

# CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting  
Wednesday, August 15, 2018  
2:00 p.m.

Laguna Woods City Hall  
24264 El Toro Road  
Laguna Woods, California 92637

Carol Moore  
Mayor

Cynthia Conners  
Mayor Pro Tem

Noel Hatch  
Councilmember



Shari L. Horne  
Councilmember

Joe Rainey  
Councilmember

***Welcome to a meeting of the Laguna Woods City Council!***

***This meeting may be recorded, televised, and made publically available.***

**Public Comments:** Persons wishing to address the City Council are requested to complete and submit a speaker card to City staff. Speaker cards are available near the entrance to the meeting location. Persons wishing to address the City Council on an item appearing on this agenda will be called upon at the appropriate time during the item's consideration. Persons wishing to address the City Council on an item *not* appearing on the agenda will be called upon during the "Public Comments" item. Persons who do not wish to submit a Speaker Card, or who wish to remain anonymous, may indicate their desire to speak from the floor. Speakers are requested, but not required, to identify themselves.

**Americans with Disabilities Act (ADA):** It is the intention of the City to comply with the ADA. If you need assistance to participate in this meeting, please contact either the City Clerk's Office at (949) 639-0500/TTY (949) 639-0535 or the California Relay Service at (800) 735-2929/TTY (800) 735-2922. The City requests at least two business days' notice in order to effectively facilitate the provision of reasonable accommodations.

REGULAR MEETING SCHEDULE

The Laguna Woods City Council regularly meets on the third Wednesday of each month at 2 p.m.

AGENDA POSTING AND AVAILABILITY

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FOR ADDITIONAL INFORMATION

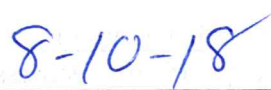
For additional information, please contact the City Clerk's Office at (949) 639-0500/TTY (949) 639-0535, [cityhall@cityoflagunawoods.org](mailto:cityhall@cityoflagunawoods.org), or 24264 El Toro Road, Laguna Woods, California 92637.

AFFIDAVIT OF POSTING

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

I, Yolie Trippy, Deputy City Clerk, City of Laguna Woods, hereby certify under penalty of perjury that this agenda was posted at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City's website ([www.cityoflagunawoods.org](http://www.cityoflagunawoods.org)); and, at other locations designated by Resolution No. 17-30, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.

  
\_\_\_\_\_  
YOLIE TRIPPY, Deputy City Clerk

  
\_\_\_\_\_  
Date

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. PRESENTATIONS AND CEREMONIAL MATTERS**

4.1 John Dudley – 100<sup>th</sup> Birthday

*Recommendation:* Approve and present the commendation.

4.2 Garden Villa Association – 26<sup>th</sup> Anniversary

*Recommendation:* Approve and present the commendation.

**V. PUBLIC COMMENTS**

About Public Comments: This is the time and place for members of the public to address the City Council on items *not* appearing on this agenda. Pursuant to State law, the City Council is unable to take action on such items, but may engage in brief discussion, provide direction to City staff, or schedule items for consideration at future meetings.

**VI. CONSENT CALENDAR**

About the Consent Calendar: All items listed on the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the City Council, City staff, or the public requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

6.1 City Council Minutes

*Recommendation:* Approve the City Council meeting minutes for the regular meeting on July 18, 2018.

6.2 City Treasurer’s Report

*Recommendation:* Receive and file the City Treasurer’s Report for the month of July 2018.

6.3 Warrant Register

*Recommendation:* Approve the warrant register dated August 15, 2018 in the amount of \$665,603.48.

6.4 Fiscal Year 2018-19 Budget Adjustments

*Recommendation:* Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADJUSTING THE COMMITTED FUND BALANCES FOR THE PAID LEAVE CONTINGENCY FUND AND THE GENERAL FUND CONTINGENCY FUND FOR FISCAL YEAR 2018-19

6.5 Use of City Credit Cards

*Recommendation:* Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 2.12 PERTAINING TO USE OF CITY CREDIT CARDS

6.6 Traffic Signal, Street Light, and City Hall Lighting Maintenance Services

*Recommendation:* Approve an amendment of the agreement with Computer Service Company for traffic signal, street light, and City Hall lighting maintenance services and authorize the City Manager to execute the amendment, subject to approval as to form by the City Attorney.

