 4. Reported barking dog
- 5. Reported stray dog or cat
- 6. Reported an off-leash dog
- 7. Other not mentioned

New Q: Were the Animal Control Officers, or Shelter staff you had contact with very professional and courteous, somewhat professional and courteous or not professional and courteous.

Q: Q19 -----

The next several questions concern Laguna Hills police services. First, would you rate overall Police Services in the city as excellent, good, fair, or poor?

- 1. EXCELLENT
- 2. GOOD
- 3. FAIR
- 4. POOR
- 9. NR/DK

Q: Q20 -----

Have you, or any member of your family requested the services of, or come into contact with Laguna Hills's police services during the past year?

- 1. YES
- 2. NO (SKIP TO Q23)
- 9. DK/NR (SKIP TO Q23)

Q: Q21 -----

What type of contact did you have with the police services?

- 1. Stopped for a traffic violation
- 2. Called for information
- 3. Called to report a crime
- 4. Reported suspicious activity
- 5. Reported a traffic accident
- 6. Other not mentioned
- 9. NR/DK

Q: Q22 -----

Were the officers you had contact with very professional and courteous, somewhat professional and courteous or not professional and courteous.

- 1. VERY PROFESSIONAL AND COURTEOUS
- 2. SOMEWHAT PROFESSIONAL AND COURTEOUS
- 3. NOT PROFESSIONAL AND COURTEOUS
- 9. DK/NR

Q: Q23 -----

Do you feel very safe, safe, or not safe either walking alone or with another person in your neighborhood at night?

- 1. VERY SAFE
- 2. SAFE
- 3. NOT SAFE
- 9. NR/DK

~~Q: Q24 -----~~

~~Would you rate the fire and paramedic services received by Laguna Hills residents as excellent, good, fair, or poor?~~

- ~~1. EXCELLENT~~
- ~~2. GOOD~~
- ~~3. FAIR~~
- ~~4. POOR~~
- ~~9. NR/DK~~

Q: Q25 -----

Would you rate the overall quality of your neighborhood in terms of such things as the condition of houses, private landscaping, and property maintenance as excellent, good, fair, or poor?

1. EXCELLENT
2. GOOD
3. FAIR
4. POOR
9. NR/DK

Q: Q26 -----

Does the appearance of the commercial and retail signs in Laguna Hills ~~detract~~ affect from the appearance of the City positively, negatively, a lot, a little, or not at all?

1. A LOT Positively
2. A LITTLE Negatively
3. NOT AT ALL
9. NR/DK

Q: Q27 -----

The City regulates property maintenance through ordinances. Please tell me if the regulations for commercial property should be the same as they are now or if they should be more restrictive or less restrictive?

1. More restrictive
2. Less restrictive
3. Same as now
9. NR/DK

Q: Q28 -----

How about for residential property?

1. More restrictive
2. Less restrictive
3. Same as now
9. NR/DK

Q: Q29 -----

Now I would like to ask you about contacts you have had with City officials. Have you or a member of your household contacted the City of Laguna Hills about a complaint, request for service, or for information in the past 12 months?

1. YES
2. NO (SKIP TO Q31)
9. DK/NR (SKIP TO Q31)

Q: Q30 -----

Who in the City did you contact, what person or office?

1. MAYOR OR MEMBER OF CITY COUNCIL

- 2. CITY MANAGER
- 3. FINANCE
- 4. CITY CLERK
- 5. PLANNING/ZONING
- 6. BUILDING INSPECTIONS
- 7. CODE COMPLIANCE
- 8. POLICE
- 10. FIRE
- 11. PARKS
- 12. RECREATION/COMMUNITY CENTER
- 13. STREETS
- 14. CITY ATTORNEY
- 15. ENGINEERING
- 16. OTHER (SPECIFY)
- 99. NR/DK

Q: Q30A -----

Was this contact made:

- 1. In a City Council meeting
- 2. In a commission meeting
- 3. In person
- 4. By telephone
- 5. By letter
- 6. By Internet
- 7. By Email
- 8. Or in some other way? (SPECIFY)
- 9. NR/DK

Q: Q30B -----

In your most recent contact with City officials, what was your impression of the following characteristics? Please rate each as either excellent, good fair or poor.

