



AGENDA of THE LAGUNA WOODS CITY COUNCIL

**Regular Meeting
June 19, 2013
2:00 P.M.**

**Council Chambers
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, CA 92637**

AGENDA DESCRIPTION: The Agenda descriptions are intended to give notice, to members of the public, of a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff or a particular Committee's recommendation. The City Council may take any action, which it deems to be appropriate on the agenda item and is not limited in any way by the recommended action. Any person wishing to address the City Council on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. Whenever possible, lengthy testimony should be presented to the City Council in writing (8 copies) and only pertinent points presented orally. Requests to speak to items on the agenda shall be heard at the appropriate point on the agenda; requests to speak about subjects not on the agenda will be heard during the Public Comment section of the meeting.

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

COUNCILMEMBERS: ☐ Conners ☐ Hack ☐ Hatch
☐ Robbins, Mayor Pro Tem ☐ Ring, Mayor

IV. PRESENTATIONS

None

V. CITY COMMENDATIONS AND PROCLAMATIONS

None

VI. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless Members of the City Council, the public, or staff request specific items be removed from the Consent Calendar for separate action.

6.1 City Council Minutes

RECOMMENDED ACTION: Approve the minutes from the May 1, 2013 adjourned regular meeting and the May 15, 2013 regular meeting.

- 6.2 Approve the reading by title of all ordinances and resolutions. Said ordinances and resolutions that appear on the public agenda shall be determined to have been read by title only and further reading waived.

RECOMMENDED ACTION: Waive reading of ordinances and resolutions.

6.3 Treasurer's Reports

RECOMMENDED ACTION: Receive and File the May 2013 monthly Treasurer's Reports.

6.4 Warrant Register

RECOMMENDED ACTION: Approve the June 19, 2013 Warrant Register in the amount of \$941,031.34

6.5 Fiscal Year 2012-13 Budget Adjustments

RECOMMENDED ACTION: Approve the following budget adjustments to the Fiscal Year 2012-13 budget:

- A. Transfer \$12,500 from the Council Contingency Account to the City Hall Building Maintenance account.
- B. Transfer \$283,407 from the Unallocated General Fund Balance to the City Hall Special Fund.

6.6 Notice of Completion – El Toro Road/Aliso Creek Road Improvement Project

RECOMMENDED ACTION:

- A. Accept project completion of a contract with Yakar, Inc. for the El Toro Road/Aliso Creek Road Improvement Project.
- B. Release contract retention in the amount of \$36,126.70 withheld per California Government Code 35 days following recordation of the Notice of Completion with the County of Orange.
- C. Exonerate project posted bonds 35 days following recordation of the Notice of Completion with the County of Orange.

6.7 Local Hazard Mitigation Plan Amendment

RECOMMENDED ACTION: Approve a resolution amending the City's 2013-2017 Local Hazard Mitigation Plan, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING THE 2013-2017 CITY OF LAGUNA WOODS LOCAL HAZARD MITIGATION PLAN

6.8 City Hall Parking Lot/Storm Drain Project

RECOMMENDED ACTION: Award a contract to Scorpion Backhoe, Inc. in the amount of \$68,854.36, and authorize the City Manager to execute the contract and approve change orders not to exceed 10% of the base amount, subject to approval as to form by the City Attorney.

VII. PUBLIC HEARINGS

7.1 General Plan amendment GPA-900 – Circulation Element

- A. Receive Staff Report
- B. Open Public Hearing
- C. Receive Public Comment
- D. Close Public Hearing
- E. Approve a resolution

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LAGUNA WOODS, CALIFORNIA, APPROVING AN
AMENDMENT TO THE CIRCULATION ELEMENT OF
THE LAGUNA WOODS GENERAL PLAN.

VIII. CITY COUNCIL

None

IX. CITY MANAGER

9.1 Aggressive Solicitation Regulations

RECOMMENDED ACTION: Introduce and approve first reading of an ordinance restricting aggressive solicitation, entitled:

AN ORDINANCE OF THE CITY OF LAGUNA WOODS,
CALIFORNIA, ESTABLISHING REGULATIONS
RESTRICTING AGGRESSIVE SOLICITATION

9.2 Annual General Plan Progress Report

RECOMMENDED ACTION: Approve the report.

9.3 City Manager's Proposed Fiscal Year 2013-14 All Funds Budget

RECOMMENDED ACTION: Discuss and provide direction to staff.

X. COMMITTEE REPORTS

- 10.1 Transportation Corridor Agencies (Councilmember Hack)
- 10.2 Orange County Library Board (Mayor Pro Tem Robbins)
- 10.3 Orange County Fire Authority (Councilmember Hatch)
- 10.4 Southern California Water Committee (Councilmember Hack)
- 10.5 Coastal Greenbelt Authority (Councilmember Conners)
- 10.6 Vector Control District Board (Mayor Pro Tem Robbins)

XI. PUBLIC COMMENTS

XII. CITY COUNCIL COMMENTS AND ANNOUNCEMENTS

12.1 Reports on Meetings Attended per Government Code §53232.3

State law requires Councilmembers to provide a report on all meetings or events they attend for which the City pays fees, travel or other expenses. These are informational reports and no action is taken on the item.

A. Orange County Water Summit, May 17, 2013: Councilmember Hack

12.2 Other Meetings, Comments and Announcements

XIII. CLOSED SESSION

- 13.1 The City Council will meet in closed session to confer with legal counsel regarding one matter of potential litigation, pursuant to the provisions of Government Code Section 54956.9(c).

XIV: ADJOURNMENT

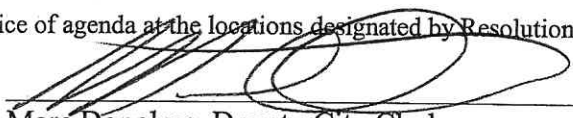
The meeting will be adjourned to an adjourned meeting of the City Council at 2:00 p.m. on Wednesday, June 26, 2013 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

AMERICANS WITH DISABILITIES ACT: In compliance with Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk at (949) 639-0500 (Voice) or, TDD (949) 639-0535 or the California Relay Service at (800) 735-2929 if you have a TDD or (800) 735-2922 if you do not have a TDD. Notification 48 hours prior to the meeting should enable the City to make reasonable arrangements to assure accessibility to the meeting.

AGENDA: The City Council agenda and agenda back-up materials are available from the Office of the City Clerk, after 4:30 p.m., on the Friday prior to the City Council meeting. The office of the City Clerk is located at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Copies of the agenda are provided at no cost. Agenda back-up materials are available at City Hall for inspection and copies are available at no charge prior to the meeting. A per page copy cost does apply after the meeting. If you wish to be added to the e-mail or regular mail list to receive a copy of the agenda, a request must be made to the City Clerk in writing. Copies of the agenda are mailed only if stamped, self-addressed envelopes are provided. The City of Laguna Woods mailing address is 24264 El Toro Road, Laguna Woods, CA 92637. Phone: (949) 639-0500, FAX (949) 639-0591.

I declare under penalty of perjury that I posted this notice of agenda at the locations designated by Resolution 02-33.

6/14/13
Date


Marc Donohue, Deputy City Clerk

6.1-6.8

CONSENT CALENDAR SUMMARY

City of Laguna Woods Agenda Report

FOR: June 19, 2013 City Council Meeting
TO: Honorable Mayor and Councilmembers
FROM: Leslie A. Keane, City Manager
Agenda Item: Consent Calendar

Recommendation:

Approve all proposed actions on the June 19, 2013 Consent Calendar by single motion and Council action.

Discussion:

In general, the Consent Calendar contains routine matters or matters that have already been discussed by Council. It is adopted in total with a single motion and Council action. However, if any councilmember or member of the public has questions or wishes to discuss an item further, it may be removed from the Consent Calendar and placed later in the agenda for discussion and action. The way to remove an item from the Consent Calendar is to request its removal, by agenda item number, immediately prior to the adoption of the Consent Calendar. Members of the public may fill out a request to speak on the item they wish removed and the City Clerk will note the item. No reason need be given with the request. Items pulled from the Consent Calendar are not discussed at the time they are pulled; they are scheduled for discussion immediately after action on the balance of the Consent Calendar.

The June 19th Consent Calendar contains the following eight items:

- 6.1 Approval of the minutes from the May 1, 2013 adjourned regular meeting and the May 15, 2013 regular City Council meetings, as submitted.

ITEMS 6.1 – 6.8

- 6.2 Approval of a motion to allow reading proposed ordinances and resolutions by title only – this is a standard practice in cities. If this motion is not approved, all ordinances and resolutions must be read out loud in their entirety during the Council Meeting.
- 6.3 Approval of a motion to receive and file the May 2013 monthly Treasurer's Report. This report identifies the City's current liquid assets and their location. At the end of May, the City had approximately \$8.7 million in cash on hand and in other liquid assets.
- 6.4 Approval of the June 19, 2013 Warrant Register, as submitted, in the amount of \$941,013.34. This warrant register includes three employee pay periods and payment for capital improvement projects. A list of all warrants is included in the agenda packet; detailed information about individual warrants is available in the Finance Manager's office.
- 6.5 Approval of two budget adjustments discussed by Council at its May 1, 2013 meeting. This first adjustment would transfer \$12,500 from the Council Contingency account to the Non-Departmental Building Maintenance budget for repairs to the City Hall elevator. This transfer would leave \$37,500 in the contingency account. The second adjustment would transfer \$283,407 from the unallocated General Fund Balance to the City Hall Special Fund for electric panel work necessary to install a new generator. Fiscal Year 2012-13 revenues are expected to exceed current year expenses by \$809,456; this transfer will, therefore, not have a negative effect on the General Fund.
- 6.6 Acceptance of the project completion of a contract with Yakar, Inc. for the El Toro Road/Aliso Creek Road Improvement Project. This project has been successfully completed; Council action will allow staff to file the notice of completion and release project retention funds.
- 6.7 Approval of a resolution amending the City's 2013-2017 Local Hazard Mitigation Plan. This Plan was initially adopted by the Council on December 19, 2012. It was subsequently submitted to the California Emergency Management Agency (Cal EMA) and the Federal Emergency Management Agency (FEMA) for review and approval. The proposed amendments address FEMA's conditions of approval, including additional mitigation action items relating to wildfires and urban conflagrations, earthquakes, floods and storms, and terrorism; and estimated timeframes for

ITEMS 6.1 – 6.8

completing mitigation action items. Given the scope of the mitigation document, these changes are considered minor. The proposed amendments were discussed and unanimously recommended by the Public Safety Committee at its June 11, 2013 meeting.

- 6.8 Authorization for the City Manager to execute an agreement with Scorpion Backhoe, Inc. and approve change orders up to 10% of the base bid for the City Hall Storm Drain Improvements Project. The project will include a new storm drain and catch basins from the two planter areas in the parking lot closest to the south side of City Hall to the catch basin northeast of City Hall adjacent to El Toro Road right of way. Instead of rainwater sheeting across the parking lot and flooding the Council Chambers, the improvements are designed to capture this water and transmit it underground to the existing catch basin.

Bids from seven contractors were received at City Hall on May 20, 2013:

Scorpion Backhoe	\$ 68,854.36
SLS Construction	\$ 90,337.00
Bali Construction	\$ 96,535.00
Humphrey Construction	\$104,392.00
GCI Construction	\$107,332.50
Fleming Environmental	\$117,288.00
The Richards Group	\$139,441.00

The bids from all firms were reviewed and no unbalanced bids or evidence of collusion was discovered. The lowest responsible and responsive bidder, Scorpion Backhoe, has performed work on similarly-sized projects for a number of agencies over the years; these include the cities of Hemet and Rancho Cucamonga, the Western Municipal Water District, the Indio Water District and the Eastern Municipal Water District. The firm received high marks for its work.

The above matters are routine and/or have been reviewed by the Council on other occasions. Staff recommends that they be approved as part of the June 19, 2013 Consent Calendar.

If you have questions about any of the above items, feel free to call me prior to the meeting so that I may provide additional information.

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6.1
MINUTES

**CITY OF LAGUNA WOODS, CALIFORNIA
CITY COUNCIL MINUTES
ADJOURNED REGULAR MEETING
May 1, 2013
2:00 P.M.**

I. CALL TO ORDER

Mayor Ring called the Adjourned Regular Meeting of the City Council of the City of Laguna Woods to order at 2:00 p.m.

II. FLAG SALUTE

Mike Straziuso led the flag salute.

III. ROLL CALL

COUNCILMEMBERS: PRESENT: Hack, Hatch, Robbins, Ring
 ABSENT: Conners

STAFF PRESENT: City Manager Keane; Assistant City Manager Reilly; Public Safety Director Macon; Deputy City Clerk Donohue; Finance Manager Jones

IV. CITY MANAGER

City Manager Keane requested that an item related to the City Attorney's contract be added to the agenda as an urgency item. This item arose after the agenda was published and requires immediate City Council action.

Moved by Councilmember Hack, seconded by Mayor Pro Tem Robbins, and carried unanimously to add the item to the agenda following the budget discussion.

4.1 Fiscal Year 2013-14 Annual Budget

City Manager Keane reviewed the Fiscal Year 2012-13 General Fund revenue, expenditure budgets, work plan, and accomplishments. She noted that it is anticipated that revenues will exceed expenditures by \$821,956 and that the projected General Fund Balance would be close to \$8.3 million. This number could change if the Council approves additional current year allocations. She then discussed the projected FY 2013-14 General Fund revenues, expenditures, work plan, budget options and the base budget proposal.

City Manager Keane noted that according to a preliminary report from the OC Register, the City has the largest uncommitted fund balance percentage of the 34 Orange County cities.

ITEM 6.1

Councilmember Hatch asked if the majority of buildings permits are for major renovations.

City Manager Keane stated that the majority of buildings permits are for small improvements, such as replacing dishwashers or water heaters, but that there are a growing number of major internal renovations.

Councilmember Hatch asked if the City's notarization service is well publicized.

City Manager Keane stated that she believes it is since sometimes on Monday mornings there is a line for notary services. She noted Deputy City Clerk Donohue recently received his notary certification, so there will be 3 members of staff who can provide the service in the future.

Councilmember Hatch asked if a grant fund reduction was the reason Council decided to cut John Wayne Airport vouchers last fiscal year.

City Manager Keane stated the City did receive less grant fund money for this project and may receive less in subsequent years; more cities are applying for a limited amount of funding. General Fund money will be required to continue the program at current service levels.

Councilmember Hack stated that this taxi voucher program started as a way to provide seniors with an alternative to driving. He inquired about the airport vouchers.

City Manager Keane noted that the taxi cab company that the City contracts with is currently offering the same price for John Wayne Airport vouchers that the City used to offer.

Councilmember Hack thanked City staff for making the Laguna Woods Good Exchange event successful.

City Manager Keane stated the City will hold the event again in September, 2013.

City Manager Keane noted that there will be a 50% reduction in bus shelter franchise fees in FY 2013-14. The current franchise has expired and the shelter company is unwilling to commit to the current rate.

Councilmember Hatch asked if the City owns the shelters and how many shelters are in the City.

City Manager Keane stated the City does not own the 24 shelters located in the City.

City Manager Keane noted that the Orange County Sheriff's contract will increase by 4%.

Councilmember Hatch asked how the City arrived at that percentage.

City Manager Keane stated that the City does not get to negotiate the contract. The City is

ITEM 6.1

provided with the cost of services and has few options other than reducing service levels. She noted an alternative is for the City to go somewhere else for police services which is something that no one is recommending that at this time.

Councilmember Hack noted when Cities start to feel a huge financial burden, different public safety alternatives are raised.

Councilmember Hatch asked if there are any statistics on how much time Sheriff's deputies spend in the Village.

City Manager Keane replied that the City has statistics on how many calls originate from or concern the Village, but not the exact amount of time spent.

City Manager Keane noted that the City has been discussing the possibility of a passive park and trailhead into the Laguna Coast Wilderness Park at Santa Maria and the proposed budget has identified that as a FY 2013-14 project. She noted that staff is seeking planning grant funding.

Councilmember Hatch asked if that is where the garden storage is located.

City Manager Keane replied that GRF leases the end of Santa Maria for a nursery on a month to month lease.

Councilmember Hatch asked if the City has resolved the storm drain issues within the Village.

City Manager Keane replied that the City and the Village have mapped each agency's ownership of storm drains; the majority of the facilities in the Village are not owned or maintained by the City.

City Manager Keane discussed budget options for the current and next fiscal year.

Councilmember Hatch asked if some of the functions related to the proposed digital records management system could be handled by volunteers or interns.

City Manager Keane replied that the City has been using Regional Occupational Program (ROP) students for minor clerical tasks; however they may not be consistently available. She noted that scanning documents like building permits will require someone with more experience.

Councilmember Hatch asked if the CJPIA retrospective deposit has anything to do with pensions.

City Manager Keane stated it does not have anything to do with pensions or employee compensation; the deposit relates to claims and lawsuits filed against the City in past years, which were handled by the California Joint Powers Insurance Authority. If the deposit is paid in a lump sum rather than financed, there will be a savings in interest cost.

ITEM 6.1

Councilmember Hatch asked that an information update of the San Onofre Nuclear Generating Station (SONGS) be added to the work plan.

City Manager Keane noted that staff does monitor that situation and can provide that information to Councilmembers.

Councilmember Hack stated that the SONGS issue has been discussed many times. He noted there are several issues that nobody wants to take up. He stated that false rumors of radiation escaping from the generators have surfaced and they are simply not true.

City Manager Keane stated that information regarding the SONGS is sent to Councilmember Hack and Councilmember Connors and noted that she is happy to send the same information to any other Councilmember who requests it.

City Manager Keane noted that the City has sufficient projected current year revenue to fund the City Hall generator and elevator valve.

Mayor Ring asked if the generator and panel are two separate things.

City Manager Keane noted that the generator has already been funded, but that there is insufficient funding to relocate the electric panel. She asked Public Safety Director Macon to explain the requirement for the additional work.

Public Safety Director Macon noted that an Electrical Engineer inspected the City's current electrical main and found it to be undersized to accommodate a generator being connected to it and that there is no room at the electric panel's current location for an upgrade. He noted that there will be sufficient space in the new trash building to relocate panel.

Mayor Ring asked if there is a way to update the electrical panel without moving it.

Public Safety Director Macon stated the most cost effective solution is to move the generator to the enclosure building.

Councilmember Hatch asked what the downside would be if the City did not add the panel.

Public Safety Director Macon stated that the City will not be able to connect a generator that could power the building for a significant amount of time in case of an emergency.

Councilmember Hack stated that this pertains to emergency situations and he supports the proposed expenditure.

City Manager Keane noted that FY 2012-13 revenue/expenditure projections indicate that there is sufficient funding for this project.

City Manager Keane asked if there was anything else on the list that Council wanted to discuss, add or remove.

Councilmember Hatch stated that updating the City map is not an emergency but it is a good to do since it's inexpensive and it will fix the errors in the current map.

City Manager Keane stated that the City does not currently have any more maps to give to the public.

Councilmember Hack stated that he does not see the necessity of updating the general plan at this time and suggested waiting until after the Village Activity Center Specific Plan is complete.

City Manager Keane replied that the general plan update would be completed after the Council considers and takes action of the specific plan.

Councilmember Hack asked if it's an advantage to have the specific plan completed when the City is working on the general plan.

City Manager Keane stated it would. She noted that the specific plan will be completed by the end of this year and the bulk of the work on the general plan will be done in the second half of the FY 2013-14. Staff believes that the current proposal is more cost effective for the City and the specific plan applicant.

4.2 Resolution pertaining to the contract of the City Attorney

City Attorney Cosgrove stated that a recent local court ruling found that the City's contracted special counsel did not have the authority to prosecute red-light camera infractions because the City Attorney has concurrent authority to prosecute such cases. He recommends that the City modify the City Attorney's contract by resolution to remove this authority.

Councilmember Hatch asked if the City has the authority to select whichever attorney to prosecute the red-light infractions.

City Attorney Cosgrove stated the City does maintain that right and this resolution outlines what the City has been doing for well over a year.

City Manager Keane noted that when the City was in the process of contracting with Rutan & Tucker, City Attorney Cosgrove had made it clear that his firm did not want to prosecute the red-light infractions, but that was not memorialized in the contract.

Moved by Councilmember Hack, seconded by Mayor Pro Tem Robbins, and carried unanimously to approve a Resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS DIVESTING THE CONTRACT CITY ATTORNEY OF PROSECUTORIAL AUTHORITY FOR ENFORCEMENT OF RED LIGHT PHOTO INFRACTIONS.

V. PUBLIC COMMENTS

Mike Straziuso, Third Laguna Hills Mutual, stated the withdrawal of the City's payment for Southern California Edison owned streetlights (\$53,000) in Third Mutual is objectionable.

VI. CITY COUNCIL COMMENTS AND ANNOUNCEMENTS

Councilmember Hack reported on a Southern California Water Committee meeting. He stated there were several well informed presentations pertaining to water policy. He noted that there will be a bond issue on the ballot in 2014.

VII. CLOSED SESSION

None

VIII. ADJOURNMENT

The meeting was adjourned at 3:35 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday May 15, 2013 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

MARC DONOHUE, Deputy City Clerk

Adopted: June 19, 2013

ROBERT RING, Mayor

**CITY OF LAGUNA WOODS, CALIFORNIA
CITY COUNCIL MINUTES
REGULAR MEETING
May 15, 2013
2:00 P.M.**

I. CALL TO ORDER

Mayor Ring called the Regular Meeting of the City Council of the City of Laguna Woods to order at 2:00 p.m.

II. FLAG SALUTE

Jennifer Cornmocker led the flag salute.

III. ROLL CALL

COUNCILMEMBERS: PRESENT: Hatch, Hack, Conners, Robbins, Ring
 ABSENT:

STAFF PRESENT: City Manager Keane; Public Safety Director Macon; Deputy City Clerk Donohue; City Attorney Cosgrove, Planning Manager Kurnow

IV. PRESENTATIONS

None

V. CITY COMMENDATIONS AND PROCLAMATIONS

Moved by Mayor Pro Tem Robbins, seconded by Councilmember Conners, and carried unanimously to approve Proclamations:

- 5.1 Elder Abuse Awareness Day, June 15, 2013
- 5.2 Drowning Prevention Summer, May 27 - September 2, 2013

VI. CONSENT CALENDAR

Moved by Councilmember Hack, seconded by Mayor Pro Tem Robbins and carried unanimously to approve Consent Calendar Items 6.1 – 6.6.

- 6.1 Approved the minutes the April 17, 2013 regular meeting.
- 6.2 Approved the reading by title of all ordinances and resolutions. Said ordinances and resolutions that appear on the public agenda shall be determined to have been read by title only and further reading waived.

6.3 Treasurer's Report

Received and filed the April 2013 monthly and Third Quarter (January 1, 2013 – March 31, 2013) Fiscal Year 2012-13 Quarterly Treasurer's Report.

6.4 Warrant Register

Approved the March 20, 2013 Warrant Register in the amount of \$396,013.47

6.5 Phase 1 Moulton Smart Street Project: Fire Department Connection

Awarded a contract to E.J. Meyer Company for the Moulton Parkway Phase 1 Fire Department Connection Project in the amount of \$27,777; and authorized the City Manager to execute the contract and approve change orders not to exceed 15% of the base amount, subject to approval as to form by the City Attorney.

6.6 Special Legal Counsel

Approved an agreement with Terese Scanlon Oliver for legal counsel services related to the City's re-light photo enforcement program, through June 30, 2015; and authorized the City Manager to execute the agreement, subject to approval as to form by the City Attorney.

VII. PUBLIC HEARING

7.1 Conditional Use Permit application (CUP-872); Geneva Presbyterian Church Preschool located at 24301 El Toro Road

City Manager Keane noted that the City received a letter opposing the preschool from two realtors, one phone call from an unknown resident opposing the preschool, and a petition from seven residents opposing the preschool.

Planning Manager Kurnow presented a PowerPoint presentation on the proposed conditional use permit application.

Councilmember Hatch referenced item number twenty three on the proposed resolution. He stated that the issue is if there will be enough parking when the preschool and the sanctuary are in use at the same time.

City Manager Keane stated that staff has prepared an alternative condition to meet that requirement if the Council wishes to modify the existing condition.

Planning Manager Kurnow noted that the new condition states, in addition to the preschool use, assembly areas may be used to a maximum aggregate total of 7,700 square feet in any or all on-site buildings while the preschool is in operation.

Councilmember Conners stated that it seems like there will be a large amount of cars picking up and dropping off between the hours of 6:30 to 9:00 a.m. and again from 4:00

ITEM 6.1

to 6:30 p.m. She noted that there probably will not be more than fifteen cars parked in the lot between the hours of 9:00 a.m. to 4:00 p.m.

City Manager Keane stated that the new condition allows them to use the 7,700 square feet because there is sufficient parking for that area.

Councilmember Conners asked what the total square footage is for the office, chapel and sanctuary buildings.

Planning Manager Kurnow stated that specific square footage was not part of the original application for the chapel and the sanctuary. He noted that 7,700 square feet is an aggregate total that can be used up to that amount.

Councilmember Hack stated that the issue is that the preschool is open at 6:30 in the morning and residents are still sleeping. He noted that it could be a nuisance to the residents if the kids are outside playing early in the morning.

City Manager Keane stated that it is the City's understanding that kids will not be outside playing in the early hours of the morning.

Councilmember Hack stated that a condition should be added that states kids will not be permitted to play outside until 9:00 a.m.

City Manager Keane noted that additional wording can be added to state, that outdoor assemblies, events, recreational activities (including recess or playtime activities) for students shall not be permitted before 9:00 a.m.

The public hearing was opened.

Teresa Callahan, resident, asked why the preschool has long hours and who is planning to run the preschool.

City Manager Keane stated that the hours are long because it allows working parents to drop off children before work and pick up them after leaving work.

Ms. Callahan asked why it is being called a preschool instead of a daycare center.

City Manager Keane stated that in city regulations a preschool and day care center are synonymous.

Ms. Callahan stated that to the general public there is a big difference between a preschool and a daycare center. She asked if the church is renting out the space to another organization that will be running the preschool.

City Manager Keane stated the City has no ability to control who is running the school. She noted that the state makes that determination when issuing the license.

Edie Robinson, member of Geneva Presbyterian Church, stated that the church is

ITEM 6.1

venturing into childcare because of the declining number of members in the church. She noted that the long hours of the school are to help working parents.

Councilmember Conners asked who would be operating/managing the preschool facility.

Ms. Robinson replied that the preschool is intended to be operated by the Geneva Church.

Nathan Menard, Menard Architecture, representing the applicant, stated that this is a facility with existing classrooms and a playground. He noted that noise will go above the houses because the wall height of the church is at the same height as the roofs of the homes on the other side of the wall.

Councilmember Conners asked if Menard Architecture did any acoustic measurements to see what the noise level is on the side of the residential homes.

Mr. Menard replied that he did not since this is an existing facility.

Ms. Callahan stated that her home is located directly behind and above the church.

Councilmember Conners asked Ms. Callahan if she finds the noise of children to be excessive or bothersome on Sunday mornings.

Ms. Callahan replied that she does not. She noted, however, that she does not know how things will be in the future.

Councilmember Conners asked Ms. Callahan if she finds the noise of cars and traffic around the church to be bothersome.

Ms. Callahan replied that she does not find it excessive.

The public hearing was closed

Councilmember Conners stated that she is a member of the Geneva Church but is not a Board member and has nothing to do with the planning of the preschool. She asked the City Attorney to confirm that she does not have a conflict of interest on this application.

City Attorney Cosgrove concurred.

Councilmember Conners asked if 7,700 square feet will be sufficient if several events are occurring at the same time.

Mr. Menard stated that because much of the space is unutilized, he does not see a problem in the future.

Councilmember Hatch asked how many parking spots 7,700 square feet will require.

Planning Manager Kurnow replied that it would require 220 parking spots.

ITEM 6.1

City Manager Keane clarified that if the Church needs to use additional square footage, they would need to add parking spaces or request a variance.

Moved by Councilmember Hatch, as modified during the discussion, seconded by Councilmember Conners, and carried unanimously to approve **Resolution 13-06** relating to a conditional use permit for Geneva Presbyterian Church, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING A CONDITIONAL USE PERMIT (CUP-872) TO ESTABLISH A PRESCHOOL AT THE GENEVA PRESBYTERIAN CHURCH LOCATED AT 24301 EL TORO ROAD

VIII. CITY COUNCIL

None

IX. CITY MANAGER

9.1 Fiscal Year 2013-14 Budget: Transportation and Special Funds

City Manager Keane presented a PowerPoint presentation on the 2013-14 fiscal year transportation and special funds budget. She went over current funds and noted that the proposed budget includes only new expenditure allocations and supports both operating programs and capital improvements.

Councilmember Hatch asked where the beverage recycling containers money comes from.

City Manager Keane stated the City received a County grant several years ago to purchase special recycling bins or boxes; not all these funds have been spent.

Councilmember Conners asked if the City is getting any money from the bottles and cans that Ware picks up from the recycling bins.

City Manager Keane stated the City does receive a recycling rebate from WARE and the company has reduced the cost of the trash collection rates in consideration.

Councilmember Hatch stated he recently read an article about a City that does not have any separation of recycling and regular trash. He noted that the waste collector in that City found it cheaper to separate it at a later time.

City Manager Keane stated the City of Newport Beach is in the same situation. All of their trash currently goes to a Material Recycling facility, but that City is thinking of switching to more traditional source separation to meet their diversion goals. She noted that Laguna Woods also sends about 75% of local trash bins to a MRF.

ITEM 6.1

Councilmember Hatch asked if most cities are financially depend on grants to stay afloat.

City Manager Keane stated that the City has a higher percentage of grants due to its the small general fund.

Councilmember Hatch asked if possible that the grants will be taken away in the 2 to 3 years.

City Manager Keane replied that most of these grants are for specific projects and once completed there will be no additional need for money. She noted that the major ongoing grant funded project is the taxi voucher program and the City is getting less grant money for this program because more cities are completing for that grant funding.

Councilmember Hatch stated the taxi voucher program seems more like a luxury than something that is essential to the City like some of the projects that are being mentioned.

Councilmember Connors asked if the City is paying off their liabilities to CJPIA.

City Manager Keane stated that amount has been included in the 2013-14 proposed budget.

Councilmember Hatch asked if the City if there is a timeframe for the expenditure of Transportation Gas Tax.

City Manager Keane replied there is no requirement on the length of time you have to spend it and noted that the City can spend the money when it's needed.

Councilmember Hatch asked if the City will receive some revenue from sales tax of items purchased on the internet.

City Manager Keane replied that it is her understanding that any such funds would be minimal.

City Manager Keane stated that staff is proposing using less measure M2 money for street maintenance because there are sufficient gas tax funds. The City is instead proposing allocation of Measure M2 funds as the City's match for the grant funded El Toro Road rehabilitation project.

Assistant City Manager Reilly noted that this project is located on the eastern side of the intersection of Calle Sonora and El Toro Road down to the entrance of the equestrian center.

Councilmember Connors asked if there is possibility of expanding the sidewalk when the City starts that project.

City Manager Keane stated it would not be sufficient to do that because expanding the sidewalk would require that the City acquire property.

ITEM 6.1

Councilmember Hack asked if City is opening a third lane at the bottom end of El Toro at the completion of the Aliso Creek project.

Assistant City Manager Reilly replied that this project is substantially complete and the contractor will soon be striping the third lane.

Councilmember Hack asked if the City is doing anything to stabilize the roof as a part of the green Roof project.

Public Safety Director Macon replied that the Green Roof Project includes a seismic analysis of the building and a seismic upgrade that will be completed at the same time.

Councilmember Connors asked if there will be more protection from storm water that runs down the parking lot and into the council chambers.

City Manager Keane stated that the construction of the City Hall parking lot/storm drain project should resolve that problem.

The Council expressed consensus for the Special Funds budgets as presented and requested no modifications.

9.2 Senior Mobility Taxi Voucher Program

City Manager Keane summarized the agenda report and stated that the City has sufficient funds in the budget for the program. She noted that the City will now offer \$25 taxi books in addition to the \$50 taxi books that the City currently offers.

Councilmember Hack asked if there is a \$25,000 shortfall in the amount of grant money the City will be receiving in the program.

City Manager Keane replied that staff proposes an allocation of \$25,000 from the 2013-14 budget to the program to maintain current prices.

Moved by Mayor Pro Tem Robbins, seconded by Councilmember Hack and carried unanimously to authorize the continuation of the subsidized taxi voucher program, maintaining current services and prices, through June 30, 2014.

X. COMMITTEE REPORTS

10.1 Transportation Corridor Agencies (Councilmember Hack)

Councilmember Hack reported that because of Brown Act regulations it has been difficult to finalize the decision to pick the new CEO.

10.2 Orange County Library Board (Mayor Pro Tem Robbins)

Mayor Pro Tem Robbins reported that the Board finally had a quorum and was able lower the requirement for future quorums from fourteen to ten. He noted that the Board adopted the 2013-14 fiscal year budget that is substantially similar to the 2012-13 budget and that the same level of services will be offered in the coming year.

ITEM 6.1

City Manager Keane noted that the funding that used to go to redevelopment agencies is now being distributed to various special districts and schools, including the library district.

