



CITY OF LAGUNA HILLS CITY COUNCIL/PLANNING AGENCY

REGULAR MEETING AGENDA Tuesday, January 24, 2017 – 7:00 PM

Don Sedgwick, Mayor

Melody Carruth, Mayor Pro Tempore

Janine Heft, Council Member

Dore J. Gilbert, M.D., Council Member

Barbara D. Kogerman, Council Member

Location: City Council Chamber, 24035 El Toro Road, Laguna Hills, CA 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.

GENERAL BUSINESS - CONVENING AT 7:00 P.M.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE: COUNCIL MEMBER GILBERT

ROLL CALL OF CITY COUNCIL MEMBERS

1. PRESENTATIONS AND PROCLAMATIONS**1.1 Introduction of New Employee, Jay Wu, Senior Planner**

Recommendation: That the City Council receive a presentation introducing new employee, Jay Wu, as Senior Planner for the Community Development Department.

1.2 Certificate of Recognition, Jennifer Bommarito, Laguna Hills High School Student Liaison for the 2016 Fall Semester

Recommendation: That Mayor Sedgwick present a Certificate of Recognition to Jennifer Bommarito recognizing her service as the Laguna Hills High School Student Liaison.

1.3 Appointment of Laguna Hills High School Student Liaison Sherwin Afshar for the 2017 Spring Semester.

Recommendation: That Mayor Sedgwick present a Certificate of Appointment to Student Liaison Sherwin Afshar.

1.4 Laguna Hills High School Liaison

Recommendation: That the City Council receive an oral report from Laguna Hills High School Student Liaison Sherwin Afshar.

1.5 Laguna Hills 3/5 Marine Support Committee

Recommendation: That the City Council receive an update from Chair Karen Robbins on the 3/5 Dark Horse Committee.

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. 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.

3.1 Waive reading in full of all Ordinances and Resolutions on the Agenda

Recommendation: That the City Council waive reading in full of all Ordinances and Resolutions on the Agenda and declare that said titles which appear on the Public Agenda shall be determined to have been read by title and further reading waived.

3.2 Approval of Minutes for January 10, 2017, Regular Meeting

Recommendation: That the City Council approve the Minutes of the January 10, 2017, Regular Meeting.

3.3 Approval of Warrant Register for Period Ended January 24, 2017

Recommendation: That the City Council approve the Warrant Register in the amount of \$ 917,942.60.

3.4 Civic Center 2nd Quarter Financial Report for Fiscal Year 2016/2017

Recommendation: That the City Council receive and file the report.

3.5 Second Quarter Financial and Treasurer's Report for Fiscal Year 2016/2017

Recommendation: That the City Council receive and file the Second Quarter Financial and Treasurer's Report for Fiscal Year 2016/2017.

ITEMS REMOVED FROM THE CONSENT CALENDAR**4. PLANNING AGENCY****4.1 ROLL CALL OF PLANNING AGENCY MEMBERS****4.2 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.

4.3 APPROVAL OF MINUTES FOR JANUARY 10, 2017, REGULAR MEETING**4.3.1 Approval of Minutes for January 10, 2017, Regular Meeting**

Recommendation: That the Planning Agency approve the Minutes for the January 10, 2017, Regular Meeting.

4.4 ADMINISTRATIVE REPORTS**4.5 PLANNING AGENCY PUBLIC HEARINGS****PLANNING AGENCY ADJOURNMENT****5. CITY COUNCIL PUBLIC HEARINGS****6. ADMINISTRATIVE REPORTS****6.1 City Manager****6.2 Public Services Director/City Engineer****6.2.1 Award of Contract for the Arterial Pavement Management Project Street Rehabilitation, CIP No. 175**

Recommendation: That the City Council award the Contract for the Arterial Pavement Management Project Street Rehabilitation, CIP No. 175, to Hardy & Harper, Inc., in the low base bid amount of \$1,423,999.84, reject all other bids, and authorize the Mayor to sign the Construction Contract.

7. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS**8. CITY COUNCIL MEMBER COMMENTS****9. CLOSED SESSION****9.1 ANNOUNCEMENT OF CLOSED SESSION ITEM****9.1.1 Threat to Public Services or Facilities**

Pursuant to Government Code Section 54957(a)
Consultation with Lieutenant Roland Chacon, Chief of Police
Services, Orange County Sheriff's Department

9.2 PUBLIC COMMENT ON CLOSED SESSION ITEM

9.3 ADJOURN TO CITY COUNCIL CONFERENCE ROOM**9.4 CONVENE INTO CLOSED SESSION****9.5 RECONVENE TO CITY COUNCIL CHAMBER****9.6 CLOSED SESSION REPORT****ADJOURNMENT**

The next Regular Meeting of the City Council/Planning Agency will be February 28, 2017, in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, Melissa Au-Yeung, 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 the Courtyard at La Paz Center on January 20, 2017 by 5:00 p.m.



City Clerk

January 20, 2017

Date

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

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

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



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 24, 2017
TO: Mayor and Council Members
FROM: Bruce E. Channing
City Manager
ISSUE: Introduction of New Employee, Jay Wu, Senior Planner

RECOMMENDATION: That the City Council receive a presentation introducing new employee, Jay Wu, as Senior Planner for the Community Development Department.

SUMMARY:

On January 3, 2017, Jay Wu joined the City of Laguna Hills' Community Development Department staff as a Senior Planner. Mr. Wu is a graduate of the University of California, Irvine, with a Bachelor of Arts degree in Environmental Analysis & Design with an emphasis on Urban & Regional Planning. Additionally, Mr. Wu received his Master's in Public Administration from California State University, Northridge.

Mr. Wu has over ten years of professional experience working as a Planner in various capacities for the City of La Quinta.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 24, 2017
TO: Mayor and Council Members
FROM: Cindy Sands
Admin. Assistant to City Manager
ISSUE: Certificate of Recognition, Jennifer Bommarito, Laguna Hills High School Student Liaison for the 2016 Fall Semester

RECOMMENDATION: That Mayor Sedgwick present a Certificate of Recognition to Jennifer Bommarito recognizing her service as the Laguna Hills High School Student Liaison.

SUMMARY:

The City of Laguna Hills and the Laguna Hills High School PTSO established a Student Liaison program in 1993. Jennifer Bommarito has served as the Student Liaison for the fall 2016 semester. Jennifer has served as the Student Liaison with distinction, and it is in order to recognize Jennifer for her service.

ATTACHMENTS:

- 170124 Cert of Recog Bommarito



CITY OF LAGUNA HILLS

CERTIFICATE OF RECOGNITION

JENNIFER BOMMARITO
Laguna Hills High School Student Liaison

September 13, 2016, through January 10, 2017

WHEREAS, the City of Laguna Hills and Laguna Hills High School established a Student Liaison Program to create a direct link between the School and the City Council; and

WHEREAS, Jennifer Bommarito was appointed to serve as the Student Liaison to the City Council and took the Oath of Office on September 13, 2016; and

WHEREAS, Jennifer Bommarito has served as the Student Liaison with dedication and distinction, setting a fine example for those students who will serve in the future.

NOW, THEREFORE, I, Don Sedgwick, Mayor, on behalf of the City Council of the City of Laguna Hills, California, do hereby recognize Jennifer Bommarito for her service to the City as Student Liaison to the City Council.

Dated this 24th day of January 2017.

DON SEDGWICK, MAYOR



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 24, 2017
TO: Mayor and Council Members
FROM: Cindy Sands
Admin. Assistant to City Manager
ISSUE: Appointment of Laguna Hills High School Student Liaison Sherwin Afshar for the 2017 Spring Semester.

RECOMMENDATION: That Mayor Sedgwick present a Certificate of Appointment to Student Liaison Sherwin Afshar.

SUMMARY:

The City of Laguna Hills and Laguna Hills High School established a Student Liaison Program to create a direct link between the High School and the City Council. Sherwin Afshar was appointed to serve as the Student Liaison for the spring 2017 semester. The City Clerk met with Sherwin Afshar prior to this meeting to administer the Oath of Office.

Delaney Horchover will continue to serve as the Student Liaison Alternate for the spring 2017 semester.

ATTACHMENTS:

- 170124 Cert of Appoint Afshar



CITY OF LAGUNA HILLS

CERTIFICATE OF APPOINTMENT

be it known that

SHERWIN AFSHAR

*on this date took the Oath of Office
and began serving as the*

STUDENT LIAISON

for the City of Laguna Hills

Dated this 24th day of January 2017.

DON SEDGWICK, MAYOR



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 24, 2017
TO: Mayor and Council Members
FROM: Cindy Sands
Admin. Assistant to City Manager
ISSUE: Approval of Minutes for January 10, 2017, Regular Meeting

RECOMMENDATION: That the City Council approve the Minutes of the January 10, 2017, Regular Meeting.

ATTACHMENTS:

- 170110 CC Minutes

**CITY OF LAGUNA HILLS
CITY COUNCIL/PLANNING AGENCY**

**REGULAR MEETING
MINUTES
Tuesday, January 10, 2017**

GENERAL BUSINESS - CONVENING AT 7:00 PM

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor Don Sedgwick.

PLEDGE OF ALLEGIANCE: MAYOR PRO TEMPORE CARRUTH

ROLL CALL OF CITY COUNCIL MEMBERS

Attendee Name	Title	Status	Arrived
Don Sedgwick	Mayor	Present	
Melody Carruth	Mayor Pro Tempore	Present	
Dore J. Gilbert, M.D.	Council Member	Present	
Janine Heft	Council Member	Present	
Barbara D. Kogerman	Council Member	Present	

CLOSED SESSION REPORT

There was no Closed Session Report.

1. PRESENTATIONS AND PROCLAMATIONS

1.1 Laguna Hills High School Student Liaison

Recommendation: That the City Council receive an oral report from Laguna Hills High School Student Liaison Jennifer Bommarito.

1.2 Twenty-Five Year Anniversary Recognition

Recommendation: The City Council adopted Resolution No. 2017-01-10-1: A Resolution of the City Council of the City of Laguna Hills, California, recognizing Bruce E. Channing for Twenty-Five Years of Service to the City.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Melody Carruth, Mayor Pro Tempore
SECONDER:	Dore J. Gilbert, M.D., Council Member
AYES:	Don Sedgwick, Mayor; Melody Carruth, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member; Janine Heft, Council Member; Barbara D. Kogerman, Council Member

Mayor Sedgwick presented a Certificate of Recognition to Bruce E. Channing recognizing his twenty-five years of service to the City as City Manager.

1.3 Twenty-Five Year Anniversary Recognition

Recommendation: The City Council adopted Resolution No. 2017-01-10-2: A Resolution of the City Council of the City of Laguna Hills, California, recognizing Donald J. White for Twenty-Five Years of Service to the City.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Melody Carruth, Mayor Pro Tempore
SECONDER:	Dore J. Gilbert, M.D., Council Member
AYES:	Don Sedgwick, Mayor; Melody Carruth, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member; Janine Heft, Council Member; Barbara D. Kogerman, Council Member

Mayor Sedgwick presented a Certificate of Recognition to Donald J. White recognizing his twenty-five years of service to the City.

Inaugural Council Members Allan Songstad, Joel Lautenschleger, and Craig Scott each expressed their appreciation to Bruce E. Channing and Donald J. White for their outstanding service to the City and congratulated them on their achievements and their professionalism throughout their careers.

Current Council Members also expressed their appreciation to Mr. Channing and Mr. White for their service to the City and congratulated them on their achievements during their twenty-five year tenure with the City.

Mr. Channing thanked everyone for their kind words and expressed his gratitude for the opportunity to serve the City.

Mr. White also thanked everyone for their kind comments.

2. PUBLIC COMMENTS**CMFA PACE PROGRAM**

Travis Cooper, California Municipal Finance Authority (CMFA) Financial Advisor, asked City Council to consider adopting a resolution allowing CMFA the opportunity to offer their Open Property Assessed Clean Energy (PACE) program to property owners in Laguna Hills. Mr. Cooper provided a copy of a sample agenda item.

3. CONSENT CALENDAR

Motion to approve the Consent Calendar:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Melody Carruth, Mayor Pro Tempore
SECONDER:	Dore J. Gilbert, M.D., Council Member
AYES:	Don Sedgwick, Mayor; Melody Carruth, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member; Janine Heft, Council Member; Barbara D. Kogerman, Council Member

3.1 Waive reading in full of all Ordinances and Resolutions on the Agenda

Recommendation: That the City Council waive reading in full of all Ordinances and Resolutions on the Agenda and declare that said titles which appear on the Public Agenda shall be determined to have been read by title and further reading waived.