- Q30b1. Knowledge
- Q30b2. Responsiveness
- Q30b3. Courtesy
- Q30b4. Overall impression

Q: Q30C -----

Did the contact resolve your problem, request, or question?

- 1. Yes
- 2. No
- 9. NR/DK

~~Q: Q31 -----~~

~~Do you have internet access at home, work or both?~~

- ~~1. Yes, at work only~~
- ~~2. Yes, at home only~~
- ~~3. Yes, both~~
- ~~4. No internet access (SKP Q32)~~
- ~~9. NR/DK (SKP Q32)~~

Q32

In the past 12 months, have you visited the city's web site for any reason?

1. Yes
2. No (SKIP Q34)
9. NR/DK (SKIP Q34)

Q32B

How often do you use the web site? Would you say . . .

1. Daily
2. Weekly
3. Monthly
4. Less than monthly
5. Only used it once
9. DK/NR

Q: Q33 -----

What was your intended purpose?

1. Get general information on the city
2. Get contact numbers
3. View city council meeting agendas
4. View city council minutes

Insert: View video of City Council meetings

5. File a request for service
6. Get information on Municipal Codes
7. View employment opportunities
8. Register for recreation classes
9. Obtain a building permit

Insert: Get information on activities in the city

10. Other _____
99. NR/DK

Q: Q33A -----

Were you successful in accomplishing your purpose?

1. Yes
2. No
9. NR/DK

Q: Q33B -----

Would you rate the City's web site as excellent, good, fair or poor?

1. EXCELLENT
2. GOOD
3. FAIR
4. POOR
9. NR/DK

~~Q: Q34 -----~~

~~Do you utilize social media applications such as Facebook, Twitter or MySpace?~~

- ~~1. Yes~~

2. ~~No (SKP Q34C)~~
9. ~~NR/DK (SKP Q34C)~~

Q: Q34A _____

If yes, which applications specifically do you use?

1. ~~Twitter~~
2. ~~Facebook~~
3. ~~Nixle~~
4. ~~MySpace~~
5. ~~None of the above~~
6. ~~Other:~~
9. ~~DK/NR~~

Q: Q34B _____

Do you utilize these the applications on your _____?

INSERT LIST

1. ~~Home computer~~
2. ~~Work computer~~
3. ~~Mobile device~~
4. ~~None of the above~~
9. ~~DK/NR~~

Q: Q34C _____

MEDIA4. Would you be very likely, somewhat likely, somewhat unlikely or very unlikely to use social media for any of the following activities

	Very likely	Somewhat likely	Somewhat unlikely	Very unlikely	DK/NR
a. Receiving regular updates on city news	4	2	3	4	9
b. Receive instant emergency information	4	2	3	4	9
c. Sending comments or suggestions to the city	4	2	3	4	9
d. Receiving an e-newsletter	4	2	3	4	9

Q: Q35 _____

Are you aware the City publishes a newsletter called City Views?

1. ~~YES~~
2. ~~NO (SKIP TO Q36)~~
9. ~~NR/DK (SKIP TO Q36)~~

Q: Q35A _____

Do you read the City newsletter?

1. ~~YES~~
2. ~~NO (SKIP TO Q36)~~
9. ~~NR/DK (SKIP TO Q36)~~

Q: ~~Q35B~~ _____

~~Is the City's newsletter useful to you in providing information about Laguna Hills?~~

~~1. YES~~

~~2. NO~~

~~9. NR/DK~~

Q36.

Where do you get most of your information about the City of Laguna Hills?

1. O.C. Register

2. Saddleback Valley News

3. L.A. Times

4. Cityviews

5. City's website

6. Community-based blogs (SPECIFY: Which one?)

INSERT: Neighbor

7. OTHER (SPECIFY)

9. NR/DK

~~Q37 The city is considering web-streaming city council meetings. Would you be very likely, somewhat likely, somewhat unlikely or very unlikely to watch web-streamed city council meetings?~~

~~1. VERY LIKELY~~

~~2. SOMEWHAT LIKELY~~

~~3. SOMEWHAT UNLIKELY~~

~~4. VERY UNLIKELY~~

~~9. DK/NR~~

Q: Q38 _____

Do you rate Laguna Hills as an excellent, good, fair or poor place to live?