- 10.3 Orange County Fire Authority (Councilmember Hatch)
Councilmember Hatch reported that he recently met with Fire Chief Richter that the Chief was very impressed with the City and community. He noted that the Assistant Fire Chief is coordinating a drill in preparation of the dry conditions of the summer. He also noted that dispatch centers will be using new software to gather additional information from people who call 911 so that emergency resources are not dispatched to situations that do not require them.
- 10.4 Southern California Water Committee (Councilmember Hack)
Councilmember Hack reported that there were a variety of well informed presentations at the last Southern California Water Committee meeting pertaining to water policy. He noted that the Committee needs to focus its educational effort on the need to bring water south since Southern California will be experiencing much dryer weather in the coming years
- 10.5 Coastal Greenbelt Authority (Councilmember Conners)
Councilmember Conners reported that the authority will be meeting later in the week and she will report on it at the next City Council meeting.
- 10.6 Vector Control District Board (Mayor Pro Tem Robbins)
Mayor Pro Tem Robbins reported that there were no dead birds found in the City, Lake Forest or Laguna Hills and there is nothing new to report on the West Nile Virus. He urged the community to try to prevent water from accumulating around flowerpots because it is a good source for mosquitos to breed.

XI. PUBLIC COMMENT

Marilyn Boubeer, resident, stated that she has lived in the City for 25 years and this is the first City Council meeting that she has attended. She thanked the City Council for all their volunteer service to the City. She stated that she does not agree with the "No Right Turn on Red" sign at Gate 5 and she would like the City to consider removing the sign.

City Manager Keane stated that staff will be working with the Public Safety Committee during the next three months to take a look at all the "No Right Turn on Red" and L.E.D. signs.

Councilmember Conners asked if the City could notify Ms. Boubeer of the Public Safety Committee meeting when the issue is discussed.

City Manager Keane stated that she will make sure Ms. Boubeer is informed and that Public Safety meetings about this issue are well publicized.

Councilmember Hack stated it is worth taking a second look at this issue and the opinion

ITEM 6.1

of a traffic engineer would be valuable. He encouraged everyone to remember that the residents of the City take a longer time to cross streets.

Ms. Boubeer stated that she understands that but she is only talking about the particular sign near Gate 5.

XI. CITY COUNCIL COMMENTS AND ANNOUNCEMENTS

12.1 Reports on Meetings Attended per Government Code §53232.3

A. Water Advisory Committee of Orange County, April 1, 2013:

Councilmember Hack reported that the Committee was presented with different bills from Representative Sanchez. He noted there was little discussion about water policy.

12.2 Other Meetings, Comments and Announcements

None

XII. CLOSED SESSION

13.1 The City Council met in closed session to confer with legal counsel regarding one matter of potential litigation, pursuant to the provisions of Government Code Section 54956.9(c)

The City Council reconvened in open session at 4:38 p.m. City Attorney Cosgrove advised that there was no reportable action.

XIII. ADJOURNMENT

The meeting was adjourned at 4:39 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday June 19, 2013 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

MARC DONOHUE, Deputy City Clerk

Adopted: June 19, 2013

ROBERT B. RING, Mayor

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6.2
WAIVE READING OF ORDINANCES AND
RESOLUTIONS
(No Report)

6.3

TREASURER'S REPORTS

City of Laguna Woods
Monthly Treasurer's Report
May 31, 2013

CASH ON HAND1. Investments/General Fund

Local Agency Investment Fund	\$	8,055,699
Subtotal	\$	8,055,699

2. Investments/Transportation Fund

Local Agency Investment Fund	\$	330,927
Subtotal	\$	330,927

3. Other Interest & Non-Interest Bearing/General & Transportation

Petty Cash Funds	\$	569
Analyzed Checking Account	\$	274,728
Subtotal	\$	275,297
TOTAL	\$	8,661,923

Note: LAIF reports interest earnings quarterly.

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6.4

WARRANT REGISTER

**CITY OF LAGUNA WOODS
WARRANT REGISTER
June 19, 2013**

Check Number	Check Date	Vendor Name	Description	Amount
PREPAID WARRANTS:				
<i>Automatic Bank Debits</i>				
Debit	05/09/2013	ADP PAYROLL SERVICES	Pay Period Ended 5/3/2013	32,805.56
Debit	05/09/2013	ICMA RETIREMENT CORPORATION	Pay Period Ended 5/3/2013	1,679.43
Debit	05/09/2013	ADP PAYROLL SERVICES	Processing Charges/Payroll 5/3/2013	122.12
Debit	05/23/2013	ADP PAYROLL SERVICES	Pay Period Ended 5/17/2013	33,386.20
Debit	05/23/2013	ICMA RETIREMENT CORPORATION	Pay Period Ended 5/17/2013	1,679.43
Debit	05/23/2013	ADP PAYROLL SERVICES	Processing Charges/Payroll 5/17/2013	125.40
Debit	06/06/2013	ADP PAYROLL SERVICES	Pay Period Ended 5/31/2013	32,016.06
Debit	06/06/2013	ICMA RETIREMENT CORPORATION	Pay Period Ended 5/31/2013	1,679.43
Debit	06/06/2013	ADP PAYROLL SERVICES	Processing Charges/Payroll 5/31/2013	122.12
<i>Other</i>				
113409	05/15/2013	CALIFORNIA YELLOW CAB	Taxi Voucher Services/NEMT/April 2013	25,848.00
113410	05/15/2013	CALPERS - RETIREMENT	Retirement Contributions/Period Ending 5/3/2013	5,574.91
113411	05/15/2013	CIVIL SOURCE	Professional Services/March 2013	44,819.53
113412	05/15/2013	CIVIL SOURCE	City Hall Storm Drain Project/March 2013	1,478.60
113413	05/15/2013	GARY GATES	Employee Benefit Program/April 2013	410.30
113414	05/15/2013	ROBERT NOEL HATCH	January 2013 Compensation/Replace Check #112893	300.00
113415	05/15/2013	KEANE, LESLIE A.	May 2013 Auto Allowance	450.00
113416	05/15/2013	LOS ANGELES TIMES	Newspaper Delivery/May-June 2013	32.00
113417	05/15/2013	NIEVES LANDSCAPE, INC.	Landscape Maintenance	12,391.48
113418	05/15/2013	OC LOCAL HONEY	Bee Maintenance/Supplies/April 2013	384.00
113419	05/15/2013	ORANGE COUNTY REGISTER-NOTICES	Public Notices/April 2013	763.95
113420	05/15/2013	PV MAINTENANCE INC	Street Maintenance/April 2013	11,639.81

**CITY OF LAGUNA WOODS
WARRANT REGISTER
June 19, 2013**

Check Number	Check Date	Vendor Name	Description	Amount
113421	05/15/2013	REILLY, DOUGLAS C.	Employee Benefit Program/May 2013	109.49
113422	05/15/2013	SIEMENS INDUSTRY, INC.	Traffic Signal Maintenance/April 2013	1,191.60
113423	05/15/2013	SOUTHERN CALIFORNIA EDISON	Residential Streetlights/Third/April 2013	4,251.77
113424	05/15/2013	SOUTHERN CALIFORNIA EDISON	Right of Way/April 2013	2,013.65
113425	05/15/2013	SOUTHERN CALIFORNIA EDISON	Safety Lights over Traffic Signals/April 2013	324.97
113426	05/15/2013	THE GAS COMPANY	City Hall Utilities/April 2013	42.74
113427	05/22/2013	AFLAC	Employee Benefit Program/June 2013	153.50
113428	05/22/2013	AT&T	Telephone/581-3974/April 2013	77.83
113429	05/22/2013	AT&T	Telephone/583-1105/April 2013	15.91
113430	05/22/2013	ATKINS NORTH AMERICA, INC.	Wildland-Urban Interface/April 2013	3,620.00
113431	05/22/2013	BANK OF AMERICA - CC	Credit Card Charges/April 2013	279.26
113432	05/22/2013	THE BEE DETECTIVE	Building Maintenance	340.00
113433	05/22/2013	CAA	Code Enforcement/April 2013	2,387.00
113434	05/22/2013	CIVIL SOURCE	Building Plan Check/April 2013	7,637.50
113435	05/22/2013	COUNTY OF ORANGE - WATER QUALITY	Newport Bay TMDL Cost-Share/Fiscal Year 2012-13	8,116.32
113436	05/22/2013	DICKINSON ELECTRIC	Building Maintenance	162.50
113437	05/22/2013	GOVERNMENT FIN. OFFICERS ASSOC.	Membership Dues/June 2013	190.00
113438	05/22/2013	HACK, BERT	Mileage Reimbursement/February-April 2013	82.91
113439	05/22/2013	KONE INC.	Elevator Maintenance/May 2013	234.19
113440	05/22/2013	MICHAEL BRANDMAN ASSOCIATES	Deposit-Based Planning Service/SP-697/April 2013	10,918.38
113441	05/22/2013	MIG HOGLE-IRELAND	Deposit-Based Planning Service/SP-697/March 2013	1,145.00
113442	05/22/2013	NIEVES LANDSCAPE, INC.	Landscape Maintenance & Repair	7,510.00
113443	05/22/2013	ORANGE COAST PLUMBING	Building Maintenance	200.00
113444	05/22/2013	ORANGE COUNTY CLERK-RECORDER	Notice of Exemption/CUP-872	50.00
113445	05/22/2013	O.C. TREASURER - STREETS	Moulton Smart Street/Phase 2	56,879.00

**CITY OF LAGUNA WOODS
WARRANT REGISTER
June 19, 2013**

Check Number	Check Date	Vendor Name	Description	Amount
113446	05/22/2013	O.C. TREASURER - SHERIFF	Supplemental Law Enforcement/MART & DET/Equip.	14,564.99
113447	05/22/2013	PRINCIPAL FINANCIAL GROUP	Employee Benefit Program/June 2013	393.64
113448	05/22/2013	SOUTHERN CALIFORNIA EDISON	Irrigation Controllers/April 2013	114.29
113449	05/22/2013	THE MUTZ COMPANY	Waste Diversion Deposit Refund/BP 31244F	250.00
113450	05/22/2013	WAGE WORKS	Benefit Administration/May 2013	50.00
113451	05/22/2013	YAKAR	El Toro/Aliso Creek/Progress Payment #5	196,289.39
113452	05/29/2013	AT&T	Telephone/458-3487/May 2013	32.46
113453	05/29/2013	BALLIET, MICHAEL	Waste Consulting/February-May 2013	8,308.75
113454	05/29/2013	CAA	Water Quality Consulting/April 2013	2,218.50
113455	05/29/2013	CALPERS - HEALTH	Employee Benefit Program/June 2013	3,707.55
113456	05/29/2013	CALPERS - RETIREMENT	Retirement Contributions/Period Ending 5/17/13	5,574.91
113457	05/29/2013	CAPTIONING UNLIMITED	Closed Captioning/Council Meeting/May 15, 2013	200.00
113458	05/29/2013	CITY OF LAGUNA BEACH	Animal Control Services/May 2013	7,232.75
113459	05/29/2013	CIVIL SOURCE	Professional Services/April 2013	52,000.40
113460	05/29/2013	COMMPRO	Website Modifications	1,035.00
113461	05/29/2013	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program/June 2013	497.29
113462	05/29/2013	EL TORO WATER DISTRICT	Landscape Irrigation/May 2013	473.10
113463	05/29/2013	EL TORO WATER DISTRICT	Ridge Route Park/May 2013	18.38
113464	05/29/2013	EL TORO WATER DISTRICT	City Hall Utilities/May 2013	28.00
113465	05/29/2013	EL TORO WATER DISTRICT	City Hall Utilities/May 2013	105.93
113466	05/29/2013	JAMES HASTON	Mileage Reimbursement/May 2013	7.97
113467	05/29/2013	JU GA CONSTRUCTION	Waste Diversion Deposit Refund/BP 36184B	250.00
113468	05/29/2013	LAGUNA CANYON FOUNDATION	2013 Community Service Grant/2nd Quarter	625.00
113469	05/29/2013	MACEACHENN CONSTRUCTION	Waste Diversion Deposit Refund/BP 35875D	900.00
113470	05/29/2013	CHRISTOPHER MACON	Cell Phone Reimbursement/February-May 2013	120.00

**CITY OF LAGUNA WOODS
WARRANT REGISTER
June 19, 2013**

Check Number	Check Date	Vendor Name	Description	Amount
113471	05/29/2013	MANAGED HEALTH NETWORK	Employee Benefit Program/June 2013	22.23
113472	05/29/2013	NIEVES LANDSCAPE, INC.	Landscape Maintenance	10,302.50
113473	05/29/2013	OC LOCAL HONEY	Bee Hive Maintenance/May 2013	123.00
113474	05/29/2013	TERESE S OLIVER	Attorney/Red Light/April 2013	2,182.50
113475	05/29/2013	PEAK LIGHTING & ELECTRIC, INC	Streetlight Maintenance/May 2013	704.52
113476	05/29/2013	PV MAINTENANCE INC	Catch Basin Stenciling & Measurement Data	4,370.00
113477	05/29/2013	SCHAEF AIR	CDBG Energy Efficiency Program	1,700.00
113478	05/29/2013	SONITROL	Alarm Monitoring/June 2013	58.90
113479	05/29/2013	SOUTHERN CALIFORNIA EDISON	City Hall Utilities/May 2013	1,218.50
113480	05/29/2013	SOUTHERN CALIFORNIA EDISON	Ridge Route Park/May 2013	51.21
113481	05/29/2013	SOUTHERN CALIFORNIA EDISON	City Centre Park/May 2013	26.15
113482	05/29/2013	VANTAGEPOINT TRANSFER AGT-457	Deferred Compensation Plan Contributions/May 2013	1,950.00
113483	05/29/2013	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program/June 2013	137.03
113484	05/29/2013	VMI, INC	PEG Funds/Video Scaler	1,446.94
113485	05/29/2013	WM CURBSIDE, LLC	Waste Collection/April 2013	19,195.29
113486	06/05/2013	AT&T	Telephone/452-0600/May 2013	346.74
113487	06/05/2013	AT&T	Telephone/639-0500/May 2013	186.25
113488	06/05/2013	AT&T	Telephone/770-9359/May 2013	16.14
113489	06/05/2013	STEVE DITTMAR	Waste Diversion Refund/BP 35406C	250.00
113490	06/05/2013	ECONOLITE CONTROL PRODUCTS INC	Annual Maintenance Agreement	993.00
113491	06/05/2013	MARION GUAGLIARDO	Taxi Voucher Refund	70.00
113492	06/05/2013	JONES, ERNESTINE	Employee Benefit Program/May 2013	347.30
113493	06/05/2013	KONICA MINOLTA	Copier Lease/June 2013	483.84
113494	06/05/2013	SCOTT FAZEKAS & ASSOCIATES	Building Plan Check/April 2013	750.00
113495	06/05/2013	SIGNS BY CREATIONS UNLIMITED	Sign Repair/Gates 1 & 5	253.80

**CITY OF LAGUNA WOODS
WARRANT REGISTER
June 19, 2013**

Check Number	Check Date	Vendor Name	Description	Amount
113496	06/05/2013	SOUTHERN CALIFORNIA EDISON	Residential Streetlights/United/May 2013	2,861.54
113497	06/05/2013	SOUTHERN CALIFORNIA EDISON	Traffic Signal Controllers/May 2013	715.99
113498	06/05/2013	VMI, INC	PEG/Projector Cables	34.59
113499	06/05/2013	WEST COAST REMODEL	Waste Diversion Deposit Refund/BP 35869B/36169B	500.00
113500	06/12/2013	AT&T	White Pages/June 2013	3.81
113501	06/12/2013	CALPERS - RETIREMENT	Retirement Contributions/Period Ending 5/31/13	5,203.30
113502	06/12/2013	DICKINSON ELECTRIC	CDBG Energy Efficiency Program	335.00
113503	06/12/2013	GARY GATES	Employee Benefit Program/May 2013	396.77
113504	06/12/2013	GENEVA PRESBYTERIAN CHURCH	Refund of Deposit/CUP-872	701.68
113505	06/12/2013	KEANE, LESLIE A.	June 2013 Auto Allowance	450.00
113506	06/12/2013	MR. VIDEO	Taxi Voucher Program/Laminating Cards	105.89
113507	06/12/2013	ORKIN	Pest Control/June 2013	92.93
113508	06/12/2013	PACIFIC ENVIRONMENTAL	CDBG Energy Efficiency Program	525.00
113509	06/12/2013	SADDLEBACK WINDOWS AND DOORS	CDBG Energy Efficiency Program	8,126.00
113510	06/12/2013	SOUTHERN CALIFORNIA EDISON	Safety Lights Over Traffic Signals/May 2013	324.97
113511	06/12/2013	SOUTHERN CALIFORNIA EDISON	Residential Streetlights/Third/May 2013	4,251.77
113512	06/12/2013	SOUTHERN CALIFORNIA EDISON	Right of Way/May 2013	2,013.65
Total Prepaid Warrants				684,468.88

REGULAR WARRANTS:

113513	06/12/2013	BANK OF AMERICA - CC	Credit Card Charges/May 2013	2,397.42
113514	06/12/2013	CALIFORNIA YELLOW CAB	Taxi Voucher Services/May 2013	17,771.00
113515	06/12/2013	COMMPRO	Website Hosting/June 2013	295.00
113516	06/12/2013	CYNTHIA CONNERS	June 2013 Auto Allowance	300.00

**CITY OF LAGUNA WOODS
WARRANT REGISTER
June 19, 2013**

Check Number	Check Date	Vendor Name	Description	Amount
113517	06/12/2013	DAVID EVANS & ASSOCIATES INC.	Moulton Phase 2 Landscaping	22,690.96
113518	06/12/2013	EL TORO WATER DISTRICT	Landscaping Irrigation/May 2013	4,715.22
113519	06/12/2013	MICHAEL GENNERO	Taxi Voucher Refund	45.00
113520	06/12/2013	GOLDEN RAIN FOUNDATION	Refund/Permit Overpayment	70.00
113521	06/12/2013	GREAT CLEANING SERVICE	Janitorial Services/May 2013	639.64
113522	06/12/2013	ROBERT NOEL HATCH	June 2013 Auto Allowance	300.00
113523	06/12/2013	KEANE, LESLIE A.	Cell Phone Reimbursement/August 2012-May 2013	910.17
113524	06/12/2013	KONE INC.	Elevator Maintenance/June 2013	234.19
113525	06/12/2013	MICHAEL BRANDMAN ASSOCIATES	Deposit-Based Planning Service/SP-697/May 2013	19,388.20
113526	06/12/2013	MIG HOGLE-IRELAND	Deposit-Based Planning Service/SP-697/April 2013	1,190.00
113527	06/12/2013	NIEVES LANDSCAPE, INC.	Landscaping Services/June 2013	22,809.91
113528	06/12/2013	O.C. TREASURER/SHERIFF	Sheriff Services/May 2013	110,992.00
113529	VOID	VOID	VOID	-
113530	06/12/2013	RING, ROBERT	June 2013 Auto Allowance	300.00
113531	06/12/2013	RUTAN & TUCKER, LLP	Attorney/General Services/Red Light/April 2013	9,931.24
113532	06/12/2013	SIEMENS INDUSTRY, INC.	Traffic Signal Maintenance/May 2013	1,191.60
113533	06/12/2013	THE GAS COMPANY	City Hall Utilities/May 2013	30.41
113534	06/12/2013	YAKAR	El Toro/Aliso Creek Widening	40,342.50
Total Regular Warrants				256,544.46
Total Register				941,013.34

**CITY OF LAGUNA WOODS
WARRANT REGISTER
June 19, 2013**

Check Number	Check Date	Vendor Name	Description	Amount
April Credit Card Statement Detail				
Debit		OVERNITE EXPRESS	Delivery Services	20.33
Debit		FEDEX	Delivery Services	34.44
Debit		ORANGE COUNTY REGISTER	Newspaper Delivery	43.20
Debit		123RF.COM	Graphics for Website Update	91.67
Debit		AMAZON.COM	Remote Laser Pointer for Presentations	89.62
May Credit Card Statement Detail				
Debit		NORCO	Delivery Services	14.02
Debit		HOME DEPOT	CDBG Program/Ceiling Fan	139.32
Debit		DATA Q DIRECT	Capital Equipment/Router	656.00
Debit		PAYPAL/ADORAMACAME	Capital Equipment/2 Laser Printers	1,458.00
Debit		NATIONAL NOTARY ASSOCIATION	Notary Supplies for Deputy City Clerk	130.08

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6.5

**FISCAL YEAR 2012-13 BUDGET ADJUSTMENTS
(NO REPORT)**

6.6

**NOTIE OF COMPLETION- EL TORO ROAD/ALISO
CREEK ROAD IMPROVEMENT PROJECT
(NO REPORT)**

RESOLUTION NO. 13-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING THE 2013-2017 CITY OF LAGUNA WOODS LOCAL HAZARD MITIGATION PLAN

WHEREAS, the City Council adopted the 2013-2017 City of Laguna Woods Local Hazard Mitigation Plan on December 19, 2012; and

WHEREAS, following adoption, the 2013-2017 City of Laguna Woods Local Hazard Mitigation Plan was submitted to the California Emergency Management Agency and Federal Emergency Management Agency for review and consideration of approval; and

WHEREAS, the Federal Emergency Management Agency approved the 2013-2017 City of Laguna Woods Local Hazard Mitigation Plan on May 27, 2013 with amendments intended to ensure compliance with Title 44 Code of Federal Regulations (CFR) Part 201.6 (Local Mitigation Plans); and

WHEREAS, City Council action is required to approve the amendments to the 2013-2017 City of Laguna Woods Local Hazard Mitigation Plan as approved by the Federal Emergency Management Agency.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City Council hereby approves amendments to the 2013-2017 City of Laguna Woods Local Hazard Mitigation Plan ("Plan"), attached hereto as Exhibit A.

SECTION 2. The City Clerk shall certify to the adoption of this resolution.

PASSED AND APPROVED ON this 19th day of June 2013.

BOB RING, Mayor

ATTEST:

MARC DONOHUE, Deputy City Clerk

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

I, MARC DONOHUE, Deputy City Clerk of the City of Laguna Woods, do
HEREBY CERTIFY that the foregoing **Resolution No. 13-XX** was duly adopted
by the City Council of the City of Laguna Woods at a regular meeting thereof, held
on the 19th day of June 2013, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

MARC DONOHUE, Deputy City Clerk

6.8
CITY HALL PARKING LOT/STORM DRAIN
PROJECT
(NO REPORT)

7.1

**GENERAL PLAN AMENDMENT GPA – 900 –
CIRCULATION ELEMENT**

City of Laguna Woods Agenda Report

DATE: June 19, 2013 City Council Meeting
TO: Honorable Mayor and Council Members
FROM: Douglas C. Reilly, Assistant City Manager
SUBJECT: General Plan Amendment to Circulation Element

Recommendation (Staff and Public Safety Committee and Land Use and Design Review Committee)

- A. Receive Staff Report.
- B. Open Public Hearing.
- C. Receive Public Input.
- D. Close Public Hearing.
- E. Adopt a resolution approving modifications to the City's General Plan, entitled:

A RESOLUTION OF THE CITY COUNCIL OF LAGUNA
WOODS, CALIFORNIA, APPROVING AN AMENDMENT TO
THE CIRCULATION ELEMENT OF THE LAGUNA WOODS
GENERAL PLAN

Background

The General Plan is the City of Laguna Woods most fundamental planning document. It is a comprehensive policy document guiding long-term land use decisions within the City. It addresses all facets associated with development through seven elements, including housing, noise, circulation, open space, land use, conservation and safety. The General Plan utilizes a series of statements in the form of goals, objectives, policies and implementation measures to achieve the desired development outcomes of the community. The City periodically updates the General Plan to remain current with

ITEM 7.1

the changing development patterns, infrastructure plans, and the needs of the community.

Since the City's incorporation, staff has worked with surrounding communities, private landowners, the County and the Orange County Transportation Authority (OCTA) to eliminate the extension of Santa Maria Avenue from the Master Plan of Arterial Highways (MPAH). The MPAH depicts a countywide roadway network that is cooperatively planned by the OCTA, the County of Orange and Orange County cities to accommodate future travel demand throughout the County. It includes arterial highways of differing numbers of lanes and freeways and the transportation corridors by reference.

The Irvine Company received approval from the City of Irvine in 2006 for the redesign of its new housing development at Laguna Canyon Road and Lake Forest Drive. It moved housing units closer to Laguna Canyon Road, reduced the total number of units and preserved a large section of open space, part of which is now within City limits. The Irvine Company donated the open space to OC Parks in 2010 to maintain in perpetuity as part of Laguna Coast Wilderness Park. The changes reduced the need for roadway extensions that are in the County's MPAH, including the extensions of Santa Maria Avenue to Laguna Canyon Road, Ridge Route Drive to Bake Parkway, and Bake Parkway from Lake Forest Drive to Laguna Canyon Road.

Discussion

Over the past three years, the cities of Laguna Woods, Laguna Hills, Lake Forest and Irvine, along with the County of Orange and the OCTA, have been negotiating the details of removing the extensions from the MPAH. The process requires approval of a mutual agreement by all the parties, approval by the OCTA to conditionally amend the MPAH per the agreement, and adoption of a General Plan Amendment (GPA) by each agency to remove the extensions from, or otherwise modify, its Circulation Element. The first two actions were accomplished last year, and the third action is in process. The final step will be approval of the amended MPAH once all agencies have amended their Circulation Elements.

The City is processing a minor, non-substantive GPA to its Circulation Element to

- Remove the section of Santa Maria Avenue from the western edge of its intersection with Santa Vittoria Drive to Laguna Canyon Road from the MPAH, and

- Add a MPAH classification that provides for a two lane divided arterial with left turn lanes, bicycle lanes, right turn lanes and parking, where possible.

The specific changes to the current Circulation Element are attached (Attachment 1), with bold for new text and strikethrough for text to be eliminated, and listed in the attached resolution (Attachment 2). These changes will remove the MPAH designation from Santa Maria Avenue, from Santa Vittoria Drive to Laguna Canyon Road. It will also provide a MPAH classification that would allow the City Council to consider modifying the design of this roadway in the future.

Fiscal Impact

There is a very minor fiscal impact from this action related to the cost of the City's planning consultant considering the appropriate environmental documentation for the project and preparation of an updated exhibit to be included with the approved GPA. These costs are covered in the City's current operating budget.

Environmental Review

The City of Laguna Woods, as lead agency, prepared a draft Notice of Exemption in accordance with the procedural and substantive requirements of the California Environmental Quality Act (CEQA) and the City's environmental quality guidelines. This non-substantive GPA to the Circulation Element is not considered a "project" under the CEQA Section 15061(b)(3). In preparation for the public hearing at the June 19, 2013 City Council meeting, the public notice was mailed to Laguna Woods Village mutuls, nearby cities and other affected agencies.

Advisory Committee Review

At the June 11, 2013 meeting of the Public Safety Committee, staff presented the recommendations associated with the General Plan Amendment of the Circulation Element. Committee members discussed the possible redesign of Santa Maria Avenue using the new MPAH classification and the potential future use of the west end of Santa Maria Avenue that is currently leased to the Golden Rain Foundation for a nursery. Upon a motion and second, the Committee voted unanimously to recommend that the City Council approve the Circulation Element GPA as submitted.

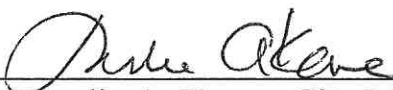
ITEM 7.1

At the June 13, 2013 meeting of the Land Use and Design Review Committee, staff presented the recommendations associated with the General Plan Amendment of the Circulation Element. Committee members discussed the potential impacts and benefits of the proposed roadway deletions. Upon a motion and second, the Committee voted unanimously to recommend that the City Council approve the Circulation Element GPA as submitted.

Conclusion

The City has been working with the cities of Laguna Hills, Lake Forest and Irvine, the County of Orange and the OCTA to modify the MPAH to eliminate roadway extensions for Santa Maria Avenue, Ridge Route Drive and Bake Parkway from their existing termini. Approval of the GPA by the City Council will allow the OCTA Board of Directors to take final action to modify the MPAH to eliminate these extensions. In addition, the new MPAH classification to be included in the updated Circulation Element will allow the City Council greater flexibility in planning for the future use of Santa Maria Avenue.

Approved by:



Leslie A. Keane, City Manager

Attachments:

1. Sections of Circulation Element with proposed amendment
2. Resolution No. 13-XX

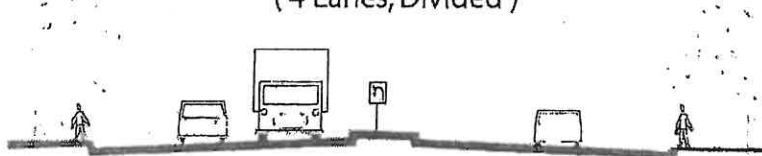
CIRCULATION ELEMENT

Exhibit C-II- 1: Roadway Cross-Sections

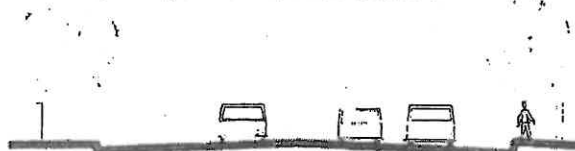
MAJOR ARTERIAL - 120'
(6 Lanes, Divided)



PRIMARY ARTERIAL - 100'
(4 Lanes, Divided)



SECONDARY ARTERIAL - 80'
(4 Lanes, Undivided)



DIVIDED COLLECTOR ARTERIAL - 80'
(2 Lanes, Undivided)

(New)



CIRCULATION ELEMENT

Secondary Arterial

A secondary arterial highway is a four-lane undivided (no median) roadway, with a typical right-of-way width of 80 feet, and a roadway width from curb to curb of 64 feet (Exhibit C-II-1). A secondary arterial is designed to accommodate approximately 25,000 vehicles per day. A secondary arterial serves as a collector, distributing traffic between local streets and principal and major arterials. Although some secondary arterials serve as through routes, most provide more direct access to surrounding land uses than major or primary arterials.

Divided Collector Arterial

A divided collector arterial highway is a four-lane divided roadway with a reallocation of pavement width to emphasize bicycle and pedestrian. It provides one through vehicle lane per direction, one bicycle lane per direction, two-way left turn lanes and an optional right-turn lane. It is designed to accommodate 22,000 vehicles per day.

Smartstreet Arterial

In addition to the arterial classifications, the Circulation Plan recognizes Smartstreet arterials with an enhanced traffic-carrying capacity. The augmentation in capacity may be achieved by a variety of measures:

- Addition of through or turn lanes at intersections;
- Preferential traffic signal timing and synchronization;
- Removal of on-street parking;
- Intersection grade separations;
- Grade separated turning movements;
- Access limitation – right turns only or no access (streets and/or driveways);
- Access consolidation;
- Frontage roads;
- Pedestrian grade separations; and
- Other elements that may be found useful.

The intent of these measures is to minimize conflicts with cross traffic. These measures improve traffic carrying capacity and facilitate improved traffic flow along an arterial. Hence, the terms "High Flow

CIRCULATION ELEMENT

Table C-II- 1: Daily Traffic Capacities by Roadway Type

Arterial Type	Daily Traffic Volume Capacity
Major Highway – 6-Lane Divided	56,300
Primary Highway – 4-Lane Divided	37,500
Secondary Highway – 4-Lane Undivided	25,000
Collector – 2-Lane Divided	22,000

Traffic conditions are then expressed according to Level of Service (LOS), ranging from LOS "A" to LOS "F", depending on the V/C ratio. Traffic conditions thus range from LOS "A" which represents free flow conditions to LOS "F" which represents severe traffic congestion. Descriptions of traffic flow, along with the relevant range of V/C ratio values, for each level of service are shown in Table C-II-2. The City of Laguna Woods has established LOS D as the service standard for public roadways within the City. The LOS is determined by calculating V/C ratios using daily traffic volumes and the daily roadway capacities shown in Table C-II-1. Because of the generalized nature of ADT, these capacities are intended as general rather than absolute guidelines for estimating the LOS for the roadway system. Subsequent, more detailed evaluations of peak hour operating conditions at intersections will be carried out for individual development and/or improvement projects to supplement this General Plan analysis and address traffic conditions at specific localized intersections.

LOS D is a common standard adopted by many municipal jurisdictions. By comparison, the Orange County Growth Management Program (GMP) has also established LOS D (V/C ratio less than or equal to 0.90) as the standard of acceptable operating conditions, while the Congestion Management Plan (CMP) for Orange County specifies LOS E (V/C ratio less than or equal to 1.00) as the operating standard for CMP roadways on the CMP System.

CIRCULATION ELEMENT

levels already identified in the County MPAH. Changes anticipated in the Roadway Plan consistent with the MPAH include:

- Improvement of Moulton Parkway to Smartstreet Arterial;
- El Toro Road, between Calle Corta and Aliso Creek Road – restripe southbound directions from two lanes to three lanes;
- El Toro Road, between Calle Corta and Calle Sonora – install raised median;
- Ridge Route Drive, between Moulton Parkway and Avenida de la Carlota – build additional two lanes and raised median.