**VII. PUBLIC HEARINGS**

7.1 Sign Program Amendment SP-1269 to amend Sign Program SP-1164, which allows for various signage at 24256-24290 El Toro Road and 24310-24380 Moulton Parkway, Laguna Woods, CA 92637

*Recommendation:*

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING SIGN PROGRAM AMENDMENT SP-1269 AMENDING SIGN PROGRAM SP-1164, WHICH ALLOWS FOR VARIOUS SIGNAGE AT 24256-24290 EL TORO ROAD AND 24310-24380 MOULTON PARKWAY, LAGUNA WOODS, CA 92637

- 7.2 General and Miscellaneous Streets, Highways, and Public Places Regulations

*Recommendation:*

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Approve the introduction and first reading of an ordinance – read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING SECTION 9.02.030 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO THE RUNNING OF WATER UPON AND ALONG THE SIDE OF HIGHWAYS AND RIGHTS-OF-WAY THEREOF

## **VIII. CITY COUNCIL BUSINESS**

- 8.1 League of California Cities Annual Business Meeting Delegate and Alternate Delegates

*Recommendation:* Appoint members of the City Council to serve as the delegate, first alternate, and second alternate at the League of California Cities 2018 Annual Business Meeting.

- 8.2 Dog Park Rules and Regulations

*Recommendation:* Approve second reading and adopt an ordinance – read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADDING SECTION 9.18.290 TO THE LAGUNA WOODS MUNICIPAL CODE RELATED TO DOG PARK RULES AND REGULATIONS

### 8.3 City Council Meeting Schedule

*Recommendation:*

1. Reschedule the regular City Council meeting on October 17, 2018 at 2 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637.

AND

2. Cancel the regular City Council meeting on November 21, 2018 at 2 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637.

## **IX. CITY COUNCIL REPORTS AND COMMENTS**

About City Council Comments and Reports: This is the time and place for members of the City Council to provide reports on meetings attended including, but not limited to, meetings of regional boards and entities to which they have been appointed to represent the City and meetings attended at the expense of the City pursuant to California Government Code Section 53232.3. Members of the City Council may also make other comments and announcements.

- 9.1 Coastal Greenbelt Authority  
Mayor Pro Tem Connors; Alternate: Councilmember Horne
- 9.2 Orange County Fire Authority  
Councilmember Hatch
- 9.3 Orange County Library Advisory Board  
Councilmember Rainey; Alternate: Mayor Moore
- 9.4 Orange County Mosquito and Vector Control District  
Councilmember Horne
- 9.5 San Joaquin Hills Transportation Corridor Agency  
Mayor Pro Tem Connors; Alternate: Mayor Moore
- 9.6 South Orange County Watershed Management Area  
Mayor Moore; Alternate: Councilmember Hatch
- 9.7 Other Comments and Reports

- California Joint Powers Insurance Authority Annual Board of Directors Meeting (Mayor Pro Tem Connors)
- Other Comments and Reports

## **X. CLOSED SESSION**

Prior to convening in closed session, the City Council will hear public comments on items appearing on the closed session agenda.

10.1 The City Council will meet in closed session under the authority of California Government Code Section 54957(b)(1) to consider the following: Public Employee Performance Evaluation – City Manager.

10.2 The City Council will meet in closed session under the authority of California Government Code Section 54957(b)(1) to consider the following: Public Employee Appointment – City Manager.

## **XI. CLOSED SESSION REPORT**

## **XII. ADJOURNMENT**

Next Adjourned Regular Meeting: Wednesday, September 26, 2018 at 2 p.m.  
Laguna Woods City Hall  
24264 El Toro Road, Laguna Woods, California 92637

Next Regular Meeting: Wednesday, November 21, 2018 at 2 p.m.  
Laguna Woods City Hall  
24264 El Toro Road, Laguna Woods, California 92637

**4.1**  
**COMMENDATION –**  
**JOHN DUDLEY –**  
**100<sup>TH</sup> BIRTHDAY**

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**City of Laguna Woods  
Certificate of Commendation  
John Dudley  
100<sup>th</sup> Birthday**

WHEREAS, John Dudley will celebrate his 100<sup>th</sup> birthday on August 16, 2018; and

WHEREAS, John Dudley has lived in Laguna Woods for 35 years; and

WHEREAS, John Dudley served his country in the United States Navy during and after World War II in locations such as Tunisia, Palermo, Sicily, and Naples; and

WHEREAS, to this day, John Dudley continues to enjoy the dairy industry career that he began in the 1940s, with memorable accomplishments including a personal record sale of 752,000 pounds of New Zealand Cheddar to a single broker, as well as a Lifetime Achievement Award from the California Cheese and Butter Association; and

WHEREAS, John Dudley was first appointed to serve on the El Toro Water District's Board of Directors in 1999 and was subsequently elected and then re-elected by voters in 2000, 2004, and 2008, for a total of 12 years of service; and

WHEREAS, during his time on the El Toro Water District's Board of Directors, John Dudley served six years as treasurer and provided considerable and steady leadership of benefit to both Laguna Woods and the El Toro Water District's broader service area.