3.2 Approval of Minutes for December 13, 2016, Regular Meeting

Recommendation: That the City Council approve the Minutes of the December 13, 2016, Regular Meeting.

3.3 Approval of Warrant Register for Period Ended January 10, 2017

Recommendation: That the City Council approve the Warrant Register in the amount of \$493,124.45.

3.4 Second Reading and Adoption of an Ordinance Amending and Restating Title 13 of the Laguna Hills Municipal Code Relating to Animal Control, Welfare and License Requirements

Recommendation: The City Council adopted Ordinance No. 2017-1: An Ordinance of the City of Laguna Hills, California, Amending and Restating Title 13 of the Laguna Hills Municipal Code Relating to Animal Control, Welfare and License Requirements.

ITEMS REMOVED FROM THE CONSENT CALENDAR

There were no items removed from the Consent Calendar.

4. PLANNING AGENCY

Mayor Sedgwick 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 7:41 p.m.

4.1 ROLL CALL OF PLANNING AGENCY MEMBERS

Attendee Name	Title	Status	Arrived
Don Sedgwick	Chair	Present	
Melody Carruth	Vice Chair	Present	
Dore J. Gilbert, M.D.	Agency Member	Present	
Janine Heft	Agency Member	Present	
Barbara Kogerman	Agency Member	Present	

4.2 PUBLIC COMMENTS

There were no Public Comments.

4.3 APPROVAL OF MINUTES FOR DECEMBER 13, 2016, REGULAR MEETING.

4.3.1 Approval of Minutes for December 13, 2016, Regular Meeting

Recommendation: That the Planning Agency approve the Minutes for the December 13, 2016, Regular Meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Barbara D. Kogerman, Agency Member
SECONDER:	Melody Carruth, Vice Chair
AYES:	Don Sedgwick, Chair; Melody Carruth, Vice Chair; Dore J. Gilbert, M.D., Agency Member; Janine Heft, Agency Member; Barbara D. Kogerman, Agency Member

4.4. ADMINISTRATIVE REPORTS

There were no Administrative Reports.

4.5. PLANNING AGENCY PUBLIC HEARINGS

4.5.1 Conditional Use Permit (CUP) No. 7-14-2917, a Request by Core Development Services, on Behalf of Verizon Wireless, to Establish and Operate a New Wireless Communications Facility (WCF) on Property Owned by the City of Laguna Hills and Constructed on an Existing SCE Lattice Tower that is Located Southwest of El Conejo Park, APN 625-121-16 (Known as Luna Bonita) in the OS-3 Zone

Recommendation: Staff recommends that this item be tabled.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Barbara Kogerman, Agency Member
SECONDER:	Dore J. Gilbert, M.D., Agency Member
AYES:	Don Sedgwick, Chair; Melody Carruth, Vice Chair; Dore J. Gilbert, M.D., Agency Member; Janine Heft, Agency Member; Barbara D. Kogerman, Agency Member

PLANNING AGENCY ADJOURNMENT

Mayor Sedgwick reconvened the City Council meeting at 7:42 p.m. All Council Members were present.

5. CITY COUNCIL PUBLIC HEARINGS

There were no City Council Public Hearings.

6. ADMINISTRATIVE REPORTS**6.1 City Manager**

The City Manager gave no Administrative Reports.

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

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

8. CITY COUNCIL MEMBER COMMENTS

There were no City Council Member comments.

ADJOURNMENT

There being no further business before the City Council at this session, Mayor Sedgwick declared the meeting adjourned at 7:43 p.m.

Melissa Au-Yeung, City Clerk

ATTEST:

Don Sedgwick, Mayor

Approved at meeting of January 24, 2017.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 24, 2017
TO: Mayor and Council Members
FROM: Donald J. White
Assistant City Manager
ISSUE: Approval of Warrant Register for Period Ended January 24, 2017

RECOMMENDATION: That the City Council approve the Warrant Register in the amount of \$ 917,942.60.

ATTACHMENTS:

- Warrant Register 012417



City of Laguna Hills City Council Meeting Agenda Staff Report

DATE: JANUARY 24, 2017
TO: MAYOR AND COUNCIL MEMBERS
FROM: DONALD J. WHITE, ASSISTANT CITY MANAGER
ISSUE: APPROVAL OF WARRANT REGISTER FOR PERIOD ENDED
JANUARY 24, 2017.

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE WARRANT REGISTER IN THE AMOUNT OF \$917,942.60.

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

1-17-17
DATE

FISCAL IMPACT:

The warrant register total is \$917,942.60.

ATTACHMENTS:

1. Warrant Register

Check Register Report

Warrant Register 01/24/17

Date: 01/13/2017

Time: 9:32 am

Page:

3.3.a

CITY OF LAGUNA HILLS

BANK: UNION BANK- GENERAL

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amo
UNION BANK- GENERAL Checks							
8812105	01/05/2017	Printed		A-0331	AT&T MOBILITY	Wireless Service, Dec '16	63
8812106	01/05/2017	Printed		A-0309	AT&T- CALNET 2	Alarm, CC, Dec '16	70
8812107	01/05/2017	Printed		C-0023	COX COMMUNICATION	T-1 Line, Wi-Fi & Cable, CH	530
8812108	01/05/2017	Printed		H-0934	HOME DEPOT	Program Supplies, CS, Dec	467
8812109	01/05/2017	Printed		K-1197	KNIGHT, EDWARD	Professional Svcs, Com Dev,	4,200
8812110	01/05/2017	Printed		M-1552	MARTIN-RUSK, DINA	Contract Instr Svcs, Zumba	797
8812111	01/05/2017	Printed		M-1302	MOULTON NIGUEL WATER DISTRICT	Water Usage, CC, Pub Svcs	4,986
8812112	01/05/2017	Printed		R-1830	RALPHS GROCERY COMPANY	Program Expense, CS, Nov-Dec	15
8812113	01/05/2017	Printed		R-1889	REFUND,FACILITY RENTAL DEPOSIT	Leport Education,V#2003967.002	500
8812114	01/05/2017	Printed		R-1889	REFUND,FACILITY RENTAL DEPOSIT	Ridgefiled HOA, V# 2003964.002	250
8812115	01/05/2017	Printed		R-1889	REFUND,FACILITY RENTAL DEPOSIT	F. Perez, V# 2003973.002	500
8812116	01/05/2017	Printed		R-1889	REFUND,FACILITY RENTAL DEPOSIT	Aliso Meadows Condo,V#2003972.	330
8812117	01/05/2017	Printed		S-2250	SPARKLETT'S	Operating Supplies, CS, Dec 16	105
8812118	01/05/2017	Printed		T-2693	TELEPACIFIC COMMUNICATIONS	Communications Expense, Jan	1,210
8812119	01/05/2017	Printed		V-2224	VERIZON WIRELESS	Communication Expense, Dec '16	1,333
8812120	01/12/2017	Printed		A-0349	A SOURCE OF PRIDE	Office Supplies, Jan '17	132
8812121	01/12/2017	Printed		A-0138	ALL CITY MANAGEMENT, INC.	Crossing Guard Svc, 11/6-12/17	9,671
8812122	01/12/2017	Printed		A-0284	ASCAP	Music Annual License Fee, CS	341
8812123	01/12/2017	Printed		B-0276	BANK OF AMERICA	Departmental Expenditure, Dec	12,144
8812124	01/12/2017	Printed		B-0354	BANK OF NEW YORK, THE	Bond Admin Fee, Jan-Dec '17	2,040
8812125	01/12/2017	Printed		B-0304	BEE MAN, THE	Bee Removal, Pub Svcs, Dec	175
8812126	01/12/2017	Printed		C-0412	C&D ELECTRIC, INC.	Park Repairs, Pub Svcs,Nov-Dec	1,194
8812127	01/12/2017	Printed		C-1102	CALIFORNIA BUILDINGS	Building Standard Fund,Oct-Dec	335
8812128	01/12/2017	Printed		C-1133	CALIFORNIA YELLOW CAB	Senior Mobility Program, Dec	2,582
8812129	01/12/2017	Printed		C-1168	CAPITAL ONE COMMERCIAL	Costco, Program Expense, CS	365
8812130	01/12/2017	Printed		C-0455	CNC ENGINEERING	Professional Services, CIP#171	1,056
8812131	01/12/2017	Printed		C-1096	CODE PUBLISHING COMPANY, INC.	Municipal Code Update, Nov-Dec	1,475
8812132	01/12/2017	Printed		C-1139	COMPLETE OFFICE OF CALIFORNIA	Computer, Office&Operating Sup	494
8812133	01/12/2017	Printed		C-1176	COMPUTER SERVICE CO.	Traffic Sig. Maint, Dec '16	4,745
8812134	01/12/2017	Printed		C-1146	CYBERSOURCE CORPORATION	Gateway Expense, Dec '16	29
8812135	01/12/2017	Printed		D-0461	DATA TICKET, INC.	Process Fee, Park Cit, Nov-Dec	1,291
8812136	01/12/2017	Printed		D-0453	DEPARTMENT OF CONSERVATION	Remittance, SMIP Fee, Oct-Dec	263
8812137	01/12/2017	Printed		D-0561	DOCU-TRUST	Offsite Data Storage, Dec '16	70
8812138	01/12/2017	Printed		E-0554	ECONOMICS, INC.	Prof Svcs, Recycling Program	4,983
8812139	01/12/2017	Printed		E-0593	EISENBERG, DALE	Contract Inst Svcs., Aikido	798
8812140	01/12/2017	Printed		E-0553	ELKINS, CHRISTINA	Contract Inst Svcs., Dance	518
8812141	01/12/2017	Printed		G-0859	GORHAM, MARY MEG	Contract Inst Svcs., Cooking	42
8812142	01/12/2017	Printed		H-0829	HARTZOG & CRABILL, INC.	Traf Signal Mgmt, & CIP #168	2,823
8812143	01/12/2017	Printed		J-1057	JAMEY CLARK, INC.	Park Repair & Graffiti Removal	6,487
8812144	01/12/2017	Printed		G-0709	JOE A. GONSALVES & SON	Legislative Services, Jan	2,900
8812145	01/12/2017	Printed		C-1007	LAW ENFORCEMENT	FingerprintID Sys, Comm Sys	1,696
8812146	01/12/2017	Printed		C-1007	LAW ENFORCEMENT	Law Enforcement Svcs, Jan '17	645,857
8812147	01/12/2017	Printed		L-1240	LEAGUE OF CAL CITIES	City Membership, 2017	12,210
8812148	01/12/2017	Printed		L-1376	LONG BEACH BMW MOTORCYCLES	Motorcycle Maint, PS, Dec '16	275
8812149	01/12/2017	Printed		C-0448	LUCY, STEVEN	Program Expense, CS, 02/03/17	500
8812150	01/12/2017	Printed		C-0448	LUCY, STEVEN	Program Expense, CS, 02/10/17	500
8812151	01/12/2017	Printed		M-1388	MOBILE MINI, INC.	Storage Rental, CC, 1/3-1/30	82
8812152	01/12/2017	Printed		M-1396	MONOGRAM MAGIC	Uniforms, Police Services	211
8812153	01/12/2017	Printed		M-1583	MOORE IACOFANO GOLTSMAN, INC.	Planning Services, Com Dev.Nov	11,080
8812154	01/12/2017	Printed		M-1302	MOULTON NIGUEL WATER DISTRICT	Water Usage, Pub Svcs, Dec	7,664.
8812155	01/12/2017	Printed		N-1474	NIEVES LANDSCAPE, INC.	Water Usage, Pub Svcs, Jan	76,149.
8812156	01/12/2017	Printed		C-1008	NPDES	Share Newport Bay Watershed	6,634.79

Attachment: Warrant Register 012417 (1174 : Approval of Warrant Ended January 24, 2017)

Check Register Report

Warrant Register 01/24/17

3.3.a

Date: 01/13/2017

Time: 9:32 am

Page:

CITY OF LAGUNA HILLS

BANK: UNION BANK- GENERAL

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amo
UNION BANK- GENERAL Checks							
8812157	01/12/2017	Printed		O-1525	OCCMA	Meeting Expense, Feb '17	150
8812159	01/12/2017	Printed		O-1546	OFFICE SOLUTIONS	Office/Operating Supplies	563
8812160	01/12/2017	Printed		O-1575	ORANGE COUNTY REGISTER-FREEDOM	Legal Advertising, Dec '16	7,040
8812161	01/12/2017	Printed		O-1575	ORANGE COUNTY REGISTER-FREEDOM	Legal Advertising, Nov '16	1,214
8812162	01/12/2017	Printed		C-1003	PARKING VIOLATIONS	Parking Fee Surcharge, Nov-Dec	5,247
8812163	01/12/2017	Printed		Q-1707	QUEST DIAGNOSTICS	Pre-employment Drug Testing	18
8812164	01/12/2017	Printed		R-1964	REFUND, COMMUNITY DEV FEES	Swan Pools, Pool Bond	500
8812165	01/12/2017	Printed		R-1964	REFUND, COMMUNITY DEV FEES	CDG Builders, C&D Deposit	4,082
8812166	01/12/2017	Printed		R-1964	REFUND, COMMUNITY DEV FEES	F. Floutsis, C&D Deposit	910
8812167	01/12/2017	Printed		R-1889	REFUND,FACILITY RENTAL DEPOSIT	M. Sedadi, V# 2003977.002	90
8812168	01/12/2017	Printed		R-1889	REFUND,FACILITY RENTAL DEPOSIT	G. Bajena, V# 2003976.002	500
8812169	01/12/2017	Printed		R-1889	REFUND,FACILITY RENTAL DEPOSIT	H. Park, V# 2003975.002	250
8812170	01/12/2017	Printed		R-1934	RENEGADE RACING	Event Mgmt Svcs, 1/2 Marathon	11,363
8812171	01/12/2017	Printed		R-1939	REYES, JANICE MATEO	Petty Cash Replenishment, Dec	1,182
8812172	01/12/2017	Printed		R-1813	RPW SERVICES, INC.	Rodent Control, Pub Svcs, Dec	1,560
8812173	01/12/2017	Printed		S-1902	SAN DIEGO GAS & ELECTRIC	ST Lites, Dec '16	13,888
8812174	01/12/2017	Printed		S-2188	SCANNING SERVICE CORPORATION	Document Imaging Services, Jan	2,761
8812175	01/12/2017	Printed		S-2188	SCANNING SERVICE CORPORATION	Document Imaging Services, Dec	5,382
8812176	01/12/2017	Printed		S-1949	SMART & FINAL	Program Supplies, CS, Dec '16	633
8812177	01/12/2017	Printed		S-2253	SOCAL OFFICE TECHNOLOGIES-LEAS	Lease-Copier, CC, Jan '17	1,168
8812178	01/12/2017	Printed		S-1904	SOUTHERN CALIFORNIA EDISON	ST Lites, TC, Dec '16	8,934
8812179	01/12/2017	Printed		S-2250	SPARKLETTS	Operating Supplies,CH, Dec '16	215
8812180	01/12/2017	Printed		S-2209	STUDIO TWO BLACK DIAMOND	Printing Services, PS & GenGov	505
8812181	01/12/2017	Printed		U-2165	UNDERGROUND SERVICE ALERT	Street Maintenance, Dec '16	85
8812182	01/12/2017	Printed		V-2249	US BANK VOYAGER FLEET SYS	Vehicle Fuel, Dec '16	1,210
8812183	01/12/2017	Printed		U-2163	USA DANCE, INC., OC CHAP #4018	Contract Inst Svcs, Dancing	238
8812184	01/12/2017	Printed		W-2337	WEST COAST ARBORISTS, INC.	Tree Trimming, Dec '16	9,686
8812185	01/12/2017	Printed		W-2441	WEST COAST MOVEMENT PROJECT,	Contract Inst Svcs., Dance	210
8812186	01/12/2017	Printed		W-2426	WHITE NELSON DIEHL EVANS LLP	Final Payment Audit Fee 15/16	1,175
8812187	01/12/2017	Printed		X-2400	XEROX CORPORATION	Copier Lease & Usage, Nov '16	1,989
				Total Checks: 82		Checks Total (excluding void checks):	917,942
				Total Payments: 82		Bank Total (excluding void checks):	917,942
				Total Payments: 82		Grand Total (excluding void checks):	917,942

Attachment: Warrant Register 012417 (1174 : Approval of Warrant Register for Period Ended January 24, 2017)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 24, 2017

TO: Mayor and Council Members

FROM: Melissa Au-Yeung
Assistant to the City Manager/City Clerk

ISSUE: Civic Center 2Nd Quarter Financial Report for Fiscal Year 2016/2017

RECOMMENDATION: That the City Council receive and file the report.

SUMMARY:

This Civic Center 2nd Quarter Financial Report for Fiscal Year 2016/2017 is intended to provide the City Council with an overview of the Civic Center leasing operation finances over the October 2016 through December 2016 period.

The abridged Balance Sheet and Income Statement summary for the Laguna Hills Civic Center leasing operation is in Tables 1 & 2. As of December 31, 2016, the balance sheet shows equity of \$17,701,470.

Table 1: Abridged Balance Sheet
As of December 31, 2016

ASSETS	
Total Current Assets	\$ 164,485
Total Fixed Assets	\$ 17,606,124
TOTAL ASSETS	\$ 17,770,609
LIABILITY & EQUITY	
Total Current Liabilities	\$ 69,139
Total Equity	\$ 17,701,470
TOTAL LIABILITIES & EQUITY	\$ 17,770,609

**Table 2: Income Statement Summary
 For the Year Ended December 31, 2016**

	Actuals	Budgeted	Variance
Total Income	\$ 316,515	\$ 316,117	\$ 398
Total Expenses	\$ 273,163	\$ 275,447	\$ (2,284)
NET INCOME/(LOSS)	\$ 43,352	\$ 40,670	

As shown in Table 2, Essex Realty, the management company for the property, reported a net income of \$43,352 for the six months of leasing activity from July 1, 2016 to December 31, 2016. After adding back contra rent revenue associated with the City's occupied spaces, the effective net income for the quarter is \$318,334.

A detailed Balance Sheet, Income Statement, and Check Register for the three months in the quarter have been provided as attachments to this report.

ATTACHMENTS:

- 2nd Q 2016 Civic Center Report Attachments

Database: ESSEXREALTY
 ENTITY: 742

Standard Balance Sheet
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 1
 Date: 12/28/2016
 Time: 10:23 AM

Accrual

Report includes an open period. Entries are not final.

Dec 2016

ASSETS

CURRENT ASSETS

Cash - Operating	50,318.82
Cash - MMA	75,509.00

TOTAL CASH AND CASH EQUIVALENTS	125,827.82
--	-------------------

Accounts Receivable	5,042.96
Prepaid Insurance	33,613.80

NET ACCOUNTS RECEIVABLE	38,656.76
--------------------------------	------------------

TOTAL CURRENT ASSETS	164,484.58
-----------------------------	-------------------

FIXED ASSETS

Land	2,854,051.00
Building	3,343,004.00
Capital Improvements	9,889,965.08
Tenant Improvements	1,264,087.96
Lease Commissions	252,032.59
Closing Costs	2,983.62

TOTAL FIXED ASSETS	17,606,124.25
---------------------------	----------------------

TOTAL ASSETS	17,770,608.83
---------------------	----------------------

LIABILITIES & EQUITY

CURRENT LIABILITY

Prepaid Rent & CAM	3,675.00
Accrued Expenses	12,653.00
Security Deposits	52,810.99

TOTAL CURRENT LIABILITY	69,138.99
--------------------------------	------------------

LONG TERM LIABILITY

TOTAL LONG TERM LIABILITIES	0.00
------------------------------------	-------------

EQUITY

Current Yr Earnings	43,351.87
Distribution	(700,000.00)
Capital	6,064,688.39
Paid by Owner	8,855,504.28
Funds from Owner	1,686,863.71
Retained Earnings	1,751,061.59

TOTAL EQUITY	17,701,469.84
---------------------	----------------------

Database: ESSEXREALTY
ENTITY: 742

Standard Balance Sheet
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 2
Date: 12/28/2016
Time: 10:23 AM

Accrual

Report includes an open period. Entries are not final.

Dec 2016

TOTAL LIABILITIES & EQUITY

17,770,608.83

Database: ESSEXREALTY
 ENTITY: 742

Income Statement
Income Statement
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 1
 Date: 12/28/2016
 Time: 10:24 AM

Accrual

Report includes an open period. Entries are not final.

	Current Period	Year-To-Date
	1 Month	6 Months
Thru:	Dec 2016	Dec 2016
INCOME		
RENTAL INCOME		
Rent	99,913.35	584,510.41
Contra Revenue	(45,830.40)	(274,982.40)
CAM Revenue	6,328.55	37,971.30
Contra CAM	(5,489.74)	(32,938.44)
TOTAL RENTAL INCOME	54,921.76	314,560.87
RECOVERY INCOME		
TOTAL RECOVERY INCOME	0.00	0.00
OTHER INCOME		
Late Fee Revenue	0.00	553.43
Other Revenue	0.00	1,380.00
TOTAL OTHER INCOME	0.00	1,933.43
TOTAL INCOME	54,921.76	316,494.30

EXPENSES

DIRECT OPERATING EXPENSES

Security-Fire Alarms	277.00	1,951.48
Cleaning Contract-Janitor	2,657.32	15,943.60
Add'l Cleaning-DayPorter	3,231.99	18,876.99
Cleaning Supplies	594.58	3,354.05
Mgmt Fee-Agent	4,025.22	23,650.37
HVAC Contract Services	1,351.40	7,955.40
HVAC Repair/Maint	1,456.47	8,917.58
Elevator Contract Service	506.99	2,946.98
Painting	0.00	300.00
Plumbing Repairs/Supplies	1,490.00	5,744.70
Electrical Repair/Maint	0.00	2,864.89
Doors & Locks	556.91	1,071.82
Floor & Carpet Rpr/Maint	0.00	887.00
Pest Control	225.00	600.00
Misc Repair/Maint	4,075.00	8,150.00
Onsite Maint Personnel	0.00	1,925.88
Electricity-General	4,817.71	66,202.52
Gas	409.47	1,940.23
Water & Sewer	2,004.66	10,275.82
Property Telephone	326.09	2,059.70
Pkg Lot-Lighting	1,943.00	5,341.48
Pkg Lot-Sweeping	221.00	1,326.00
Landscaping Contract	2,400.00	14,400.00
Landscaping-Interior	362.12	2,172.72
Fountain Maintenance	448.75	1,373.11

Database: ESSEXREALTY
 ENTITY: 742

Income Statement
Income Statement
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 2
 Date: 12/28/2016
 Time: 10:24 AM

Accrual

Report includes an open period. Entries are not final.