In addition, there are ~~four~~ **two** roadway improvement projects outside but immediately adjacent to the City that will affect circulation within the City of Laguna Woods. These are:

- ~~The MPAH and the City of Irvine General Plan call for Ridge Route Drive to be extended northwesterly as a 4 lane undivided Secondary Arterial from its current terminus at the western Laguna Hills City limit, to intersect with the westerly extension of Bake Parkway in the City of Irvine. Bake Parkway will then connect with Laguna Canyon Road;~~
- The MPAH, the City of Lake Forest General Plan, and the City of Laguna Hills General Plan call for a new I-5 overcrossing to connect Ridge Route Drive west of I-5 (in the Cities of Laguna Woods/Laguna Hills) to Ridge Route Drive east of I-5 (in Lake Forest);
- ~~The MPAH calls for Santa Maria Avenue to be extended west as a 4 lane divided Primary Arterial from the current City of Laguna Woods City limit to connect to Laguna Canyon Road;~~
- The City of Laguna Hills will improve southbound Paseo de Valencia from Calle de la Plata to Laguna Hills Drive from two lanes to three lanes to match the northbound three lanes and meet the County MPAH requirements.

CIRCULATION ELEMENT

Table C-III- 1: MPAH Roadway Capacities

Roadway Type	Daily Capacity (Vehicles)
6 Lanes Divided	56,300
4 Lanes Divided	37,500
4 Lanes Undivided	25,000
2 Lanes Divided	22,000
2 Lanes Undivided	12,500

Table C-III- 2: Volume/Capacity & Ratios and Level of Service

V/C Ratio	LOS
0.00 to 0.60	A
0.61 to 0.70	B
0.71 to 0.80	C
0.81 to 0.90	D
0.91 to 1.00	E
> 1.00	F

RESOLUTION NO. 13-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING AN AMENDMENT TO THE CIRCULATION ELEMENT OF THE LAGUNA WOODS GENERAL PLAN.

WHEREAS, the City of Laguna Woods was incorporated on March 24, 1999; and

WHEREAS, the City of Laguna Woods General Plan was adopted on October 16, 2002; and

WHEREAS, the City of Laguna Woods Circulation Element was last amended on July 16, 2003; and

WHEREAS, the City of Laguna Woods has initiated the non-substantive General Plan Amendment to eliminate roadway segments no longer planned for construction and to provide a new Master Plan of Arterial Highways (MPAH) classification that could be selected for roadway design in the future; and

WHEREAS, the City of Laguna Woods, as lead agency, has determined that this project is exempt under Section 15061(b)(3) of the California Environmental Quality Act (CEQA) and is in full accordance with the procedural and substantive requirements of the CEQA and CEQA guidelines;

WHEREAS, the City Council held a duly noticed public hearing on June 19, 2013, to consider the amendment to the Circulation Element of the General Plan; and

WHEREAS, the City Council has considered the information and public testimony presented in the public hearing, and in the proposed documents and staff reports, all of which are included in the public record and incorporated herein by reference,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. Based upon the determination that the Project is exempt under the CEQA, the City Council exercises its independent judgment and finds that no substantial evidence exists that the approval of the General Plan Amendment will have a significant effect on the environment as determined pursuant to the CEQA.

SECTION 3. The City Council hereby approves an amendment to the Laguna Woods General Plan Circulation Element summarized as follows:

- a. Amend Section II, Subsection B.1. of the Circulation Element to add a new roadway classification: Divided Collector Arterial – A divided collector arterial highway is a four-lane divided roadway with a reallocation of pavement width to emphasize bicycle and pedestrian. It provides one through vehicle lane per direction, one bicycle lane per direction, two-way left turn lanes and an optional right-turn lane. It is designed to accommodate 22,000 vehicles per day.
- b. Amend Table C-II-1: Daily Traffic Capacities by Roadway Type and Table C-III-2: MPAH Roadway Capacities to add the traffic capacities for the new roadway classification, Divided Collector Arterial.
- c. Amend Section II, Subsection B.3. of the Circulation Element to delete two of the four roadway improvement projects outside but immediately adjacent to the City that will affect circulation within the City. Under the paragraph, delete the first bulleted paragraph that refers to the extension of Ridge Route Drive in Laguna Hills to Bake Parkway in Irvine. Under the paragraph, delete the third bulleted paragraph that refers to the extension of Santa Maria Avenue in Laguna Woods to Laguna Canyon Road.
- d. Amend Exhibit C-II-2: Roadway Plan of Attachment 1, to delete the roadway extensions of Santa Maria Avenue, Ridge Route Drive and Bake Parkway.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED ON THE ____ DAY OF JUNE 2013.

ROBERT RING, Mayor

ATTEST:

MARC DONOHUE, Deputy City Clerk

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

I, MARC DONOHUE, Deputy City Clerk of the City of Laguna Woods, do
HEREBY CERTIFY that the foregoing **Resolution No. 13-XX** was duly adopted
by the City Council of the City of Laguna Woods at a regular meeting thereof, held
on the ____ day of June 2013, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

MARC DONOHUE, Deputy City Clerk

ATTACHMENTS

Exhibit 1, Amended General Plan Circulation Element

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9.1

AGGRESSIVE SOLICITATION REGULATIONS

City of Laguna Woods Agenda Report

FOR: June 5, 2013 City Council Meeting

TO: Honorable Mayor and City Councilmembers

FROM: Leslie A. Keane, City Manager 

AGENDA ITEM: Aggressive Solicitation Regulations

Recommendation

Introduce and approve first reading of an ordinance restricting aggressive solicitation, entitled:

AN ORDINANCE OF THE CITY OF LAGUNA WOODS,
CALIFORNIA, ESTABLISHING REGULATIONS RESTRICTING
AGGRESSIVE SOLICITATION

Background

Over the last two years, there has been an increase in the number of complaints from businesses and residents regarding panhandling and aggressive solicitors. Often residents say they feel threatened by individuals who follow them to their cars after they have declined to give money, and people blocking the entrance into businesses who are soliciting money and/or signatures on petitions. Local shopping centers have also raised issues regarding panhandling, which they believe – if not checked – will have a negative effect on business.

Currently, the City prohibits outdoor sales without a permit and soliciting for money in streets and on public medians. There are also regulations prohibiting placement of signs in landscaped areas and a requirements that walkways (private and public) maintain a four foot clear walking area. There are, however, no regulations prohibiting solicitation for money (panhandling) on other public or private property.

Discussion

The Land Use/Design Review and Public Safety Committees have discussed a variety of concepts related to aggressive solicitation. Based on their discussion and his review of current case law, the City Attorney crafted an ordinance that he believes is defensible. This proposed ordinance includes:

Prohibitions on solicitation at certain locations:

- Within 10 feet of any outdoor automatic teller machine and/or any device which accepts and dispenses cash.
- Within 10 feet of the entrance to any bank or banking institution.
- Within 10 feet of the entrance to any check cashing business.
- Within any enclosed parking structure.
- Within 10 feet of any public transit bus stop or shelter.
- In any public roadway or any public roadway median.

Prohibitions against aggressive solicitation in public locations, as defined, that:

- Are aggressive in manner – causing one to fear bodily harm or damage to property and/or intimating one into giving money.
- Involve intentional touching or physical contact with a person or automobile without consent.
- Involve intentional blocking path of travel.
- Involve making violent or threatening gestures
- Involve persistent close following after donation is refused.
- Involve using profane or abusive language likely to provoke a violent reaction

The proposed ordinance does not include prohibitions at the following locations discussed by the committees:

- Unenclosed parking lots during the day or after dark.
- In front of a restaurant or other business – current state law prohibits intentional blocking of an entrance or exit to any such business.

It should be noted that current state law requires liquor stores and grocery stores that sell alcohol to post “no loitering” signs in front of their entrances (CA Business and Professions Code 25612.5) upon a state-approved request by a local law enforcement agency. There is currently, no such signage in the City.

Item 9.1

Advisory Committee Action

The Public Safety Committee and Land Use/Design Review Committees discussed the proposed regulations at their March and May 2013 meetings. Both committees raised issues regarding the balance of first amendment rights with the perceived safety of individuals both soliciting and being solicited. At its May 14th meeting, the Public Safety Committee voted unanimously to recommend approval of the proposed ordinance with the inclusion of no soliciting in unenclosed parking lots after dark. At its, May 16th meeting, the Land Use Committee voted 7-1 to recommend approval of the proposed ordinance also with the inclusion of no soliciting in unenclosed parking lots after dark. The dissenting Land Use Committee member expressed concern about infringement on the free speech rights of individuals. Both committees also suggested that the City should provide information to residents about how to make safe donations to people in need.

Fiscal Impact

No additional financial impact is anticipated. Code enforcement would be handled on a complaint basis by City code enforcement staff and the Orange County Sheriff's Department; it is anticipated this level of enforcement can be handled within the current budget.

Conclusion

Aggressive solicitation is perceived by some residents and businesses as dangerous and detrimental to the quality of life in Laguna Woods. The proposed ordinance establishes regulations for solicitation; it does not contain a prohibition against solicitation in unenclosed parking lots after dark, as recommended by both the Land Use/Design Review and Public Safety Committees. If the Council wishes to make this modification, it should be made prior to the approval of first reading. If first reading of the ordinance is approved, action on these regulations would be scheduled for the July 17, 2013 Council meeting.

Attached: Proposed Ordinance

ORDINANCE NO. 13-XX

AN ORDINANCE OF THE CITY OF LAGUNA WOODS,
CALIFORNIA, ESTABLISHING REGULATIONS RESTRICTING
AGGRESSIVE SOLICITATION

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA
WOODS, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. **Adoption of New Regulations**

Chapter 7.22 is hereby added to Title 7 (Public Safety and Welfare) of the
Laguna Woods Municipal Code as follows:

CHAPTER 7.22 – AGGRESSIVE SOLICITATION

Sections:

- 7.22.010 Findings.
- 7.22.020 Definitions.
- 7.11.030 Aggressive solicitation prohibited.
- 7.22.040 Solicitation prohibited at specific locations.
- 7.22.050 Penalty.
- 7.22.060 Non-exclusivity.

Section 7.22.010 Findings. The City Council of the City of Laguna Woods
finds as follows:

A. An increase in aggressive solicitation throughout the City has become
extremely disturbing and disruptive to residents and businesses. Such aggressive
solicitation has contributed not only to the loss of access to and enjoyment of various
public places, but also to an enhanced sense of fear, intimidation, and disorder, and
an erosion of perceptions of personal comfort and safety.

B. The presence of individuals who solicit money from person at or near
banks, check cashing locations, and outdoor automated teller machines is
particularly threatening and dangerous. Persons frequenting such establishments are
frequently exposed to passersby at an area they either do, or are likely to have, ready
cash in hand, can frequently not walk away without leaving accounts accessible to
strangers and/or leaving automatic teller cards in machines, and are within an area
where both their money and financial privacy are at stake. The solicitation of people

ITEM 9.1

while using automatic teller machines or in the immediate vicinity of a bank or check cashing location heightens feelings of duress and intimidation that can be felt by those solicited.

C. Motorists who find themselves confronted by persons who, without permission, wash automobile windows, or perform other “services” in exchange for cash, are often intimidated, because such activity often occurs with stopped vehicles, where the personal movement of the driver and passengers is restricted, and such activity often carries with it an implicit threat to both person and property.

D. Aggressive solicitation, which includes approaching or following pedestrians, use of confrontational or abusive language, unsolicited or unwanted physical contact, or the intentional blocking of pedestrian and vehicular traffic, is disturbing and disruptive to both residents and businesses, and contributes not only to the loss of access and enjoyment of public places, but also to an enhanced sense of fear, intimidation, and disorder.

E. The increase of solicitation at locations where the recipient of such solicitation is part of a captive audience, from which it is impossible or difficult to exercise their right to decline to listen to, or avoid solicitation from others, intimidates persons who are approached, interferes with privacy and a personal sense of security, impedes vehicular and pedestrian traffic flow, and negatively impacts businesses within the City. Such places include bus shelters, or stops where parties must wait to access public transit, and enclosed parking structures where lighting, public visibility, and movement may be restricted.

F. Aggressive solicitation of potential customers as they enter and exit commercial establishments, has become increasingly disturbing to residents and businesses, and has generated an enhanced sense of fear, intimidation, and disorder, and has caused many residents or other potential customers to avoid shopping or dining within the City, which presents a threat to the economic vitality of the City.

G. Face-to-face solicitation presents risks of duress that are an appropriate target for regulation. Skillful or unprincipled solicitors can target vulnerable persons, including those accompanying children or those suffering physical impairment, who cannot easily avoid solicitation. Unsavory solicitors can commit fraud through concealment of affiliations or through deliberate efforts to shortchange those who may agree to immediately purchase goods or services.

H. The current laws and city ordinances are insufficient to address the above-mentioned problems. The restrictions contained herein are directed at the act,

and in certain limited circumstances the location, of solicitation, and have no bearing whatsoever on the content of the solicitation nor the intended application of the funds or other benefits solicited. This chapter is not intended to limit any persons from the exercise of constitutional rights to solicit funds, picket, protest, or engage in other constitutionally protected activity. Rather, its goal is to provide reasonable time, place, and manner restrictions on such activity, directed toward the immediate exchange of funds or items of value, while leaving open ample alternative avenues of communication.

Section 7.22.020 Definitions.

A. "Solicit, ask, or beg" shall mean using spoken, written, or printed words, or bodily gestures, signs or other means, with the purpose of obtaining an immediate donation of money or other thing of value, or soliciting the immediate sale of goods or services, including but not limited to sales of books, newspapers, tracts, artwork, or the performance of actions such as the washing of automobile windows.

B. "Public place" shall mean a place to which the public or a substantial group of the public has access, and includes, but is not limited to, any street, highway, sidewalk, parking lot, plaza, transportation facility, school, place of amusement, park, playground, doorway, entrance, hallway, lobby, or other portion of any business establishment, multifamily housing development or hotel, not including a room or apartment designated for actual residents.

C. "Aggressive manner" shall mean any of the following:

1. Approaching, confronting, speaking to, or following a person immediately before, during, or immediately after soliciting, asking, or begging, if that conduct is intended or is likely to cause a reasonable person to:

(a) Fear bodily harm to one's self or to another, or damage to or loss of property; or

(b) Otherwise be intimidated into giving money or some other thing of value.

2. Intentionally touching or causing physical contact with another person without that person's consent, or with an occupied vehicle without the occupant's consent, in the course of soliciting, asking, or begging.

ITEM 9.1

3. Intentionally blocking or interfering with the safe or free passage of pedestrian or vehicular travel by any means, including unreasonably causing a pedestrian or vehicle operator to take evasive action to avoid contact.

4. Making violent or threatening gestures as part of the process of soliciting, asking, or begging, toward a person solicited, either immediately before, during, or immediately after soliciting, asking, or begging.

5. Persisting in closely following or approaching a person as part of the process of soliciting, asking, or begging, after the person has been solicited and informed by the solicitor by clear words or conduct that such person does not want to be solicited, and does not want to give money or any other thing of value to the solicitor.

6. Using profane, offensive, or abusive language as part of the process of soliciting, asking, or begging, either immediately before, during, or immediately after soliciting, asking, or begging, which language is inherently likely to provoke an immediate violent reaction.

Section 7.22.030. Aggressive solicitation prohibited. No person shall solicit, ask, or beg in an aggressive manner in any public place.

Section 7.22.040 Solicitation prohibited at specific locations.

No person shall solicit, ask, or beg at any of the following locations:

(A) Within 10 feet of any outdoor automatic teller machine or any electronic information processing device which accepts or dispenses cash in connection with a credit, deposit, or convenience account.

(B) Within 10 feet of the entrance of any bank, banking association, savings and loan, trust company, savings bank, credit union, or other banking institution organized or operated under the laws of the United States, and any bank the deposits of which are insured by the federal deposit insurance incorporation, during the operating business hours of any such financial institution.

(C) Within 10 feet of the entrance of any check cashing or payday loan business, or other business duly licensed as a check seller, bill payer or similar establishment, during the operating business hours of any such business.

(D) Within any enclosed parking structure.

ITEM 9.1

(E) Within 10 feet of any bus stop, bus shelter, or other designated area for the collection or dropping off of passengers of public transit vehicles, during such times as the transportation service for which the location is designated is operating.

(F) Within the designated travel lanes of any public roadway or bicycle lane or a public roadway median.

Section 7.22.050. Penalty. Violation of this Article is punishable as an infraction.

Section 7.22.060. Non-exclusivity Nothing in this chapter shall limit or preclude the enforcement of other applicable laws.

SECTION 3. Effective Date

This Ordinance shall take effect and be in full force and operation thirty (30) days after adoption.

SECTION 3. City Clerk's Certification

The City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

PASSED, APPROVED AND ADOPTED this ____ day of ____ 2013.

ROBERT B. RING, Mayor

ATTEST:

MARC DONOHUE, Deputy City Clerk
APPROVED AS TO FORM:

DAVID B. COSGROVE, City Attorney

STATE OF CALIFORNIA)

ITEM 9.1

COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, MARC DONOHUE, Deputy City Clerk of the City of Laguna Woods, do
HEREBY CERTIFY that the foregoing **Ordinance No. 13-XX** was duly introduced
and placed upon its first reading at a Regular Meeting of the City Council on the ____
of _____, 2013 and that thereafter, said Ordinance was duly adopted and passed
at a Regular Meeting of the City Council on the ____ day of _____, 2013 by the
following vote to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

MARC DONOHUE, Deputy City Clerk

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9.2 ANNUAL GENERAL PLAN PROGRESS REPORT

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City of Laguna Woods Agenda Report

FOR: June 19, 2013 City Council Meeting
TO: Honorable Mayor and Council Members
FROM: Leslie A. Keane, City Manager
AGENDA ITEM: General Plan Annual Progress Report 2012

Recommendation

Review and approve the 2012 General Plan Annual Progress Report.

Background

Government Code Section 65400 mandates that general law cities and all 58 counties in California submit an annual report on the status of the General Plan and progress in its implementation to their legislative bodies, the Governor's Office of Planning and Research (OPR) and the California Department of Housing and Community Development (HCD). The purpose and intent of this statute is to ensure that the general plan directs all land use decisions and remains an effective guide for long-term physical development of the community. The progress report provides a correlation between land use decisions that have been made during the 12-month reporting period and the goals, policies and programs described in the general plan.

Providing a copy of the progress report to OPR allows them to monitor local planning activities and to identify trends in land use planning and decision making throughout California. This information is necessary for OPR to serve in its capacity as the statewide planning agency. It can also provide the state with the information necessary to support modifications to the *General Plan Guidelines* or other statewide community development policies.

Providing a copy of this report to HCD fulfills a statutory requirements to report certain housing information, including the local agency's progress in meeting its share of regional housing needs and local efforts to remove governmental constraints (as defined in Government Code Sections 65584 and 65583 (c)(3)).

Discussion

In fulfillment of this state mandate, the City of Laguna Woods has prepared its annual progress report for the period of 2012. Below is a brief summary of the General Plan Annual Progress report's contents.

Circulation Element

The city is required to adopt a resolution every year informing the Orange County Transportation Authority (OCTA) that the City Circulation Element is in conformance with the Master Plan of Arterial Highways (MPAH) and whether any changes to any arterial highways with the Circulation Element have been adopted by the City during the Fiscal Year 2011-2012. The MPAH was altered to remove Santa Maria Avenue from the plan. The City is currently in the process of moving forward with the selection of a consultant to prepare a comprehensive update to the City's General Plan including an update to the Circulation Element to ensure compliance with the MPAH.

Regional Housing Needs Assessment (RHNA) Allocation

In accordance with State Housing law, the Southern California Association of Governments (SCAG) has prepared a Regional Housing Needs Assessment (RHNA) that quantifies the need for housing in each jurisdiction in the SCAG region between 2006 and 2014. The RHNA provides estimates of existing and future housing needs for each municipality and regional government. Local governments are mandated by State Law to implement this plan by providing concrete measures that will work to meet their local affordable housing allocation.

The existing need is determined from information about current residents including the number of low-income families paying more than 30% of income for housing. Future need is based on projected growth in the number of households and the number of units needed to maintain a target vacancy rate. State law requiring that new, affordable housing not be concentrated in existing low income neighborhoods also guides the geographic distribution of RHNA dwelling units. The RHNA can include replacement housing, as well as new construction. The allocation for new construction units by income category is indicated in the following table:

Total Construction Need by Income for Planning Period 2006-2014

Very Low	Low	Moderate	Above Moderate	Total
25	23	27	60	135
19%	17%	20%	44%	100%

Source: Southern California Association of Governments

The City of Laguna Woods is still in the process of meeting its affordable housing allocation for the period of 2006 – 2014. No new residential units have been proposed or constructed, and no residential units have been permanently lost during this reporting period. In rare cases, occupancy of existing units has been restricted on a temporary basis due to fire or other construction deficiencies. In no case have these units been lost, or unable to be occupied once repairs have been completed.

The City has not processed new residential development or residential conversions during the 2012 calendar year. The City will, however, continue to identify opportunities that will allow for adequate affordable housing. Progress towards the City's allocation for affordable housing is outlined in the table below.

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2006	2007	2008	2009	2010	2011	2012	2013	2014	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8		
Very Low	Deed Restricted	25	0	0	0	0	0	0	0			25
	Non-deed restricted		0	0	0	0	0	0	0			
Low	Deed Restricted	23	15	0	0	2	0	0	0		17	6
	Non-deed restricted		0	0	0	0	0	0	0			
Moderate	Deed Restricted	27	0	0	0	0	0	0	0			0
	Non-deed restricted		0	0	0	0	0	39	0		39	
Above Moderate		60	119	0	0	-2	0	-39	0		78	0
Total RHNA by COG.		135	134	0	0	0	0	0	0		134	31
Enter allocation number:												
Total Units ▶ ▶ ▶												
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶												

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

SCAG adopted new RHNA numbers for affordable housing and the allocation requirement has been significantly reduced on the next cycle (2014-2021) down to a total of two units. The breakdown of the two units is one low and one very-low income unit. Although this alteration is not an addition to the previous cycle any units added in 2013 will not be counted towards the 2014-2021 housing cycle.

Significant Programs and Approvals

Significant programs and approvals during the reporting year are also included in the General Plan Annual Progress report. The purpose of including these programs is to provide a more detailed discussion of actions the City has taken that further general plan goals. Notable programs include the on-going Green Home Certification program, Environmental Improvement Pilot program, the on-going Household Hazardous

ITEM 9.2

Waste, Electronic Waste and Bulky Item Collection programs, Community Services Organization grants, Battery Recycling ordinance, City's various taxi subsidy programs, Park In-Lieu Fee Ordinance, and the Energy Grant program. Also included in the progress report is a brief summary of all general plan amendments processed during the reporting year.

General Plan Implementation Status Table

Lastly, the General Plan Annual Progress Report breaks down all programs and implementation measures found in the seven elements of the General Plan. Each program and implementation measure is assigned one of the following status designations: "Implemented," "Ongoing," "Partially Implemented" or "Not yet Implemented." Brief comments regarding implementation status are also included to provide details on the specific measures taken to achieve each policy goal. The comments are not intended to be comprehensive, but provide examples of City efforts in implementing policies for the specific subject area. The table below provides an overall view of the implementation status of the Laguna Woods general plan.

Table C
General Plan Implementation Status

Ongoing:	90	63%
Implemented:	33	23%
Partially Implemented:	9	6%
Not Yet Implemented:	12	8%

As illustrated by the chart, 86% of general plan implementation measures are either listed as "Ongoing" or "Implemented." This means that the City has either adopted a specific policy or it regularly engages in programs that fulfill general plan implementation measures. The remaining 14% of implementation measures have not reached completion. This is due to a variety of factors including a lack of financial resources, limited staff capabilities and constraints associated with external agency cooperation.

Environmental Review

This report is categorically exempt from the requirements for the preparation of environmental documents under Section 15301 "Existing Facilities" of the California Environmental Quality Act.

Planning Advisory Committee Action:

The Land Use and Design Review Committee reviewed and discussed the proposed General Plan Annual Progress Report at its June 13, 2013 meeting. The Committee raised questions regarding the RHENA allocation and current and future areas planned for low income housing; the City's continued commitment to alternative transportation and possible location of additional golf cart paths; and formatting modifications. Upon a motion and second, the Committee voted 6-0-1 to recommend approval of the annual report to City Council. Member Malone abstained because she was not involved in developing the General Plan and did not believe she has sufficient information to evaluate its progress to date.

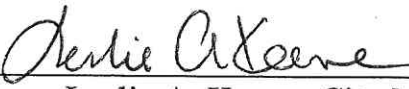
Conclusion

The General Plan Annual Progress report is a reoccurring process for local governments to evaluate advancement towards the general plan's policy goals. As part of this process, the City is required to submit a copy of its progress report to the California Department of Housing and Community Development and the Governor's Office of Planning and Research. These organizations use the General Plan Annual Progress report to provide information to State decision makers and to ensure that the City of Laguna Woods is meeting State mandated affordable housing requirements.

The City of Laguna Woods has advanced significantly since incorporation in achieving its general plan goals. During the reporting year the City constructed golf cart trail/paths to help facilitate alternative vehicle movement between commercial, institutional, and residential areas in the City of Laguna Woods. Additionally, the City completed several capital improvement programs and continued to provide important ongoing programs. The attached General Plan Annual Progress Report is a brief summary of the accomplishments and shortcomings of the City of Laguna Woods. It will serve as a valuable tool for staff to gain perspective on the effectiveness of general plan implementation measures, and allow them to recognize areas that might require a different approach.

Prepared by: Brian Kurnow, Planning Manager

Approved by:



Leslie A. Keane, City Manager

Attached

1. General Plan Annual Progress Report 2012
2. HCD Housing Element Implementation Tables

City of Laguna Woods
General Plan Annual Report
2012
Community Development Department



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April 2013

CITY COUNCIL

Bob Ring - Mayor

Milt Robbins – Mayor Pro Tem

Cynthia Conners – Councilmember

Bert Hack – Councilmember

Noel Hatch – Councilmember

CITY MANAGER

Leslie A. Keane, City Manager

COMMUNITY DEVELOPMENT

Brian Kurnow, Planning Manager

Table of Contents

1. INTRODUCTION	1
2. BACKGROUND	1
3. GENERAL PLAN AMENDMENTS 2012	2
4. SIGNIFICANT PROJECTS AND PROGRAM APPROVALS	3
5. REGIONAL HOUSING NEEDS ASSESSMENT ALLOCATION	6
6. IMPLEMENTATION OF GENERAL PLAN ELEMENTS	6
LAND USE ELEMENT:	7
HOUSING ELEMENT:	11
CIRCULATION ELEMENT:	16
CONSERVATION ELEMENT:	26
OPEN SPACE ELEMENT:	32
NOISE ELEMENT:	34
7. CONCLUSION	40

1. Introduction

California Government Code Section 65300 requires that each City adopt a General Plan to guide the long-term physical development of the City. The General Plan encompasses seven elements, including the: Land Use Element; Housing Element; Circulation Element; Open Space Element; Conservation Element; Safety Element; and Noise Element. Future physical development of the City, as well as the formulation of municipal programs and services needed to support such development, will be guided through Objectives, Policies, and Implementation Measures set forth in each general plan element. Adopted in 2003, the Laguna Woods General Plan provides the foundation for the City to function as a distinct and unique community. The policies, programs and other measures discussed in this document serve as a blueprint for development in the community. Primary among the City General Plan's objectives is the development of a self-sustaining community that provides for goods, services, housing, employment and recreational opportunities.

Government Code Section 65400 mandates that certain cities and all 58 counties submit an annual report on the status of the General Plan and progress in its implementation to their legislative bodies, the Governor's Office of Planning and Research (OPR) and the California Housing and Community Development (HCD) Department. This report has been prepared to summarize the status of the Laguna Woods General Plan and the progress in its implementation for the year 2012. Significant programs and policy measures that were developed or adopted over the reporting period are included in this report to provide concrete examples of the City's progress towards general plan implementation. Also included in this report are figures, tables and information requested by the HCD. Prepared in accordance with state law, these serve to illustrate the City's progress towards meeting its share of regional housing needs. This is discussed in greater detail in chapter five, titled "Regional Housing Needs Assessment."

The preparation of this report is not only a statutory measure developed to meet state law. The General Plan Annual report provides a clear systematic look at the City's progress in meeting its general plan goals. This process serves as a valuable tool for staff to gain perspective on the effectiveness of general plan implementation measures, and areas that might require a different approach. Lastly, the results of this report will serve as a guide for decision makers (i.e., City Council) in prioritizing future policy revisions, resource allocations and other projects.

2. Background

The City

The City of Laguna Woods was incorporated in March 1999 and encompasses approximately 2,760 acres. Laguna Woods is located in south Orange County between the San Joaquin Foothills and the Santa Ana Mountains. The City is bordered on the north, east and southeast by the City of Laguna Hills, on the south by the City of Aliso Viejo, on the southwest by the City of Laguna Beach, on the northwest by the City of Irvine. The City has approximately 18,000 residents, the majority of which live within the gated senior community of Laguna Woods Village (formerly Leisure World). The City has five commercial centers and several other community facilities and commercial properties. The City is approaching build out with limited vacant land available for new or infill development. The

majority of vacant land within the City has been included in the Urban Activities Center (UAC) Specific Plan area for planning purposes. A Specific Plan application (SP-697) has been submitted by the Golden Rain Foundation, to develop nine parcels that cover approximately 72 acres of land outside the Laguna Woods Village Community walls and gates. As of this writing, the specific plan application is moving forward with the preparation of an Environmental Impact Report (EIR). The City will consider land use, housing, traffic, infrastructure and fiscal balance in its analysis of the Specific Plan proposal.

Laguna Woods General Plan

Preparation of the General Plan began with a series of community workshops held in early 2001. Perspectives and issues presented by members of the community set the course for the new General Plan. The General Plan Coordinating Committee, appointed by the City Council, considered each draft component of the new General Plan and provided input at monthly meetings from February 2001 through June 2002. The City of Laguna Woods Community Services Committee provided input on the draft document at public meetings in March and August 2002. In September 2002, the City of Laguna Woods Planning Advisory Committee recommended that the City Council certify the Environmental Impact Report prepared in conjunction with the General Plan and adopt the draft General Plan. The Laguna Woods City Council held a public hearing, certified the Environmental Impact Report and adopted the City of Laguna Woods General Plan on October 16, 2002. The General Plan Housing Element was subsequently certified by the HCD, Division of Housing Policy Development on April 7, 2003.

3. General Plan Amendments 2012

The City of Laguna Woods did not process any general plan amendments during the 2012 reporting period.

While no general plan amendments were approved during this most recent reporting period, the City continues its commitment to promoting housing element goals and meeting the City's Regional Housing Needs Assessment (RHNA) allocation. A brief summary of amendments and their recent developments are included.

Past General Plan Amendments

Date	Action	Description
October 2002	Current General Plan adoption	Adoption of the Land Use, Housing, Circulation, Open Space, Conservation, Safety and Noise Elements.
October 2005	General Plan Amendment (GPA 05-01)	General Plan Amendment to change a property from Commercial to High Density Residential.
July 2007	General Plan Amendment (GPA 07-01)	General Plan Amendment for the annexation of 170 acres of land from neighboring cities for Open Space.
January 2009	General Plan Housing Element Update (GPA 09-01)	Housing Element Update

December 2010	General Plan Land Use Element and Map Amendment	General Plan Amendment incorporating new “Residential Community” and “Community Facilities” land use designation, and reflecting the name change from Leisure World to Laguna Woods Village.
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4. Significant Projects and Program Approvals

The City Council is the decision making body for the City of Laguna Woods. The Council serves as the Planning Commission for land use decisions and has established a committee structure to make recommendations on proposed projects and programs. Each committee is comprised of eleven residents and/or business people that are appointed by City Council members for two year terms. The following committees have designated areas of interest:

- Community Services Committee
- Land Use and Design Review Committee
- Public Safety Committee

The purpose of this section is to highlight City activities, programs and public services within the 2012 reporting period. These activities and programs are instrumental to the ongoing implementation of the general plan.

Water Quality Ordinance Revisions: No revisions to the water quality ordinance were made in 2012.

Ongoing Programs:

City Hall Services: Laguna Woods City Hall hosts a library branch of the County of Orange. With hours from 10 a.m. to 4:30 p.m. Monday through Friday, residents can request books and other library resources located in other branches via the internet and have them sent to the City Hall branch for checkout. In addition, City Hall has provided meeting space for the Service Corp of Retired Executives (SCORE), State Assemblyman Donald P. Wagner and U.S. Congressman John Campbell.

Laguna Woods Green Home Certification Program: The City of Laguna Woods continued the voluntary green home certification program established in March of 2009. The purpose of the program is to encourage residents to incorporate sustainable appliances and building practices into their homes to promote the environmental health of the community. The Laguna Woods Green Homes Program is available for all residential units, existing or new. Homeowners may apply for proposed certification at three levels — Green, Star Green and Star Green Plus — based on points for particular environmental improvements.