1. EXCELLENT

2. GOOD

3. FAIR

4. POOR

9. NR/DK

Q: Q39A-D _____

Please tell me if you strongly agree, agree, neither agree nor disagree, disagree, or strongly disagree with the following statements.

Q39A. I receive good value for the City taxes I pay

Q39B. I am pleased with the overall direction that the City is taking

Q39C. I am well informed on major issues in the City of Laguna Hills

Q39D. The City of Laguna Hills government welcomes citizen involvement

Q: Q40 -----

I am going to read to you a list of ~~four~~ eight items. After I read them, please rank your priorities for future spending with 1 being your first priority and ~~4~~ 8 your last. The ~~four~~ eight items are:

Rank the four areas	ROTATE
	Construct landscaped median islands on all major streets
	Expand and improve City-wide trail system
	Improve landscaping on City-owned slopes and open spaces
	Increase the number of recreation facilities (If ans=1 or 2; What type of recreational facilities would you like to see the city provide?)
	<u>Provide after school programs for elementary aged children</u>
	<u>Provide additional programs for senior citizens (If ans=1 or 2; What types of programs would you like to see the city provide?)</u>
	<u>Provide additional services for pet owners (If ans=1 or 2; What types of services would you like to see the city provide?)</u>
	<u>Provide restroom facilities in neighborhood parks</u>

New Q: Every two years, the City of Laguna Hills sponsors this citizen survey to solicit residents' opinions on city services, programs and spending priorities. The survey cost the City \$21,000 this year. Should the City continue the practice of sponsoring citizen surveys?

Q: Q41 -----

Now for the last few questions, I would like to ask you several things about yourself so that we can develop a general profile of our sample. First of all, do you own your home or do you rent your home or apartment?

1. Own
2. Rent
3. Rent free situation
9. DK/NR

Q: Q42 -----

Into which of the following age groups do you fall?

1. 18-25
2. 26-35
3. 36-45
4. 46-60
5. 61-70
6. OVER 70
9. NR/DK

Q: Q43 -----

How many years of education have you completed?

1. 8 OR LESS
2. 9 - 11, SOME HIGHSCHOOL
3. 12, HIGHSCHOOL GRAD
4. 13 - 15, SOME COLLEGE
5. 16, COLLEGE GRADUATION
6. 17 OR MORE, GRADUATE SCHOOL/GRADUATE DEGREE
9. NR/DK

Q: Q44 -----

Are you employed full-time, part-time, or are you retired, a student a homemaker, or unemployed?

1. FULL-TIME
2. PART-TIME
3. RETIRED
4. STUDENT
5. HOMEMAKER
6. UNEMPLOYED
9. NR/DK

New Q: If employed, is your primary place of employment in the City of Laguna Hills?

New Q: Which of these categories best applies to your household?

- 1) You are single with no children
- 2) You are single with children at home
- 3) You are single with children no longer at home (empty nester)
- 4) You are part of a couple with no children
- 5) You are part of a couple with children at home
- 6) You are part of a couple with children no longer at home (empty nester)

Q: Q45 -----

How many children do you have living at home under the age of 18?

(INTERVIEWER: ENTER 99 FOR NR/DK)

IF ANSWER IS 0 SKIP TO Q46

Q45A. Are any of those children in junior high or high school?

1. YES, HIGH SCHOOL
2. YES, JUNIOR HIGH
3. YES, BOTH
4. NO
9. DK/NR

~~Q: Q46 -----~~

~~Do you have any dogs?~~

~~1. YES~~

- ~~2. NO (SKP Q47)~~
~~9. DK/NR (SKP Q47)~~

~~Q46A. Are your dogs spayed or neutered?~~

- ~~1. YES~~
~~2. NO~~
~~9. DK/NR~~

~~Q46B. Are your dogs licensed with the City?~~

- ~~1. YES~~
~~2. NO~~
~~9. DK/NR~~

Q: Q47 -----

I am going to read several different income categories. Without telling me your exact income, into which category did your total household income for the past year fall?