**NOW, THEREFORE, BE IT RESOLVED** that the Laguna Woods City Council does hereby deem it an honor and a pleasure to extend this certificate of commendation to John Dudley on the occasion of his 100<sup>th</sup> birthday, with congratulations and best wishes for many more joyous years to come.

Dated this 15<sup>th</sup> day of August, 2018

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Carol Moore  
Mayor

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Attest: Yolie Trippy  
Deputy City Clerk

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**4.2**  
**COMMENDATION –**  
**GARDEN VILLA ASSOCIATION –**  
**26<sup>TH</sup> ANNIVERSARY**

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**Certificate of Commendation  
City of Laguna Woods  
Garden Villa Association  
26<sup>th</sup> Anniversary**

**WHEREAS**, the Garden Villa Association was formed in August 1992 by residents of the three-story buildings in Laguna Woods Village (formerly Leisure World Laguna Hills) to promote livable and well-maintained buildings and common areas; and

**WHEREAS**, the Garden Villa Association's efforts focus on the care, maintenance, and improvement of the three-story buildings and their surrounding grounds; and

**WHEREAS**, the Garden Villa Association works to facilitate effective communication between and amongst residents of the three-story buildings, homeowners' associations, and property management; and

**WHEREAS**, the Garden Villa Association provides opportunities for residents to gain a working knowledge of local affairs and develop leadership skills, while also actively participating in the betterment of their community; and

**WHEREAS**, it is fitting to recognize and commemorate momentous anniversaries of clubs and organizations that provide services to Laguna Woods residents.

**NOW, THEREFORE, BE IT RESOLVED** that the Laguna Woods City Council does hereby congratulate the Garden Villa Association on the occasion of its 26<sup>th</sup> Anniversary.

Dated this 15<sup>th</sup> day of August, 2018

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Carol Moore  
Mayor

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Attest: Yolie Trippy  
Deputy City Clerk

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**6.1-6.6**  
**CONSENT CALENDAR SUMMARY**

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# City of Laguna Woods Agenda Report

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Christopher Macon, City Manager  
**FOR:** August 15, 2018 Regular Meeting  
**SUBJECT:** Consent Calendar Summary

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## **Recommendation**

Approve all proposed actions on the August 15, 2018 Consent Calendar by single motion and City Council action.

## **Background**

All items listed on the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the City Council, staff, or the public requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

## **Summary**

The August 15, 2018 Consent Calendar contains the following items:

- 6.1 Approval of the City Council meeting minutes for the regular meeting on July 18, 2018.
- 6.2 Approval of a motion to receive and file the City Treasurer's Report for the month of July 2018.
- 6.3 Approval of the warrant register dated August 15, 2018 in the amount of \$665,603.48. A list of warrants is included in the agenda packet; detailed information about individual warrants is available at City Hall.

- 6.4 Adoption of a resolution adjusting the committed fund balances for the Paid Leave Contingency Fund and the General Fund Contingency Fund for Fiscal Year 2018-19. In accordance with Administrative Policy 2.9, the Fiscal Year 2018-19 Budget was adopted with an estimate of the committed fund balance for the Paid Leave Contingency Fund, subject to finalization by City Council action after fiscal-year-end calculations are available. The proposed resolution would increase and finalize the committed fund balance for the Paid Leave Contingency Fund by \$17,549 and decrease the committed fund balance for the General Fund Contingency Fund by \$17,549. The City's total committed and assigned reserves would remain unchanged at \$2,770,800.
- 6.5 Adoption of a resolution adopting Administrative Policy 2.12 pertaining to use of City credit cards. The proposed administrative policy would establish standards and guidelines related to the use of credit cards that are issued for use by City employees as a means of aiding in the efficient, effective, and economical conduct of City business for purchases and procurements by the City. Expenditures made using City credit cards are reported on the warrant registers included with regular City Council meeting agenda packets.
- 6.6 Approval of an amendment of the agreement with Computer Service Company for traffic signal, street light, and City Hall lighting maintenance services and authorization for the City Manager to execute the amendment, subject to approval as to form by the City Attorney. The proposed amendment would specify a new standard safety light and establish related pricing. This amendment is necessary due to changes in the availability of products considered in the agreement and the City's request of Computer Service Company to utilize a new standard safety light deemed acceptable by the City Engineer for replacement purposes.