Household Hazardous Waste, Electronic Waste and Bulky Item Collection Program: Under the Household Hazardous Waste (HHW) and Electronic Waste (E-Waste) collection program residents contact City Hall to schedule collections at their homes of either type of waste. E-Waste just requires a call to City Hall to request a pickup. HHW collection requires that residents obtain a box or heavy plastic bag from City Hall to fill with their waste, such as pesticides, paint, paint thinners and more,

and sign up for a pickup. A state-licensed contractor picks up the box at the residence and disposes of the HHW contained inside properly. Each is provided on a monthly basis. As part of the HHW collection program, the City also funds a mail-in "Sharps" program for medical needles and maintains an old cell phone, battery, fluorescent bulb, photo copier ink jets and dry medication drop-off at City Hall. In 2009, the City added an in-home bulky item collection program for items too large or heavy to be moved by a resident. In 2010, with the renewal of the City's waste hauler franchise, bulky and other types of items were collected monthly at no charge to residents. During the 2012 reporting period the City collected:

- 16,450 lbs of HHW,
- 7,814 lbs of E-Waste,
- 85 tons of bulky items,
- 373 gallon containers of sharps,
- 2,816 lbs of batteries,
- 398 compact fluorescent bulbs and
- 1772 feet of straight fluorescent tubes,
- 961 lbs of non-controlled medicines.

Integrated Waste Management Franchise – In 2010, the City Council extended the integrated waste management franchise initially awarded to Ware Disposal, Inc. in 2005 for five years. The extension continued services at current rates—except for the annual increase in tipping fees paid to the County of Orange that was the subject of a separate agreement, sharing California beverage container redemption revenues with the City, and free monthly collection of bulky and other items left in designated areas throughout the City.

Environmental Improvement Pilot Program: In 2011, the City continued to implement the Environmental Improvement Pilot Program which began in October 2009 to reduce building permit fees for residents that install water and energy efficient products. The program reduced fees by an average of 15% for products including nail-in windows, hot water recirculation systems, photo-voltaic systems, energy efficient central heat and a/c systems and tankless water heaters.

Community Services Organization Grants: The City of Laguna Woods annually awards community services grants to non-profit organizations that provide services that benefit residents or workers through specific programs or projects. The City allocated \$150,000 in grants in the 2012 reporting period and will continue this program as future budgets allow.

Battery Recycling Ordinance: The City continued to enforce an ordinance adopted in February 2006 which corresponds with state law making it illegal to dispose of household and rechargeable batteries in regular trash. The ordinance requires retail businesses with \$1 million or more in sales of batteries in the City to maintain an on-site battery recycling program that is convenient, safe and environmentally friendly.

Taxi Voucher Program: The City's very popular taxi voucher program allows residents 60 years and older to travel anywhere in Orange County. The program subsidizes the cost of a taxi trip by up to 90%. There are three types of taxi voucher services: general travel, special destination trips and non-emergency medical trips. Special destination vouchers for senior residents allow travel to the Irvine Transportation Center, which includes rail and bus services. In 2012, the City Council removed the special destination voucher to John Wayne Airport to bring costs within the budget for FY 2012/2013.

In 2010, the City Council had already increased the age for residents purchasing special destination vouchers to John Wayne Airport to 70, and limited general travel vouchers to not include the airport.

Park In-Lieu Fee Ordinance: In 2012, the City continued to allocate and spend park in-lieu fees collected in prior years, including phase II of the Ridge Route Linear Park project, the design and construction of City Centre Park and improvements at Woods End Park. No fees were collected during the 2012 reporting period, but the City has collected \$425,628 since adoption of its park in-lieu fee ordinance.

Energy Grant Program: The City continued a program that provides for the purchase and installation of additional insulation, new dual pane windows with low "E" glass, doors, heat pumps, ceiling fans and other similar energy efficient improvements for qualified low income seniors who own their residential unit. The program is funded through a Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development (HUD). The City expects to spend approximately \$135,000 through FY 2013.

Capital Improvement Program: The following capital improvement projects are proposed, underway or have been completed in the 2012 calendar year:

#	PROJECT NAME	Status
1	City Hall Acquisition	Complete
2	City Hall Renovation	Underway
3	Moulton Parkway Widening/Smart Street Project Segment 3, Phase I – Hardscape Segment 3, Phase I – Landscape Segment 3, Phase II	Complete Complete Underway
4	El Toro Road/Aliso Creek Road Intersection Widening and Landscape Improvements Phase I Phase II	Complete Underway
5	Moulton Parkway Landscaping – South City limit to Via Campo Verde	Future
6	Ridge Route Linear Park Project Phase I Phase II	Complete Complete
7	City Centre Park	Complete
8	El Toro Road/Avenida Sevilla Storm Drain Project	Complete
9	Santa Maria Ave Pavement Resurfacing – Moulton Pkwy to Avenida Sosiega	Complete
10	Slurry Seal Program	Future
11	El Toro Road Resurfacing – Aliso Creek Road to Calle Sorona	Complete
12	Reconstruct Santa Maria Ave to provide multimodal trail on south side of street	Complete
13	El Toro Road Landscaping – Calle Sonora to Moulton Parkway	Future
14	Traffic Signal Right Turn Arrows	Complete

15	Aliso Creek Watershed Flood Control Design Study Phase I Phase II	Underway Not Required
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5. Regional Housing Needs Assessment Allocation

In accordance with State Housing law, the Southern California Association of Governments (SCAG) has prepared a Regional Housing Needs Assessment (RHNA) that quantifies the need for housing in each jurisdiction in the SCAG region between 2014 and 2021. The RHNA provides estimates of existing and future housing needs for each municipality and regional government. Local governments are mandated by State Law to implement this plan by providing concrete measures that will work to meet their local affordable housing allocation.

The existing need is determined from information about current residents including the number of low-income families paying more than 30% of income for housing. Future need is based on projected growth in the number of households and the number of units needed to maintain a target vacancy rate. State law requiring that new, affordable housing not be concentrated in existing low income neighborhoods also guides the geographic distribution of RHNA dwelling units. The RHNA can include replacement housing, as well as new construction. The allocation for new construction units by income category is indicated in the following table:

Total Construction Need by Income for Planning Period 2014-2021

Very Low	Low	Moderate	Above Moderate	Total
1	1	0	0	2
50%	50%	0%	0%	100%

Source: Southern California Association of Governments

The City of Laguna Woods RHNA was significantly reduced to two units in the latest cycle. The City is in the process of meeting its affordable housing allocation for the period of 2014 – 2021. No new residential units have been proposed or constructed, and no residential units have been permanently lost during this reporting period. In rare cases, occupancy of existing units has been restricted on a temporary basis due to fire or other construction deficiencies. In no case have these units been lost, or unable to be occupied once repairs have been completed.

6. Implementation of General Plan Elements

To better assess the progress toward full implementation of the General Plan, the following section provides a detailed look at all the goals and policies established in each General Plan Element. Each goal and policy is assigned one of the following status designations: "Implemented," "Ongoing," "Partially Implemented," "Started," "Not Yet Implemented" or Abandoned." Brief comments

regarding implementation are also provided to give a better assessment of the City's implementation status. The comments are not intended to be comprehensive, but provide examples of City efforts in implementing policies for the specific subject area.

Land Use Element:

The Land Use Element serves as a guide to community leaders for deciding upon future development of the City. The Land Use Element is central to development of the other elements of the General Plan. The subject matter of each of the General Plan Elements (e.g. Housing, Circulation, Open Space, etc.) is inextricably linked to the Land Use Element. The Land Use Element was originally adopted in 2002 and was amended in 2003 to add additional implementation measures, 2005 to change the land use designation of a 3.054 acre commercial parcel to "High Density Residential", 2007 to apply the "Open Space" land use designation to approximately 178.55 acres to annexed land, and amended in 2010 to account for the new "Residential Community" and "Community Facilities" land use designations, and to reflect the name change from "Leisure World" to "Laguna Woods Village".

The following is a summary of the Land Use Element objectives, policies and implementation measures:

Land Use Element	Implementation Status
Objective I: Promote land uses that accommodate the diverse needs of City of Laguna Woods residents.	
Policy I.A: Facilitate development of a variety of housing types that appeal to a broad spectrum of prospective new residents.	
I.A.1 Accommodate rezoning of properties consistent with Residential designations shown on the General Plan Land Use Map and with Housing Element goals for new dwelling unit construction.	Implemented: In 2010 staff amended the General Plan Land use Element and Land Use Map to describe and account for the new "Residential Community" and "Community Facilities" land use designations. Additionally, the City Council adopted chapter 13.23 establishing Emergency and Transitional Housing Shelter Regulations within the City's Municipal Code which became effective in 2011. City staff will continue to identify opportunities that will allow for adequate affordable housing.

Land Use Element	Implementation Status
I.A.2 Approve rezoning of Open Space land to non-residential use consistent with the General Plan Land Use Map only after sufficient land is zoned for Residential use consistent with Housing Element goals for new dwelling unit construction.	Implemented: The majority of previously zoned Open Space land within the City has been designated as Urban Activities Center specific plan. The specific plan has not yet been developed, but must be consistent with general plan policies. In 2007 the City annexed 178.55 acres "Laguna Laurel" from the County of Orange and designated the land Open Space.
I.A.3 Adopt a Zoning Ordinance provision requiring that replacement, redevelopment, and/or relocation of any Leisure World [Laguna Woods Village] Clubhouse facility will not result in a net loss of land area reserved and maintained for recreational uses.	Implemented: Section 13.08.030 (e) of the City of Laguna Woods Zoning Code adopted April 16, 2003.
Policy I.B: Actively participate with property owners and their representatives to expand the range of retail goods and services.	
I.B.1 Prepare a City marketing brochure to supplement broker and property owner offerings to prospective commercial tenants and prospective residents.	Ongoing: The City has prepared a City Map / Guide to promote City services and businesses within the City. The City will continue to promote Laguna Woods to new residents and businesses.
I.B.2 Adopt Zoning Ordinance procedures for site-specific parking studies reflecting demand based on existing or proposed commercial tenant mix.	Implemented: Section 13.18.070 of the City of Laguna Woods Zoning Code adopted April 16, 2003.
I.B.3 Accommodate requests of property owners for zone changes consistent with land use designations on the General Plan Land Use Map.	Ongoing: In 2005 an application to rezone a commercial office property to multifamily residential use was approved. As part of the approved 2010-2011 zoning code modification project, staff reviewed each property's zoning district, general plan designation, and land use. Additionally, a survey request was sent to all property owners and their representatives in order to solicit input for this project. As a result, ten properties were rezoned.
Objective II: Enhance the value and desirability of properties.	

Land Use Element	Implementation Status
Policy II.A: Develop a strategy for promoting excellence in property maintenance and building design.	
II.A.1 Adopt Zoning Ordinance standards for design review that include architectural guidelines for new and renovated commercial projects.	Ongoing: The City of Laguna Woods Zoning Code was adopted April 16, 2003. The City development standards continue to evolve to respond to changes in land use.
II.A.2 Include noise, view, light and glare, and traffic generation considerations in developing buffer zone requirements in the Zoning Ordinance to ensure compatibility of non-residential development with nearby residential uses.	Implemented: Section 13.16. of the City of Laguna Woods Zoning Code was adopted April 16, 2003.
II.A.3 Continue to implement the scenic highway provisions of the Zoning Ordinance.	Ongoing: There have been no revisions to the scenic highway provisions within the City.
II.A.4 Continue to include maintenance and periodic upgrading of landscaped medians in the City's annual budget.	Ongoing: Median maintenance is part of the current public works budget. Median upgrades have been included in the City's Capital Improvement Plan.
II.A.5 Continue the current Code Enforcement program including inspection and compliance provisions associated with the City's Stormwater Program.	Ongoing: Land use, building department and stormwater program compliance programs are ongoing.
II.A.6 Adopt a Zoning Ordinance provision requiring preparation of a Specific Plan for the "Urban Activities Center" designated on the Land Use Plan prior to approval of development on any of the subject parcels and including performance and development standards consistent with Section II.C.2, <i>Specific Plan Concept</i> .	Implemented: Section 13.14.040 of the City of Laguna Woods Zoning Code adopted April 16, 2003.

Land Use Element	Implementation Status
II.A.7 Incorporate stormwater design considerations or Standard Urban Stormwater Mitigation Plans (SUSMP's) and the implementation of Best Management Practices (BMP's), to the maximum extent practicable, in new development and significant redevelopment projects to improve water quality and ensure compliance with the City Local Implementation Plan (LIP).	Ongoing: New projects are reviewed for compliance with the City Stormwater Local Implementation Plan and Water Quality Ordinance adopted January 2003 and revised in 2010. Specific design considerations are addressed as part of the Water Quality Management Plan review. In 2010, the City modified several ordinances related to water quality, including trash and debris, grading, and water quality. These modifications were made to ensure continued compliance with State law and reduce water pollution.
Policy II.B: Monitor land use decisions and legislation of other units of government that may affect the quality and value of properties in the City of Laguna Woods.	
II.B.1 Actively participate as a City in area-wide and regional forums in opposing a commercial airport at the former Marine Corps Air Station at El Toro.	Implemented: The Great Park concept was approved for the former Marine Corps Air Station at El Toro. Land was sold to private developer in 2005 and early construction has begun.
II.B.2: Monitor legislative updates provided by the California League of Cities.	Ongoing: The City continues to monitor legislative updates provided by the California League of Cities.
II.B.3 Work with nearby cities and special districts on issues of mutual benefit or interest.	Ongoing: The City has partnered with the City of Laguna Hills on several road improvement issues and continues to work with El Toro Water District on wastewater, water conservation and stormwater issues.
Objective III: Promote innovation in design and development of properties that reflects the unique needs of the City of Laguna Woods market.	
Policy III.A: Identify opportunities in new construction and re-use projects for optimizing accessibility for people with special needs.	
III.A.1 Consider adopting zoning and subdivision requirements for connecting sidewalks and multipurpose trails between new and existing commercial, institutional and residential	Partially Implemented: The City has constructed a multipurpose trail linking existing commercial, institutional, and residential uses. Requirements have not yet been adopted as part

Land Use Element	Implementation Status
destinations.	of the Zoning and Subdivision Codes.
III.A.2 Consider adopting Zoning Ordinance standards for alternative modes of transportation in commercial, institutional, and multiple family residential developments.	Partially Implemented: The City has pursued golf cart linkages between existing commercial, institutional, and residential uses. Section 13.18.090 of the Zoning Code "Transportation Demand Management" includes provisions for alternative modes of transportation. Additionally in 2012, the City Council allowed golf carts to travel on portions of the El Toro sidewalk.
Objective IV: Maintain and enhance revenues to the City.	
Policy IV.A: Consider the fiscal impacts of land use decisions.	
IV.A.1 Require applicants for new uses, to be defined by project size or type, to submit fiscal impact analyses including projected revenues to the City and costs of municipal services.	Ongoing: A fiscal analysis is part of the standard review process for significant land use projects.

Housing Element:

The Housing Element is intended to guide City decision-making through an action program including policies, procedures, and incentives for maintaining and expanding the housing supply in the City of Laguna Woods for all income groups. The Housing Element identifies specific actions that will be taken to implement objectives and policies to ensure that there are adequate sites to achieve housing diversity, facilitate the development of affordable housing, improve the existing affordable housing stock and promote equal housing opportunity. The Housing Element was amended in January 2009 and will be updated again in 2013.

The following is a summary of the Housing Element objectives, policies and implementation measures:

Housing Element	Implementation Status
Objective 1: Maintain and improve residential neighborhoods and support quality housing for all residents.	
Policy 1.A: Work towards full implementation of the 2006-2014 Housing Element objectives.	

Housing Element	Implementation Status
policies, and programs in the Housing element	
Program 1.A.1 Provide a progress report on the 2006-2014 Housing Element programs and quantified objectives as part of the annual General Plan status reports to the State.	Ongoing: The annual general plan progress report for past years has been submitted to the Governor's Office of Planning and Research and the Department of Housing and Community Development. City staff will continue to submit progress reports in future years.
Policy 1.B: Promote, encourage, and facilitate efforts to preserve the City's housing stock.	
Program 1.B.1 Continue to promote on-going building maintenance activities. To promote building maintenance, the City will: • Identify available funds for building maintenance activities and energy efficiency upgrades. • Disseminate public information on available housing programs, such as the energy efficient equipment retrofit program (CDBG) at public counters and the City's website. • Assist property owners and property managers in their efforts to identify and mitigate housing maintenance issues.	Ongoing: The City receives money in the form of Community Development Block Grants (CDBG), for use in an energy efficient equipment retrofit program. The City continues to apply for CDBG funds, and will continue to implement the program each year as funds allow.
Objective 2: Promote and encourage the development of housing opportunities to accommodate current and projected housing need.	
Policy 2.A: Promote construction of units consistent with the new construction needs identified in the Regional Housing Needs Assessment (RHNA).	
Program 2.A.1 Work with property owners in the development of Specific Plans to guide the development of Urban Activities Center parcels to include residential development.	Not Yet Implemented: In December 2011, the property owners submitted a Specific Plan and General Plan amendment to develop nine parcels that cover approximately 72 acres of Urban Activities Center land. The City is currently working on the Environmental Impact Report (EIR) for the proposed Specific Plan.

Housing Element	Implementation Status
Policy 2.B: Mitigate governmental constraints to the accommodation of special needs residents.	
Program 2.B.1 Participate in the County of Orange Consolidated Plan program and in the Continuum of Care to provide housing for special needs populations, particularly extremely and very low income persons. Participation will include assigning a representative to participate in meetings and events sponsored by these programs. In addition, the Resource Guide for Orange County Homeless and other publications that support the program goals will be distributed from City Hall.	Partially Implemented: The City of Laguna Woods participated in the development of the County of Orange Consolidated Plan drafted for the years of 2010 – 2015. While the City provides numerous information pamphlets on an array of resources, they are yet to distribute a resource guide for Orange County homeless.
Program 2.B.2 Revise the Laguna Woods Zoning Ordinance to identify zones that will allow the development of transitional housing facilitate transitional housing and supportive housing developments that serve extremely and very low income households, consistent with Government Code Section 65583(c)(1). Because transitional and supportive housing can be configured in different ways – either as regular multi-family housing or as group quarters the Zoning Ordinance amendment will ensure that transitional and supportive housing that function as a residential use will be treated as residential uses and only subject to those restrictions that apply to other residential uses of the same type in the same zone.	Implemented: As part of a larger Zoning Code Update that occurred in 2010 and adopted in 2011, the City added Chapter 13.23 to the Laguna Woods Municipal Code establishing Emergency and Transitional Housing Shelter regulations.
Program 2.B.3 Review and revise the Laguna Woods Zoning Ordinance to provide for emergency homeless shelters that serve extremely and very low income households as a by-right use and develop objective standards to regulate emergency shelters as provided for under Government Code Section 65583(a)(4). Evaluate the Neighborhood Commercial (NC), Community Commercial (CC), Highway Commercial (HC) or Urban Activities (UAC) zones for inclusion of emergency homeless shelters as a by-right use.	Implemented: As part of a larger Zoning Code Update that occurred in 2010 and adopted in 2011, the City added Chapter 13.23 to the Laguna Woods Municipal Code establishing Emergency and Transitional Housing Shelter regulations.

Housing Element	Implementation Status
Policy 2.C Address the housing needs of special populations and extremely low income households through emergency shelters, transitional housing, supportive housing, and single-room occupancy units.	
Objective 3: Encourage and facilitate the development of affordable housing opportunities for all economic segments of the community, especially for extremely- and low-income residents.	
Policy 3.A: Recognize the City's leadership role in the maintenance, preservation, improvement, and development of affordable housing.	
3.A.1 Encourage and facilitate the development of affordable housing by: • Supporting non-profit organizations that address housing issues. • Serving as an intermediary between non-profit organizations and interested residential developers. • Assisting in application preparation and other efforts to secure funding sources for development of housing for extremely low-, very low-, low- and moderate-income residents. • Making available regional and local housing program information to residents, and assisting residents in contacting housing assistance organizations. • Inform interested developers about the range of housing allowed in areas outside of Laguna Woods Village, including housing for families. • Inform interested developers about the State density bonus program incentives available for development of affordable housing program. • Program incentives available for development of affordable housing.	Ongoing: The City is continuing to work with past and present residential developers to promote affordable housing. In the 2009 reporting period, two additional deed restricted affordable unit were created through modifications to a property's Conditional Use Permit. The City will continue to work with future residential developers and to create zoning code ordinances that promote affordable housing.

Housing Element	Implementation Status
Program 3.A.2 Continue to encourage and facilitate the use of the City's density bonus provisions to provide affordable housing opportunities. Revise the density bonus provisions in the City's Municipal Code to be consistent with State density bonus law.	Ongoing: The City's density bonus requirement provisions were recently updated in 2013 to ensure compliance with state law to encourage housing for moderate, low and very-low income households.
Program 3.A.3 Develop an inclusionary ordinance that requires new development to contribute toward provision of affordable housing. Standards will address minimum project size, percentage of units to be dedicated as inclusionary housing, definition of affordability required, exceptions to the ordinance, timeframe of affordability, and alternative opportunities for satisfying the inclusionary requirement.	Implemented: In January 21, 2009 the City adopted Section 13.25 titled Inclusionary Housing to the Laguna Woods Zoning Code.
Program 3.A.4 Encourage residents to apply, when available, for the Section 8 rental assistance program (through County of Orange Housing Authority) for extremely and very low-income rental households. Inform local rental property owners and eligible residents of Section 8 assistance and Section 8 waitlist openings through flyers and the City's website. Provide technical assistance during the application process to interested residents. While the City endeavors to maintain the current level of assistance through the Section 8 (72 vouchers) program, the City has no jurisdiction over the funding and operation of the Section 8 voucher program.	Ongoing: The City provides Section 8 housing information and application forms. The City receives information for Section 8 housing through the County of Orange.
Program 3.A.5 Continue to use CDBG funds to fund projects that improve and maintain the quality of the City's housing stock and residential infrastructure. While the City endeavors to maintain the current level of assistance through the CDBG program, the City has no jurisdiction over the funding and operation of CDBG program.	Ongoing: The City continues to use CDBG funds to fund energy efficiency programs. The city will continue to fund the energy efficient program as CDBG funds allow.

Housing Element	Implementation Status
Program 3.A.6 The City has received no complaints regarding any discriminatory actions and will continue to enforce all fair housing law. The City Manager is responsible for addressing and/or referring fair housing complaints and questions to the Fair Housing Council of Orange and/or HUD. The City will provide information on fair housing rights and responsibilities, and seek to remedy known acts of discrimination within the community. The City will disseminate fair housing information at City Hall and throughout Laguna Woods in a variety of community places.	Ongoing: The City provides information about fair housing laws and procedures on request.
Objective 4: Facilitate housing, transportation and physical accommodations to aid persons with disabilities.	
Policy 4.A: Maintain zoning/development standards that guide development of affordable housing near public transportation, and promote project designs that are accessible and accommodating to the disabled.	
Program 4.A.1 Establish reasonable accommodation procedures in the Zoning Ordinance and as applicable, the Building Code, to provide disabled individuals or households equal housing opportunity through residential unit modifications intended to improve mobility and accessibility, and to provide the flexibility necessary for developing housing for individuals with disabilities.	Implemented: In 2013 the City adopted a reasonable accommodations ordinance to improve mobility and accessibility, and to provide the flexibility necessary for developing housing for individuals with disabilities.
Program 4.A.2 Partner with property owners to identify and accomplish the retrofit of dwelling units and common facilities for handicapped accessibility. The City will participate at board meetings of the housing mutual's and the Golden Rain Foundation, the principal property owner in the City, to encourage retrofitting.	Not Yet Implemented: While City officials often meet with the representatives of major property owners, a mutual approach to promoting retrofitting within the community is yet to be developed.

Circulation Element:

The purpose of the Circulation Element is to guide development of the transportation system to support existing development and planned growth in response to community needs. The Circulation Element addresses the street and highway network, railroads, transit services, and bicycle and pedestrian facilities within the community. The Circulation Plan and supporting objectives, policies, and

implementation measures are consistent with the land use and other provisions and standards of the City's General Plan.

The following is a summary of the Circulation Element objectives, policies and implementation measures:

Circulation Element	Implementation Status
Objective I: Improve and expand transportation options within the City and to destinations outside the City.	
Policy I.A: Maintain and enhance an integrated vehicular circulation network to accommodate local needs and land uses.	
I.A.1 Monitor arterial roadways and intersections within the City with the goal of maintaining Level of Service (LOS) D on roadway segments and at intersections.	Ongoing: The City reviews intersection performance as part of its regular public works function and as part of the CEQA project review for City and surrounding jurisdictions.
I.A.2 The City shall develop a Traffic Impact Analysis Procedures Manual to guide the conduct of traffic studies. The Manual shall define procedures for analyzing proposed development traffic impacts on roadways both within and outside the City, for determining appropriate and effective mitigation measures, and for establishing procedures ensuring that new development pays at least its fair and proportionate share of required mitigation measures. The Manual shall identify the types and sizes of projects requiring a traffic impact analysis, and a process for preparing the analysis, including analysis methodologies, and development of significance criteria consistent with level of service performance criteria identified in the Circulation Element. The Manual shall also identify procedures for analyzing land development within the Urban Activities Center to ensure that overall trip generation totals identified in the General Plan are not exceeded, and that General Plan roadway standards continue to be met. The Manual shall include methods to ensure consistency with the requirements of the County of Orange Congestion Management Plan and the Growth Management Plan.	Not Yet Implemented: The process started in 2010 for the drafting, review and adoption of a City Traffic Impact Analysis Procedures Manual. The City continues to conduct both project specific and regional analysis to better understand roadway segments in the community. Under the current program, traffic analysis is conducted at a project level as part of the environmental review. Work continued in 2012 to standardize the traffic review process.

Circulation Element	Implementation Status
I.A.3 Define on-site and off-site circulation infrastructure improvements necessary to mitigate impacts of new development.	Ongoing: A thorough review of circulation impacts for new developments is part of the project and environmental review process.
I.A.4 Work with the Orange County Transportation Authority and the County of Orange in phased implementation of Master Plan of Arterial Highways to meet the particular needs of the City.	Ongoing: The City continues to comply with Master Plan of Existing Arterial Highways (MPAH) implementation; in 2012 there was an agreement to remove portions of arterials from the MPAH including Santa Maria Avenue.
Policy I.B: Develop strong working relationships with management and staff of the Orange County Transportation Authority (OCTA), Laguna Woods Village Transportation, South County Senior Services, and other appropriate agencies to highlight the transit needs of the City of Laguna Woods residents, including the special needs of seniors, and to enhance and coordinate transit services in the City.	
I.B.1 Support the provision of safe and efficient intercity and intracity public transportation for residents and workers in the City of Laguna Woods.	Ongoing: The City continually works with the OCTA on a regular basis to discuss ways and methods to improve the quality of public transportation.
I.B.2 Encourage the use of public transportation.	Ongoing: The City distributes maps/guides with information about private and public bus, taxi and other public transportation.
I.B.3 Explore funding sources for the operation, maintenance and improvement of local transit services, including bus shelter and transfer point amenities.	Ongoing: The City continues to comply with Master Plan of Existing Arterial Highways (MPAH) implementation, a requirement to qualify for Measure M and the new Measure M2 funds. Staff identified additional funding sources during the 2011 reporting period, gaining agreement from the OCTA Board of Directors and the Orange County Board of Supervisors to provide funding \$6.9 million for the completion of the Moulton Smart Street Project, Segment 3, Phase II, and \$500,000 in federal funds for completion of the El Toro Road/Aliso Creek Road intersection improvements, Phase II. Staff will continue to pursue funding opportunities in future years.
I.B.4 Increase staff involvement in oversight of	Ongoing: Staff continually submits direct and

Circulation Element	Implementation Status
fixed route bus and paratransit services.	regular input regarding proposed new or changed transit and paratransit services, including changes to OCTA ACCESS service. City staff also participated in review of the proposed Countywide transit study implementation measures as a member of the OCTA Technical Advisory Committee to the OCTA Board of Directors.
I.B.5 Work with the Orange County Transportation Authority (OCTA) and Laguna Woods Village Transportation to coordinate bus service schedules to minimize wait time for fixed route service.	Ongoing: Laguna Woods Village Transportation services have full access to OCTA bus stops to facilitate transfers. City staff serves as the liaison between the organizations for future discussion.
I.B.6 Promote future service extensions to popular destinations outside the City.	Ongoing: The City continues to promote service extensions through alternative transportation options such as the City's Taxi Voucher Program.
I.B.7 Promote driver sensitivity training that extends to operation of wheelchair lifts and tie-downs, bus stop announcements, and understanding the needs of individuals with mobility impairments.	Ongoing: OCTA and Laguna Woods Village have regular driver sensitivity training sessions for their bus drivers. The City also requires such driver training as part of contract with private operator of taxi voucher services.
I.B.8 Provide fixed route bus information in a format easily readable by seniors.	Ongoing: The City distributes maps/guides with information in an easy-to-read format about private and public bus, taxi and other public transportation, and show major transit routes on the map.
I.B.9 Arrange training programs to provide on-site assistance to Laguna Woods' residents to familiarize them with OCTA and Laguna Woods Village ridership options and traveling tips.	Ongoing: The City helped establish an assistance group to help residents in qualifying for OCTA ACCESS bus service. The City also participates in sponsoring transportation fairs and workshops that highlight transportation services and programs available to residents.
I.B.10 Require the dedication and improvement of rights-of-way for bus turnouts as a condition of development approval, when appropriate.	Ongoing: In 2012, there were no new projects which required the addition of right-of-way improvements for bus turnouts.
I.B.11 Encourage maintenance of deep discounts for seniors using OCTA bus services and adoption of other inducements to use fixed route services, such as restaurant and merchant coupons.	Ongoing: The City continues to participate in Measure M2 reauthorization planning; including strong support for senior/disabled discounts for OCTA fixed route and ACCESS services.

Circulation Element	Implementation Status
I.B.12 Continually review the network of transit services to determine and encourage adoption of methods to increase ridership and respond to changing demands of the community.	Ongoing: The City regularly participates and will continue to participate in local and regional transportation needs assessments. The last of these assessments occurred in 2012 with SCAG's adoption of the 2012 RTP/SCS.
I.B.13 Support the efforts of appropriate agencies to provide additional local and express bus services to the City of Laguna Woods, such as intercity rail station feeder service.	Ongoing: In 2008 and 2009, the City conducted the Laguna Woods Go Local Study and Transportation Needs Assessment Update. A component of this project was to evaluate potential services to improve access to regional rail systems. The OCTA is conducting further analysis regarding these potential services, but is seeking City contributions for the ongoing operations of any services to train stations and/or local shopping centers. The City has no funds available for such contributions.
I.B.14 Provide opportunities for residents to give input on current and future fixed route and para-transit services.	Ongoing: The City has several advisory committees, including the Public Safety Committee, Community Services Committee and Land Use and Design Review Committee. These committees focus citizen input on specific issues, which often include transportation and traffic. These monthly meetings provide formal opportunities for public input.
Policy I.C: Coordinate the efforts of all transit service providers to plan for and implement a package of improved services for residents and workers.	
I.C.1 Coordinate with and support transit service providers as appropriate in developing and implementing plans for improving transportation services, coordination, and marketing.	Ongoing: The City regularly conducts transportation needs assessments for residents of Laguna Woods. The City also regularly submits requests for new transportation service funding as part of the Measure M2 reauthorization effort. Lastly, the City has a map/guide that provides extensive transportation service information and routes.
I.C.2 Provide input for development of service schedules that minimizes wait time for transfers between Laguna Woods Village Transportation and OCTA fixed route bus services.	Ongoing: Staff continually submits direct and regular input regarding proposed new or changed transit and paratransit services, including changes to OCTA ACCESS service.

Circulation Element	Implementation Status
I.C.3 Continue to implement a bus shelter program with comfortable and convenient amenities.	Ongoing: In conjunction with local and regional transportation providers and support firms, the City provides bus shelters that support transit riders with amenities, including transfer points for Laguna Woods Village bus services.
Policy I.D: Explore opportunities to contract for new transit services based upon the needs of the community.	
I.D.1 Update the transit service needs of City of Laguna Woods residents on a regular basis to determine new destinations and changes in service demands.	Ongoing: The City conducts transportation needs assessments on a regular basis. These assessments occurred in 2001 and 2008-09. The City will continue to evaluate transportation needs in future assessments. City staff also participated in review of the proposed Countywide transit study implementation measures as a member of the OCTA Technical Advisory Committee to the OCTA Board of Directors.
I.D.2 Devise transit services to meet changing community service needs.	Ongoing: As funds become available City staff will continue to identify transit services that can meet the unique needs of Laguna Woods' residents. Programs such as the popular taxi voucher program and non-emergency medical transportation taxi voucher service are examples of ongoing programs.
I.D.3 Implement new services, as appropriate, based upon budget and operation considerations.	Ongoing: As illustrated by the City's multiple taxi subsidy programs, the City looks to locate new funding sources for new programs on an ongoing basis.
Objective II: Provide innovative alternatives for maintaining independence and mobility of residents.	
Policy II.A: Consider implementation of local demand response and shuttle service.	
II.A.1 Implement a demand responsive taxi voucher service to serve all residents.	Implemented: Contingent on available funds, the City operates a taxi voucher service and non-emergency medical transportation taxi voucher service.

