

**City of Laguna Hills  
City Council / Planning Agency  
Regular Meeting  
Minutes  
Tuesday, December 10, 2024**

**General Business Convening at 7:00 PM**

**Call to Order**

The meeting was called to order at 7:01 p.m. by Mayor Wheeler.

**Invocation:** Chaplain Jim Davis of the Orange County Sheriff's Department

**Pledge of Allegiance:** Mayor Pro Tempore Sweeney

**Roll Call of City Council Members**

**Present:**

Mayor Dave Wheeler  
Mayor Pro Tempore Joshua Sweeney  
Council Member Don Caskey  
Council Member Heft  
Council Member Erica Pezold

**Absent:**

**City Council Reorganization**

**Certification of the General Municipal Election Held on November 5, 2024**

**Recommendation:** That the City Council:

- 1) Receive and file the Certificate of Results for the General Municipal Election held on Tuesday, November 5, 2024; and
- 2) Adopt Resolution No. 2024-12-10-1: "A Resolution of the City Council of the City of Laguna Hills, California, Reciting the Facts of the General Municipal Election held on Tuesday, November 5, 2024, Declaring the Results and Such Other Matters as Provided by Law."

City Clerk Lee reviewed the information provided in the staff report.

A motion to approve staff's recommendation was moved by Council Member Heft, seconded by Mayor Pro Tempore Sweeney.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Wheeler, Mayor Pro Tempore Sweeney, Council Member Caskey, Council Member Heft, Council Member Pezold

Nays: None

Abstain: None

### **Recognition of Outgoing Council Member Janine Heft**

**Recommendation:** That the City Council adopt Resolution No 2024-12-10-2: "A Resolution of the City Council of the City of Laguna Hills, California, recognizing the service of Council Member Janine Heft" and that the City Council present a Resolution of Commendation and City Tile to Janine Heft.

A motion to approve staff's recommendation was moved by Mayor Pro Tempore Sweeney, seconded by Council Member Pezold.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Wheeler, Mayor Pro Tempore Sweeney, Council Member Caskey, Council Member Heft, Council Member Pezold

Nays: None

Abstain: None

Mayor Wheeler, on behalf of the City Council, presented a Resolution of Commendation and City Tile to Outgoing Council Member Heft and spoke of his appreciation for Council Member Heft's service to the City.

Council Member Heft was also recognized by the Association of California Cities - Orange County (ACC-OC), Assemblywoman Diane Dixon's office, Senator Catherine Blakespear's office, Supervisor Katrina Foley's office, Congresswoman Young Kim's office and Transportation Corridor Agencies (TCA).

### **Remarks of Council Members Regarding Council Member Heft's Service to the City**

The City Council provided remarks regarding Council Member Heft's service to the City.

### **Remarks of Outgoing Council Member Janine Heft**

Outgoing Council Member Heft provided remarks regarding her two terms serving on the City Council and expressed her appreciation to her colleagues, City staff, and her family.

## **Recognition of Outgoing Mayor and Resolution of Commendation, Dave Wheeler, Mayor**

**Recommendation:** That the City Council adopt Resolution No. 2024-12-10-3: "A Resolution of the City Council of the City of Laguna Hills, California, commending Dave Wheeler as Mayor" and that the City Council present the Resolution and a plaque to Dave Wheeler recognizing his service to the City.

A motion to approve staff's recommendation was moved by Council Member Pezold, seconded by Council Member Heft.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Wheeler, Mayor Pro Tempore Sweeney, Council Member Caskey, Council Member Heft, Council Member Pezold

Nays: None

Abstain: None

Mayor Pro Tempore Sweeney, on behalf of the City Council, presented a Resolution of Commendation and City Tile to outgoing Mayor Wheeler and spoke of his appreciation for Mayor Wheeler's service to the City.

### **Remarks of Outgoing Mayor**

Outgoing Mayor Wheeler provided remarks regarding his service as Mayor.

### **Recess and Reconvene**

Mayor Wheeler recessed the meeting at 8:09 p.m. for a brief reception and reconvened the meeting at 8:41 p.m.