	Current Period	Year-To-Date
	1 Month	6 Months
Thru:	Dec 2016	Dec 2016
Insurance	3,879.27	23,275.62
Insurance - Earthquake	1,148.69	8,381.40
Real Estate Taxes	0.00	6,241.48
TOTAL DIRECT OPERATING EXPENSES	38,408.64	248,130.82
NET OPERATING INCOME	16,513.12	68,363.48
OTHER INCOME & EXPENSES		
Lease Commissions Exp	5,030.79	5,030.79
Advertising & Promotion	613.15	613.15
Admin & Professional Exp.	50.00	3,936.00
Tenant Space Refurb	176.00	366.08
Repairs & Maint- Indirect	6,224.05	15,086.34
Interest Income	(3.09)	(20.75)
TOTAL OTHER INCOME & EXPENSES	12,090.90	25,011.61
NET INCOME/(LOSS)	4,422.22	43,351.87

Database: ESSEXREALTY
ENTITY: 742

Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 1
Date: 11/2/2016
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10/16 Through 10/16

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
104389	10/3/2016	10/16	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000	Mgmt Fee-Agent	742-0916R	9/29/2016	9/29/2016	361.49	0.00	361.49
@	742	09/16 Mgmt Fee Recon							
742		5305-0000	Mgmt Fee-Agent	742-100116	10/1/2016	10/1/2016	3,479.00	0.00	3,479.00
@	742	10/16 Mgmt Fee							
						<i>Check Total:</i>	<i>3,840.49</i>	<i>0.00</i>	<i>3,840.49</i>
104390	10/3/2016	10/16	ATTCOR	ATT CORP					
742		5504-0000	Property Telephone	000006601995	9/15/2016	9/15/2016	277.33	0.00	277.33
@	9495837765123	08/15/16-09/14/16 949-583-7765							
104390	10/3/2016	10/16	ATTCOR	ATT CORP					
742		5504-0000	Property Telephone	000008601992	9/15/2016	9/15/2016	35.49	0.00	35.49
@	9494587292655	08/15/16-09/14/16 949-458-7292							
104390	10/3/2016	10/16	ATTCOR	ATT CORP					
742		5504-0000	Property Telephone	000008601993	9/15/2016	9/15/2016	35.49	0.00	35.49
@	9494587929811	08/15/16-09/14/16 949-458-7929							
						<i>Check Total:</i>	<i>348.31</i>	<i>0.00</i>	<i>348.31</i>
104391	10/3/2016	10/16	CITYLA	CITY OF LAGUNA HILLS					
742		5805-0000	Insurance	576	9/23/2016	9/23/2016	13,784.30	0.00	13,784.30
@	01/0010	Insurance Fund Enterprise							
						<i>Check Total:</i>	<i>13,784.30</i>	<i>0.00</i>	<i>13,784.30</i>
104392	10/3/2016	10/16	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	97749-092416	9/24/2016	10/13/2016	7,776.99	0.00	7,776.99
@	2265197749	08/23/16-09/22/16 Mtr 259000-050224							
						<i>Check Total:</i>	<i>7,776.99</i>	<i>0.00</i>	<i>7,776.99</i>
104393	10/10/2016	10/16	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5160-0000	Cleaning Supplies	M1162376-IN	9/26/2016	10/26/2016	817.87	0.00	817.87
@	111	09/16 Supplies							
742		5130-0000	Cleaning Contract-Janitor	M1160628-IN	9/20/2016	10/20/2016	2,657.32	0.00	2,657.32
@	111	09/16 Janitorial Svc							
						<i>Check Total:</i>	<i>3,475.19</i>	<i>0.00</i>	<i>3,475.19</i>
104394	10/10/2016	10/16	BENNE1	BENNETT'S PLUMBING INC					

Database: ESSEXREALTY
ENTITY: 742

Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 2
Date: 11/2/2016
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10/16 Through 10/16

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Amount	Amount	Amount	Amount
Dept	Reference	Description							
742		7333-0000	Repairs & Maint- Indirect	63756	9/20/2016	9/20/2016	125.00	0.00	125.00
@	Kitchen Sink Rprs in	City Offices							
Check Total:							125.00	0.00	125.00
104395	10/10/2016	10/16	CONTRO	CONTROLLED KEY SYSTEMS INC					
742		7333-0000	Repairs & Maint- Indirect	229625	9/14/2016	10/14/2016	139.95	0.00	139.95
@	Supply/Install Lock	On kitchen Cabinet City Offices							
742		7333-0000	Repairs & Maint- Indirect	229925	9/27/2016	10/27/2016	118.50	0.00	118.50
@	Police Service Door	Card Reader Rpr							
Check Total:							258.45	0.00	258.45
104396	10/10/2016	10/16	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49540-100416	10/4/2016	10/10/2016	1,239.46	0.00	1,239.46
@	169922449540	08/11/16-09/14/16 Mtr #08956098							
742		5502-0000	Water & Sewer	49542-100416	10/4/2016	10/10/2016	61.36	0.00	61.36
@	169922449542	08/11/16-09/14/16 Mtr# 00036069							
742		5502-0000	Water & Sewer	49548-100416	10/4/2016	10/10/2016	546.00	0.00	546.00
@	169922449548	08/11/16-09/14/16 Mtr #06188857							
Check Total:							1,846.82	0.00	1,846.82
104397	10/10/2016	10/16	LIGHT4	LIGHTING TECHNOLOGY SERVICES INC					
742		5510-0000	Pkg Lot-Lighting	1249983	9/29/2016	10/29/2016	124.00	0.00	124.00
@	09/16 Lighting Svc								
742		5510-0000	Pkg Lot-Lighting	1249983	9/29/2016	10/29/2016	138.70	0.00	138.70
@	09/16 Lighting Rprs								
Check Total:							262.70	0.00	262.70
104398	10/10/2016	10/16	MERCH1	MERCHANTS BULDING MAINTENANCE LLC					
742		5150-0000	Add'l Cleaning-DayPorter	440893	10/1/2016	10/1/2016	3,129.00	0.00	3,129.00
@	33013	10/16 Dayporter Svc							
Check Total:							3,129.00	0.00	3,129.00
104399	10/10/2016	10/16	PACRIM	PACIFIC RIM MECHANICAL, INC.					
742		5415-0000	HVAC Repair/Maint	SRV065774	9/30/2016	9/30/2016	1,319.00	0.00	1,319.00
@	10770	HVAC Rpr #301							
742		5415-0000	HVAC Repair/Maint	SRV065805	9/30/2016	9/30/2016	259.86	0.00	259.86

Database: ESSEXREALTY
ENTITY: 742

Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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Date: 11/2/2016
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10/16 Through 10/16

Check # Entity	Check Date P.O. Number Dept	Check Pd Account Number Reference	Vendor ID Account Number Description	Vendor Name Account Name	Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount Amount	Check Amount
@	10770		Replace GFCI Outlet at Cooling Tower							
							Check Total:	1,578.86	0.00	1,578.86
104400 742	10/10/2016	10/16	REGENC	REGENCY ENTERPRISES INC dba						
			5465-0000	Electrical Repair/Maint	3723799	9/8/2016	10/8/2016	215.94	0.00	215.94
@	1287741		09/08 Lighting Supplies							
							Check Total:	215.94	0.00	215.94
104401 742	10/10/2016	10/16	SCE	SOUTHERN CALIFORNIA EDISON						
			5499-0000	Electricity-General	06934-092216	9/22/2016	10/11/2016	4,532.58	0.00	4,532.58
@	2270506934		08/22/16-09/21/16 Mtr 259000-050224							
							Check Total:	4,532.58	0.00	4,532.58
104402 742	10/10/2016	10/16	SKYLIN	CTJAMJT CORPORATION dba						
			5490-0000	Pest Control	48138	9/19/2016	10/19/2016	75.00	0.00	75.00
@	3018		09/16 Pest Control							
							Check Total:	75.00	0.00	75.00
104403 742	10/10/2016	10/16	SSDSYS	SECURITY SIGNAL DEVICES INC dba						
			5121-0000	Security-Fire Alarms	1209084-A	9/13/2016	9/13/2016	160.00	0.00	160.00
@	348817		10/16 Sys Maint							
742			7333-0000	Repairs & Maint- Indirect	1209084-A	9/13/2016	9/13/2016	517.33	0.00	517.33
@	348817		10/16 Sys Maint							
							Check Total:	677.33	0.00	677.33
104404 742	10/14/2016	10/16	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba						
			5160-0000	Cleaning Supplies	M1163567-IN	9/30/2016	10/30/2016	845.70	0.00	845.70
@	111		09/16 Supplies							
742			5460-0000	Plumbing Repairs/Supplies	M1164495-IN	9/30/2016	10/30/2016	75.00	0.00	75.00
@	111		09/06 Rpr Garbage Disposal #220							
742			5465-0000	Electrical Repair/Maint	M1164346-IN	9/30/2016	10/30/2016	105.00	0.00	105.00
@	111		09/08 Change Lights/Ballasts							
							Check Total:	1,025.70	0.00	1,025.70
104405 742	10/14/2016	10/16	FIRESA	THE BRETHERN INC dba						
			5121-0000	Security-Fire Alarms	1029915	9/28/2016	10/28/2016	150.00	0.00	150.00

Attachment: 2nd Q 2016 Civic Center Report Attachments (1172 : Civic Center 2Nd Quarter Financial Report for Fiscal Year 2016/2017)

Database: ESSEXREALTY
 ENTITY: 742

Check Register
 Essex Realty SaaS DB
 CITY OF LAGUNA HILLS

Page: 5
 Date: 11/2/2016
 Time: 11:26 AM

10/16 Through 10/16

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date			Amount	Amount	Amount
Dept	Reference	Description								
@	01/0010	Liab and Prop Insurance								
<i>Check Total:</i>								46,551.19	0.00	46,551.19
104413	10/18/2016	10/16	PACRIM	PACIFIC RIM MECHANICAL, INC.						
742		5415-0000	HVAC Repair/Maint	SRV066195	9/30/2016	9/30/2016		251.28	0.00	251.28
@	10770		Rpr P-Trap Mens RR 3rd Floor							
742		5415-0000	HVAC Repair/Maint	SRV066202	9/30/2016	9/30/2016		1,895.79	0.00	1,895.79
@	10770		AC Rpr #260							
742		5415-0000	HVAC Repair/Maint	SRV066206	9/30/2016	9/30/2016		243.92	0.00	243.92
@	10770		Rpr Server Rm Unit, Blown Fuse							
<i>Check Total:</i>								2,390.99	0.00	2,390.99
104414	10/19/2016	10/16	COXCOM	COX COMMUNICATIONS						
742		5410-0000	HVAC Contract Services	11901-100516	10/5/2016	10/5/2016		86.90	0.00	86.90
@	0017601048511901		10/05/16-11/04/16 DSL for EMS							
<i>Check Total:</i>								86.90	0.00	86.90
104415	10/20/2016	10/16	SSDSYS	SECURITY SIGNAL DEVICES INC dba						
742		7333-0000	Repairs & Maint- Indirect	423859-S	10/11/2016	10/11/2016		398.00	0.00	398.00
@	348817		Replaced Relay board for Police Svc Door							
<i>Check Total:</i>								398.00	0.00	398.00
<i>CITY OF LAGUNA HILLS Total:</i>								96,349.90	0.00	96,349.90
<i>Grand Total:</i>								96,349.90	0.00	96,349.90

Database: ESSEXREALTY
ENTITY: 742

Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 1
Date: 11/28/2016
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11/16 Through 11/16

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
104416	10/28/2016	11/16	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	06934-102216	10/22/2016	11/10/2016	3,559.30	0.00	3,559.30
@	2270506934	09/21/16-10/21/16 Mtr 259000-050224							
						<i>Check Total:</i>	3,559.30	0.00	3,559.30
104417	11/3/2016	11/16	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49540-101216	10/12/2016	11/1/2016	828.70	0.00	828.70
@	169922449540	09/14/16-10/12/16 Mtr #08956098							
742		5502-0000	Water & Sewer	49542-101216	10/12/2016	11/1/2016	61.36	0.00	61.36
@	169922449542	09/14/16-10/12/16 Mtr #00036069							
742		5502-0000	Water & Sewer	49548-101216	10/12/2016	11/1/2016	567.05	0.00	567.05
@	169922449548	09/14/16-10/12/16 Mtr #08188857							
						<i>Check Total:</i>	1,457.11	0.00	1,457.11
104418	11/3/2016	11/16	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	97749-102616	10/26/2016	11/14/2016	5,972.57	0.00	5,972.57
@	2265197749	09/22/16-10/24/16 Mtr 259000-050224							
						<i>Check Total:</i>	5,972.57	0.00	5,972.57
104419	11/8/2016	11/16	ATTCOR	ATT CORP					
742		5504-0000	Property Telephone	000008741305	10/15/2016	10/15/2016	35.45	0.00	35.45
@	9494587292655	09/15/16-10/14/16 949-587-2926							
104419	11/8/2016	11/16	ATTCOR	ATT CORP					
742		5504-0000	Property Telephone	000008741306	10/15/2016	10/15/2016	35.45	0.00	35.45
@	9494587929811	09/15/16-10/14/16 949-458-7929							
104419	11/8/2016	11/16	ATTCOR	ATT CORP					
742		5504-0000	Property Telephone	000008741308	10/15/2016	10/15/2016	277.29	0.00	277.29
@	9495837765123	09/15/16-10/14/16 949-583-7765							
						<i>Check Total:</i>	348.19	0.00	348.19
104420	11/8/2016	11/16	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000	Mgmt Fee-Agent	742-1016R	11/2/2016	11/2/2016	342.02	0.00	342.02
@	742	10/16 Mgmt Fee Recon							
742		5305-0000	Mgmt Fee-Agent	742-110116	11/1/2016	11/1/2016	3,583.00	0.00	3,583.00
@	742	11/16 Mgmt Fee							
						<i>Check Total:</i>	3,925.02	0.00	3,925.02