Circulation Element	Implementation Status
II.A.2 Explore the feasibility of establishing a City operated or contracted shuttle service using rotating destinations and routes.	Partially Implemented: The OCTA conducted a study in 2010, in cooperation with the cities of Laguna Woods, Laguna Hills and Lake Forest, to assess the potential cost and ridership of shuttle service to the Irvine Transportation Center and a circulator to shopping centers along El Toro Road in the three cities. Staff worked with OCTA staff in the evaluation process and coordinated with other cities to determine the feasibility and potential benefits of both of these services. OCTA determined that City contributions would be needed for the ongoing operations of any services to train stations and/or local shopping centers. The City has no funds available for such contributions.
II.A.3 Accommodate and support innovative vehicles and services that meet the transit needs of the community while reducing air pollution and fossil fuel energy consumption as practicable.	Ongoing: The City works in conjunction with private land owners to encourage the availability of trails for golf carts, many of which are now powered by electric batteries. In 2011, the City constructed a multimodal trail (wide sidewalk) on the eastbound side of Santa Maria Avenue from Via Vista to Moulton Parkway, and a trail on the westbound side into a local shopping center, to provide for safe use of golf carts, the vast majority of which are electric-powered. The City Council also approved the use of golf carts along the length of El Toro Road from the main entrance to the Willow Tree Center on the west, to the first entrance to the Valencia Center on the east.
Policy II.B: Help residents understand transit services and options.	
II.B.1 Work with transportation service providers to develop clear, readable transit maps and guides.	Ongoing: The City designed and produced a map/guide with information in an easy-to-read format about private and public bus, taxi and other public transportation.
II.B.2 Publish improved transit rider information maps and guides.	Implemented: The City distributes maps/guides with information in an easy-to-read format about private and public bus, taxi and other public transportation.

Circulation Element	Implementation Status
II.B.3 Post City transit maps at bus stops and transfer points throughout the City to help people travel throughout the County.	Not Yet Implemented: While the map/guide is available at City Hall, staff has yet to develop a map for use at bus stops and transfer points throughout the City.
II.B.4 Distribute transit maps and guides throughout the City.	Not Yet Implemented: The City's map/guide listing information about transportation options is only currently available at City Hall.
II.B.5 Develop a Travel Training Program providing orientation on available transportation services and options.	Ongoing: The City works with volunteers and Laguna Woods Village Transportation services to provide on-site training for transit users. The City also provides a map/guide to using private taxis and other services as modes of transportation.
II.B.6 Develop a Rider Information Hotline and Referral System that provides personalized, step-by-step instructions in the use of fixed route bus, train, demand response and other transportation services.	Not Yet Implemented: Transit information is provided in a general format by contacting City Hall. The City coordinates with OCTA to improve its online information related to use of local and regional transportation services.
Objective III: Maintain and improve existing circulation infrastructure.	
Policy III.A: Provide and maintain a bicycle circulation system that connects to adjacent jurisdictions consistent with the regional bicycle network.	
III.A.1 Provide Class II on-street bicycle lanes on arterial roadways consistent with the County of Orange Commuter Bicycle Plan.	Ongoing: The Moulton Smart Street project, Segment 3, Phase I, was completed in 2011 and includes Class II bike trails consistent with the County of Orange Commuter Bicycle Plan. In 2012 the contract was awarded for Phase II of the Moulton Smart Street project slated to begin in 2013.
III.A.2 Investigate the feasibility of including a Class I bicycle path as part of a multi-purpose trail along the south side of El Toro Road between Calle Sonora and Paseo de Valencia.	Implemented: Class I trail included as part of multi-modal sidewalk/trail along El Toro Road, from Moulton Parkway to Paseo de Valencia, and on Santa Maria Avenue, from Via Vista to Moulton Parkway.
Policy III.B: Accommodate the unique needs of residents in the design and construction of	

Circulation Element	Implementation Status
pedestrian facilities.	
III.B.1 Construct sidewalks of adequate width along El Toro Road between Moulton Parkway and Paseo de Valencia, possibly as part of a multi-purpose trail, and along Moulton Parkway between El Toro Road and Calle Aragon.	Implemented: A fourteen foot wide sidewalk (ten foot wide near intersections) has been constructed on El Toro Road from just east of Moulton Parkway to Paseo de Valencia. Planning was also started on widening the sidewalk adjacent to southbound Moulton Parkway, from just south of Via Campo Verde to the entrance to the Calvary Chapel Church parking lot.
III.B.2 Determine the feasibility of providing secured, direct pedestrian and alternative vehicle access between residential communities and commercial and institutional uses.	Ongoing: The City has established 7 official golf cart crossings, constructed a golf cart path and is planning an additional golf cart path to help facilitate alternative vehicle movement between sections of Laguna Woods Village and the surrounding commercial or institutional land uses. In addition, in 2011, staff worked with a local church and new tenant in the Willow Tree Center to provide additional Americans with Disabilities (ADA) access to City sidewalks and nearby bus stops.
III.B.3 Maintain adequate time intervals for the pedestrian crosswalk phase at signalized street intersections.	Implemented: The City has installed count-down pedestrian signals at all signalized intersections and maintained crosswalk timing to ensure safe pedestrian crossings.
III.B.4 Consider enhancements for crosswalks such as easy to operate crosswalk buttons, audio warning indicators, and curb cuts at key signalized street intersections near commercial areas and Leisure World [Laguna Woods Village] gates.	Implemented: The City installed count-down pedestrian signals and touch-buttons at all signalized intersections, audio warning equipment at two signalized intersections, and modified curb ramps as needed.
Policy III.C: Maintain and enhance infrastructure to promote alternative vehicle access where feasible.	
III.C.1 Determine the feasibility of including alternative vehicle access to a multi-purpose trail along the south side of El Toro Road between Calle Sonora and Paseo de Valencia.	Partially Implemented: The City has constructed a golf cart trail on El Toro Road near the Lutheran Church and St. Nicholas Church. This extends access to legal golf cart crossings that connect to institutional uses and an adjacent commercial center to residential areas. The City Council also approved the use of golf carts along the length of El Toro Road from the main

Circulation Element	Implementation Status
	entrance to the Willow Tree Center on the west, to the first entrance to the Valencia Center on the east.
III.C.2 Investigate the feasibility of developing secure, direct access points for alternative vehicles between residential communities and commercial and institutional uses.	Ongoing: The City has seven official golf cart crossings and constructed a golf cart path to help facilitate alternative vehicle movement between commercial, institutional and residential areas of Laguna Woods. Another multimodal path was built in 2011 on Santa Maria Avenue, from Via Vista to Moulton Parkway, to provide access to the Moulton Plaza Center. The City Council also approved the use of golf carts along the length of El Toro Road from the main entrance to the Willow Tree Center on the west, across Laguna Woods Village gates 1 and 5, to the first entrance to the Valencia Center on the east, which is adjacent to the San Sebastian apartments and condominiums.
III.C.3 Work with the City of Laguna Hills to determine the feasibility of providing off-street alternative vehicles connections to the Laguna Hills Mall and Saddleback Medical Center.	Not Yet Implemented: City officials have met with representatives from the City of Laguna Hills to discuss plans for creating golf cart crossings between Laguna Hills Mall, Saddleback Medical Center and nearby residential areas. Concerns surrounding liability and safety have prevented this issue from moving forward, however, neighborhood electric vehicles or what are more commonly called “golf cars,” which require license plates and a driver’s license to operate, can legally cross Paseo de Valencia to gain access to those locations.
III.C.4 Provide alternative vehicles parking areas at key commercial locations, churches, and main transit stops, where feasible.	Partially Implemented: Golf cart parking areas are currently provided at Town Centre and the Laguna Woods Community Center.
III.C.5 Consider adopting zoning and subdivision requirements for connecting alternative vehicle trails between new and existing commercial, institutional, and residential destinations.	Not Yet Implemented: While the City has standards that promote and protect sidewalks and traditional pedestrian trails, staff has yet to develop standards that mandate the inclusion of alternative vehicle trails.
III.C.6 Consider adopting zoning ordinance standards for accommodating alternative vehicles in commercial, institutional, and multiple family	Partially Implemented: The City has adopted zoning provisions that allow a small number of alternative vehicle parking (i.e., golf carts) in lieu

Circulation Element	Implementation Status
residential developments.	of traditional vehicle spaces.
Objective IV: Identify potential impacts on the City of Laguna Woods of land use and transportation decisions of other governmental entities.	
Policy IV.A: Coordinate with neighboring jurisdictions and with agencies responsible for projects affecting the City of Laguna Woods.	
IV.A.1 Participate with the County of Orange, the Orange County Transportation Authority, Transportation Corridor Agencies, and the Southern California Association of Governments to represent the City's position and to facilitate implementation of an integrated circulation system that meets the needs of the City of Laguna Woods.	Ongoing: Staff continually submits direct and regular input regarding proposed new or changed transit and paratransit services, including changes to OCTA ACCESS service. Representatives from the City are also active in participating in meetings and providing input to the Orange County Council of Governments, County of Orange, Transportation Corridor Agencies and the Southern California Association of Governments.
IV.A.2 Monitor local development activity and transportation improvements in adjacent jurisdictions as well as regional transportation projects to determine benefits and impacts to the City.	Ongoing: Representatives from the City regularly meet with and/or provide input to surrounding local and regional governments to ensure that development activity in nearby jurisdictions does not impact infrastructure or the quality of life of residents of Laguna Woods.
IV.A.3 Continue working with the El Toro Reuse Planning Authority in supporting development of the former Marine Corps Air Station that is compatible with the land use objectives of the City.	Implemented: The former El Toro Marine Corps Air Station has been annexed into the City of Irvine and the property is being developed as the Orange County Great Park surrounded by residential and mixed use development.

Conservation Element:

The Conservation Element sets forth a strategy for the protection, conservation, and management of natural resources including water, soils, wildlife, and minerals to the extent possible at the local level. For an urbanized area such as the City of Laguna Woods, the scope of the Conservation Element has been modified to include air quality, water quality, energy conservation, and waste management issues.

The following is a summary of the Conservation Element objectives, policies and implementation measures:

Conservation Element	Implementation Status
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Conservation Element	Implementation Status
Objective I: Preserve and enhance the environment.	
Policy I.A: Protect existing riparian and wildlife habitats.	
I.A.1 Revise the Zoning Ordinance as required to preclude establishment of land uses and construction of buildings within the flood plain of Aliso Creek that would disturb its natural state.	Implemented: The City of Laguna Woods Zoning Map was adopted April 16, 2003. The Aliso Creek Corridor is zoned as an Open Space Passive District which is the most restrictive district in relation to construction of permanent structures.
I.A.2 Work with the Orange County Flood Control District to employ flood control devices that will maintain Aliso Creek and its flood plain in a natural state.	Ongoing: The City continues to work with other cities, Orange County and the Flood Control District in the watershed management of Aliso Creek. Included in the management objectives are flood control and creek restoration. In 2011, the City received funding and hired a consultant to perform the Aliso Creek Watershed Flood Control Design Study, Phase I, focused on the area at the confluence of the borders of Laguna Woods, Laguna Hills and Aliso Viejo.
I.A.3 Revise the Zoning Ordinance to require preservation of wildlife and riparian habitats.	Not Yet Implemented: While not a part of the Zoning Code, the stormwater Local Implementation Plan has provision to address preservation of riparian areas for hydrologic purposes. This will indirectly lead to the preservation of wildlife and riparian habitats.
Policy I.B: Cooperate with other cities, governmental units, and private organizations in protecting natural resources of area-wide or regional significance.	
I.B.1 Enlist the participation of neighboring cities in developing a strategy for ensuring that the Laguna Laurel property is preserved as permanent open space and wildlife habitat.	Implemented: In July 2007 the City annexed Laguna Laurel into the City boundaries and designated the land Open Space – Passive.
I.B.2 Evaluate the feasibility of annexing the Laguna Laurel property into the City of Laguna Woods.	Implemented: In July 2007 the City annexed Laguna Laurel into the City boundaries and designated the land Open Space – Passive.

Conservation Element	Implementation Status
I.B.3 Actively participate with other cities, governmental entities, and organizations to establish a wildlife corridor from the mountains to the ocean, including the former Marine Corps Air Station – El Toro.	Ongoing: Council members of the City of Laguna Woods have historically sat on the board of directors for the Laguna Canyon and Great Park Foundations. These organizations are integral in establishing a contiguous wildlife corridor including the former Marine Corps Air Station at El Toro. In 2011, the City joined the Coastal Greenbelt Authority as a voting member, who also serves as vice chair, to provide input to OC Parks and involved city councils on planning and future park development of Laguna Coast Wilderness Park and the Aliso and Woods Canyons Park.
I.B.4 Revise the Zoning Ordinance to retain the Southern California Edison right-of-way at the southwesterly boundaries of the City as open space and include prohibitions on commercial uses of open space.	Implemented: The Southern California Edison right-of-way is listed as Open Space – Passive in the City of Laguna Woods Zoning Code. This was adopted April 16, 2003.
I.B.5 Encourage efforts to conserve water as a resource and reduce non-stormwater and pollution from entering the storm drain system and downstream receiving waters.	Ongoing: The City is supportive of the El Toro Water District's water conservation efforts and refers conservation-related inquiries and complaints to the District. The City also enforces a Water Efficient Landscapes ordinance that reduces water consumption. The City has a Water Quality Ordinance and Local Implementation Plan to aid in the reduction of non-stormwater and pollution from entering the storm drain system and downstream receiving waters. Both conform to the requirements of the City's National Pollutant Discharge Elimination System (NPDES) Permits, Total Maximum Daily Loads (TMDLs), and 13225 Directive. NPDES regulations often have an effect on water conservation and vice versa.
Objective II: Reduce air pollution.	
Policy II.A Cooperate with governmental agencies at the local, County, and State level in attaining established goals for air quality.	
II.A.1 Adopt Zoning and Subdivision Ordinance	Implemented: Section 13.18.090 of the Zoning

Conservation Element	Implementation Status
provisions requiring that new development and reuse projects accommodate and promote transportation alternatives to the private automobile.	Code "Transportation Demand Management" includes provisions for alternative modes of transportation.
II.A.2 Work with local bus service providers to increase ridership by accommodating construction of bus turnouts, transfer stations, and bus shelters.	Ongoing: The City contracted for the installation of new bus shelters citywide in 2003 and will evaluate the possibility of incorporating new bus facilities into future public works projects. In 2011, a new bus turnout was built on northbound Moulton Parkway, just north of El Toro Road, as part of the Moulton Smart Street Project, Segment 3, Phase I. No new bus shelter were added in 2012.
II.A.3 Actively participate with bus service providers to make bus travel convenient and user-friendly through installation of readily visible identification signs at bus stops and transfer stations, publication and dissemination of understandable schedules, and operation of a passenger help line.	Ongoing: The City continues to work with OCTA on local ridership issues and makes bus schedules and maps available at City Hall.
II.A.4 Implement mitigation measures in the Air Quality Management Plan of the South Coast Air Quality Management District.	Ongoing: The City continues to implement Air Quality Management Plan mitigation measures under requirements for new grading permit operations and as CEQA mitigation measures for new projects.
Objective III. Reduce water pollution.	
Policy III.A Cooperate with governmental agencies at the local, County, and State level in attaining established goals for surface and receiving water quality.	
III.A.1 Actively participate with surrounding cities and resource agencies in developing and implementing watershed studies and management plans to reduce pollutant levels in Aliso Creek.	Ongoing: The City is a member of the Aliso Creek Watershed Management Committee and a cost share partner in the water quality and compliance efforts associated with the 13225 Directive issued from the San Diego Regional Water Quality Control Board. In 2011, the City received funding and hired a consultant to perform the Aliso Creek Watershed Flood

Conservation Element	Implementation Status
	Control Design Study, Phase I, focused on the area at the confluence of the borders of Laguna Woods, Laguna Hills and Aliso Viejo.
III.A.2 Enforce provisions of the National Pollutant Discharge Elimination System to reduce pollutant run-off into natural and storm drain systems.	Ongoing: The City's Stormwater Local Implementation Plan and Water Quality Ordinance were adopted in 2002-03 and revised in 2010. Other revisions have occurred overtime, concerning Best Management Practices and other measures to reduce pollution discharge into waterways.
III.A.3 Develop and implement Best Management Practices (BMP's) as specified by the City Local Implementation Plan (LIP) to minimize, to the maximum extent practicable, non-stormwater runoff and pollution from entering Aliso Creek, the Laguna Lakes and other sensitive receiving waters.	Ongoing: The City's Stormwater Local Implementation Plan was adopted in 2003 and revised in 2010, and Laguna Lakes BMP fact sheet was developed in 2004. A Landscape Irrigation Runoff BMP Fact Sheet was developed in 2010.
III.A.4 Actively participate and pursue educational opportunities to inform City residents and businesses about stormwater and water quality issues.	Ongoing: Education is an essential component of the Stormwater Local Implementation Plan. Information flyers and other literature are available for review at City Hall. Code enforcement and inspection programs act as another mechanism for informing interested parties.
Objective IV:	
Encourage energy conservation and promote alternative sources of energy.	
Policy IV.A Identify opportunities available at the local level for reducing consumption of non-renewable energy resources.	
IV.A.1 Pursue funding for local energy conservation education programs.	Ongoing: The City continues to apply for Community Development Block Grant (CDBG) money to implement the Energy Grant Program.
Policy IV.B Identify opportunities for securing a reliable supply of energy at reasonable cost.	
IV.B.1 Consider alternative electric power sources and their respective costs to determine the feasibility of localized generation.	Partially implemented: The City has done some initial research into local cogeneration, however, this approach does not appear to be financially feasible at this time. In 2011, the City's Greening

Conservation Element	Implementation Status
	the Woods Committee, advisory to the City Manager, examined alternative energy sources that could be used by residents and businesses to reduce traditional energy demand and related greenhouse gases and financial costs, including solar and fuel cell technologies.
IV.B.2 Pursue funding for developing alternative energy sources.	Not Yet Implemented: The City continues to monitor grant programs and other funding sources, however, none have been identified during the current reporting period. In 2010 and 2011, the City participated in a County of Orange project to develop a funding program for installation of solar panels on homes and commercial properties.
Objective V: Reduce the amount of solid waste being sent to landfills.	
Policy V.A Promote solid waste recycling so as to exceed source reduction and recovery requirements mandated by Assembly Bill 939.	
V.A.1 Provide information on recycling programs to residents and businesses on a regular basis.	Implemented: The City provides information at City Hall, on the City website, and through flyers and the quarterly newsletter.
V.A.2 Work with waste hauling operators to ensure compliance with local requirements for state-mandated waste reduction.	Ongoing: The City mandates that waste haulers in the City use approved waste management facilities that meet state-mandated requirements.
V.A.3 Work with solid waste generators to reduce waste at the source and to increase recovery of recyclable materials.	Ongoing: The City works with the Laguna Woods Village community home owners association to increase recycling efforts. The City conditions new developments to minimize and reduce construction waste and in 2006 the City adopted an ordinance regulation construction and demolition waste. In 2010, the City conducted a pilot source-separated waste collection program with the cooperation of residential communities in the City. In 2011, all of the City's residential properties have implemented comprehensive source-separated waste collection programs with the support of the City and its franchised waste hauler, Ware

Conservation Element	Implementation Status
	Disposal.
V.A.4 Provide adequate means and opportunities for collection and disposal of household hazardous materials.	Ongoing: The City currently operates a door-to-door household hazardous waste collection program, including a separate program to collect Sharps, provides for drop-off of old cell phones and small appliances, fluorescent tubes, batteries and dry medications at City Hall, holds an annual or semi-annual free goods exchange and recycling/safe disposal drop-off event at City Hall, and provides the locations of regional collection centers.

Open Space Element:

Open Space is defined as: lands for the preservation of natural resources; lands for the managed production of resources; lands for outdoor recreation; and lands for public health and safety. The City of Laguna Woods Open Space Element provides for maintenance of lands for scenic beauty and wildlife habitat to meet the needs of the community.

The following is a summary of the Open Space Element objectives, policies and implementation measures:

Open space Element	Implementation Status
Objective I:	
Provide access to recreational opportunities for the unique population of the City of Laguna Woods.	
Policy I.A: As part of the annual budget adoption process, identify City funding and staffing available for recreation programs.	
I.A.1 Work with staff of each of the residential communities in the City of Laguna Woods to develop programs for pooling resources to meet recreational needs of residents.	Ongoing: The City and local residential community associations often share meeting and recreational facilities for various recreational programs.
I.A.2 Coordinate with surrounding cities, the County of Orange, and with public and private Not-for-Profit organizations to expand affordable recreation and cultural opportunities for residents.	Ongoing: In the past the City has subsidized beach park passes, tickets for the Laguna Playhouse shows and continues to provide subsidized bus trips to various cultural or recreational destinations. These programs are subject to ongoing budget considerations.

Open space Element	Implementation Status
I.A.3 Organize annual City events to bring people together as residents of the City of Laguna Woods.	Ongoing: The City, through the Community Services Committee, sponsors several events each year. Examples of events include an annual or semi-annual goods exchange and movie nights.
Objective II. Include recreation and open space needs of the community in planning for development of currently undeveloped properties.	
Policy II.A. Actively pursue opportunities for additional local and regional public open space appropriate to the needs of the community.	
II.A.1 Consider adopting a parkland dedication ordinance and in-lieu fee ordinance applicable to new commercial development, and to new residential development not subject to the City's Quimby Act Ordinance.	Implemented: Ordinance 05-01 was adopted January 2005 and Park Fee Resolution was adopted February 2005.
I.A.2 Actively support the development of a regional park and cultural and recreation facilities at the former Marine Corps Air Station – El Toro.	Implemented: The Orange County Great Park was approved by Orange County voters to replace the former Marine Corps Air Station at El Toro. Some adjacent land was sold to private developers in early 2005 and as of 2012, construction of some elements of the park have begun, delayed by the recent poor economy, and design of other park elements continue, with construction expected to follow in 2013 through at least 2020 or later.
II.A.3 Identify the long-term need for municipal facilities including those for recreation uses.	Ongoing: The City has purchased the City Hall building and has a capital improvement planned for new and existing parks. Ridge Route Linear Park was completed in 2009 and City Centre Park was completed in 2011. In addition, a lease of the City's Woods End Wilderness Park to OC Parks was completed as an addition to the Laguna Coast Wilderness Park was completed in 2011.
II.A.4 Work with the Laguna Canyon Foundation to include the Laguna Laurel and "Rossmoor Partners" properties as part of the Laguna Coast Wilderness Park.	Ongoing: The City has acquired the former Rossmoor Partners property and developed the Woods End Wilderness Park, incorporation into the Laguna Coast Wilderness Park in 2011.

Open space Element	Implementation Status
II.A.5 Adopt Zoning Ordinance provisions to protect and preserve the wildlife habitats on portions of the 45-acre Southern California Edison right-of-way, on the 23-acre property between Via Campo Verde and the Aliso Viejo golf course, and on the 10-acre Woods End Nature Reserve property at El Toro Road at the terminus of Aliso Creek Road.	Partially Implemented: The City of Laguna Woods Zoning Map adopted April 16, 2003 designates the SCE right of way and Woods End Wilderness Park as Open Space - Passive. The 23 acre parcel located between Via Campo Verde and Aliso Viejo Golf Course is part of the UAC Specific Plan area. While this property is yet to be developed, a comprehensive specific plan will determine the use of this property.
II.A.6 Adopt Zoning Ordinance definitions for permissible uses in Open Space zones.	Implemented: The City of Laguna Woods Zoning Code was adopted April 16, 2003.
II.A.7 Adopt Zoning Ordinance provisions requiring that replacement, redevelopment, and/or relocation of any Leisure World [Laguna Woods Village] Clubhouse facility not result in a net loss of land area reserved and maintained for recreational uses.	Implemented: Section 13.08.030 (e) of the City of Laguna Woods Zoning Code was adopted April 16, 2003.
II.A.8. Encourage the inclusion of unpaved open space areas and recreational amenities within new developments, both public and private.	Ongoing: New projects are reviewed for compliance with the City Stormwater Local Implementation Plan. The inclusion of unpaved open space areas and recreational amenities are considered a standard Best Management Practice for reducing site runoff.
II.A.9. Encourage the creation, acquisition and protection of open space lands (environmentally sensitive areas, riparian corridors, wetlands, and buffer zones, etc.) that have a benefit for habitat, recreation, water quality, and the environment.	Ongoing: The Woods End Wilderness Park and Laguna Laurel acquisition is an example of this policy and the City continues to look for opportunities to provide public open spaces and protect sensitive habitats.
II.A.10. Encourage use of stormwater management principles and the location of compatible water quality treatment control projects on open space lands.	Ongoing: New projects are reviewed for compliance with the City Stormwater Local Implementation Plan. In 2011, water quality management plans were approved for City Centre Park and the Laguna Woods Village Gate 1 Entry.

Noise Element:

The development of effective strategies to reduce impacts of excessive noise is an essential part of the land use planning process. The Noise Element requires that noise sources be considered in establishing land use patterns so as to minimize exposure of residents to excessive noise. The Noise Element includes implementation measures and possible solutions that address any existing and

foreseeable noise problems. It is intended that the noise exposure information incorporated in the General Plan will serve as a basis for long-range planning and project review process. It is also intended that noise exposure information be used to provide levels and noise source identification for use in the development and enforcement of the City Noise Ordinance.

The following is a summary of the Noise Element objectives, policies and implementation measures:

Noise Element	Implementation Status
Objective I: Protect, to the extent feasible, sensitive noise receptors from the detrimental effects of excessive noise.	
Policy I.A: Use noise mitigation measures to reduce the impact from transportation noise sources.	
I.A.1 Request the inclusion of sound walls, earthen berms, or other acoustical barriers as part of any Caltrans, OCTA or City roadway project, where transportation noise exceeds acceptable standards.	Ongoing: Sound impacts and potential mitigation measures are a part of the CEQA review for roadway projects. The City continues to pursue grants for roadway projects including noise mitigation.
I.A.2. Participate in the planning and environmental review process for any road widening or road extensions to ensure that appropriate noise mitigation measures are included in the design of the project.	Ongoing: The City participates in the review of regional projects that affects Laguna Woods. An example of this is the Moulton Smart Street Project, Segment 3, Phase I, for which the City Council approved construction sound restrictions in 2010. The City also considers noise impacts for City sponsored roadway projects during CEQA reviews.
I.A.3. Investigate funding opportunities to reduce transportation noise impacts on residential areas that are presently exposed to noise levels exceeding the City's noise standards.	Ongoing: The City continues to pursue grants for roadway projects including noise mitigation.
I.A.4. Request added enforcement of the State's Vehicle Code Noise Standards by the Sheriff's Department.	Ongoing: On an as needed basis, the City has increased the police presence for traffic patrol on the two major arterials within the City. In addition to speed control, officers enforce vehicle code standards for noise.
I.A.5. Minimize risks and noise impacts resulting from aircraft operations by opposing reuse of MCAS—El Toro for commercial or general aviation air operations and participating in and monitoring the planning process for reuse at	Implemented: The Orange County Great Park was approved by Orange County voters on the former Marine Corps Air Station at El Toro. Some adjacent land was sold to private developers in early 2005 and as of 2012,

Noise Element	Implementation Status
MCAS—El Toro.	construction of some elements of the park have begun, delayed by the recent poor economy, and design of other park elements continue, with construction expected to follow in 2013 through at least 2020 or later.
Objective II: Recognize the potential effects of noise early in the land use planning process to minimize or avoid detrimental impacts.	
Policy II.B: Incorporate noise considerations into land use planning decisions.	
II.B.1 Review proposed projects to ensure noise/land use compatibility (Table N-1) with the projected noise environment as a guide for future planning and development.	Ongoing: Projects and their related noise issues are reviewed as part of the CEQA process. The General Plan noise/land use compatibility standards (Table N - 1) serve as a guide for assessing potential noise impacts and the need for mitigation measures. Additional noise studies may be required depending on potential impact to existing or proposed land uses.
II.B.2. Utilize planning guidelines that establish acceptable noise standards for various land uses throughout the City, as indicated in Table N-2.	Ongoing: The Planning Guidelines in General Plan Noise Element Table N-2 serve as a tool to assess potential noise impacts and the need for mitigation measures. Additional noise studies may be required depending on the potential for a negative impact to existing or proposed land uses.
II.B.3. Require new residential developments located in proximity to existing roadways and commercial operations to control residential interior noise levels as a condition of approval through mitigation measures such as double-paned windows, noise walls and barriers, etc.	Ongoing: The standard conditions of approval for new residential projects require an acoustical report that demonstrates that new residential units meet City interior and exterior noise standards and are sound attenuated against present and projected noise levels, including roadway, aircraft, helicopter, and railroad noise sources.
II.B.4. Design mixed-use structures to prevent transfer of noise from commercial to residential uses.	Not Yet Implemented: The City has yet to receive an application for a mixed use project for which the implementation measure would apply
II.B.5. Require new commercial operations located in proximity to existing or proposed residential areas to incorporate noise mitigation into the project's design.	Not Yet Implemented: The City has issued an approval during the 2010 reporting period for a new Golf Starter Building. However, the approved project is surrounded by a 27 hole golf course and not adjacent to residential areas.

Noise Element	Implementation Status
	Noise mitigation is part of the standard project conditioning and CEQA review.
Objective III: Control non-transportation noise to avoid exposure to excessive noise levels.	
Policy III.C: Utilize measures to regulate non-transportation noise impacts.	
III.C.1. Adopt and enforce a Noise Ordinance for the City of Laguna Woods.	Ongoing: The City adopted the noise regulation from the County of Orange upon incorporation. The City enforces those standards through the code enforcement program.
III.C.2. Enforce restrictions on permitted hours of construction activity included in the Noise Ordinance.	Ongoing: The City enforces construction noise restrictions through the code enforcement program. In addition, restrictions on hours of construction are included as standard conditions of approval in the land use entitlement process for discretionary permits.
III.C.3. Develop standardized conditions at the project level for the containment of construction noise (e.g., on-site vehicle speeds and vehicle equipment).	Implemented: The City incorporates construction noise restrictions as CEQA mitigation or as conditions of approval for individual development projects.

Safety Element: The Safety Element identifies forces of nature and events resulting from human action that have the potential for causing significant harm to life and property in the City of Laguna Woods. Identification of sources of such threats allows decision makers to take preemptory action to minimize the damage, particularly as it relates to new development projects. In addition to state-mandated components, the Safety Element recognizes a heightened awareness of personal safety issues among many in the City of Laguna Woods community. In response to participants' comments in Community Workshops, the Safety Element includes consideration of personal safety and emergency medical service issues.

The following is a summary of the Safety Element objectives, policies and implementation measures:

Safety Element	Implementation Status
Objective I: Maintain and enhance the existing sense of security of residents.	

Safety Element	Implementation Status
Policy I.A Provide the highest levels of police, fire and paramedic services as are available and fiscally feasible.	
I.A.1 Review on an annual basis police, fire, and emergency medical response times in the City of Laguna Woods to ensure that they meet or exceed industry standards.	Ongoing: Police services are provided by the Orange County Sheriff. Response times are reviewed on a regular basis by County oversight bodies. The Laguna Woods City Council has discussed this matter in past meetings and will likely address it as it deems appropriate. Fire services are provided by the Orange County Fire Authority. The City has a councilmember on the Authority's Board of Directors and response times are reviewed annually by the Board.
I.A.2 Work with adjoining cities to achieve economies of scale in deployment of Sheriff's patrol and detective units.	Ongoing: The City currently contracts with the Orange County Sheriff's Department for Police Services. Through this contract, the City shares resources other cities.
I.A.3 Work with the Orange County Sheriff's Department in offering crime prevention and reporting programs including Neighborhood Watch to residents and businesses.	Ongoing: The City continues to work with the Orange County Sheriff's Department to provide educational outreach. Program topics to date include identity theft, preventing fraud and safe driver education. Informational materials are provided at City Hall.
Objective II: Plan for the unique personal safety concerns within the community.	
Policy II.A Consider providing technical and organizational support for seniors' programs promoting a safe and secure environment for independent living.	
II.A.1 Consider programs such as an information and referral hotline and low-cost emergency alert systems for individuals.	Implemented: City Hall has access to a local cable channel that can be used for emergency notification. The City also participates in a system called "Alert OC" that City staff can activate to call all residents and businesses in the City or within designated areas to provide them with information or emergency instructions.

Safety Element	Implementation Status
II.A.2 Involve the Orange County Fire Authority with the community in educational programs about emergency medical response including cardio-pulmonary resuscitation training.	Ongoing: OCFA provides a variety of educational programs within the City. Educational materials are also available at City Hall and on the City's website.
II.A.3 Consider joint ventures with other organizations to provide social services to residents.	Ongoing: The City provides a variety of social service programs in conjunction with other agencies. An example is the City's subsidized taxi voucher program, funded in part by OCTA and the County of Orange.
Objective III. Prepare for disasters including earthquakes and flooding.	
Policy III.A. City government will assume the leadership role in preparation for and response to disasters at the local level.	
III.A.1 Prepare an Emergency Operations Plan including provisions for setting up an Emergency Operations Center.	Implemented: The City has established an Emergency Operations Center at City Hall and conducts multiple drills annually. The City updated the City's Emergency Operations Plan in 2011 and is currently in the process of being updated.
III.A.2 Arrange mutual aid pacts for disaster recovery services including building and infrastructure damage assessment.	Implemented: The City has signed mutual aid agreements throughout the operational area and neighboring communities.
III.A.3 Inform residents and businesses about disaster preparedness and response at the local level.	Ongoing: The City has prepared a number of disaster preparedness brochures and has posted articles on its website.
III.A.4 Inform property owners of the availability of maps showing local areas particularly susceptible to seismic and flooding hazards.	Ongoing: The City has adopted a flood control ordinance and participates in the FEMA flood insurance program. Flood insurance rate maps and maps of seismic and landslide potential is maintained by the City. This information is provided to the public upon request. The City also participates in the Strong Motion Instrumentation and Seismic Hazard Mapping program by collecting standard fees prescribed by the State. In 2012, the Local Hazard Mitigation Plan was adopted and the City is currently waiting on FEMA approval.