### **City Council Reorganization (continued)**

#### **Oaths of Office for New Council Members**

Susie Caskey administered the ceremonial Oath of Office to Council Member Caskey.

Kate Mathis administered the ceremonial Oath of Office to incoming Council Member Mathis.

Incoming Council Member Mathis was recognized by Supervisor Katrina Foley's office.

## **Roll Call of City Council Members**

### **Present:**

Mayor Joshua Sweeney  
Mayor Pro Tempore Don Caskey  
Council Member Jared Mathis  
Council Member Erica Pezold  
Council Member Wheeler

### **Absent:**

## **Election of Mayor**

Mayor Wheeler nominated Mayor Pro Tempore Sweeney to serve as Mayor.

The City Council elected Joshua Sweeney to serve as Mayor until December 9, 2025.

Roll Call Vote Result: Joshua Sweeney

Yes 4, No 1, Abstained 0

Ayes: Mayor Wheeler, Mayor Pro Tempore Sweeney, Council  
Member Caskey, Council Member Mathis

Nays: Council Member Pezold

Abstain: None

## **Remarks of Newly Elected Mayor**

Newly elected Mayor Sweeney provided remarks.

## **Election of Mayor Pro Tempore**

Mayor Sweeney nominated Council Member Caskey to serve as Mayor Pro Tempore.

The City Council elected Don Caskey to serve as Mayor Pro Tempore until December 9, 2025.

Roll Call Vote Result: Don Caskey

Yes 5, No 0, Abstained 0

Ayes: Mayor Sweeney, Council Member Caskey, Council Member  
Pezold, Council Member Mathis, Council Member Wheeler

Nays: None

Abstain: None

## **1. Presentations and Proclamations**

### **1.1 Laguna Hills High School Student Liaison Report**

The City Council received a report from Laguna Hills High School 2024 Spring Student Liaison Ann Pham.

## **1.2 Certificate of Recognition for Laguna Hills High School Student Liaison Ann Pham**

Mayor Sweeney presented a Certificate of Recognition to Ann Pham recognizing her service as a Laguna Hills 2024 Fall Student Liaison.

## **2. Schedule of Future Events**

### **2.1 Schedule of Future Events**

City Clerk Lee announced the upcoming meetings and events.

## **3. Public Comments**

There were no public comments on non-agendized items.

## **4. Consent Calendar**

A motion to approve the balance of the Consent Calendar with Council Member Wheeler and Council Member Pezold removing Item No. 4.10 and Mayor Pro Tempore Caskey removing Item No. 4.7 was moved by Council Member Wheeler, seconded by Council Member Pezold.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Sweeney, Mayor Pro Tempore Caskey, Council Member Mathis, Council Member Pezold, Council Member Wheeler

Nays: None

Abstain: None

### **4.1 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.

### **4.2 Approval of Minutes for November 12, 2024, 4pm Special Meeting**

**Recommendation:** That the City Council approve the City Council Minutes for the November 12, 2024, 4pm Special Meeting.

### **4.3 Approval of Minutes for November 12, 2024, Regular Meeting**

**Recommendation:** That the City Council approve the City Council Minutes for the November 12, 2024, Regular Meeting.

### **4.4 Approval of Minutes for November 19, 2024, 7pm Special Meeting**

**Recommendation:** That the City Council approve the City Council Minutes for the November 19, 2024, 7pm Special Meeting.

#### **4.5 Ratification of December 10, 2024 Warrant Register**

**Recommendation:** That the City Council ratify the accompanying Warrant Register for the period from November 1, 2024, to November 28, 2024, in the amount of \$2,257,169.25.

#### **4.6 Treasurer's Investment Report for October 2024**

**Recommendation:** That the City Council receive and file the Treasurer's Investment Report for the month of October 2024.

#### **4.8 2025 City Council Meeting Calendar**

**Recommendation:** That the City Council adopt the 2025 City Council Meeting Calendar.

#### **4.9 Affirmation of Local Appointments List for City Boards, Commission, and Committees**

**Recommendation:** That the City Council affirm the Local Appointments List and direct that it be posted on the City's website, at City Hall and in the Laguna Hills Branch Technology Library in accordance with Government Code Section 54972, the Maddy Act.