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
104421	11/8/2016	11/16	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5130-0000	Cleaning Contract-Janitor	M1166686-IN	10/20/2016	11/19/2016	2,657.32	0.00	2,657.32
@	111		10/16 Janitorial Svc						
742		5495-0000	Onsite Maint Personnel	M1168715-IN	10/31/2016	11/30/2016	45.00	0.00	45.00
@	111		Engineer service to Repair Mailbox						
						<i>Check Total:</i>	<i>2,702.32</i>	<i>0.00</i>	<i>2,702.32</i>
104422	11/8/2016	11/16	LIGHT4	LIGHTING TECHNOLOGY SERVICES INC					
742		5510-0000	Pkg Lot-Lighting	1250553	10/28/2016	11/27/2016	124.00	0.00	124.00
@	10/16 Lighting Svc								
742		5510-0000	Pkg Lot-Lighting	1250553	10/28/2016	11/27/2016	325.71	0.00	325.71
@	10/16 Lighting Rprs								
						<i>Check Total:</i>	<i>449.71</i>	<i>0.00</i>	<i>449.71</i>
104423	11/8/2016	11/16	MERCH1	MERCHANTS BUILDING MAINTENANCE LLC					
742		5150-0000	Add'l Cleaning-DayPorter	443094	11/1/2016	11/11/2016	3,129.00	0.00	3,129.00
@	33013		11/16 Dayporter Svc						
						<i>Check Total:</i>	<i>3,129.00</i>	<i>0.00</i>	<i>3,129.00</i>
104424	11/8/2016	11/16	REGENC	REGENCY ENTERPRISES INC dba					
742		5465-0000	Electrical Repair/Maint	3756881	10/18/2016	11/17/2016	113.88	0.00	113.88
@	1287741		11/16 Lighting Supplies						
742		5465-0000	Electrical Repair/Maint	3756993	10/18/2016	11/17/2016	94.66	0.00	94.66
@	1287741		10/16 Lighting Supplies						
742		5465-0000	Electrical Repair/Maint	3758793	10/20/2016	11/19/2016	-258.72	0.00	-258.72
@	1287741		Credit for invoice 3751152 10/16 LED Lighting Material						
742		5465-0000	Electrical Repair/Maint	3761872	10/24/2016	11/23/2016	144.73	0.00	144.73
@	1287741		10/16 Light. Supplies						
						<i>Check Total:</i>	<i>94.55</i>	<i>0.00</i>	<i>94.55</i>
104425	11/8/2016	11/16	SKYLIN	CTJAMJT CORPORATION dba					
742		5490-0000	Pest Control	50453	10/24/2016	11/23/2016	75.00	0.00	75.00
@	3018		10/16 Pest Control						
						<i>Check Total:</i>	<i>75.00</i>	<i>0.00</i>	<i>75.00</i>

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
104426	11/10/2016	11/16	FIRESA	THE BRETHREN INC dba					
742		5121-0000	Security-Fire Alarms	1030946	10/28/2016	11/27/2016	195.00	0.00	195.00
@	ACCT1965	10/16-12/16 Fire Sprinkler Inspection							
					Check Total:		195.00	0.00	195.00
104427	11/10/2016	11/16	NIEVES	NIEVES LANDSCAPE INC					
742		5560-0000	Landscaping Contract	60286	11/1/2016	12/1/2016	2,400.00	0.00	2,400.00
@	11/16 Landscape Svc.								
					Check Total:		2,400.00	0.00	2,400.00
104428	11/10/2016	11/16	PACRIM	PACIFIC RIM MECHANICAL, INC.					
742		5415-0000	HVAC Repair/Maint	SRV067277	10/31/2016	10/31/2016	977.21	0.00	977.21
@	10770	Replace Solenoid							
					Check Total:		977.21	0.00	977.21
104429	11/10/2016	11/16	ROLLIN	ROLLING GREEN, INC.					
742		5562-0000	Landscaping-Interior	6385	11/3/2016	12/3/2016	362.12	0.00	362.12
@	11/16 Int Plant Svc								
					Check Total:		362.12	0.00	362.12
104430	11/10/2016	11/16	THEGAS	THE GAS COMPANY					
742		5500-0000	Gas	71474-110216	11/2/2016	11/23/2016	325.68	0.00	325.68
@	14430971474	10/03/16-10/30/16 Mtr 13001720							
					Check Total:		325.68	0.00	325.68
104431	11/10/2016	11/16	TSCMCO	TSCM CORP.					
742		5525-0000	Pkg Lot-Sweeping	1116107	11/1/2016	12/1/2016	221.00	0.00	221.00
@	11/16 Sweeping Svc.								
					Check Total:		221.00	0.00	221.00
104432	11/14/2016	11/16	BKFOUN	WILLIAM P WARD JR					
742		5565-0000	Fountain Maintenance	0903166325	9/3/2016	10/3/2016	214.68	0.00	214.68
@	07/16 Fountain Svc								
742		5565-0000	Fountain Maintenance	0903166346	9/3/2016	10/3/2016	214.68	0.00	214.68
@	08/16 Fountain Svc								

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
Check Total:							429.36	0.00	429.36
104433	11/14/2016	11/16	MASTE5	MASTERCARE PROTECTION & CLEANING					
742		5485-0000	Floor & Carpet Rpr/Maint	23520	9/7/2016	10/7/2016	812.00	0.00	812.00
@	9/16 Carpet Cleaning								
Check Total:							812.00	0.00	812.00
104434	11/17/2016	11/16	REGENC	REGENCY ENTERPRISES INC dba					
742		5465-0000	Electrical Repair/Maint	3751152	10/11/2016	11/10/2016	258.72	0.00	258.72
@	1287741	10/16 LED Lighting Material							
Check Total:							258.72	0.00	258.72
104435	11/17/2016	11/16	SPLEN1	SPLENDID EVENTS INC					
742		7320-0000	Admin & Professional Exp.	567	11/1/2016	12/1/2016	3,636.00	0.00	3,636.00
@	Holiday Decor								
Check Total:							3,636.00	0.00	3,636.00
104436	11/18/2016	11/16	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		7330-0000	Tenant Space Refurb	M1171558-IN	10/31/2016	11/30/2016	190.08	0.00	190.08
@	111	Carpet Clean #220							
Check Total:							190.08	0.00	190.08
104437	11/18/2016	11/16	BENNE1	BENNETT'S PLUMBING INC					
742		5460-0000	Plumbing Repairs/Supplies	64340	11/15/2016	11/15/2016	795.00	0.00	795.00
@	Snake Main Line Mens RR								
Check Total:							795.00	0.00	795.00
104438	11/18/2016	11/16	COXCOM	COX COMMUNICATIONS					
742		5410-0000	HVAC Contract Services	11901-110516	11/5/2016	11/5/2016	86.90	0.00	86.90
@	0017601048511901	11/05/16-12/04/16 DSL for EMS							
Check Total:							86.90	0.00	86.90
104439	11/18/2016	11/16	ROLLI1	ROLLING GREENS NURSERY INC					
742		5562-0000	Landscaping-Interior	6385	11/3/2016	11/18/2016	362.12	0.00	362.12
@	742	11/16 Int Plant Svc							

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Due Date	Amount	Amount
Dept	Reference	Description						

Check Total: 362.12 0.00 362.12

CITY OF LAGUNA HILLS Total: 32,763.96 0.00 32,763.96

Grand Total: 32,763.96 0.00 32,763.96

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Invoice	Discount	Check	
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Due Date	Amount	Amount	
Dept	Reference	Description							
104440	11/28/2016	12/16	NOTHIN	THE BUNDT CAKERY, LLC *** VOID ***	Voiced Check				
742		7305-0000	Advertising & Promotion	613.15	11/22/2016	12/22/2016	613.15	0.00	613.15
@	TNT Appreciation								
742		7305-0000	Advertising & Promotion	613.15	11/22/2016	12/22/2016	-613.15	0.00	-613.15
@	VOID								
				Check Total:			0.00	0.00	0.00
104441	11/29/2016	12/16	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		7330-0000	Tenant Space Refurb	M1172929-IN	10/31/2016	11/30/2016	176.00	0.00	176.00
@	111	Carpet Clean #220							
				Check Total:			176.00	0.00	176.00
104442	11/29/2016	12/16	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49540-111016	11/10/2016	12/1/2016	1,259.02	0.00	1,259.02
@	169922449540	10/12/16-11/10/16 Mtr #08956098							
742		5502-0000	Water & Sewer	49542-111016	11/10/2016	12/1/2016	61.36	0.00	61.36
@	169922449542	10/12/16-11/10/16 Mtr #00036069							
742		5502-0000	Water & Sewer	49548-111016	11/10/2016	12/1/2016	337.28	0.00	337.28
@	169922449548	10/12/16-11/10/16 Mtr #08188857							
				Check Total:			1,657.66	0.00	1,657.66
104443	11/29/2016	12/16	LIGHT4	LIGHTING TECHNOLOGY SERVICES INC					
742		5510-0000	Pkg Lot-Lighting	1251186	11/21/2016	12/21/2016	103.50	0.00	103.50
@	Adjusted Timeclocks								
				Check Total:			103.50	0.00	103.50
104444	11/29/2016	12/16	SSDSYS	SECURITY SIGNAL DEVICES INC dba					
742		7333-0000	Repairs & Maint- Indirect	1221934-A	11/14/2016	11/14/2016	517.33	0.00	517.33
@	348817	11/16 Sys Maint							
742		5121-0000	Security-Fire Alarms	1221934-A	11/14/2016	11/14/2016	160.00	0.00	160.00
@	348817	11/16 Sys Maint							
				Check Total:			677.33	0.00	677.33
104445	12/2/2016	12/16	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5130-0000	Cleaning Contract-Janitor	M1173416-IN	11/20/2016	12/20/2016	2,657.32	0.00	2,657.32
@	111	11/16 Janitorial Svc.							

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Check Total:								2,657.32	0.00	2,657.32
104446	12/2/2016	12/16	AMTEC2	PACIFIC COAST ELEVATOR INC dba						
742			5435-0000	Elevator Contract Service	DVB06326C16	11/21/2016	11/21/2016	1,470.99	0.00	1,470.99
@	320358		12/16-02/17 Elevator Svc							
Check Total:								1,470.99	0.00	1,470.99
104447	12/2/2016	12/16	ATTCOR	ATT CORP						
742			5504-0000	Property Telephone	000008880774	11/15/2016	11/15/2016	35.31	0.00	35.31
@	9494587292655		10/15/16-11/14/16 949-458-7292							
104447	12/2/2016	12/16	ATTCOR	ATT CORP						
742			5504-0000	Property Telephone	000008880775	11/15/2016	11/15/2016	35.31	0.00	35.31
@	9494587929811		10/15/16-11/14/16 949-458-7929							
104447	12/2/2016	12/16	ATTCOR	ATT CORP						
742			5504-0000	Property Telephone	000008880777	11/15/2016	11/15/2016	275.47	0.00	275.47
@	9495837765123		10/15/16-11/14/16 949-583-7765							
Check Total:								346.09	0.00	346.09
104448	12/2/2016	12/16	BEEBU1	BEE BUSTERS INC						
742			5490-0000	Pest Control	01-0054835	11/14/2016	12/14/2016	150.00	0.00	150.00
@	010008086		Bee Swarm Abatement							
Check Total:								150.00	0.00	150.00
104449	12/2/2016	12/16	CHRIS9	BAPPTRE dba SHINE ILLUMINATION AND						
742			5510-0000	Pkg Lot-Lighting	39-3	11/27/2016	11/27/2016	1,550.00	0.00	1,550.00
@	Holiday Lighting									
Check Total:								1,550.00	0.00	1,550.00
104450	12/2/2016	12/16	CONTRO	CONTROLLED KEY SYSTEMS INC						
742			5475-0000	Doors & Locks	231205	11/29/2016	12/29/2016	251.57	0.00	251.57
@	Rekey Doors W/2 Keys #210									
Check Total:								251.57	0.00	251.57
104451	12/2/2016	12/16	LIGHT4	LIGHTING TECHNOLOGY SERVICES INC						
742			5510-0000	Pkg Lot-Lighting	1251223	11/23/2016	12/23/2016	124.00	0.00	124.00
@	11/16 Lighting Svc									