Safety Element	Implementation Status
III.A.5 Work with property owners in identifying measures to mitigate potential property damage from seismic and flooding hazards.	Ongoing: Through the enforcement of local building codes the City promotes seismic safety in new construction and redevelopment. Efforts include an ongoing dialog and building department policy regarding seismic strapping of water heaters and similar equipment.
Objective IV. Address transportation-related safety concerns.	
Policy IV.A Identify hazards related to vehicular use and take appropriate corrective actions.	
IV.A.1 Work with the Sheriff's Department to identify roadway segments and intersections with higher than expected accident rates and implement appropriate preventive measures including radar-assisted speed enforcement and vehicle speed display boards.	Ongoing: The City has installed red light cameras on two high priority intersections to address traffic safety issues.
IV.A.2 Disseminate pertinent California Vehicle Code regulations including drivers' licensing requirements and restrictions on uses of alternative modes of transportation on public streets.	Ongoing: The City sponsors or co-sponsors periodic traffic and safety fairs.
IV.A.3 Work with the Sheriff's Department and community organizations in providing refresher courses for senior drivers.	Ongoing: The City provides literature and referrals to organizations providing these services. In addition, traffic safety is included in the public safety lecture series.

7. Conclusion

As shown in this report, the City has worked to achieve the general plan's objectives and policies by pursuing individual implementation measures. Through the certification of the City's Housing Element and the addition of an inclusionary housing ordinance, updating the Density Bonus Ordinance and establishing reasonable accommodations procedures, the City has demonstrated a commitment to facilitating quality and affordable and accessible housing opportunities. Furthermore, the comprehensive update of the City's zoning code will help to ensure a more effective implementation of the General Plan goals and objectives. While no new residential units within the City were either lost or created during the reporting period, the City is continually working to identify opportunities that promote affordable housing. In late 2009 the City allowed a modification to the Conditional Use Permit of a housing development that restricted two units to a low income affordable housing designation. Lastly, the City's Capital

Improvement Program continues to improve the transportation and circulation system, while seeking creative projects that support alternative transportation options.

The General Plan Annual report provides a clear systematic look at the City's progress in meeting its general plan goals. This process serves as a valuable tool for staff to gain perspective on the effectiveness of general plan implementation measure, and areas that might require a different approach. Lastly, the results of this report will serve as a guide for decision makers (i.e. the City Council) in prioritizing future policy revisions, resource allocation and other projects.

January 1, 2012 - December 31, 2012

Table A

[illegible]

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction

City of Laguna Woods

Reporting Period

January 1, 2012 - December 31, 2012

Table A2

Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1) units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low Income*	Very Low Income	Low Income	TOTAL UNITS	
(1) Rehabilitation Activity	0	0	0	0	N/A
(2) Preservation of Units At-Risk	0	0	0	0	N/A
(3) Acquisition of Units	0	0	0	0	N/A
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3

Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of Infill units*
No. of Units Permitted for Moderate	0	0	0	0	0	0	0
No. of Units Permitted for Above Moderate	0	0	0	0	0	0	0

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation (CCR Title 25 §6202)

Jurisdiction

City of Laguna Woods

Reporting Period

January 1, 2012 - December 31, 2012

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2006	2007	2008	2009	2010	2011	2012	2013	2014	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed	0	0	0	0	0	0	0				
	Restricted Non-deed restricted	0	0	0	0	0	0	0				
	Deed	15	0	0	2	0	0	0			17	25
Low	Restricted Non-deed restricted	0	0	0	0	0	0	0				
	Deed	0	0	0	0	0	0	0				
	Deed	0	0	0	0	0	0	0				6
Moderate	Restricted Non-deed restricted	0	0	0	0	0	0	0				
	Deed	0	0	0	0	0	39	0			39	0
	Above Moderate	119	0	0	-2	0	-39	0			78	0
Total RHNA by COG. Enter allocation number:		134	0	0	0	0	0	0			134	31
Total Units												
Remaining Need for RHNA Period												

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	City of Laguna Woods
Reporting Period	January 1, 2012 - December 31, 2012

Table C
Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Program 1.A.1 Provide a progress report on the 2006-2014 Housing Element programs and quantified objectives as part of the annual General Plan status reports to the State.	Objective 1: Maintain and improve residential neighborhoods and support quality housing for all residents.	Ongoing 2008 - 2014	Ongoing: The annual general plan annual progress report for past years has been submitted to the Governor's Office of Planning and Research and the Department of Housing and Community Development. City staff will continue to send progress reports in future years.
Program 1.B.1 Continue to promote on-going building maintenance activities. To promote building maintenance, the City will: - Identify available funds for building maintenance activities and energy efficiency upgrades. - Disseminate public information on available housing programs, such as the energy efficient equipment retrofit program (CDBG) at public counters and the City's website. - Assist property owners and property managers in their efforts to identify and mitigate housing maintenance issues.	Objective 1: Maintain and improve residential neighborhoods and support quality housing for all residents.	Ongoing 2008 - 2014	Ongoing: The City receives money in the form of Community Development Block Grants (CDBG), for use in an energy efficient equipment retrofit program. The City continues to apply for CDBG funds, and will continue to implement the program each year as funds allow.
Program 2.A.1 Work with property owners in the development of Specific Plans to guide the development of Urban Activities Center parcels to include residential development.	Objective 2: Promote and encourage the development of housing opportunities to accommodate current and projected housing need.	Specific Plan Adoption Before 2010	Not yet Implemented: In December 2011, the property owners submitted a Specific Plan and General Plan amendment to develop nine parcels that cover approximately 72 acres of Urban Activities Center land. The project has now begun the CEQA process with the current application.

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Laguna Woods		Reporting Period January 1, 2012 - December 31, 2012			
Program 2.B.1 Participate in the County of Orange Consolidated Plan program and in the Continuum of Care to provide housing for special needs populations, particularly extremely and very low income persons. Participation will include assigning a representative to participate in meetings and events sponsored by these programs. In addition, the Resource Guide for Orange County Homeless and other publications that support the program goals will be distributed from City Hall.		Objective 2: Promote and encourage the development of housing opportunities to accommodate current and projected housing need.	2008 - 2010	Partially Implemented: The City of Laguna Woods participated in the development of the County of Orange Consolidated Plan drafted for the years of 2010 & 2015. While the City provides numerous information pamphlets on an array of resources, they are yet to distribute a resource guide for Orange County homeless.	
Program 2.B.2 Revise the Laguna Woods Zoning Ordinance to identify zones that will allow the development of transitional housing facilitate transitional housing and supportive housing developments that serve extremely and very low income households; consistent with Government Code Section 65583(c)(1). Because transitional and supportive housing can be configured in different ways – either as regular multi-family housing or as group quarters the Zoning Ordinance amendment will ensure that transitional and supportive housing that function as a residential use will be treated as residential uses and only subject to those restrictions that apply to other residential uses of the same type in the same zone.		Objective 2: Promote and encourage the development of housing opportunities to accommodate current and projected housing need.	One year from adoption of Housing Element	Implemented: As part of a larger Zoning Code Update that occurred in 2010 and adopted in 2011, the City added Chapter 13.23 to the Laguna Woods Municipal Code establishing Emergency and Transitional Housing Shelter Regulations.	
Program 2.B.3 Review and revise the Laguna Woods Zoning Ordinance to provide for emergency homeless shelters that serve extremely and very low income households as a by-right use and develop objective standards to regulate emergency shelters as provided for under Government Code Section 65583(a)(4). Evaluate the Neighborhood Commercial (NC), Community Commercial (CC), Highway Commercial (HC) or Urban Activities (UAC) zones for inclusion of emergency homeless shelters as a by-right use.		Objective 2: Promote and encourage the development of housing opportunities to accommodate current and projected housing need.	One year from adoption of Housing Element	Implemented: As part of a larger Zoning Code Update that occurred in 2010 and adopted in 2011, the City added Chapter 13.23 of the Laguna Woods Municipal Code establishing Emergency and Transitional Housing Shelter regulations.	

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction		City of Laguna Woods	
Reporting Period	January 1, 2012 - December 31, 2012		
Program 3.A.1 Encourage and facilitate the development of affordable housing by: • Supporting non-profit organizations that address housing issues. • Serving as an intermediary between non-profit organizations and interested residential developers. • Assisting in application preparation and other efforts to secure funding sources for development of housing for extremely low-, very low-, low- and moderate-income residents. • Making available regional and local housing program information to residents, and assisting residents in contacting housing assistance organizations. • Inform interested developers about the range of housing allowed in areas outside of Laguna Woods Village, including housing for families. • Inform interested developers about the State density bonus program incentives available for development of affordable housing program. • Program incentives available for development of affordable housing.	Objective 3: Encourage and facilitate the development of affordable housing opportunities for all economic segments of the community, especially for extremely- and low-income residents.	2008 - 2014	Ongoing: The City is continuing to work with past and present residential developers to promote affordable housing. In the 2009 reporting period, two additional deed restricted affordable unit were created through modifications to a property's Conditional Use Permit. The City will continue to work with future residential developers and to create zoning code ordinances that promote affordable housing.
Program 3.A.2 Continue to encourage and facilitate the use of the City's density bonus provisions to provide affordable housing opportunities. Revise the density bonus provisions in the City's Municipal Code to be consistent with State density bonus law.	Objective 3: Encourage and facilitate the development of affordable housing opportunities for all economic segments of the community, especially for extremely- and low-income residents.	Municipal Code Amendment: 2009, Ongoing Use of the Provisions	Ongoing: The City is in the process of updating the Density Bonus ordinance to ensure compliance with state law anticipated to be adopted in 2013.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Laguna Woods		Reporting Period January 1, 2012 - December 31, 2012	
Program 3.A.3 Develop an inclusionary ordinance that requires new development to contribute toward provision of affordable housing. Standards will address minimum project size, percentage of units to be dedicated as inclusionary housing, definition of affordability required, exceptions to the ordinance, timeframe of affordability, and alternative opportunities for satisfying the inclusionary requirement.	Objective 3: Encourage and facilitate the development of affordable housing opportunities for all economic segments of the community, especially for extremely- and low-income residents.	2009	Implemented: In January 21, 2009 the City adopted Section 13.25 titled Inclusionary Housing to the Laguna Woods Zoning Code.
Program 3.A.4 Encourage residents to apply, when available, for the Section 8 rental assistance program (through County of Orange Housing Authority) for extremely and very low-income rental households. Inform local rental property owners and eligible residents of Section 8 assistance and Section 8 waitlist openings through flyers and the City's website. Provide technical assistance during the application process to interested residents. While the City endeavors to maintain the current level of assistance through the Section 8 (72 vouchers) program, the City has no jurisdiction over the funding and operation of the Section 8 voucher program.	Objective 3: Encourage and facilitate the development of affordable housing opportunities for all economic segments of the community, especially for extremely- and low-income residents.	2008 - 2014: Advertising and technical assistance contingent on Section 8 waitlist openings.	Ongoing: The City provides Section 8 housing information and application forms. The City receives information for Section 8 housing through the County of Orange.
Program 3.A.5 Continue to use CDBG funds to fund projects that improve and maintain the quality of the City's housing stock and residential infrastructure. While the City endeavors to maintain the current level of assistance through the CDBG program, the City has no jurisdiction over the funding and operation of CDBG program.	Objective 3: Encourage and facilitate the development of affordable housing opportunities for all economic segments of the community, especially for extremely- and low-income residents.	Ongoing 2008 - 2014	Ongoing: The City continues to use CDBG funds to fund energy efficiency programs. The city will continue to fund the energy efficient program as CDBG funds allow.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Laguna Woods		Reporting Period January 1, 2012 - December 31, 2012	
Program 3.A.6 The City has received no complaints regarding any discriminatory actions and will continue to enforce all fair housing law. The City Manager is responsible for addressing and/or referring fair housing complaints and questions to the Fair Housing Council of Orange and/or HUD. The City will provide information on fair housing rights and responsibilities, and seek to remedy known acts of discrimination within the community. The City will disseminate fair housing information at City Hall and throughout Laguna Woods in a variety of community places.	Objective 3: Encourage and facilitate the development of affordable housing opportunities for all economic segments of the community, especially for extremely- and low-income residents.	Ongoing 2008 - 2014	Ongoing: The City provides information packets for fair housing laws and procedures on request.
Program 4.A.1 Establish reasonable accommodation procedures in the Zoning Ordinance and as applicable, the Building Code, to provide disabled individuals or households equal housing opportunity through residential unit modifications intended to improve mobility and accessibility, and to provide the flexibility necessary for developing housing for individuals with disabilities.	Objective 4: Facilitate housing, transportation and physical accommodations to aid persons with disabilities.	2011	Not yet Implemented: The City is in the process of including Reasonable Accommodation procedures anticipated to be adopted in 2013.
Program 4.A.2 Partner with property owners to identify and accomplish the retrofit of dwelling units and common facilities for handicapped accessibility. The City will participate at board meetings of the housing mutual's and the Golden Rain Foundation, the principal property owner in the City, to encourage retrofitting.	Objective 4: Facilitate housing, transportation and physical accommodations to aid persons with disabilities.	2008 - 2014	Not yet Implemented: While City officials often meet with the representatives of major property owners, a mutual approach to promoting retrofitting within the community is yet to be developed.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	City of Laguna Woods
Reporting Period	January 1, 2012 - December 31, 2012

General Comments:

No new residential development occurred during the 2012 period. As such, the City is still in the process of meeting its Regional Housing Needs Assessment (RHNA) allocation for affordable housing. The last residential units built in Laguna Woods were approved in 2005 and completed construction in the later months of 2009. The project consists of 134 age restricted condominium units, with 15 units restricted to low income affordability status. Soon after construction was completed, the applicant requested a modification to the Conditional Use Permit to allow for temporary leasing of all units. In order to gain this modification, the City conditioned that the project restrict two additional units to a low income affordable unit classification. Furthermore, the period of affordability for all 17 units was increased from 30 to 45 years. Modification to the Conditional Use Permit for this development will bring the City closer to meeting its RHNA allocation and promoting housing opportunities for all income levels. The City will continue to identify opportunities that will allow for adequate affordable housing.

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9.3

**CITY MANAGER'S PROPOSED FISCAL YEAR
2013-14 ALL FUNDS BUDGET**



**City of Laguna Woods
City Manager's Proposed
Fiscal Year 2013-14
All Funds Budget**

City Manager's Proposed Fiscal Year 2013-2014 All Funds Budget

INDEX

1.	Transmittal Memo and Budget Summary	1
2.	Budget Charts	
	A Projected Revenues	14
	B Proposed Expenditures	17
	C Proposed Staff Positions	21
	D Organization Chart	22
	E Active CIP Project List	23
	F Partially and Unfunded CIP Projects	24
	G Seven Year Capital Improvement Program	25
	H Projected Fund Balances	27
3.	Expenditure Detail	
	General Fund	29
	Special Funds	33
4.	Appendix	
	Budget Process	39
	Fiscal Year 2012-13 Accomplishments	40
	City History	42
	City Mission Statement	44
	City Council	45
	City Council Code of Ethics	49
	Council Appointed Advisory Committees	51
	Glossary of Budget Terms	52

June 19, 2013

TO: Honorable Mayor and City Councilmembers

SUBJECT: Fiscal Year 2010-11 City Budget

I am pleased to present the City Manager's proposed Fiscal Year 2013-14 All Funds Budget. This proposal represents an \$8.85 million package of services, programs and projects for the benefit of Laguna Woods' residents and businesses. It contains \$ 7,077,541 in new allocations and an estimated \$1,768,946 of capital improvement project funding carried forward from prior fiscal years.

Work Plan

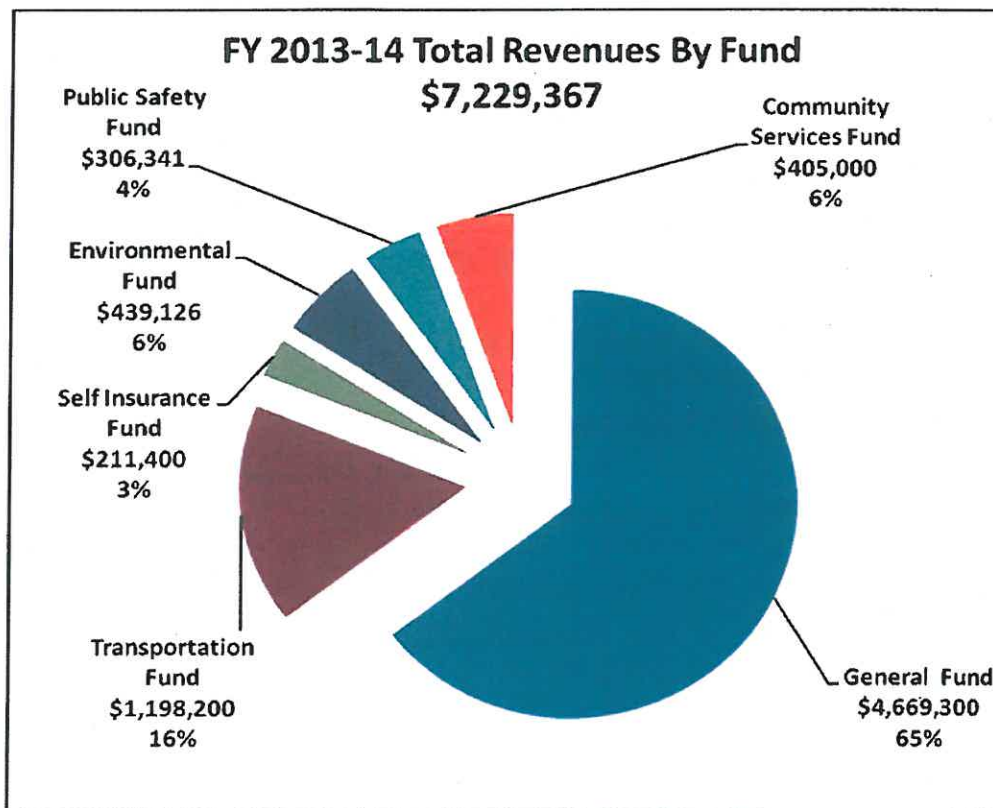
The Fiscal Year 2013-14 budget proposal includes the following work plan highlights:

- Continue all current programs at existing service levels.
- Complete Moulton smart street improvements.
- Pursue additional public golf cart paths – Moulton Parkway from Santa Maria to El Toro Road and El Toro Road between Calle Sonora and El Toro Road.
- Widen the west side Moulton sidewalk between Campo Verde and the City's southern edge.
- Complete El Toro Road repaving from Calle Sonora to 600' west of Moulton.
- Construct City Hall storm drain and generator/trash bin enclosure.
- Complete design and initiate construction of City Hall green roof.
- Update annual pavement management plan.
- Initiate planning for a passive park and entry into Laguna Coast Wilderness Park at Santa Maria (pending grant application).
- Consider reducing travel lanes and speed limit on Santa Maria Avenue.
- Revise building and fire codes per state requirements.
- Complete Municipal Code revisions for animal services, purchasing and occupancy permits.
- Re-landscape El Toro Road medians between El Toro and Calle Sonora (grant application pending).
- Begin process of digitizing city records.
- Automate code enforcement process.

- Expand community services programs to include Chautauqua (antique fair) and book-related lecture series.
- Update graphics and programming provided on Channel 31.
- Update and re-print City map and informational guide.
- Solicit proposals for City landscape architect.
- Rebid consultant contracts for plan check, building inspection, code enforcement, planning and water quality.
- Initiate Disaster Shelter and EOC Support volunteer training programs.
- Participate in at least one point of dispensing (medical) disaster exercise.
- Complete revisions to General Plan housing, circulation and safety elements.
- Initiate a comprehensive 15 year review of the General Plan.

Revenues

The Fiscal Year 2030-14 budget estimates new revenue for all Funds will total \$7,229,367, which represents a \$588,120, or 7.5%, decrease when compared to Fiscal Year 2012-13 anticipated actual receipts. The City anticipates applying for several grants during the year and those funds are not included within the current revenue projection.



General Fund

The General Fund is the primary revenue source for most city discretionary services, including public safety, planning and building safety, city attorney, community services, finance and general administration. General Fund revenues are projected to total \$4,669,300, which represents a \$141,987, or 3%, decrease when compared to Fiscal Year 2012-13 anticipated actual receipts. The majority of this decrease is related to the receipt of one time property tax revenues in Fiscal Year 2012-13.

This year's revenue projections have been prepared assuming that the state of the economy will generally stay flat in Fiscal Year 2013-14, with small increases in base property tax (2%) and transient occupancy taxes (3%). Franchise fees are anticipated to decline (6%) due to the end of the bus shelter contract; redlight camera fines are anticipated to decrease (24%) due to the issuance of fewer tickets and increased prosecution expense; and interest revenue continues to decline (14%) as a result of lower investment rates and capital available for investment.

Special Funds

Special Funds are divided into six categories: City Hall Improvements, Community Services, Environmental, Public Safety, Self-Insurance and Transportation. Revenues in these Funds are generally restricted to certain types of expenditures and timeframes, and are used for a mix of operating and capital improvement projects. In some cases, projects span multiple fiscal years; the Fiscal year 2013-14 revenue projection reflects only funds not already budgeted. Overall, Special Funds revenue is projected to total \$2,843,104, an increase of \$119,941, or 4.4%.

City Hall and Self Insurance Funds

These two funds record transfer from the General Fund for specific purposes identified by the City Council. The proposed budget includes a \$211,400 transfer to the Self-Insurance Funds for insurance expense and pool deposits. There is no additional transfer to the City Hall Fund proposed at this time.

Transportation Fund

Revenue for this group of five separate funds – gas tax (annual state subvention), Measure M1 (grant for Moulton Parkway Smart Street), Measure M2 Fair Share (local sales tax), Traffic Mitigation fees (reimbursement from County for Moulton Smart Street) and State Local Partnership Program (grant for El Toro Road rehabilitation) – is projected to

total \$1,198,200. The Measure M1 grant, Traffic Mitigation Fees and State and Local Partnership Program grant revenues will be received on a reimbursement basis after the City has incurred an expense.

Environmental Funds

Revenue for this group of five separate funds – Used Oil (grant for recycling programs), Beverage Container (grant for recycling programs), Mobile Source Reduction (annual state subvention), CalRecycle (grant for recycling programs) and Proposition 84 (grant for Green Roof planning and construction) – is projected to total \$439,126. Proposition 84 grant revenues will be received on a reimbursement basis after the City has incurred an expense.

Public Safety Funds

Revenue for this group of three funds – Supplemental Law Enforcement (grant for police services), Disaster Recovery (grant for disaster planning) and Service Authority for Abandoned Vehicles (state subvention) – is projected to total \$306,341. Disaster Recovery grant revenues will be received on a reimbursement program after the City has incurred an expense. The Service Authority program has been discontinued, but the balance in this Fund is expected to earn interest before it is fully expended.

Community Services Funds

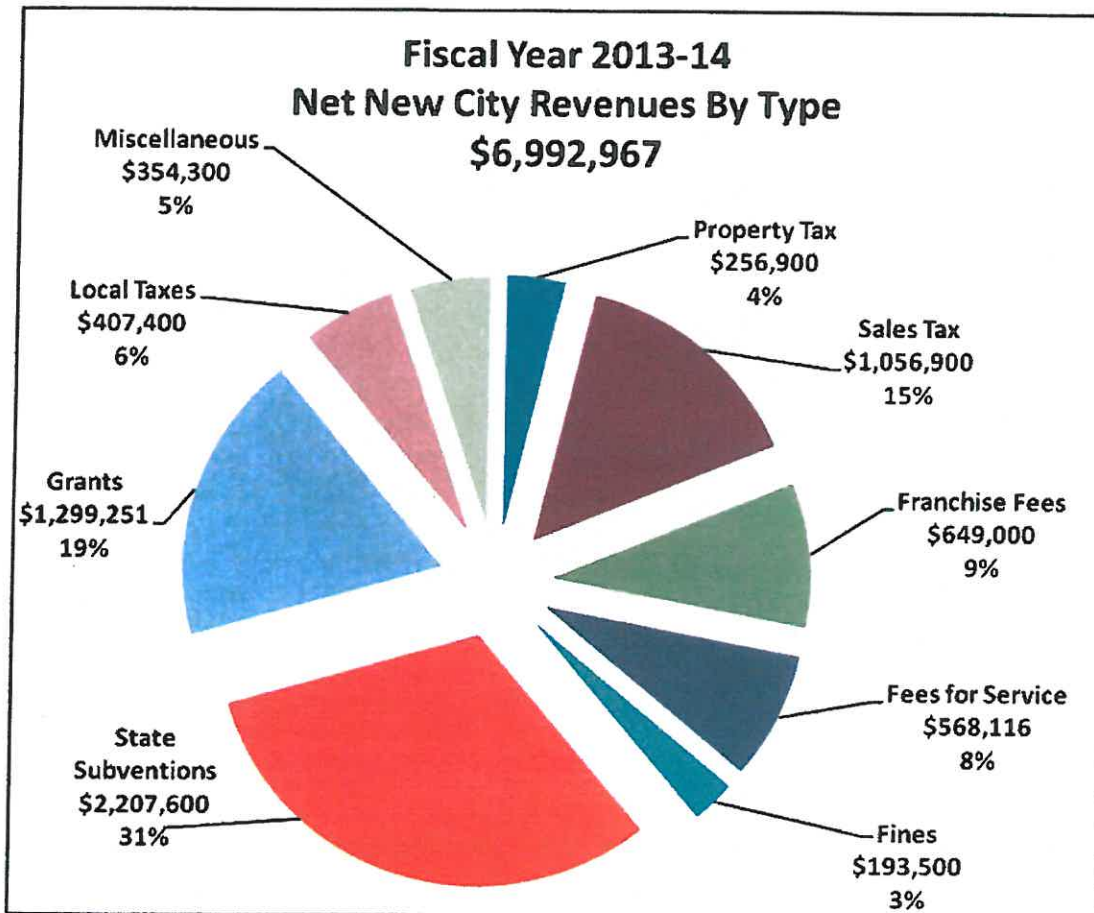
Revenue for this group of three funds – Community Development Block Grant Funds (grant for low income residential energy equipment retrofit), Senior Mobility (grant for subsidized taxi voucher program) and PEG/Cable Television (franchise payment) – is projected to total \$405,000. Block Grant and Senior Mobility revenues will be received on a reimbursement basis after the City has incurred an expense.

Fiscal Year 2013-14 revenue projections include no new taxes. Chart A, which can be found starting on page 14, summarizes Fiscal Year 2013-14 revenue projections in comparison to budgeted and anticipated Fiscal Year 2012-13 receipts. Percentages represent the difference between anticipated actual Fiscal Year 2012-13 receipts and projected Fiscal Year 2013-14 receipts.

Revenues by Type

The accounts of the City are organized based on funds and account groups; however, they can also be classified based on the type and source of funding. As

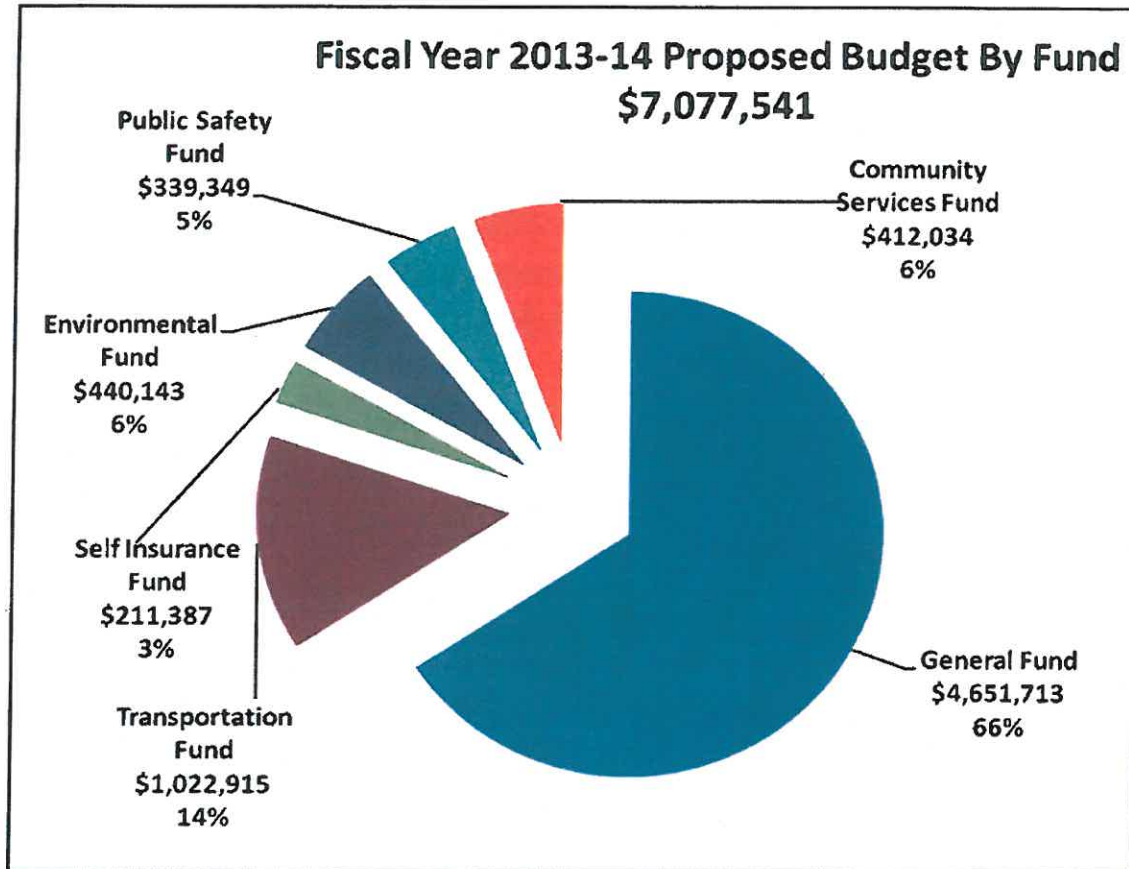
identified in the following chart, state subventions represent 31% of the City's anticipated Fiscal Year 2013-14 revenues, followed by grants (19%) and sales tax (15%).



During the last five years, the City has seen a dramatic decrease in state subventions and sales tax; these revenue sources now appear to have stabilized. Grant funds consistently remain the City's third highest revenue source.

Expenditures

The proposed Fiscal Year 2013-14 All Funds expenditure budget totals \$7,077,541, which represents a \$911,865, or 11.4%, decrease in expenditures when compared to the approved 2012-13 budget. This decrease is related to proposed decreases in Special Funds budgets and inter-fund transfers. Net expenditures reflect an increase of \$228,286, or 3.5%.



City Budget Policies

It is the goal of the City Council and the City Manager to prepare and adopt a balanced budget each fiscal year. The Fiscal Year 2013-14 budget is proposed with the following City budget policies in mind:

1. The City manager's Proposed Budget will be balanced, implement Council direction during the budget hearings and be presented in June, enabling adoption prior to the beginning of the new fiscal year.
2. Current year General Fund expenditures should not exceed current year revenues. The proposed budget, including the reserve for economic uncertainties and the council contingency account, is \$17,587 less than projected revenues.
3. The General Fund budget should include a 5 - 10% reserve for economic uncertainties. This year's budget proposal includes \$210,254, a 5% reserve.

4. The unbudgeted fund balance in the General Fund should be reserved for special one-time projects or capital improvements. There are no such projects included in this proposal.
5. Annually, the City should allocate an amount of money for competitive community services grants for not-for-profit organizations that provide services to residents. The Fiscal Year 2013-14 budget includes an allocation of \$150,000 for this program.
6. The City should maintain a \$500,000 reserve in the Self Insurance Fund; this budget includes maintenance of that reserve.
7. Capital Improvement Projects are budgeted on a multi-year basis. Once allocated, funds remain with a project until the project is complete or the monies are re-prioritized by the City Council. This budget proposal would add \$773,888 of additional funding to the Capital Improvement Program.
8. Grant Funds are often distributed on a reimbursement basis. The General Fund unencumbered Fund Balance may be used for temporary "loans" until reimbursements are received. These "loans" are not reflected in the budget.
9. Special Fund budgets should assure that monies are spent and/or obligated within required timeframes. This proposed budget would meet all such requirements.
10. The City should reserve an amount annually for uncompensated employee absences (accrued annual leave). The proposed budget includes \$151,525 for this purpose based on the prior year's financial audit.