#### **4.11 Resolution Amending and Restating City Council Policy No. 101 Regarding Procedures for the City Council Policy Manual**

**Recommendation:** That the City Council adopt Resolution 2024-12-10-5: "A Resolution of the City Council of the City of Laguna Hills, California, Amending and Restating City Council Policy No. 101 Regarding Procedures for the City Council Policy Manual."

#### **4.12 Resolution Amending and Restating City Council Policy No. 125 Regarding Procedures for the City Council Policy Manual**

**Recommendation:** That the City Council adopt Resolution No. 2024-12-10-6: "A Resolution of the City Council of the City of Laguna Hills, California, Amending and Restating City Council Policy No. 125 Regarding Procedures for the Delivery of City Council Agendas."

#### **4.13 Declare Former Globe Property (APN: 616-022-04) as Exempt Surplus Land**

**Recommendation:** That the City Council declare the former Globe Property (APN: 616-022-04) as Exempt Surplus Land, and adopt a Resolution entitled, "A Resolution of the City Council of the City of Laguna Hills, California, Declaring Real Property (APN No. 616-022-04) as Exempt Surplus Land Pursuant to the Surplus Land Act, Government Code Section 54220 Et Seq. and Making CEQA Findings."

#### **4.14 Assignment and Assumption Agreement for NPDES Program Management and Inspection Consulting Services**

**Recommendation:** That the City Council: 1) Approve the proposed Assignment and Assumption Agreement relating to the 2023 Professional Services Agreement between the City of Laguna Hills and WSP USA Environment and Infrastructure, Inc. for NPDES Program Management and Inspection Consulting Services; and 2) Authorize the City Manager to execute the Assignment and Assumption Agreement.

#### **4.15 Proposed Civic Center Office Lease with The Financial Coaching Group, Inc., a California corporation, for 24031 El Toro Road, Suite 320, Laguna Hills, California**

**Recommendation:** That the City Council: 1) Approve the lease agreement with The Financial Coaching Group, a California corporation, for 24031 El Toro Road, Suite 320, Laguna Hills, California; 2) Authorize the City Manager to make minor modifications to and negotiate the final terms of the lease agreement, as necessary; and 3) Authorize the City Manager to execute the lease agreement.

#### **4.16 Safe Streets for All Grant for the Development of the Laguna Hills Safety Action Plan**

**Recommendation:** That the City Council: 1) Approve the Agreement between the United States Department of Transportation's Federal Highway Administration and the City of Laguna Hills to receive a Safe Streets and Roads for All (SS4A) Grant for the Laguna Hills Citywide Safety Action Plan; 2) Authorize the City Manager to execute the Agreement; and 3) Authorize the Finance Director to amend the budget by allocating an expenditure of \$250,000 in Professional Services (General Fund 100-355-700000), recognize grant revenue of \$200,000, and transfer \$50,000 from City Engineer Services (General Fund 100-355-700100) to fund the City's matching cost share.

#### **4.17 Side Street Stop Sign Installation on Luna Bonita Drive at La Serra**

**Recommendation:** That the City Council: 1) Find and determine that the proposed stop control intersection is not subject to the California Environmental Quality Act pursuant to Section 15301(c) of the CEQA Guidelines, Cal. Code of Regs, Title 14, Chapter 3 (the operation and maintenance of existing highways and streets is categorically exempt); and 2) Adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, designating the intersection of Luna Bonita Drive and La Serra as a stop intersection and authorizing the installation of a one-way side street stop sign on Luna Bonita Drive at La Serra."

#### **4.18 Development Application Status Report**

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

## Items Removed from the Consent Calendar

### **4.10 Resolution Updating Designation of Assistant and Deputy City Attorneys Within the Office of City Attorney as Required by Laguna Hills Municipal Code Chapter 2-20**

**Recommendation:** That the City Council adopt Resolution No. 2024-12-10-4: "A Resolution of the City Council of the City of Laguna Hills, California, Updating Designation of Assistant and Deputy City Attorneys Within the Office of the City Attorney as Required by Laguna Hills Municipal Code Chapter 2-20."