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
742		5510-0000	Pkg Lot-Lighting	1251223	11/23/2016	12/23/2016	165.50	0.00	165.50
@	11/16 Lighting Rprs								
Check Total:							289.50	0.00	289.50
104452	12/2/2016	12/16	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	06934-112216	11/22/2016	12/12/2016	2,829.27	0.00	2,829.27
@	2270506934	10/21/16-11/21/16 Mtr 259000-050224							
742		5499-0000	Electricity-General	97749-112616	11/26/2016	12/15/2016	4,627.44	0.00	4,627.44
@	2265197749	10/24/16-11/22/16 Mtr 259000-050223							
Check Total:							7,456.71	0.00	7,456.71
104453	12/2/2016	12/16	SKYLIN	CTJAMJT CORPORATION dba					
742		5490-0000	Pest Control	52774	11/21/2016	12/21/2016	75.00	0.00	75.00
@	3018	11/16 Pest Control							
742		5490-0000	Pest Control	54972	12/26/2016	1/25/2017	75.00	0.00	75.00
@	3018	12/16 Pest Control							
Check Total:							150.00	0.00	150.00
104454	12/5/2016	12/16	NOTHI2	M I D INC					
742		7305-0000	Advertising & Promotion	613.15	11/22/2016	11/22/2016	613.15	0.00	613.15
@	TNT Appreciation								
Check Total:							613.15	0.00	613.15
104455	12/7/2016	12/16	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000	Mgmt Fee-Agent	742-1116R	11/28/2016	11/28/2016	442.22	0.00	442.22
@	742	11/16 Mgmt Fee Recon							
742		5305-0000	Mgmt Fee-Agent	742-120116	12/1/2016	12/1/2016	3,583.00	0.00	3,583.00
@	742	12/16 Mgmt Fee							
Check Total:							4,025.22	0.00	4,025.22
104456	12/7/2016	12/16	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5160-0000	Cleaning Supplies	M1176035-IN	11/30/2016	12/30/2016	594.58	0.00	594.58
@	111	11/16 Supplies							
Check Total:							594.58	0.00	594.58
104457	12/7/2016	12/16	DIXIED	DIXIE DIESEL AND ELECTRIC INC					

Attachment: 2nd Q 2016 Civic Center Report Attachments (1172 : Civic Center 2Nd Quarter Financial Report for Fiscal Year 2016/2017)

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
742		1260-0000	Lease Commissions	742-111416	11/14/2016	11/14/2016	2,515.39	0.00	2,515.39
@	742	Genevieve Wall Ste 200 Renewal 9/21/16-9/20/19							
Check Total:							2,515.39	0.00	2,515.39
104466	12/14/2016	12/16	BKFOUN	WILLIAM P WARD JR					
742		5565-0000	Fountain Maintenance	1024166371	10/24/2016	11/23/2016	214.68	0.00	214.68
@	09/16 Fountain Svc								
742		5565-0000	Fountain Maintenance	1118166396	11/18/2016	11/18/2016	214.68	0.00	214.68
@	10/16 Fountain Svc								
742		5565-0000	Fountain Maintenance	1130166416	11/30/2016	11/30/2016	214.68	0.00	214.68
@	11/16 Fountain Svc								
742		5565-0000	Fountain Maintenance	1207166436	12/7/2016	1/6/2017	299.71	0.00	299.71
@	12/16 Fountain Svc								
Check Total:							943.75	0.00	943.75
104467	12/14/2016	12/16	NIEVES	NIEVES LANDSCAPE INC					
742		5560-0000	Landscaping Contract	60426	12/1/2016	12/31/2016	2,400.00	0.00	2,400.00
@	12/16 Landscape Svc								
Check Total:							2,400.00	0.00	2,400.00
104468	12/19/2016	12/16	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5150-0000	Add'l Cleaning-DayPorter	742-121416	12/14/2016	12/14/2016	102.99	0.00	102.99
@	742	12/16 Extra Hours							
Check Total:							102.99	0.00	102.99
104476	12/19/2016	12/16	BENNE1	BENNETT'S PLUMBING INC					
742		5460-0000	Plumbing Repairs/Supplies	64650	12/13/2016	1/12/2017	795.00	0.00	795.00
@	Install Flush Valve	Mens RR							
742		5460-0000	Plumbing Repairs/Supplies	64688	12/15/2016	1/14/2017	695.00	0.00	695.00
@	First Fl mens urinal	repair							
Check Total:							1,490.00	0.00	1,490.00
104477	12/19/2016	12/16	CONTRO	CONTROLLED KEY SYSTEMS INC					
742		5475-0000	Doors & Locks	231388	12/12/2016	1/11/2017	305.34	0.00	305.34
@	Mens RR door repair								

Database: ESSEXREALTY
ENTITY: 742

Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 6
Date: 12/28/2016
Time: 10:24 AM

12/16 Through 12/16

Check # Entity Dept	Check Date P.O. Number Reference	Check Pd Account Number	Vendor ID Account Name Description	Vendor Name	Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount Amount	Check Amount
<i>Check Total:</i>								305.34	0.00	305.34
104478 742 @	12/19/2016 0017601048511901	12/16 5410-0000	COXCOM HVAC Contract Services 12/05/16-01/04/16 DSL for EMS	COX COMMUNICATIONS	11901-120516	12/5/2016	12/5/2016	86.90	0.00	86.90
<i>Check Total:</i>								86.90	0.00	86.90
104479 742 @	12/19/2016 10770	12/16 5415-0000	PACRIM HVAC Repair/Maint HVAC Rpr #100	PACIFIC RIM MECHANICAL, INC.	SRV068771	11/30/2016	11/30/2016	700.72	0.00	700.72
<i>Check Total:</i>								700.72	0.00	700.72
104480 742 @	12/19/2016 742	12/16 5562-0000	ROLLI1 Landscaping-Interior 12/16 Int Plant Svc	ROLLING GREENS NURSERY INC	6982	12/1/2016	12/16/2016	362.12	0.00	362.12
<i>Check Total:</i>								362.12	0.00	362.12
104481 742 @	12/19/2016 14430971474	12/16 5500-0000	THEGAS Gas 10/30/16-12/01/16 Mtr 13001720	THE GAS COMPANY	71474-120516	12/5/2016	12/27/2016	379.47	0.00	379.47
<i>Check Total:</i>								379.47	0.00	379.47
104482 742 @	12/19/2016 Genevieve Walls Offc	12/16 7300-0000	ZCAINC Lease Commissions Exp Lease Commission #200, 36 Months	ZCA, INC dba	none-092816	9/28/2016	9/28/2016	5,030.79	0.00	5,030.79
<i>Check Total:</i>								5,030.79	0.00	5,030.79
OL2598488 742 @	12/7/2016 988-052-43	12/16 6205-0000	OCTAX Real Estate Taxes TY 2016-17, Installment 1Prop Tax Parcel #988-052-43	ORANGE COUNTY TAX COLLECTOR	05243-092716	9/27/2016	9/27/2016	352.34	0.00	352.34
<i>Hand Check</i>										
742 @	988-052-44	6205-0000	Real Estate Taxes TY 2016-17, Installment 1Prop Tax Parcel # 988-052-44		05244-092716	9/27/2016	9/27/2016	318.34	0.00	318.34
742 @	988-052-45	6205-0000	Real Estate Taxes TY 2016-17, Installment 1Prop Tax Parcel #988-052-45		05245-092716	9/27/2016	9/27/2016	854.14	0.00	854.14
742 @	988-052-46	6205-0000	Real Estate Taxes TY 2016-17, Installment 1Prop Tax Parcel # 988-052-46		05246-092716	9/27/2016	9/27/2016	314.22	0.00	314.22

Database: ESSEXREALTY
ENTITY: 742

Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

Page: 7
Date: 12/28/2016
Time: 10:24 AM

12/16 Through 12/16

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice		Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Due Date	Amount	Amount	Amount
Dept	Reference	Description							
742		6205-0000	Real Estate Taxes	05247-092716	9/27/2016	9/27/2016	172.03	0.00	172.03
@	988-052-47	TY 2016-17, Installment 1	Prop Tax Parcel# 988-052-47						
742		6205-0000	Real Estate Taxes	05248-092716	9/27/2016	9/27/2016	83.93	0.00	83.93
@	988-052-48	TY 2016-17, Installment 1	Prop Tax Parcel # 988-052-48						
742		6205-0000	Real Estate Taxes	25113-092716	9/27/2016	9/27/2016	1,598.44	0.00	1,598.44
@	988-251-13	TY 2016-17, Installment 1	Prop Tax Parcel # 988-251-13						
742		6205-0000	Real Estate Taxes	25115-092716	9/27/2016	9/27/2016	175.12	0.00	175.12
@	988-251-15	TY 2016-17, Installment 1	Prop Tax Parcel # 988-251-15						
742		6205-0000	Real Estate Taxes	25116-092716	9/27/2016	9/27/2016	302.37	0.00	302.37
@	988-251-16	TY 2016-17, Installment 1	Prop Tax Parcel #988-251-16						
742		6205-0000	Real Estate Taxes	25118-092716	9/27/2016	9/27/2016	80.32	0.00	80.32
@	988-251-18	TY 2016-17, Installment 1	Prop Tax Parcel #988-251-18						
742		6205-0000	Real Estate Taxes	25119-092716	9/27/2016	9/27/2016	120.36	0.00	120.36
@	988-251-19	TY 2016-17, Installment 1	Prop Tax Parcel #988-251-19						
742		6205-1000	Real Estate Tax- Landlord	25120-092716	9/27/2016	9/27/2016	144.06	0.00	144.06
@	988-251-20	TY 2016-17, Installment 1	Prop Tax Parcel # 988-251-20						
742		6205-0000	Real Estate Taxes	9882511301	9/28/2016	9/28/2016	1,077.87	0.00	1,077.87
@	988-251-13	TY 2016-17, Installment 1	Supplemental Prop Tax Pcl# 988-251-13.0100						
742		6205-0000	Real Estate Taxes	9882512001	9/28/2016	9/28/2016	58.21	0.00	58.21
@	988-251-20	TY 2016-17, Installment 1	Supplemental Prop Tax Pcl# 988-251-20.0100						
742		6205-0000	Real Estate Taxes	9882512002	9/28/2016	9/28/2016	176.74	0.00	176.74
@	988-251-20	TY 2016-17, Installment 1	Supplemental Prop Tax Pcl# 988-251-20.0200						
742		6205-0000	Real Estate Taxes	9886161101	9/28/2016	9/28/2016	122.42	0.00	122.42
@	988-616-11	TY 2016-17, Installment 1	Supplemental Prop Tax Pcl# 988-616-11.01						
742		6205-0000	Real Estate Taxes	9886161102	9/28/2016	9/28/2016	290.57	0.00	290.57
@	988-616-11	TY 2016-17, Installment 1	Supplemental Prop Tax Pcl# 988-616-11.02						
Check Total:							6,241.48	0.00	6,241.48
CITY OF LAGUNA HILLS Total:							60,285.54	0.00	60,285.54
Grand Total:							60,285.54	0.00	60,285.54



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 24, 2017
TO: Mayor and Council Members
FROM: Janice Reyes
Finance Manager
ISSUE: Second Quarter Financial and Treasurer's Report for Fiscal Year 2016/2017

RECOMMENDATION: That the City Council receive and file the Second Quarter Financial and Treasurer's Report for Fiscal Year 2016/2017.

SUMMARY:

Attached to this report is the City of Laguna Hills Quarterly Financial Report for Second Quarter Fiscal Year 2016/2017. The information presented in the report provides the City Council and the public with the results of the City's financial activity for the 2016/2017 Fiscal Year through December 31, 2016. The total fund balance for all governmental funds at the end of the second quarter for Fiscal Year 2016/2017 is \$10,629,317. The report states that there are no material deviations or significant variances to report at this time. The Quarterly Financial Report also contains a condensed Treasurer's Investment Report as of December 31, 2016, on Page 6. The City's total portfolio of \$11,314,430 at the end of the second quarter for all funds is invested in authorized securities. The City's Investment Policy approved by City Council Resolution is the prevailing guideline in managing investments.