General Fund

The proposed General Fund expenditure budget, which contains the bulk of the City's operating and discretionary funds, totals \$7,077,541, and includes: 1) a \$210,254 reserve for economic uncertainties; 2) a \$50,000 council contingency account; 3) a \$211,387 transfer to the Self-Insurance Fund and a \$25,000 transfer to the Senior Mobility Program (Community Services Funds). This proposal represents a \$304,408, or 7%, increase when compared to the Fiscal Year 2012-13 budget. The budget continues all existing full time staff positions and a new half time records clerk to assist with digitizing city records. The proposal also continues

all existing programs with some additions to community services programs and advanced planning (general plan update).

Special Funds

Special Funds are divided into six categories: City Hall Improvements, Community Services, Environmental, Public Safety, Self-Insurance and Transportation. Revenues in these funds are generally restricted to certain types of expenditures and timeframes, and are used for a mix of operating and capital improvement projects. In some cases, projects span multiple fiscal years and the Fiscal Year 2013-14 proposed budget reflects only monies not already budgeted. Overall, the Fiscal Year 2013-14 Special Funds expenditure budget proposal totals \$2,425,828, a decrease of \$1,216,273, or 33.4%, when compared to Fiscal Year 2012-13.

Transportation Fund

The transportation funds support a mix of operations and capital improvements activities. The Fiscal Year 2013-14 budget proposes to allocate all new Gas Taxes, the balance of the Measure M1 Moulton Parkway grant and a portion of Measure M2 fair share monies, totaling \$612,453, to right-of-way maintenance. Remaining Measure M2 fair share monies, totaling \$235,462, are allocated as the City's match to SLLP grant funds for the rehabilitation of a portion of El Toro Road. County traffic mitigation fees (\$175,000) are also included in this budget for reimbursement of City oversight of the Moulton Parkway smart street project.

Self Insurance Fund

The Self Insurance Fund is used to account for deposits to the California Joint Powers Insurance Authority Pool and the purchase of liability and property insurance. Revenue to support this Fund comes from a General Fund transfer. The proposed budget is \$211,387 and includes payment of the balance of the City's retrospective deposit to the Pool.

Environmental Fund

The proposed budgets for the five environmental funds totals \$440,143 and support the City's ongoing recycling efforts – education, city hall drop off programs (cell phones, toner and print cartridges, small electronics, batteries, medications and white paper), door-to-door household hazardous and e-waste pick-up programs and the biannual Great Laguna Woods Goods Exchange). The proposed budget also includes the balance of county grant

funds that will be used to purchase of recycling containers for the business recycling program.

Public Safety Fund

The proposed budgets for the three public safety funds total \$339,349 and reflect grants awarded for specific programs. These funds support half of the salary of a traffic deputy, cost of abandoned vehicle enforcement and completion of the City's disaster mitigation plan.

Community Services Fund

The proposed budgets for the three community services funds total \$412,034 and supports both operations and capital equipment. Two of the funds are grants (senior mobility and CDBG) and one is a restricted cable television franchise fee account. The senior mobility grant, together with general funds and user fees, funds the subsidized taxi voucher program. The proposed budget maintains current service levels and fees. The CDBG grant provides funding for the residential energy efficiency equipment retrofit program, and is expected to support modifications for 50 low income residents. Cable fees are reserved for the purchase and maintenance of equipment used in connection with the City's governmental access television station.

City Hall Improvement Fund

The City Hall Improvement Fund was established in Fiscal Year 2010-11 to reserve funding for the acquisition of, and improvements to, City Hall. Although there are several projects that will be undertaken in Fiscal Year 2013-14, adequate funding was allocated in prior fiscal years.

Chart B, which can be found starting on page 17, summarizes proposed expenditures by Fund and Department and compares them to budgeted and anticipated actual Fiscal Year 2012-13 expenditures. Percentage changes represent a comparison of budget to budget.

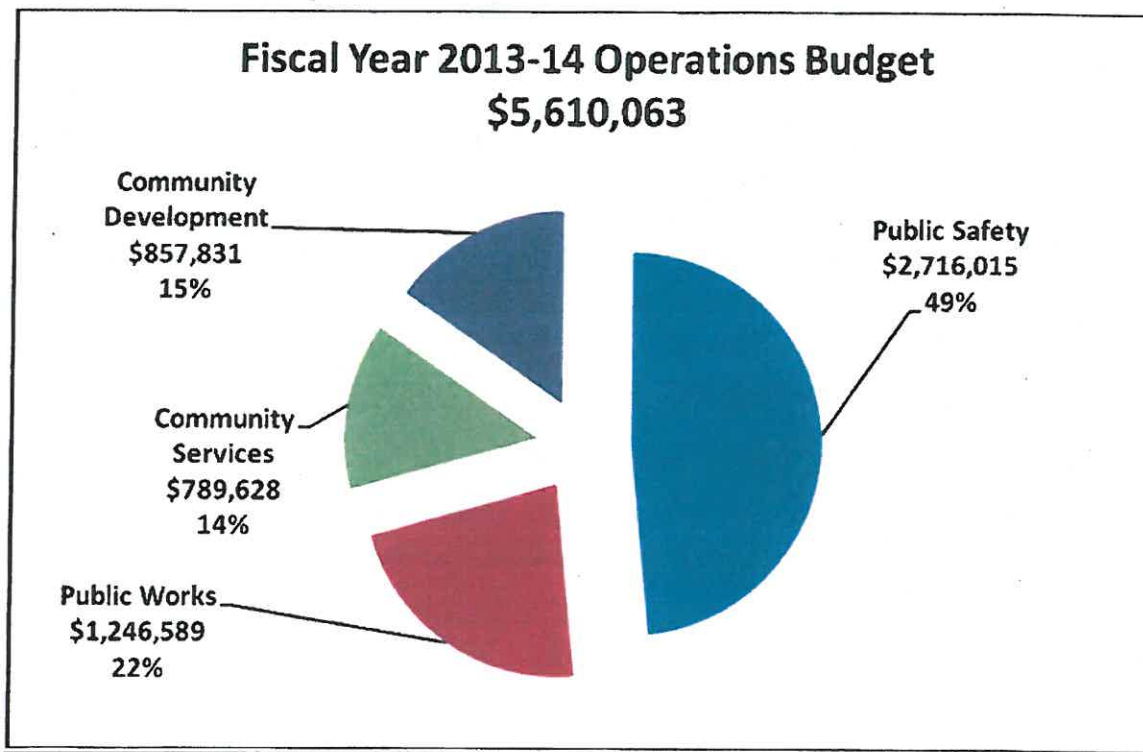
Staffing

The proposed Fiscal Year 2013-14 budget includes nine full time employees and 2.5 full time equivalent (FTE) part time employees; specific positions are identified on Chart C, found on page 21. This proposal represents an increase of .5 part time staffing for the initiation of the digital records retention program. Public safety services (fire, police and animal services), landscape and street maintenance services, and engineering, building inspection and code enforcement services are

provided by contract. Chart D, found on page 22, is a depiction of the City organization.

Operations Budget

The accounts of the City are organized based on funds and account groups in conformance with governmental accounting standards; often funding for activities spans several funds. In addition, the majority of City staff is included in the Administrative Services Section of the General Fund budget, rather than in individual department budgets. Including the operating components of the special funds budgets and allocating City Council, administrative services, non-departmental and self insurance expenses to CIP projects and line departments results in the following proposed Fiscal Year 2013-14 operations budget, which totals \$ \$5,610.063. If approved as submitted, the largest percentage of the City's available operations funding in Fiscal Year 2013-14 would be spent on public safety (49%), followed by public works (22%).



Capital Improvement Program

A capital improvement is a major expenditure of City funds for the construction or modification of City infrastructure. Capital Improvement Projects are budgeted on

a multi-year basis. Once allocated, funds remain with a project until it is complete or until the monies are reprogrammed by the City Council. Often, it takes several years to compile sufficient funding to complete a project.

With the approval of the current year increment, the capital improvement program totals \$2,542,834 and includes seven active projects.

City Hall

Generator/Trash Enclosure
First Floor carpeting
Parking lot/storm drain
Green Roof

Roadways

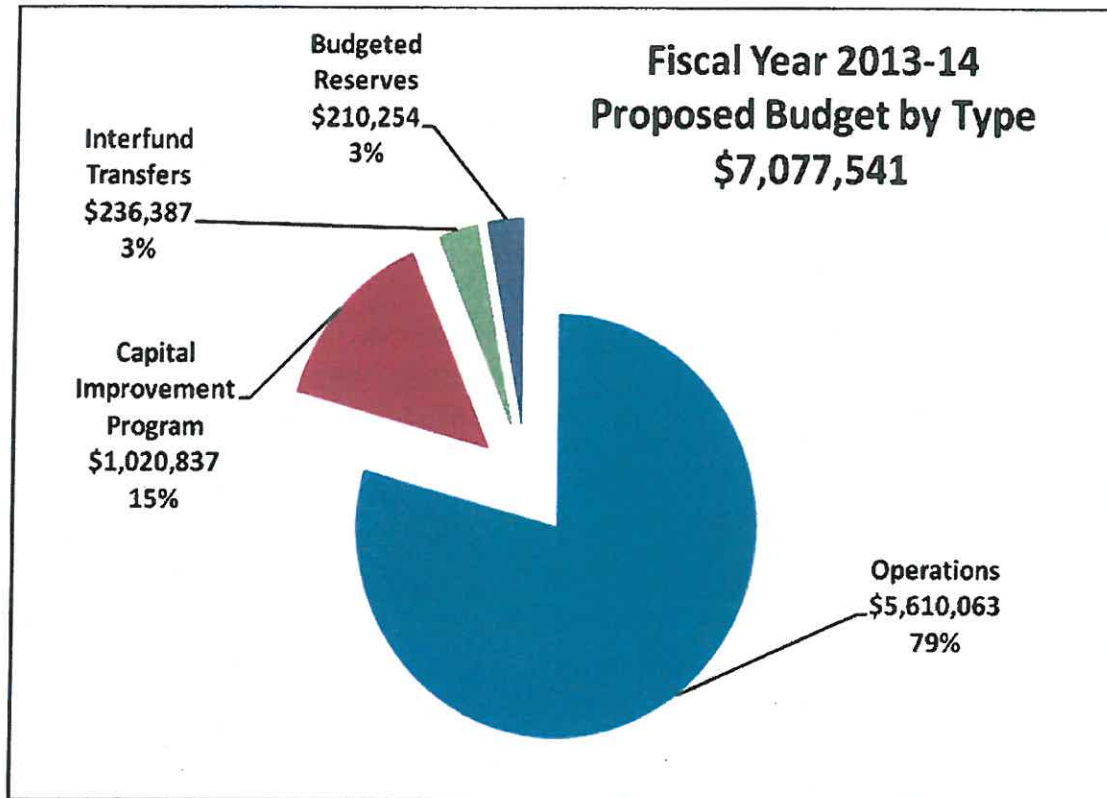
Moulton Parkway smart street Phase 1
Moulton Parkway Phase 2
El Toro Pavement Rehabilitation

Although all of these projects will not all be completed in Fiscal Year 2013-14, work on all should be underway before the end of the fiscal year. Chart E, found on page 23, identifies currently funded open projects and the Fiscal Year 2013-14 expenditure increment, which totals \$773,888. When including staff support found in the General Fund budget, City renounces devoted to the capital improvement program is \$1,020,837.

Each year, the City prepares and adopts a seven year capital improvement program that identifies funding required for its long range infrastructure and facility improvement projects. Only items in the first year of the plan are included in the annual budget. Chart F, found on page 24, summarizes the Capital Improvement Program for the Fiscal Years 2013-14 through 2019-20. As proposed, this program includes eight projects, for which funding has not yet been identified. Chart G, which can be found starting on page 25, summarizes unfunded and partially funded projects for the period Fiscal Year 2013-14 and Fiscal Year 2019-20. Staff will be seeking grant funding in Fiscal Year 2013-14 for the El Toro Road irrigation project and planning for the Santa Maria Park/Trailhead.

Budget Summary by Type of Expenditure

As noted above, the proposed Fiscal Year 2013-14 All Funds budget totals \$7,077,541. The following chart identifies expenditures by type:



Anticipated Fund Balances

It is anticipated that the City of Laguna Woods will have a total Fund Balance of approximately \$8,028,595 as of June 30, 2013. The proposed Fiscal Year 2013-14 budget estimates the June 30, 2014 fund balance will total \$8,010,626. The majority of this amount – \$7,306,566 – is in the unrestricted General Fund balance. Projected General Fund reserves do not include \$260,254 in the proposed council contingency and reserve for economic uncertainties accounts, which may or may not be spent during the fiscal year. Monies in the unrestricted General Fund balance may be retained in the fund balance or committed by the Council to programs and/or projects.

Fund Balances in the Special Funds are restricted to certain types of programs and fluctuate as those activities are completed by the City.

Chart H, found on page 27, summarizes anticipated fund balances for Fiscal Years 2012-13 and 2013-14.

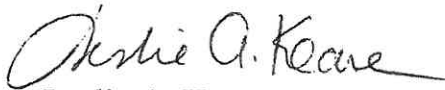
Conclusion

The City of Laguna Woods continues to be fiscally conservative in its budgeting and expenditure practices. Although somewhat revenue challenged due to the local economy and the continued erosion of state subventions, the proposed budget continues all existing programs, some with moderate increases. The budget is balanced with proposed Fiscal Year 2013-14 expenditures not exceeding projected Fiscal Year 2013-14 revenues.

I want to thank all staff for their assistance in preparing this year's budget. This is a time consuming process which can only be accomplished with teamwork.

Additionally, I would like to take this opportunity to thank the many volunteers who serve the City diligently on its advisory committees and as office volunteers. Their labor on behalf of the City saves many taxpayer dollars and creates the civic fabric that is so unique to Laguna Woods.

Respectfully submitted,

A handwritten signature in cursive script that reads "Leslie A. Keane".

Leslie A. Keane
City Manager

CITY OF LAGUNA WOODS Fiscal Year 2013-14 Projected Revenue - All Sources

Revenue	2012-13 Budget	2012-13 Anticipated	2013-14 Projected	% Change
<u>General Fund</u>				
Property Tax	231,841	346,071	256,900	-25.8
Property Tax in Lieu	1,789,021	1,837,307	1,876,100	2.1
Sales Tax	647,241	654,733	655,000	<.1
Franchise Fees	612,819	679,139	638,800	-5.9
Transient Occupancy Tax	390,183	395,470	407,400	3.0
Development Processing Fees	333,880	462,627	460,300	-0.5
Fines	181,564	255,289	193,500	-24.2
Interest	24,361	22,899	19,600	-14.4
Miscellaneous	167,366	157,752	161,700	2.5
Total	\$ 4,378,276	\$ 4,811,287	\$ 4,669,300	-3.0
<u>Transportation Fund</u>				
Gas Tax	493,553	450,293	523,200	16.2
Measure M1 Grant	104,784	104,784	16,500	-84.3
Measure M2 Fair Share	196,553	188,630	190,500	1.0
Traffic Mitigation Fees - Moulton	125,000	125,000	175,000	4.0
SLPP Grant	175,269	0	293,000	NA
Total	\$ 1,095,159	\$ 868,707	\$ 1,198,200	37.9

CHART A

Revenue	2012-13 Budget	2012-13 Anticipated	2013-14 Projected	% Change
<u>Self Insurance Fund</u>				
Transfer from General Fund	140,165	115,548	211,400	83.0
Total	\$ 140,165	\$ 115,548	\$ 211,400	83.0
<u>Environmental Funds</u>				
Used Oil	5,000	5,000	5,000	0.0
Beverage Container	5,052	5,063	5,000	-1.2
Mobile Source Reduction	20,180	19,253	19,700	2.3
Energy Efficiency - Grant	100,000	0	0	0.0
CalRecycle Grant	0	0	46,000	NA
Proposition 84 Grant	0	0	363,426	NA
Total	\$ 130,232	\$ 29,316	\$ 439,126	1397.9
<u>Public Safety Funds</u>				
Supplemental Law Enforcement	100,000	100,000	100,000	0.0
Disaster Recovery Initiative Grant	80,000	12,339	206,327	1572.2
Service Authority for Abandoned Vehicles	3,228	1,822	14	-99.0
Total	\$ 183,228	\$ 114,161	\$ 306,341	168.3
<u>Community Services Funds</u>				
Community Development Block Grant	441,309	397,300	135,000	-66.0
Senior Mobility	246,146	234,795	259,800	10.6

CHART A

Revenue	2012-13 Budget	2012-13 Anticipated	2013-14 Projected	% Change
PEG/Cable Television	10,000	10,000	10,200	2.0
Total	\$ 697,455	\$ 642,095	\$ 405,000	-36.9
<u>City Hall Fund</u>				
Transfer from General Fund	953,336	1,236,373	0	-100.0
Total	\$ 1,236,373	\$ 1,236,373	\$ -	-100.0
Total Special Funds	3,482,612	3,006,200	2,560,067	-14.8
TOTAL ALL FUNDS REVENUES	7,860,888	7,817,487	7,229,367	-7.5
LESS GENERAL FUND TRANSFERS	(1,376,538)	(1,351,921)	(236,400)	-82.5
NET REVENUES	6,484,350	6,465,566	6,992,967	8.2

CITY OF LAGUNA WOODS Fiscal Year 2013-14 Proposed Expenditure Budget - All Funds	CHART B
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Expenditure	2012-13 Adopted	2012-13 Estimated	2013-14 Adopted	% Change
<u>General Fund</u>				
City Council	37,750	36,697	39,535	4.7
Administrative Services	1,256,352	1,229,217	1,253,823	-0.2
Community Development	368,240	341,195	643,809	74.8
Community Services	210,594	210,594	180,035	-14.5
Public Safety	1,673,884	1,639,778	1,701,673	1.7
Public Works	237,033	237,033	244,617	3.2
Non-Departmental	229,269	191,769	141,580	-38.2
Subtotal	4,013,122	3,886,283	4,205,072	4.8
Economic Uncertainties Reserve	194,018	0	210,254	8.4
Transfer to Self Insurance Fund	140,165	115,548	211,387	50.8
Transfer to Senior Mobility Program	0	0	25,000	NA
Total General Fund	\$ 4,347,305	\$ 4,001,831	\$ 4,651,713	7.0

Transportation Fund

Gas Tax				
Operations	493,552	450,293	523,168	8.6
Subtotal	493,552	450,293	523,168	8.6
Measure M1				
Transfer to General Fund	104,784	104,784	16,500	-84.3
Subtotal	104,784	104,784	16,500	-84.3

Expenditure	CHART B			
	2012-13 Adopted	2012-13 Estimated	2013-14 Adopted	% Change
Measure M2				
Operations	21,284	13,361	72,785	242.0
Transfer to CIP	175,269	175,269	117,731	-32.8
Subtotal	196,553	188,630	190,516	-3.1
Traffic Mitigation Fees				
Transfer to CIP	125,000	125,000	175,000	4.0
Subtotal	125,000	125,000	175,000	4.0
CARITS				
Operations	124,828	109,502	0	-100.0
Subtotal	124,828	109,502	0	-100.0
SLPP				
Transfer to CIP	175,269	175,269	117,731	-32.8
Subtotal	175,269	175,269	117,731	-32.8
Total Transportation Fund	\$ 1,219,986	\$ 1,153,478	\$ 1,022,915	-16.2
<u>Self Insurance Fund</u>				
Insurance Premiums/Deposits	140,165	115,548	211,387	50.8
Total Self Insurance Fund	\$ 140,165	\$ 115,548	\$ 211,387	50.8
<u>Environmental Funds</u>				
Used Oil				
Operations	5,000	5,000	5,000	0.0
Subtotal	5,000	5,000	5,000	0.0
Beverage Container				
Operations	25,000	25,000	5,000	0.0
Subtotal	25,000	25,000	5,000	0.0

Expenditure	CHART B			
	2012-13 Adopted	2012-13 Estimated	2013-14 Adopted	% Change
CalRecycle Operations	0	0	46,000	NA
Subtotal	0	0	46,000	NA
OC Recycling Operations	40,717	20,000	20,717	-49.1
Subtotal	40,717	20,000	20,717	-49.1
Prop 84 Transfer to CIP	0	0	363,426	NA
Subtotal	0	0	363,426	NA
Total Environmental Funds	\$ 70,717	\$ 50,000	\$ 440,143	522.4
<u>Public Safety Funds</u>				
Supplemental Law Enforcement Operations	100,000	100,000	100,000	0.0
Subtotal	100,000	100,000	100,000	0.0
Disaster Recovery Initiative Operations	80,000	12,339	206,327	157.9
Subtotal	80,000	12,339	206,327	157.9
SAAV Operations	0	0	33,022	NA
Subtotal	0	0	33,022	NA
Emergency Mgmt. Performance Operations	15,554	15,554	0	-100.0
Subtotal	15,554	15,554	0	-100.0
Total Public Safety Funds	\$ 195,554	\$ 127,893	\$ 339,349	73.5

Expenditure	2012-13 Adopted	2012-13 Estimated	2013-14 Adopted	CHART B % Change
<u>Community Services Funds</u>				
CDBG				
Operations	135,000	135,000	135,000	0.0
Transfer to CIP	362,300	362,300	0	-100.0
Subtotal	497,300	497,300	135,000	-72.9
Senior Mobility Operations	272,206	260,747	268,534	-1.3
Subtotal	272,206	260,747	268,534	-1.3
PEG/Cable Television Operations	9,800	9,092	8,500	-13.3
Subtotal	9,800	9,092	8,500	-13.3
Total Community Services Funds	\$ 779,306	\$ 767,139	\$ 412,034	-47.1
<u>City Hall Fund</u>				
Transfer to CIP	953,336	1,236,373	0	-70.3
Total City Hall Fund	\$ 1,236,373	\$ 1,236,373	\$ -	-100.0
Total Special Funds	\$ 3,642,101	\$ 3,450,431	\$ 2,425,828	-33.4
TOTAL ALL FUNDS	\$ 7,989,406	\$ 7,452,262	\$ 7,077,541	-11.4
LESS INTER-FUND TRANSFERS	-1,376,538	-1,352,021	-236,387	-82.5
NET EXPENDITURES	\$ 6,612,868	\$ 6,100,241	\$ 6,841,154	3.5

**City of Laguna Woods
Proposed Fiscal Year 2012-13
Staff Positions**

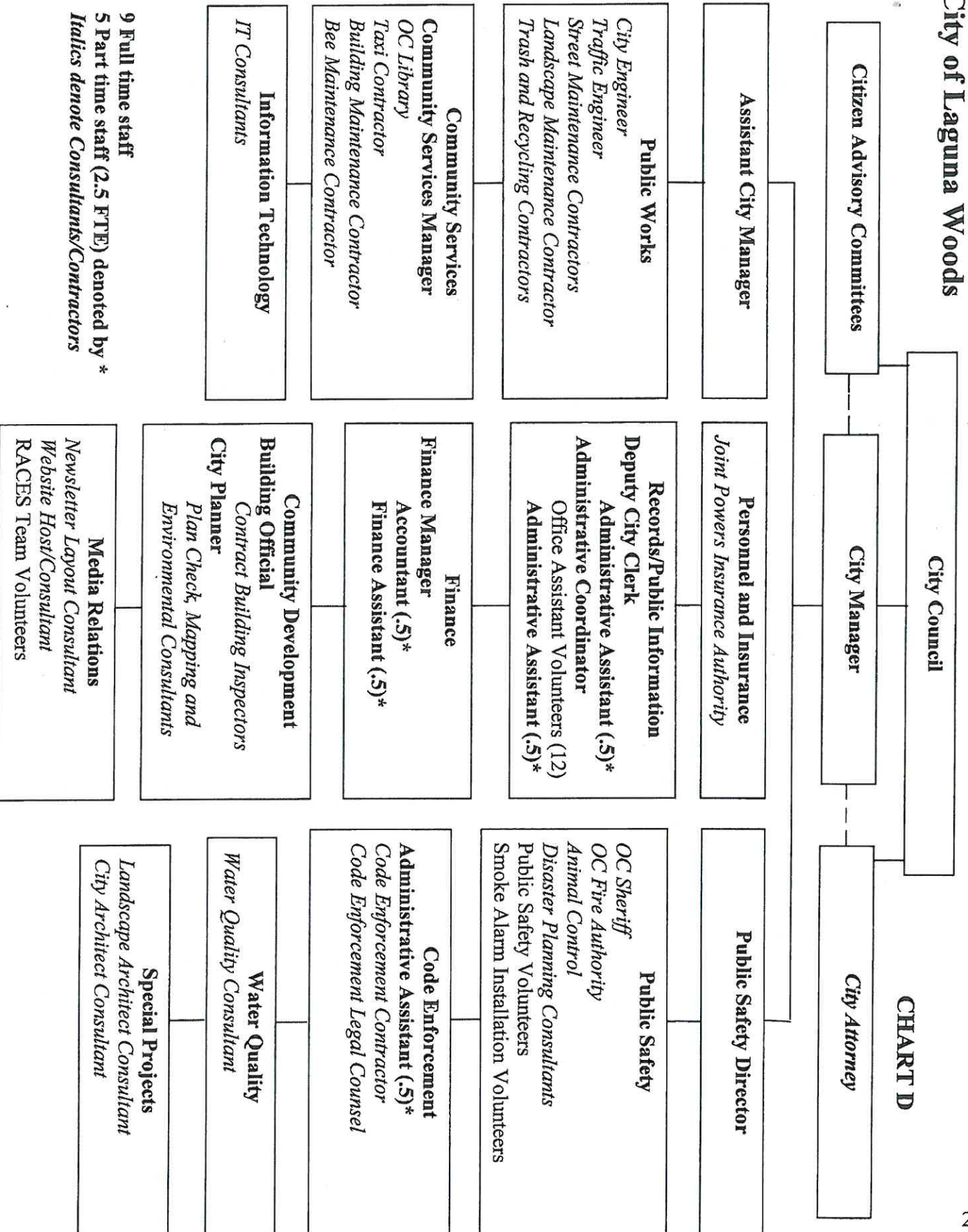
Full-time Staff – 9 FTE

- 1 Administrative Coordinator
- 1 Assistant City Manager
- 1 Building Official
- 1 City Manager
- 1 Community Services Manager
- 1 Deputy City Clerk
- 1 Finance Manager
- 1 Planning Manager
- 1 Public Safety Director

Part-time Staff – 2.5 FTE

- .5 Accountant
- .5 Administrative Assistant (senior mobility)
- .5 Administrative Assistant (finance)
- .5 Administrative Assistant (records management)
- .5 Administrative Assistant (code enforcement)

City of Laguna Woods



9 Full time staff
5 Part time staff (2.5 FTE) denoted by *
Italics denote Consultants/Contractors

CHART E

PROJECT	TOTAL PROJECT COST	EXPENDITURES										REMAINING AMOUNT UNFUNDED
		FUNDED Prior Years	FUNDED FY 08-09	FUNDED FY 09-10	FUNDED FY 10-11	FUNDED FY 11-12	FUNDED FY 12-13	PROPOSED FY 13-14	TOTAL FUNDED	ESTIMATED REMAINING	Source of Remaining Funds	
City Hall												
Utilities (Generator and Trash Enclosure/Generator Pad)	\$506,892	-	-	-	-	-	\$506,892	-	\$506,892	\$453,927	(All General Fund)	\$0
First Floor Carpet	\$25,000	-	-	-	-	-	\$25,000	-	\$25,000	\$25,000	(All General Fund)	\$0
Parking Lot/Storm Drain	\$112,500	-	-	-	-	-	\$112,500	-	\$112,500	\$100,000	(All CDBG)	\$0
Green Roof	\$1,067,907	-	-	-	-	-	\$704,481	\$363,426	\$1,067,907	\$1,067,907	(\$704,481 General Fund; \$363,426 Proposition 8A)	\$0
Roadways												
El Toro Pavement Rehab (Calle Sonora to Moulton)	\$586,000	-	-	-	-	-	\$350,538	\$235,462	\$586,000	\$586,000	(\$293,000 M2, \$293,000 SLPP)	\$0
Moulton Parkway Smart Street - Phase 1	\$2,497,775	-	-	\$2,497,775	-	-	-	-	\$2,497,775	\$135,000	(All Measure M1)	\$0
Moulton Parkway Smart Street - Phase 2	\$175,000	-	-	-	-	-	-	\$175,000	\$175,000	\$175,000	(All County Traffic Mitigation Fees)	\$0

[illegible]

CITY OF LAGUNA WOODS
CAPITAL IMPROVEMENT PROGRAM
UNFUNDED/PARTIALLY FUNDED PROJECTS

CHART F

PROJECT	STATUS	ESTIMATED COST	ALLOCATED TO DATE	AMOUNT UNFUNDED	PROPOSED FY 2013-14	REMAINING AMOUNT UNFUNDED
<u>El Toro Road Pavement Rehabilitation Project: Sonora to Equestrian</u>	Partially Funded	\$586,000	\$350,538	\$235,462	\$235,462	\$0
<u>El Toro Road Water Efficient Median Improvement Project</u>						
West Median #1	Grant Application	\$179,400	\$0	\$179,400	\$0	\$179,400
West Median #2	Grant Application	\$116,150	\$0	\$116,150	\$0	\$116,150
TOTAL		\$295,550	\$0	\$295,550	\$0	\$295,550
<u>Moulton Parkway Water Efficient Median Improvement Project</u>						
South Median #1	Unfunded	\$153,710	\$0	\$153,710	\$0	\$153,710
South Median #2	Unfunded	\$385,020	\$0	\$385,020	\$0	\$385,020
South Median #3	Unfunded	\$291,870	\$0	\$291,870	\$0	\$291,870
TOTAL		\$830,600	\$0	\$830,600	\$0	\$830,600
<u>Santa Maria Avenue Water Efficient Median Improvement Project</u>						
Median #1	Unfunded	\$46,950	\$0	\$46,950	\$0	\$46,950
Median #2	Unfunded	\$371,565	\$0	\$371,565	\$0	\$371,565
Median #3	Unfunded	\$54,165	\$0	\$54,165	\$0	\$54,165
Median #4	Unfunded	\$51,520	\$0	\$51,520	\$0	\$51,520
TOTAL		\$524,200	\$0	\$524,200	\$0	\$524,200
<u>El Toro Road Pavement Rehabilitation Project: Moulton to Avenida Sevilla</u>	Unfunded	\$500,000	\$0	\$0	\$0	\$500,000
<u>El Toro Road Pavement Rehabilitation Project: Calle Sonora westbound to Aliso Creek</u>	Unfunded	\$950,000	\$0	\$0	\$0	\$950,000
<u>Moulton Parkway Pavement Rehabilitation Project: Via Campo Verde southbound to City Limit</u>	Unfunded	\$1,650,000	\$0	\$0	\$0	\$1,650,000
<u>Santa Maria Passive Park/Trailhead (planning only)</u>	Grant Application	\$250,000	\$0	\$0	\$0	\$250,000
<u>City Hall Second Floor Reconfiguration</u>	Unfunded	\$790,000	\$0	\$0	\$0	\$790,000

City of Laguna Woods

Seven Year Capital Improvement Program

CHART G

25

Project	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
City Hall							
Utilities (Generator and Trash Enclosure/Generator Pad)	construction						
\$581,892 - funded/General Fund							
First Floor Carpet	construction						
\$25,000 - funded/General Fund							
Parking Lot/Storm Drain	construction						
\$112,500 - funded/CDBG							
Green Roof	planning	construction					
\$1,067,907 - funded/Grant and General Fund							
Second Floor Reconfiguration	planning	construction					
\$790,000 - unfunded							
Roadways							
El Toro Pavement Rehab (Calle Sonora to Moulton)	construction						
\$586,000 - funded/Grant and MM2							
El Toro Pavement Rehab (Moulton to Ave. Sevilla)		planning			construction		
\$500,000 - unfunded							
El Toro Pavement Rehab (Calle Sonora westbound to Aliso Creek)					planning	construction	
\$950,000 - unfunded							
El Toro Road Median Irrigation	planning	construction					
\$295,550 - grant pending							
Moulton Parkway Smart Street (sidewalks, bicycle lanes, turn lanes)	construction						
\$14 million/Funded by County and MM1 grant							
Moulton Parkway Rehab (Via Campo Verde southbound to city limit)						planning	construction
\$1,650,000 - unfunded							
Moulton Parkway Median Irrigation				planning	construction		
\$830,600 - unfunded							
Santa Maria Median Irrigation		planning	construction				
\$524,200 - unfunded							
Traffic/Pedestrian Signal Modifications	construction	construction					
\$130,361 - funding available/CARLTS							

City of Laguna Woods

26

Seven Year Capital Improvement Program

CHART G

Project

FY 2013-14 FY 2014-15 FY 2015-16 FY 2016-17 FY 2017-18 FY 2018-19 FY 2019-20

Parks

Santa Maria Passive Park/Trailhead
\$250,000 (planning only) - grant pending

planning construction construction

City of Laguna Woods
Fund Balances FY 2012-13 and FY 2013-14

CHART H

Fund	Anticipated FY 2012-13	Projected FY 2013-14
General Fund		
Unallocated	\$6,637,454	\$ 6,655,041
Self Insurance	\$ 500,000	\$ 500,000
Uncompensated Absences	\$ 146,020	\$ 151,525
Subtotal	\$7,283,474	\$ 7,306,566
Transportation Funds		
Gas Tax	\$ 369,774	\$ 369,806
Measure M2 Fair Share	\$ 61,920	\$ 61,904
CARITS	\$ 139,846	\$ 139,846
Environmental Funds		
Used Oil	\$ 10,840	\$ 10,840
Beverage Container	\$ 20,276	\$ 20,276
OC Recycling	\$ 20,717	\$ -
Mobile Source Reduction	\$ 46,126	\$ 65,826
Public Safety Funds		
SAAV	\$ 34,844	\$ 1,836
Community Services Funds		
PEG/Cable Television	\$ 20,670	\$ 22,370
Senior Mobility	\$ 20,108	\$ 11,356
TOTAL	\$8,028,595	\$ 8,010,626