Council Member Wheeler and Council Member Pezold removed Item No. 4.10 from the Consent Calendar to allow for discussion on the item.

City Attorney Simonian responded to Council Member requests for additional information

A motion to approve staff's recommendation was moved by Council Member Pezold, seconded by Council Member Wheeler.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Sweeney, Mayor Pro Tempore Caskey, Council Member Mathis, Council Member Pezold, Council Member Wheeler  
Nays: None  
Abstain: None

### **4.7 Financial Statements for Fiscal Year Ending June 30, 2024**

**Recommendation:** That the City Council receive and file the Annual Comprehensive Financial Report and other audit reports for fiscal year 2023/2024.

Mayor Pro Tempore Caskey removed Item No. 4.7 from the Consent Calendar to provide comments on the item.

A motion to approve staff's recommendation was moved by Mayor Pro Tempore Caskey, seconded by Council Member Pezold.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Sweeney, Mayor Pro Tempore Caskey, Council Member Mathis, Council Member Pezold, Council Member Wheeler  
Nays: None  
Abstain: None

## **5. Planning Agency**

There were no separate Planning Agency Business Items for this meeting.

## 6. City Council Public Hearings

There were no City Council public hearings.

## 7. Administrative Reports

### 7.1 City Manager

The City Manager provided no administrative reports.

### 7.2 City Clerk

#### 7.2.1 Introduction and First Reading of an Ordinance Relating to Electronic and Digital Signatures

**Recommendation:** That the City Council introduce for first reading, read by title only, and waive further reading of an Ordinance entitled: "An Ordinance of the City of Laguna Hills, California, Adding Chapter 1-14 (Electronic and Digital Signatures) to Title 1 (General Provisions) of the Laguna Hills Municipal Code Relating to the Authorized Use of Electronic and Digital Signatures."

City Clerk Lee reviewed the information provided in the staff report and responded to Council Member requests for additional information.

City Manager Hildenbrand responded to Council Member requests for additional information.

City Attorney Simonian responded to Council Member requests for additional information.

A motion to approve staff's recommendation was moved by Mayor Pro Tempore Caskey, seconded by Council Member Mathis.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Sweeney, Mayor Pro Tempore Caskey, Council Member Mathis, Council Member Pezold, Council Member Wheeler

Nays: None

Abstain: None

## 8. Matters Agendized and Presented by City Council Members

There were no matters agendized by City Council Members.

## **9. City Council Member Committee Reports**

### **9.1 Committee Assignment Reports**

The City Council received reports from City Council Members on the City Council Committee Assignments listed in the staff report including an OCFA video presentation provided by Mayor Sweeney.

## **10. City Council Member Comments**

### **Council Member Pezold**

Council Member Pezold expressed her happiness and sense of pride for the Christmas lights displayed in the median and the light show at the Community Center.

Council Member Pezold invited everyone to the Holiday Musical Dance Extravaganza on December 14, 2024.

Council Member Pezold welcomed the two newly elected Council Members and congratulated them on the election.

### **Council Member Wheeler**

Council Member Wheeler welcomed Council Member Mathis.

Council Member Wheeler reported on the City's recent tree lighting ceremony and the upcoming Breakfast with Santa and Holiday Musical Dance Extravaganza events.

### **Council Member Mathis**

Council Member Mathis thanked the public for allowing him the opportunity to serve as a Council Member.

### **Mayor Sweeney**

Mayor Sweeney congratulated Mayor Pro Tempore Caskey and Council Member Mathis on the recent election.

## **Adjournment**

There being no further business before the City Council at this session, Mayor Sweeney declared the meeting adjourned at 9:42 p.m.

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Jennifer Lee, City Clerk

ATTEST:

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Joshua Sweeney, Mayor

Approved at meeting of January 14, 2025.