ATTACHMENTS:

- FY 2016/17 Second Quarter End Financial Report



CITY OF LAGUNA HILLS

Quarterly Financial Report

Second Quarter FY 2016/17

The following unaudited financial information summarizes the City's overall financial activity for the current fiscal year through December 31, 2016. Financial analysis for this report is provided for the General Fund, Capital Improvement Program, Debt Service, and other City governmental funds, and is intended to provide the City Council and the public with a summary overview of the City's general fiscal condition through December 31, 2016.

A Summary of Funding Sources and Uses for the six months ended December 31, 2016 is presented in the table below. As of December 31, 2016, the City received roughly 36% of its revenue projection and 39% of its projected total funding uses.

Summary of Funding Sources & Uses For the 6 months ended December 31, 2016

	YTD Actual (million)	Budget (million)	YTD % of Budget
<i>Funding Sources</i>	\$ 8.8	\$ 24.7	36%
<i>Funding Uses</i>	10.3	26.1	39%
<i>Net Change</i>	(\$1.5)	(\$1.4)	

REPORT VARIANCES

The Comparative Statement of Operations for Governmental Funds, on page 3, shows the detail of the YTD actual financial activity in relation to the Amended Budget. Interpreting the information presented herein requires consideration of the cash flow fluctuations of revenues and expenditures. Financial data is reported on a cash basis, meaning expenditures are reported when payments are made and revenues are reported when payment is received. There are a number of revenue and expenditures items that would show significant deviation if a straight-line comparison was applied. In this approach, one would expect line items to approximate 50% of budget by the end of the second quarter. However, the timing of many revenue and expenditure transactions do not occur at uniform times or at equal intervals over the course of the fiscal year. Consequently, although the second quarter represents 50% of the fiscal year, not all line items will be at 50% of the budget. Thus, the YTD as a percentage of budget shown in this report does not necessarily indicate material deviations or budget variances. With this perspective in mind, given anticipated payment schedules and past trends, there are no significant budget variances to report at this time.

FUND BALANCE

Included in this pamphlet, on page 5, is a snapshot of the City's fund balance as of December 31, 2016. At the end of the second quarter of the current fiscal year, the City's total fund balance for its governmental funds stood at \$10,629,317. An abridged balance sheet, which summarizes the City's assets and liabilities, is included on page 4 and reconciles the fund balance at quarter end. City-managed short-term idle funds, as well as debt service funds, are invested in approved securities.

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 \$8 million, or 36% 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 \$7,509,451 or 36% of budget. Receipts of Property Taxes came in at \$3,841,453, or 39% of budget. Intergovernmental Revenues, which includes sales tax revenue, were \$2,100,343, or 34% of budget. The recording of these revenue sources comply with GASB 34, which addresses the timing of recognition of non-exchange transactions, e.g. taxes and fines. Revenues from non-exchange transactions, such as property and sales tax, received in the first two months of this fiscal year were accrued in the prior fiscal year. Franchise fees from utility companies and transient occupancy tax comprise Franchise Taxes, which came in at \$704,910, or 27% of budget. The receipts lag at least a quarter and no accrual was made at quarter end. Revenues from Licenses & Permits, \$346,763, and Charges for Services, \$405,828, are dependent upon development activities and came in at 48% and 35% of budget, respectively. Fines and Forfeitures, which includes parking and vehicle fines, ended the quarter at 42% of budget, at \$110,154.

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 \$1,272,270, or 35% 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.

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 \$10.3 million, which was 39% of budget.

OPERATING EXPENDITURES

At the end of the second quarter, operating expenditures totaled roughly \$9.3 million, which represents 47% of the total operating budget. While total operating expenditures came in below 50% of budget, the spending level for Non-Departmental came in higher, at 66% of its budget, due to annual insurance premiums paid in full at the onset of the fiscal year.

CAPITAL IMPROVEMENT PLAN (CIP)

The FY 16/17 CIP Budget was amended to include carry-over appropriations from the prior fiscal year in the amount of \$850,217. The budget was also amended to account for the deferral of the \$980,000 originally budgeted in FY 16-17 for the

Alicia Parkway Median Landscape Rehabilitation and the addition of \$440,000 in capital contribution towards the Mission Viejo Animal Shelter Improvements pursuant to the new contract for animal care and sheltering services. Other amendments to the 2016-17 CIP Budget include the reduction of \$179,067 for the Annual Street Maintenance CIP #101 and a reduction of \$25,000 for capital improvements at the Community Center Sports Complex.

Capital Improvement Program For the 6 Months Ended, December 31, 2016	
Streets, Signals & Lighting	\$ 29,209
Streetscape	26,520
Flood Control & Water Quality	61,087
Parks	402,974
Public Facilities	227,565
Trails & Open Space	0
Total	\$ 747,353

CITY OF LAGUNA HILLS
COMPARATIVE STATEMENT OF OPERATION - GOVERNMENTAL FUNDS
FOR THE 6 MONTHS ENDED, DECEMBER 31, 2016

	FY 2016/17			FY 2015/16		
	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	\$ 3,841,453	\$ 9,973,907	39%	\$ 3,665,991	\$ 9,662,081	38%
Intergovernmental Revenues	2,100,343	6,201,744	34%	1,373,013	6,307,000	22%
Franchise Taxes	704,910	2,657,170	27%	719,624	2,598,700	28%
Licenses and Permits	346,763	725,000	48%	391,293	700,000	56%
Charges for Current Services	405,828	1,163,640	35%	472,082	1,131,985	42%
Fines & Forfeitures	110,154	260,000	42%	119,626	260,000	46%
Total General Fund Revenues	7,509,451	20,981,461	36%	6,741,628	20,659,766	33%
Special Revenue Funds						
Gas Tax Fund	262,569	753,305	35%	269,740	736,729	37%
Measure M2 Fair Share	305,883	622,250	49%	214,494	587,490	37%
Measure M - Competitive	-	545,000	0%	9,813	2,092,000	0%
AB 2766 Fund	10,146	-	-	-	-	-
CDBG	43,056	70,000	62%	-	70,380	0%
HSIP	-	-	-	-	133,000	0%
Developer Traffic Impact Fees	97,850	-	-	-	-	-
Water Conservation	-	-	-	-	320,000	0%
Beverage Recycling Fund	-	-	-	-	26,233	0%
CR&R Recycling Fees	2,000	14,454	14%	22,000	22,000	100%
C&D Forfeited Deposits	-	65,846	0%	50,843	54,806	93%
Senior Mobility Program	11,109	110,328	10%	12,240	28,776	43%
Public Art Fund	304,990	500,000	61%	-	-	-
Grants and Contributions	157,000	889,150	18%	-	422,000	0%
Law Enforcement Grants	77,666	100,000	78%	60,435	100,000	60%
Total Special Revenue Funding	1,272,270	3,670,333	35%	639,565	4,593,414	14%
Other Funding Sources						
Interest Income	26,733	-	-	14,214	-	-
Distribution from Enterprise Fund	-	75,000	0%	-	50,000	0%
Total Other Funding Sources	26,733	75,000	36%	14,214	50,000	28%
TOTAL FUNDING SOURCES	\$ 8,808,454	\$ 24,726,794	36%	\$ 7,395,406	\$ 25,303,180	29%
FUNDING USES						
Operating Expenditures						
General Government	\$ 1,222,772	2,754,308	44%	\$ 1,158,212	\$ 2,694,512	43%
Non-Departmental	567,830	863,664	66%	381,847	680,763	56%
Community Development	534,665	1,450,827	37%	526,908	1,396,218	38%
Public Services	1,969,377	4,479,727	44%	2,045,311	4,300,900	48%
Community Services	979,051	2,051,365	48%	931,489	2,015,498	46%
Police Services	3,976,676	8,032,544	50%	3,678,008	7,496,195	49%
Total Operating Expenditures	9,250,372	19,632,435	47%	8,721,775	18,584,086	47%
Capital Improvement Program	747,353	4,406,150	17%	1,607,883	5,194,739	31%
Other Funding Uses						
Debt Charges	224,694	1,799,387	12%	250,694	1,801,387	14%
Use of Reserves	19,203	-	-	4,875	250,000	2%
Distribution to Enterprise Fund	-	50,000	0%	471,000	60,030	785%
Special Revenue Fund Expenditures	-	-	-	-	-	-
CDBG Fund Expenditures	43,056	70,000	62%	-	70,380	0%
Senior Mobility Program	14,244	110,328	13%	13,453	28,776	47%
Beverage Recycling	-	80,300	0%	-	26,233	0%
CR&R Recycling Fund	26,681	-	-	15,837	22,000	72%
Forfeited C&D Deposits	2,506	-	-	1,402	54,806	3%
Total Other Funding Uses	330,384	2,110,015	16%	757,261	2,313,612	33%
TOTAL FUNDING USES	\$ 10,328,110	\$ 26,148,600	39%	\$ 11,086,919	\$ 26,092,437	42%
NET CHANGE IN FUND BALANCE	\$ (1,519,655)	\$ (1,421,806)		\$ (3,691,512)	\$ (789,257)	

Attachment: FY 2016/17 Second Quarter End Financial Report (1171 : FY 2016/17 Second Quarter Financial Report)

CITY OF LAGUNA HILLS
ABRIDGED BALANCE SHEET - GOVERNMENTAL FUNDS (UNAUDITED)
DECEMBER 31, 2016

ASSETS

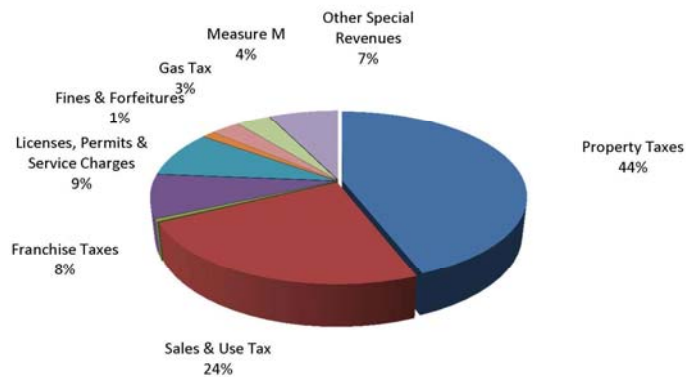
Cash and investments	\$ 11,188,602
Receivables:	
Accounts	80,240
Interest	12,504
Due from other governments	59,516
Total assets	\$ 11,340,861

LIABILITIES AND FUND BALANCES

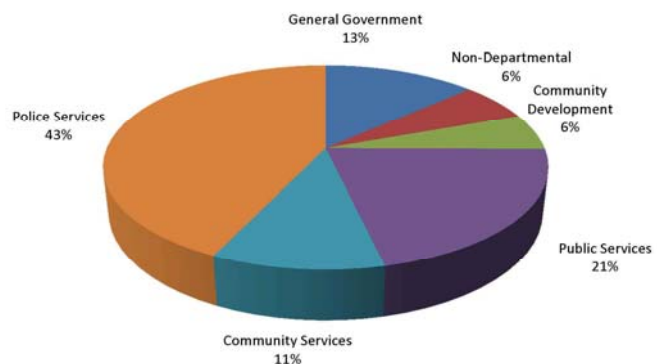
Liabilities:	
Accounts payable	\$ 65,283
Payroll and benefits	76,583
Refundable deposits to contractors	514,101
Deferred revenue	50,390
Trust accounts	5,187
Total liabilities	711,544
Fund balances:	
	10,629,317
Total liabilities and fund balances	\$ 11,340,861

REVENUES -

**General Fund &
Special Revenue Funds
FY 2016/17,
As of 12/31/16**



**OPERATING
EXPENDITURES
FY 2016/17,
As of 12/31/16**



CITY OF LAGUNA HILLS
GOVERNMENTAL FUNDS

STATEMENT OF WORKING FUNDS (UNAUDITED)
AS OF DECEMBER 31, 2016

Fund Balance

General Fund	\$ 8,099,293
AB 2766 Fund	70,442
CARITS	1,088,273
Water Conservation	325,716
Senior Mobility Program	69,819
Quimby Act Park Impact Fees	0
Beverage Recycling	34,707
CR&R Recycling	0
C&D Forfeited Deposits	126,825
AB 939 Surcharge Grant	51
Public Art Fund	(227,254)
Law Enforcement Special Revenue Funds	574
Grants & Contributions	127,743
Debt Service	1,809,083

Total Beginning Fund Balance, as of July 1, 2016

12,148,973

Net Change in Fund Balance, as of December 31, 2016

(1,519,655)

Total Fund Balance, as of December 31, 2016

\$ 10,629,317

Disposition of Working Funds

Total Cash and Demand Deposits	\$ 3,123,387
Total Investments	8,065,215
Total Cash and Investments	11,188,602
Receivables Net of Liabilities	(559,285)

Total Fund Balance, as of December 31, 2016

\$ 10,629,317

The Quarter End Financial Management Report for the Second Quarter of Fiscal Year 2016-17 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, 2016.