BUDGET EXPENDITURE DETAIL

City of Laguna Woods

Fiscal Year 2013-14 General Fund Expenditures Budget

<u>CITY COUNCIL</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
TOTALS:	\$37,750	\$36,697	\$39,535
Membership & Dues	\$14,700	\$14,613	\$15,462
Travel & Conferences	\$4,600	\$3,400	\$5,000
Mileage & Parking	\$3,150	\$3,150	\$11,250
Salaries - Part-Time	\$15,300	\$15,300	\$7,200
Payroll Taxes	\$0	\$234	\$623

<u>ADMINISTRATIVE SERVICES</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
TOTALS:	\$1,256,352	\$1,229,217	\$1,253,823
Membership & Dues	\$510	\$315	\$1,015
Travel & Conferences	\$3,090	\$2,000	\$4,375
Mileage & Parking	\$12,000	\$12,000	\$12,000
Office Supplies	\$8,000	\$8,000	\$8,000
Printing	\$14,380	\$13,500	\$21,620
Postage	\$4,500	\$4,500	\$4,725
Public Notices	\$3,500	\$3,500	\$3,500
Contract - Legal Services	\$173,434	\$173,434	\$133,860
Contract - Finance	\$22,608	\$22,248	\$26,781
Contract - Elections	\$24,996	\$14,102	\$0
Contract - Other	\$31,650	\$31,591	\$39,634
Salaries - Full-Time	\$679,044	\$679,375	\$688,060

Salaries - Part-Time	\$32,710	\$26,563	\$55,712
Fringe Benefits	\$84,000	\$83,000	\$94,200
Payroll Taxes	\$61,064	\$61,064	\$64,177
Retirement	\$94,897	\$91,785	\$92,834
Benefit Administration	\$1,344	\$1,330	\$1,330
Long-Term Disability	\$4,625	\$910	\$2,000

<u>COMMUNITY DEVELOPMENT</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
TOTALS:	\$368,240	\$341,195	\$643,809
Publications	\$0	\$0	\$1,600
Printing	\$2,210	\$2,210	\$2,210
Current Planning	\$67,170	\$52,576	\$10,000
Contract - Advance Planning	\$10,000	\$10,000	\$300,000
Contract - Inspection	\$64,313.00	\$64,313	\$90,625
Contract - Bldg Plan Check	\$13,000	\$10,000	\$10,000
Environmental Subsidy	\$5,000	\$3,312	\$0
Salaries - Full-Time	\$125,944	\$125,944	\$167,242
Salaries - Part-Time	\$19,149.00	\$19,149	\$0
Fringe Benefits	\$24,000	\$23,000	\$26,400
Payroll Taxes	\$12,849	\$12,849	\$14,466
Retirement	\$23,500	\$16,845	\$20,200
Long-Term Disability	\$1,105	\$997	\$1,066

<u>COMMUNITY SERVICES</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
TOTALS:	\$210,594	\$210,594	\$205,035

Community Grants	\$184,375	\$184,375	\$150,000
City Newsletter	\$24,684	\$24,684	\$28,800
Community Events	\$1,535	\$1,535	\$1,235
Transfer to Senior Mobility Program	\$0	\$0	\$25,000

<u>NON-DEPARTMENTAL</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
TOTALS:	\$563,452	\$307,317	\$563,221

Council Contingency	\$37,500	\$0	\$50,000
Utilities	\$23,031	\$23,031	\$22,050
Telephone	\$11,940	\$11,940	\$11,640
Building Maintenance	\$33,020	\$33,020	\$33,890
Capital Equipment	\$111,278	\$111,278	\$0
Signage	\$12,500	\$12,500	\$24,000
Economic Uncertainty Reserve	\$194,018	\$0	\$210,254
Transfers to Other Funds	\$140,165	\$115,548	\$211,387

<u>PUBLIC SAFETY</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
TOTALS:	\$1,673,884	\$1,639,778	\$1,701,673

Street Lighting - Residential	\$85,075	\$85,075	\$36,531
Contract - Code Enforcement	\$20,837	\$20,837	\$39,952
Contract - Sheriff	\$1,246,338	\$1,246,338	\$1,303,974
Contract - Water Quality	\$95,000	\$95,000	\$100,000
Contract - Animal Services	\$92,793	\$86,793	\$93,156
Contract - Red Light	\$112,500	\$93,750	\$105,000
Volunteer Program	\$2,500	\$500	\$2,500

Contract - Other	\$2,450	\$2,361	\$2,311
Salaries - Part-Time	\$15,226	\$8,398	\$16,796
Payroll Taxes	\$1,165	\$726	\$1,453

<u>PUBLIC WORKS</u>	<u>FY 2012-13 BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
TOTALS:	\$237,033	\$237,033	\$244,617
Contract - Inspection	\$5,000	\$5,000	\$0
Contract - Engineering	\$6,000	\$6,000	\$0
Contract - Landscaping	\$77,769	\$77,769	\$77,769
Contract - Special Landscape	\$40,564	\$40,564	\$46,648
Contract - Solid Waste	\$92,700	\$92,700	\$105,200
Contract - Waste Enforcement	\$15,000	\$15,000	\$15,000

City of Laguna Woods

Fiscal Year 2013-14 Special Funds Expenditures Budget

COMMUNITY SERVICES FUNDS

<u>PEG/CABLE TELEVISION</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Equipment & Maintenance	\$9,800.00	\$9,092.00	\$8,500.00
	\$9,800.00	\$9,092.00	\$8,500.00

<u>SENIOR MOBILITY</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Printing	\$2,600.00	\$3,756.00	\$4,508.00
Salaries - Part Time	\$26,550.00	\$15,024.00	\$18,637.00
Payroll Taxes	\$2,389.00	\$1,300.00	\$1,612.00
Contract - Transportation	\$178,464.00	\$178,464.00	\$178,464.00
Contract - Taxi Voucher NEMT	\$62,203.00	\$62,203.00	\$65,313.00
	\$272,206.00	\$260,747.00	\$268,534.00

<u>COMMUNITY DEVELOPMENT BLOCK GRANTS</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
CDBG Rehab	\$135,000.00	\$135,000.00	\$135,000.00
CDBG PF&I City Hall Phase IV	\$249,800.00	\$249,800.00	\$0.00
CDBG PF&I City Hall Phase V	\$112,500.00	\$112,500.00	\$0.00
	\$497,300.00	\$497,300.00	\$135,000.00

ENVIRONMENTAL FUNDS

<u>BEVERAGE CONTAINER RECYCLING</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Contract - Solid Waste	\$25,000.00	\$25,000.00	\$5,000.00
	\$25,000.00	\$25,000.00	\$5,000.00

<u>OIL PAYMENT PROGRAM</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Contract - Solid Waste	\$5,000.00	\$5,000.00	\$5,000.00
	\$5,000.00	\$5,000.00	\$5,000.00

<u>OC RECYCLING GRANT</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Contract - Solid Waste	\$40,717.00	\$20,000.00	\$20,717.00
	\$40,717.00	\$20,000.00	\$20,717.00

<u>CALRECYCLE PUBLIC EDUCATION AND OUTREACH GRANT</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Admin Costs	-	-	\$2,500.00
Collection	-	-	\$26,000.00
Education			\$17,500.00
	-	-	\$46,000.00

<u>PROPOSITION 84 STORM WATER GRANT</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
City Hall LID Retrofit Project	-	-	\$363,426.00
	-	-	\$363,426.00

PUBLIC SAFETY FUNDS

<u>SERVICE AUTHORITY FOR ABANDONED VEHICLES</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Contract - Other	\$0.00	\$0.00	\$33,022.00
	\$0.00	\$0.00	\$33,022.00

<u>SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACT</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Contract - Sheriff	\$100,000.00	\$100,000.00	\$100,000.00
	\$100,000.00	\$100,000.00	\$100,000.00

<u>DISASTER RECOVERY INITIATIVE GRANT</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Grant Activities	\$80,000.00	\$12,339.00	\$206,327.00
	\$80,000.00	\$12,339.00	\$206,327.00

<u>EMERGENCY MANAGEMENT PERFORMANCE GRANT</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Grant Activities	\$15,554.00	\$15,554.00	\$0.00
	\$15,554.00	\$15,554.00	\$0.00

SELF INSURANCE FUND

<u>SELF INSURANCE</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Misc. Insurance Premiums	\$22,128.00	\$932.00	\$106,403.00
General Liability Pool Deposits	\$82,971.00	\$82,971.00	\$66,311.00

Workers Comp. Pool Deposits	\$13,273.00	\$13,273.00	\$19,382.00
Property Insurance	\$21,793.00	\$18,372.00	\$19,291.00
	\$140,165.00	\$115,548.00	\$211,387.00

TRANSPORTATION FUNDS

<u>FUEL TAX PROGRAMS</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Street Lighting - Public ROW	\$30,692.00	\$30,692.00	\$32,227.00
Contract - Traffic Engineering	\$140,844.00	\$140,844.00	\$140,844.00
Contract - Landscaping	\$122,387.00	\$122,387.00	\$134,626.00
Contract - Street Maintenance	\$170,837.00	\$127,578.00	\$155,837.00
Contract - Traffic Signal Maint.	-	-	\$20,034.00
Contract - Street Sweeping	\$28,792.00	\$28,792.00	\$39,600.00
	\$493,552.00	\$450,293.00	\$523,168.00

<u>MEASURE M1 PROGRAMS</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Moulton Pkwy Widening	\$104,784.00	\$104,784.00	\$16,500.00
	\$104,784.00	\$104,784.00	\$16,500.00

<u>MEASURE M2 PROGRAMS</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
El Toro Rehab/Sonora-Equestrian	\$175,269.00	\$175,269.00	\$117,731.00
Contract - Street Maintenance	-	-	\$25,000.00
Contract - Traffic Signal Maint.	\$21,284.00	\$13,361.00	\$47,785.00
	\$196,553.00	\$188,630.00	\$190,516.00

<u>TRAFFIC MITIGATION FEES</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Moulton Pkwy Widening	\$125,000.00	\$125,000.00	\$175,000.00
	\$125,000.00	\$125,000.00	\$175,000.00

<u>STATE-LOCAL PARTNERSHIP PROGRAM</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
El Toro Rehab/Sonora-Equestrian	\$175,269.00	\$175,269.00	\$117,731.00
	\$175,269.00	\$175,269.00	\$117,731.00

<u>CARITS</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
Contract - Traffic Signals	\$124,828.00	\$109,502.00	\$0.00
	\$124,828.00	\$109,502.00	\$0.00

CITY HALL FUND

<u>CITY HALL FUND</u>	<u>FY 2012-13 AMENDED BUDGET</u>	<u>FY 2012-13 ESTIMATED YEAR-END</u>	<u>FY 2013-14</u>
City Hall Utilities	\$506,892.00	\$506,892.00	\$0.00
City Hall Carpeting	\$25,000.00	\$25,000.00	\$0.00
City Hall LID Retrofit Project	\$704,481.00	\$704,481.00	\$0.00
	\$1,236,373.00	\$1,236,373.00	\$0.00

APPENDIX

City of Laguna Woods Budget Process

Budget Preparation

The Laguna Woods uses a "base budget" budgeting method. Each department requests an annual appropriation sufficient to fund current levels and other costs the department is responsible for managing. The budget base year is the prior year's adopted budget, reducing it for previous one-time expenditures, increasing it for known future impacts (such as increased utility costs). The City does not automatically increase the budget by a percentage.

In April or May each year, the City Manager provided the City Council with a status of the current budget and projected revenues and base budget expenditures for the upcoming year. Depending on available funding, a list of new or enhanced program may also be provided. Following Council discussion at several public budget meetings, the City Manager prepares and presents the proposed all funds budget in June. The Capital Improvement Program is reviewed by the Land Use and Design Review Committee and the Public Safety Committee prior to submission to the City Council.

The budget is required by law to be adopted prior to July 1st of each year. The budget must be balanced, that is, total expenditures must be equal to or less than total revenues. Upon adoption of the budget, the City Manager prepares the final budget document which is presented for adoption by resolution. Resolutions adopting the seven year capital improvement program, the appropriations limit, employee compensation and the City overhead rate are considered at the same time if modifications are required.

Budget Amendments

The budget is adopted at the fund and department level. The City Manager is authorized to make transfers between account codes and departments within each fund. City Council approval is required for transfers between funds or increases to total appropriations.

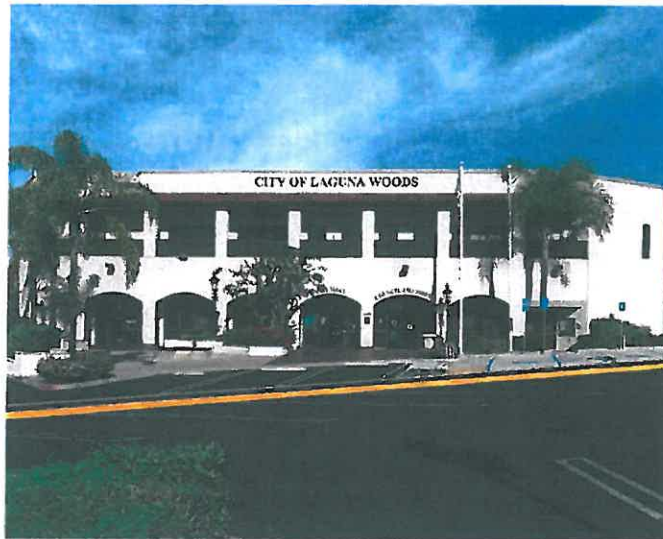
City of Laguna Woods Fiscal Year 2012-13 Accomplishments

- Continue all existing programs at existing service levels.
- Complete acquisition of remaining property for Moulton smart street and begin construction – **complete**
- Remove Santa Maria extension from the master plan of arterial highways – **underway**
- Complete El Toro Road repaving from Calle Sonora to Moulton Parkway – **postponed until FY 13-14**
- Conduct citywide speed survey – **complete**
- Complete city hall accessibility improvement construction – **complete**
- Complete El Toro/Aliso Creek roadway/sidewalk improvements – **substantially complete**
- Expand medicine drop-off program to include liquids and creams – **complete**
- Develop and implement catch basin filter insert replacement program – **underway**
- Revise municipal code – density bonus, city council compensation, reasonable accommodations, temporary signs, patio enclosures, aggressive solicitation – **complete or underway**
- Complete local hazard mitigation plan and have certified by FEEMA – **underway**
- Establish fire zones and related construction standards – **complete**
- Establish wildfire evacuation plan – **underway**
- Rebid street and traffic signal maintenance contracts – **complete**
- Update City's housing element – **underway**
- Adopt schedule/process and solicit bids for update of the General Plan – **complete**
- Process Urban Activity Center specific plan – **underway**
- Provide technical recycling assistance to city businesses – **underway**
- Develop environmental and sustainability programs – polystyrene regulations, city hall green roof and environmental citizen awards – **complete or underway**

Program Statistics (July 2012 – March 2013)

- 6,130 residents enrolled in subsidized taxi program; 1,692 residents enrolled in medical transportation program.
- 11,230 subsidized taxi rides provided.
- 109 dual pane windows, 9 sliding glass doors, 2 screen doors, and 9 hat pumps installed (CDBG program).
- 4,326 redlight camera incidents reviewed; 1,694 citations issued.
- 572 dog licenses issue; 1,881 dogs currently licensed; 17 animals impounded.
- 2,867 signatures/pension plans notarized/certified.
- 2,202 building permits issued (3% increase); 4,286 building inspections performed – does not include photo or grading inspections.
- 18 notices of violation and administrative citations/warnings issued; verbal warnings and immediate compliance not included.
- 475 smoke alarms installed in 185 homes.
- 40 water quality commercial facility inspections.
- 24,147 pounds of hazardous and e-waste collected; 24,769 tons of other material diverted from landfill.
- 152 business visits regarding commercial recycling program.
- 9 public hearings held; 26 ordinances and resolutions adopted.
- 140 new library cards issued; 11,253 books, DVDs checked out from City OC library branch.
- 547 residents attended 3 Sunday matinee movies.
- 1,758 invoices processed and 1,606 checks issued.

The City of Laguna Woods



Laguna Woods is both one of California's newest and oldest cities. Incorporated in 1999 as Orange County's 32nd city, the average age of Laguna Woods' residents is 78. Ninety percent of the City's four square miles is contained within the senior citizen gated community of Laguna Woods Village (formerly Leisure World, Laguna Hills). The balance of the City contains three additional senior residential communities and several thriving commercial centers.

Development of the Leisure World community began in the 1960's on 2,095 acres formerly known as the Moulton Ranch. It was designed to offer a full range of cultural and recreational experiences for active adults within a safe and garden-like setting.

Incorporation efforts were initiated unsuccessfully - independently and in conjunction with surrounding communities - on several occasions. In 1996, threatened with the development of a major commercial airport on its borders, the Leisure World community hired a consultant to explore future governance options. The final report convinced community leaders to pursue cityhood once again.

On June 22, 1998, the Orange County Local Agency Formation Commission approved the community's application for incorporation; local voters ratified the proposal on March 2, 1999 and on March 24, 1999, Laguna Woods became Orange County's 32nd city.

Although the 2010 census resulted in a current year population of 16,334, the City believes that its population is closer to 20,000. It contains the gated community of Laguna Woods Village, two apartment complexes and two assisted living facilities, for a total of approximately 13,382 residences. There are five commercial centers in the City, which house two grocery stores, several pharmacies, a hotel, a Home Depot and an Office Max, as well as a variety of food facilities, medical offices and small businesses.

Laguna Woods is a general law city, operating with a "council-manager" form of government. The council-manager form of government blends five elected City Council citizen representatives, who set policies and adopt local laws, with a City Manager and team of professional staff and consultants who carry out these policies. One of Laguna Woods' current Councilmembers - Bert Hack - has served the City since incorporation, as has its City Manager, Leslie Keane.



"With respect for the past, looking to the future"

City of Laguna Woods Mission Statement

The City of Laguna Woods is the first city in the State of California consisting primarily of communities which are the homes for more than 18,000 senior citizens who symbolize to the World that seniors can effectively govern themselves.

Our name commemorates more than 50,000 trees which thrive in our four square mile environmentally responsible community.

Our city government is committed to improve and preserve the Quality of Life of our citizens, the enhancement of lifestyle opportunities, the delivery of quality services and the protection of our environment.

Our city government is committed to promoting the basic rule of law that is the foundation of the democratic process and legal structure of all local governments in the United States of America.

To achieve this mission, the City establishes the following goals:

- Actively recruit and involve citizens in the decision-making process.
- Prudently manage the City's financial resources and provide for adequate reserves.
- Work in partnership with the businesses located within our city.
- Safeguard the health, safety and well-being of City residents and properties.
- Provide City residents with municipal services which are economically and efficiently delivered.
- Promote and enhance development of aesthetics of the city: i.e. landscape, arts, culture, leisure and recreation.
- Promote regional cooperation among neighboring communities and governmental agencies in areas of mutual concern.

Mayor and City Councilmembers

August 1999

The Laguna Woods City Council

The City of Laguna Woods is a General Law city governed by the Council/Manager form of government.

The City Council is comprised of five Laguna Woods' residents who are elected at large by registered voters of the City. Councilmembers serve alternating four year terms and either two or three council seats are up for consideration at each municipal election. Municipal elections are held in November of even numbered years. The City of Laguna Woods has no term limits.

The City Council selects a Mayor and Mayor Pro Tem annually. The Mayor is responsible for presiding over City Council meetings, representing the City Council at various business and ceremonial events, and executing City ordinances, resolutions and contracts. The Mayor Pro Tem performs these duties in the absence of the Mayor.

In the Council/Manager form of government, the City Council, as the elected body, adopts legislation, sets policy, adjudicates issues, and establishes the budget of the City. The City Manager, appointed by the Council, is charged with the day to day responsibility of running the City and implementing City Council policy and laws.

Councilmembers are directly accountable to the electorate and must constantly balance the views of individuals and groups with the needs of the entire city.

The City Council meets at 2:00 p.m. on the third Wednesday of each month. Special and adjourned meetings are scheduled as needed. Your thoughts and suggestions are important to the City Council and you are encouraged to contact your councilmembers at City Hall. You may also leave email message for councilmembers at the following address: **cityhall@lagunawoodscity.org**



Mayor Robert "Bob" Ring - Appointed in 2001; fourth term expires in 2014

Member, Aliso Creek Work Group; Member, South Orange County Mayors Association; Alternate Member, Orange County Library Advisory Board of Directors; Alternate Member, Coastal Greenbelt Authority.



Councilmember Milton "Milt" Robbins, CPA - Elected in 2004; third term expires in 2016

Member, California Joint Powers Insurance Authority Board of Directors; Member, Orange County Library Advisory Board of Directors; Member, Orange County Vector Control District Board of Directors.



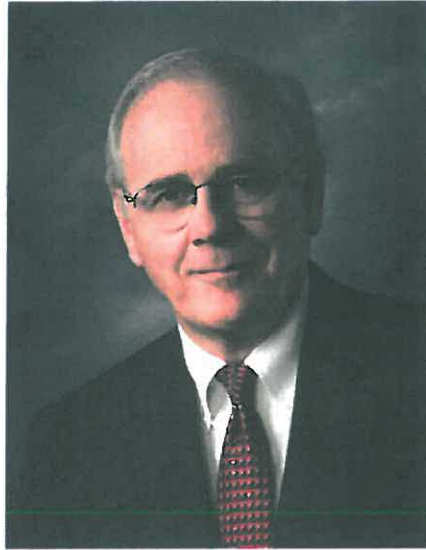
**Councilmember Cynthia Conners, J. D. - Appointed in 2009;
second term expires in 2016**

Vice Chair, Coastal Greenbelt Authority Board of Directors; Member, Orange County Waste Management Commission; Alternate Member, San Joaquin Transportation Corridor Authority Board of Directors; Alternate Member, Orange County Fire Authority Board of Directors



Councilmember Bert Hack, J.D. - Elected in 1999; fourth term expires in 2014

Member, San Joaquin Transportation Corridor Authority Board of Directors; Executive Committee Member, Southern California Water Committee Board of Directors; Member, Orange County Council of Governments Board of Directors; Member, Southern California Association of Governments Transportation and Communications Policy Committee.



Councilmember Noel Hatch - Elected in 2012; first term expires in 2016

Member, Orange County Fire Authority Board of Directors; Alternate Member,
South Orange County Watershed Management Executive Committee.

City of Laguna Woods
CITY COUNCILMEMBER CODE OF ETHICS AND VALUES

1.1.01 PURPOSE

The City Council of the City of Laguna Woods believes that city residents and businesses are entitled to responsible, fair and honest city government that operates in an atmosphere of respect and civility consistent with the Council's Mission Statement. Accordingly, the Council has adopted a code of ethics for itself and its advisory committee members to:

- A. Describe the standards of behavior to which its leaders aspire; and
- B. Provide an ongoing source of guidance to city officials in their day-to- day service to the city; and
- C. Promote and maintain a culture of ethics.

1.1.02 RESPONSIBILITY

- A. As a community leader, I serve with dignity and respect for my office and I am an agent of the democratic process.
- B. I avoid actions that might cause the public to question my independent judgment.
- C. I do not use my office or the resources of the city for personal or political gain.
- D. I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the city and its residents.

1.1.03 FAIRNESS

- A. I promote consistency, equity and non-discrimination in public agency decision-making.

B. I make decisions based on the merits of an issue, including research and facts.

C. I encourage diverse public engagement in our decision-making processes and support the public's right to know.

1.1.04 RESPECT

I treat my fellow officials, staff and the public with patience, courtesy and civility, even when we disagree on what is best for the community.

1.1.05 HONESTY

A. I am honest with my fellow officials and members of the public.

B. I am prepared to make decisions when necessary for the public's best interests, whether those decisions are popular or not.

C. I take responsibility for my actions, even when it is uncomfortable to do so.

Adopted by City Council: December 21, 2005

City of Laguna Woods

Council Appointed Advisory Committees

The City Council has established three advisory committees - Community Services, Land Use/ Design Review and Public Safety. Each committee has eleven members and meets once per month.

The Land Use and Design Review Committee acts in an advisory capacity to the City Council and staff in matters pertaining to community growth, land use and development standards, signage, urban run-off, and the location of buildings, structures and works. This committee also serves as the City's Landscape Advisory Committee, as defined by Chapter 4.26 of the Laguna Woods Municipal Code, and has established a subcommittee to handle this responsibility. In addition, this committee appoints two members to serve as liaison to the City Manager's Greening the Woods Committee. This committee meets on the second Thursday of the month at 9:00 a.m. in the City Council Chambers.

The Community Services Committee acts in an advisory capacity to the City Council and staff in matters pertaining to transportation, health and social services, community beautification and recycling, recreation and cultural programs and community relations. This committee strives to promote the City of Laguna Woods as a community that embraces diversity and supports programs and services that benefit all of its residents. The committee has established five subcommittees - Social & Health Services, Arts & Culture & Recreation, Community Relations, Transportation Services, and Environmental Programs. In addition, the committee appoints three members to serve as liaisons to the City Manager's Greening the Woods Committee. This committee meets on the fourth Wednesday of the month at 9:30 a.m. in the City Council Chambers.

The Public Safety Committee acts in an advisory capacity to the City Council and staff in matters of public safety including: road design; streetlight/traffic control device location, maintenance and operation; police, fire, paramedic and ambulance services; animal control services; and emergency management services. The Committee appoints two members to serve as liaison to the Landscape Advisory Committee. This committee meets on the second Tuesday of the month at 2:00 p.m. in the City Council Chambers.

Glossary of Budget Terms

Accounting System - The total set of records and procedures used to record, classify, and report information on the financial status and operations of an entity.

Adopted Budget - The budget document formally approved by the City Council.

Allocated Costs - A method for allocating overhead time and other expenses to activities that provide direct services.

Appropriation - An authorization granted by the City Council to make expenditures and to incur obligations for purposes specified in the Appropriation Resolution. An appropriation is usually for a fixed amount and time limited, and must be expended before the deadline.

Assessed Valuation - A valuation set upon real estate or other property by the County Assessor and the State as a basis for levying taxes.

Base Budget - Those resources necessary to meet an established and existing service level.

Basis of Budgeting - Basis of budgeting refers to the method used for recognizing revenues and expenditures in budget. The City uses the modified accrual basis of accounting for budgetary purposes, which is in compliance with Generally Accepted Accounting Principles (GAAP).

Beginning (or Available) Fund Balance - Fund balance available in a fund from the end of the prior year for use in the following year.

Budget - A planning and controlling document for financial operation with estimates of proposed expenditures and revenues for a given period of time, usually one year. A plan or action expressed in figures.

Budget Document - The official written statement prepared by the budget office and supporting staff.

Budget Modification - A change of expenditure levels and corresponding resources needed to accomplish an existing service level or unanticipated service as approved by the City Council.

Budgeted Positions - The number of full-time equivalent positions to be funded in the budget. Example: Funding of two half-time positions would equal one full-time equivalent position.

Capital Improvement Program - A plan for capital expenditures and the means of financing them, to be incurred each year over a fixed period of years, to meet capital needs arising from long-term work program. Included are expenditures made for land, building, permanent public works projects, major reconstruction or renovation of structures, and major landscaping or park improvements.

Carry-over Balance - Balance of funds brought forward from prior years.

Contingency - Funds appropriated by the City Council for unforeseen needs.

Department - An organizational unit comprised of divisions or programs.

Discretionary Revenue - Money that the City Council has the authority to allocate for any purpose. Often refers to the General Fund, as opposed to Special Funds.

Encumbrance - Funds not yet expended and are delegated or set aside in anticipation of an expenditure in the form of a purchase order, contract, or other commitment, chargeable to an appropriation. These funds cease to be an encumbrance when paid.

Expenditure - Designates the cost of goods delivered or services rendered, whether paid or unpaid. Where accounts are kept on the accrual or modified accrual basis of accounting, costs are recorded when goods are received or services rendered. Where accounts are kept on a cash basis, expenditures are recognized when the cash payments are made.

Fees - A charge to cover the cost of services (e.g., building inspection fee, zoning fee, etc.).

Fiscal Year - A twelve-month period of time to which the budget applies. For the City of Laguna Woods, this period is from July 1 through June 30.

Full Time Equivalency (FTE) - One or more employee positions totaling one full year of service or approximately 2080 hours a year.

Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations.

Fund Balance - Within a specific operating fund, the net of expenditures and revenues.

Funding Source - Identifies fund(s) that will provide resources for City expenditures.

Fuel Tax Fund - This fund is required by State law to account for gas tax revenues received from the State and expended for construction and maintenance of City streets and right-of-way.

General Fund - The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use.

General Plan - The General Plan is a long-range planning document that provides the City a framework for action and the direction in which to focus that action. General Plan Elements are areas in which the City has elected to administer and manage the delivery of services to its community.

Grant - A contribution from one government unit to another, usually made for a specific purpose and time period.

Inter-fund Transfers - Monies appropriated from one fund to another fund. This is done to reimburse the fund for expenses or to finance the operation of the other fund.

Municipal Code - A book that contains City Council approved ordinances presently in effect. The Code defines City policies in various categories.

Operating Budget - A programmatic, financial, and organizational plan for furthering the goals of the City Council through departments of the City, which does not include capital improvement projects.

Ordinance - A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has higher legal standing than a resolution. A law set forth by a government authority, specifically, a municipal regulation.

Personnel Expenditures - Salaries and fringe benefits wages paid to or on behalf of employees.

Program Revenues – Revenues received by a department as a result of the services or operations of that department (such as user fees), which are used to finance the related services or programs. Program Revenue is not discretionary (general-purpose) revenue.

Property Tax - California State Constitution Article XIII A provides that the combined maximum property tax rate on any given property equal 1% of its assessed value, unless an additional amount has been approved by voters for special taxes or general obligation bonds. The County assesses properties, bills and collects these property taxes. The County remits the City's share, including all penalties and interest.

Property tax in lieu/ motor vehicle fees - As a part of the State Budget Act of 2004, the Legislature cut the backfill to cities and counties for reductions in the Vehicle License Fee and in return gave cities and counties additional property tax revenue. equal the amount of revenues that agency would have received under a full 2% rate in that year.

Property Tax in lieu/ sales tax As a part of the 2004 Budget package, the Legislature adopted a mechanism to fund the state's economic recovery bond program with a ¼ cent of sales tax. Under a mechanism commonly known as the "Triple Flip" and outlined in Revenue and Taxation Code Section 97.68, the local Bradley Burns Sales and Use Tax rate is reduced by ¼ cent. This ¼ cent is used to repay the economic recovery bonds. Cities and counties are then provided with ad valorem property tax revenues in lieu of these revenues.

Property Transfer Tax – This tax is levied at a rate of \$1.50 per \$100 of the value of consideration of equity value transferred. The County collects the tax and the City receives the revenues. The City can use up to one third of the revenue for

seismic retrofits. Revenues are dependent on how frequently the property is transferred and on the accrued value at the time of transfer.

Proposed Budget - The staff-proposed working document for the fiscal year under discussion.

Resolution - A special order of the City Council that requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

Restricted Use Funds – Funds designated for use for a specific purpose.

Revenues - Amounts estimated to be available for appropriation during the fiscal year. Included are carry-over balances and new revenues.

Local Sales Tax - The City receives one percent of the 8.5% of taxes assessed on retail sales or leases of tangible personal property in the City. In addition, the City receives a share of the .5% sales tax levied by Measure M for roadway construction and maintenance.

Secured Taxes - Taxes levied on real properties in the City which are "secured" by liens on the properties.

Service Level - Indicates a project's effect on existing levels of service provision or identifies a new service to be provided to the public.

Spending Limitation (Gann Limit) - Article XIII B of the California Constitution establishes a spending limitation on government agencies within California. The spending limit is a mandated calculation of how much the City is allowed to expend in one fiscal year. The amounts of appropriations subject to the limit are budgeted proceeds of taxes. The total of these budgeted revenues cannot exceed the total appropriations limit. Annually, local governments may increase the appropriate limit by a factor comprised of the change in population combined with the California inflation rate as determined by the State Finance Department.

Supplemental Assessment - An assessment of real property occurring after the real property lien date of January 1st of each year as a result of new construction or a change in ownership. The assessor determines the new value of the property

based on current market values, and then calculates the difference between the new value and the old value set on January 1st.

Tax Levy - Amount of tax dollars raised by the imposition of the tax rate on the assessed valuation of property.

Tax Rate - The amount of tax levied for each \$100 of assessed valuation.

Year-End - This terms means as of June 30th (end of the fiscal year).