1. LESS THAN \$30,000
2. \$30,001 - 50,000
3. \$50,001 - 75,000
4. \$75,001 - 100,000
5. \$100,001 - 150,000
6. OVER \$150,000
9. NR/DK

Q: THANK -----

THANK YOU VERY MUCH FOR YOUR TIME AND COOPERATION. WE BELIEVE THAT THIS PROJECT WILL HELP CITY OFFICIALS PROVIDE BETTER SERVICE TO ALL CITIZENS.



City of Laguna Hills City Council Meeting Agenda Staff Report

DATE: FEBRUARY 12, 2013

TO: COUNCIL MEMBERS

FROM: MAYOR KOGERMAN

ISSUE: AUTHORIZATION OF THE FORMATION OF A LAGUNA HILLS CITIZEN-LED EXPLORATORY COMMITTEE TO CONTACT SOUTH ORANGE COUNTY CITIES WITH EXISTING ANIMAL SHELTERS TO ASSESS THEIR WILLINGNESS AND AVAILABILITY TO CONTRACT WITH THE CITY OF LAGUNA HILLS FOR ANIMAL CARE SERVICES

RECOMMENDATION: THAT THE CITY COUNCIL: (1) AUTHORIZE THE FORMATION OF AN EXPLORATORY COMMITTEE TO BE FORMED BY AT LEAST THREE AND NO MORE THAN FIVE KNOWLEDGEABLE AND INTERESTED RESIDENTS; (2) DIRECT THE COMMITTEE TO CONTACT RELEVANT PERSONNEL IN SOUTH ORANGE COUNTY CITIES WHICH HAVE AN EXISTING ANIMAL SHELTER FOR THE PURPOSE OF EXAMINING ANIMAL CONTROL OPTIONS; (3) ASSESS THE CITIES' WILLINGNESS AND AVAILABILITY TO FURTHER EXAMINE SUCH OPTIONS; (4) MAKE AN INTERIM REPORT TO THE CITY COUNCIL, BEGINNING NO LATER THAN APRIL 23, 2013; AND (5) THAT THE CITY COUNCIL AUTHORIZE THE MAYOR TO WRITE A LETTER OF INTRODUCTION TO THE CITY MANAGERS OF THE SUBJECT CITIES WELCOMING THEIR FULL COOPERATION AND CONSIDERATION.

SUMMARY:

Over the years, Laguna Hills residents have expressed a desire to improve animal care services for our City. Laguna Hills is currently contracted with Orange County Animal Care Services. Areas of concern include the numbers of animals euthanized at the County-run shelter, lack of confidence that animals will be correctly identified as to their owners, the distance required to check on lost animals, the fact that only one animal control officer is assigned to cover an extensive South Orange County area, and the crowded and outdated conditions at the Orange County shelter. Therefore, the City seeks to provide a more local, more efficient and humane animal control/sheltering environment for our citizens and their animals.

In the past the City has explored options including forming a Joint Powers Authority (JPA) with other South County cities that do not have an shelter and contracting with the City of Mission Viejo animal shelter. These efforts did not result in any progress toward the goal of contracting for animal control services with a humane animal shelter at a reasonable cost to the City. Instead, the official focus has been on working with the County to build a modern shelter at the former MCAS-Tustin, a project that remains years into the future, with capital costs to the City projected to be at least \$250,000, for a shelter that will remain a considerable distance from the City, and still practice euthanasia.

Several years have passed since the efforts to contract with Mission Viejo or to form a JPA. It is believed that with the passage of time and changes in leadership throughout South Orange County, the time has come to re-examine options available to the City for increased or improved animal care services. This motion authorizes a small group of interested citizens, working with the City's approval, to examine various animal control and sheltering options that may be available to us now or in the immediate future.

The results of this study will be reported to the City Council for guidance on a continuing basis. Should viable opportunities become apparent, the City can decide whether to move forward with a consultant to develop a specific plan.