Respectfully submitted,

January 17, 2017

Donald J. White
Assistant City Manager

Date

Attachment: FY 2016/17 Second Quarter End Financial Report (1171 : FY 2016/17 Second Quarter Financial Report)

TREASURER'S INVESTMENT REPORT - ALL FUNDS (CONDENSED)
FOR THE 2ND QUARTER ENDED DECEMBER 31, 2016

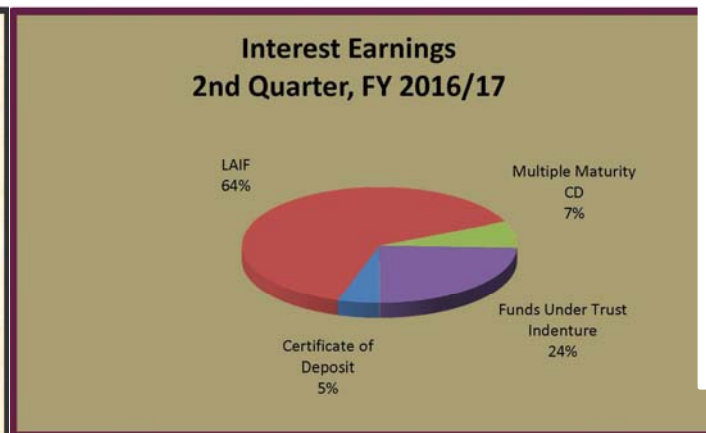
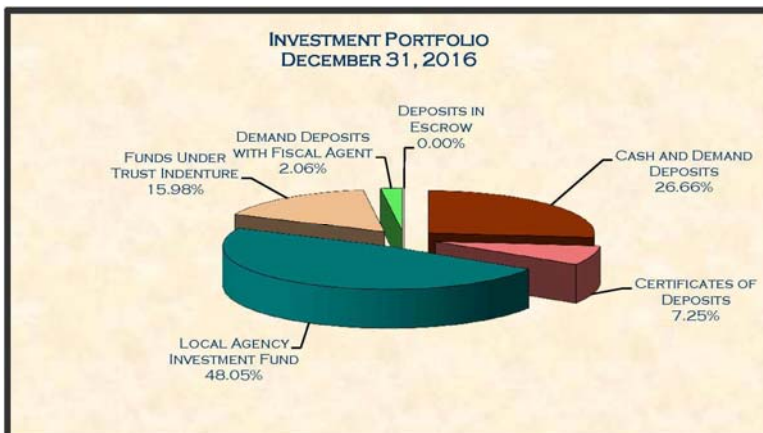
Cash and Investments by Type	Beginning Book Value	Deposits	Withdrawals	Ending Book Value	2nd Qtr Interest Income
Cash on Hand	\$ 1,750	\$ -	\$ -	\$ 1,750	\$ -
Demand Deposits	658,033	9,371,082	7,015,002	3,014,113	-
Certificates of Deposits	750,000	-	-	750,000	620
Multiple Maturity Certificates of Deposits	70,502	-	-	70,502	924
State Treasurer's Investment Fund	5,426,334	1,010,037	1,000,000	5,436,371	7,991
Funds Under Trust Indenture	1,805,605	2,737	-	1,808,342	3,073
Demand Deposits with Fiscal Agent	350,287	339,247	456,182	233,352	-
Deposits in Escrow	-	-	-	-	-
TOTAL	\$ 9,062,512	\$ 10,723,102	\$ 8,471,184	\$ 11,314,430	\$ 12,607

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. Funds 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, 2016, compared with the same period of the previous fiscal year:

	December 31, 2016	December 31, 2015
Cash on hand	\$ 2,000	\$ 1,750
Pooled Deposits:		
Demand Deposits	3,247,215	949,395
Certificates of Deposits	820,502	820,502
Total Pooled Deposits	4,067,717	1,769,897
Pooled Investments:		
Local Agency Investment Fund	5,436,371	5,307,755
Restricted Cash and Investments:		
Local Agency Investment Fund	1,804,077	1,800,138
Demand Deposits	4,265	5,470
Total Cash and Investments	\$ 11,314,430	\$ 8,885,011

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





City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 24, 2017
TO: Chair and Agency Members
FROM: Cindy Sands
Admin. Assistant to City Manager
ISSUE: Approval of Minutes for January 10, 2017, Regular Meeting

RECOMMENDATION: That the Planning Agency approve the Minutes for the January 10, 2017, Regular Meeting.

ATTACHMENTS:

- PA Minutes 011017

Recommendation: The City Council adopted Ordinance No. 2017-1: An Ordinance of the City of Laguna Hills, California, Amending and Restating Title 13 of the Laguna Hills Municipal Code Relating to Animal Control, Welfare and License Requirements.

ITEMS REMOVED FROM THE CONSENT CALENDAR

There were no items removed from the Consent Calendar.

4. PLANNING AGENCY

Mayor Sedgwick 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 7:41 p.m.

4.1 ROLL CALL OF PLANNING AGENCY MEMBERS

Attendee Name	Title	Status	Arrived
Don Sedgwick	Chair	Present	
Melody Carruth	Vice Chair	Present	
Dore J. Gilbert, M.D.	Agency Member	Present	
Janine Heft	Agency Member	Present	
Barbara Kogerman	Agency Member	Present	

4.2 PUBLIC COMMENTS

There were no Public Comments.

4.3 APPROVAL OF MINUTES FOR DECEMBER 13, 2016, REGULAR MEETING.

4.3.1 Approval of Minutes for December 13, 2016, Regular Meeting

Recommendation: That the Planning Agency approve the Minutes for the December 13, 2016, Regular Meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Barbara D. Kogerman, Agency Member
SECONDER:	Melody Carruth, Vice Chair
AYES:	Don Sedgwick, Chair; Melody Carruth, Vice Chair; Dore J. Gilbert, M.D., Agency Member; Janine Heft, Agency Member; Barbara D. Kogerman, Agency Member

4.4. ADMINISTRATIVE REPORTS

There were no Administrative Reports.

4.5. PLANNING AGENCY PUBLIC HEARINGS

4.5.1 Conditional Use Permit (CUP) No. 7-14-2917, a Request by Core Development Services, on Behalf of Verizon Wireless, to Establish and Operate a New Wireless Communications Facility (WCF) on Property Owned by the City of Laguna Hills and Constructed on an Existing SCE Lattice Tower that is Located Southwest of El Conejo Park, APN 625-121-16 (Known as Luna Bonita) in the OS-3 Zone

Recommendation: Staff recommends that this item be tabled.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Barbara Kogerman, Agency Member
SECONDER:	Dore J. Gilbert, M.D., Agency Member
AYES:	Don Sedgwick, Chair; Melody Carruth, Vice Chair; Dore J. Gilbert, M.D., Agency Member; Janine Heft, Agency Member; Barbara D. Kogerman, Agency Member

PLANNING AGENCY ADJOURNMENT

Mayor Sedgwick reconvened the City Council meeting at 7:42 p.m. All Council Members were present.

5. CITY COUNCIL PUBLIC HEARINGS

There were no City Council Public Hearings.

6. ADMINISTRATIVE REPORTS

6.1 City Manager

The City Manager gave no Administrative Reports.

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

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



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 24, 2017
TO: Mayor and Council Members
FROM: Kenneth H. Rosenfield P.E.
Director of Public Services/City Engineer
ISSUE: Award of Contract for the Arterial Pavement Management Project Street Rehabilitation, CIP No. 175

RECOMMENDATION: That the City Council award the Contract for the Arterial Pavement Management Project Street Rehabilitation, CIP No. 175, to Hardy & Harper, Inc., in the low base bid amount of \$1,423,999.84, reject all other bids, and authorize the Mayor to sign the Construction Contract.

SUMMARY:

In accordance with City Council authorization, bids for the subject project were opened on January 17, 2017, at which time six bids were received. The apparent low bidder, Hardy & Harper, Inc., provided the lowest Base Bid in the amount of \$1,423,999.84 (which due to an addition error is eighty-four cents less than the total bid amount listed on their proposal), provided satisfactory references, and is licensed for the contemplated work.

While the bid is higher than the Engineer's Estimate, the competitive nature of the bids is appropriate evidence that the work is properly priced and no improvement in the bids could be anticipated by again bidding the project. An increase to the project budget is proposed to fully fund the project as discussed in the Fiscal Impact. Award of the contract to Hardy & Harper, Inc., is recommended.

Award of Contract for the Arterial Pavement Management Project

January 24, 2017

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BACKGROUND:

On January 17, 2017, six bids for the Arterial Pavement Management Project Street Rehabilitation, CIP No. 175, were opened as follows:

Bidder	Base Bid Amount
Hardy & Harper, Inc.	\$1,423,999.84
R.J. Noble Company	\$1,447,094.05
All American Asphalt	\$1,489,489.00
Palp Inc., DBA Excel Paving Company	\$1,595,730.80
Griffith Company	\$1,747,973.77
Sully-Miller Contracting Company	\$1,761,496.60

The project included an Alternate Bid for a variety of concrete repairs adjacent to the Base Bid work to be performed. The award of contract is to be based upon the comparison of the Base Bid only. Due to the circumstance that the Base Bid is higher than anticipated, staff does not propose that the Alternate Bid work be awarded.

The Engineer's Estimate for this project was \$1,236,000 for the Base Bid, without contingencies. In reviewing the bids received, it is readily apparent that the competitive nature of the bids appropriately represents the actual cost of the work. If the bids were rejected and the project again advertised for bids, it is not reasonable to expect a lower bid. A higher bid could easily be the result of a rebid. Hence, the award of contract is recommended.

The apparent low bidder, Hardy & Harper, Inc., provided the lowest Base Bid, provided satisfactory references, and is licensed to perform the contemplated work. As well, Hardy & Harper, Inc. recently worked for the City on a different capital improvement project and satisfactorily completed the work.

The work includes remove and replace asphalt concrete; asphalt grinding and overlay; sidewalk, curb and gutter and access ramp removal and replacement; utility adjustments; striping; traffic loops; and other related work on five arterial highway segments. It is anticipated construction work will begin in March 2017, for a period of three months.

Award of Contract for the Arterial Pavement Management Project

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Due to the funding of this project involving federal funds, the bidders are required to fulfill additional requirements in order to meet all regulations. This includes the utilization of, or documentation of, good faith efforts to utilize the designated minimum percentage of Disadvantaged Business Enterprises (DBE) in the construction project. Bidders have four days from the bid opening to submit the required DBE documentation which occurs after the preparation of this report. Hardy & Harper, Inc., has complied with the DBE requirements for this project. Award of the contract to Hardy & Harper, Inc., in the Base Bid amount of \$1,423,999.84, is recommended.

FISCAL IMPACT:

The 2016/2017 Fiscal Year Capital Improvement Program Budget for this project is \$1,241,000. The project is funded with Highway User Tax Account (gas tax) funds and a \$500,000 federal grant.

The Base Bid amount for this project is \$1,423,999.84. In addition, staff is currently seeking consultant assistance for Construction Management services including inspection, labor compliance, material testing, and survey monument preservation. The consultant services are the subject of an independent Request for Proposal process which will be presented at a future date to the City Council. The cost of the consultant services are projected to be in the range of \$100,000 to \$150,000. The full cost of the Arterial Pavement Management Project Street Rehabilitation, CIP No. 175, is anticipated then to be approximately \$1,600,000.

To address the difference in the budget and project costs, gas tax funding from the currently budgeted Annual Street Maintenance Project, CIP No. 101, in the estimated amount of \$360,000, will be shifted into the Arterial Pavement Management Project Street Rehabilitation, CIP No. 175, to maintain the viability of fully utilizing the \$500,000 in federal funding for the project. The work planned in the Annual Street Maintenance Project, CIP No. 101, will be adjusted to fit the remaining funding available.