**6.1**  
**CITY COUNCIL MINUTES**

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**CITY OF LAGUNA WOODS CALIFORNIA  
CITY COUNCIL MINUTES  
REGULAR MEETING  
July 18, 2018  
2:00 P.M.  
Laguna Woods City Hall  
24264 El Toro Road  
Laguna Woods, California 92637**

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**I. CALL TO ORDER**

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

**II. ROLL CALL**

COUNCILMEMBER:           PRESENT:   Horne, Rainey, Conners, Moore  
                                  ABSENT:   Hatch

STAFF PRESENT:           City Manager Macon, City Attorney Cosgrove, Administrative Services Director/City Treasurer Cady, Maintenance Programs Analyst Baumgarten, Deputy City Clerk Trippy

**III. PLEDGE OF ALLEGIANCE**

Grant Sharp, OC Public Works, led the pledge of allegiance.

**IV. PRESENTATIONS AND CEREMONIAL MATTERS – None**

**V. PUBLIC COMMENT**

Alon Blatt, NiaMedic, introduced himself and provided an overview of his business.

Franklin Smith, resident, expressed concerns regarding noise in his residence that has occurred since the acoustic ceiling in the residence beneath his was removed.

Councilmembers briefly responded to Mr. Smith's comments.

**VI. CONSENT CALENDAR**

Moved by Mayor Pro Tem Conners, seconded by Councilmember Rainey, and carried unanimously on a 4-0 vote with Councilmember Hatch absent, to approve Consent Calendar items 6.1 – 6.5.

6.1    City Council Minutes

Approved the City Council meeting minutes for the regular meeting on June 20, 2018.

6.2 City Treasurer's Report

Received and filed the City Treasurer's Report for the month of June 2018.

6.3 Warrant Register

Approved the warrant register dated July 18, 2018 in the amount of \$200,202.36.

6.4 Quitclaim Deed for Scenic Preservation Easements

Adopted a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING AND ACCEPTING A QUITCLAIM DEED FOR THE CONVEYANCE OF REAL PROPERTY FROM THE COUNTY OF ORANGE RELATED TO SCENIC PRESERVATION EASEMENTS, WHICH ARE DESCRIBED AS PARCEL OS57Q-103 IN THE EASEMENT DEED RECORDED ON SEPTEMBER 10, 1996 AS DOCUMENT NO. 19960461066 IN THE OFFICE OF THE COUNTY OF ORANGE RECORDER AND WHICH IS LOCATED IN THE GENERAL VICINITY OF THE NORTHEAST CORNER OF THE INTERSECTION OF MOULTON PARKWAY AND EL TORO ROAD IN LAGUNA WOODS, CA 92637; AND AS PARCEL OS57Q-104 IN THE EASEMENT DEED RECORDED ON AUGUST 27, 1997 AS DOCUMENT NO. 19970417723 IN THE OFFICE OF THE COUNTY OF ORANGE RECORDER AND WHICH IS LOCATED IN THE GENERAL VICINITY SOUTH OF VIA CAMPO VERDE AND WEST OF MOULTON PARKWAY IN LAGUNA WOODS, CA 92637; AND AS PARCEL OS57Q-106 IN THE IRREVOCABLE OFFER TO CONVEY EASEMENT TO THE COUNTY OF ORANGE RECORDED ON DECEMBER 19, 1997 AS DOCUMENT NO. 19970653224 IN THE OFFICE OF THE COUNTY OF ORANGE RECORDER AND WHICH IS LOCATED IN THE GENERAL VICINITY NORTH OF VIA CAMPO VERDE AND WEST OF MOULTON PARKWAY IN LAGUNA WOODS, CA 92637; AND PARCEL OS57Q-107 IN THE EASEMENT DEED RECORDED ON OCTOBER 20, 1997 AS DOCUMENT NO. 19970524301 IN THE OFFICE OF THE COUNTY OF ORANGE RECORDER AND WHICH IS LOCATED IN THE GENERAL VICINITY NORTH OF EL TORO ROAD AND WEST OF MOULTON PARKWAY IN LAGUNA WOODS, CA 92637; AND AUTHORIZING THE MAYOR TO ACCEPT AND CONSENT TO THE QUITCLAIM DEED IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 27281

6.5 Laguna Woods Civic Support Fund

Appointed Peter Chong to the Board of Directors for the Laguna Woods Civic Support Fund as a resident member.

Moved by Councilmember Rainey, seconded by Mayor Pro Tem Conners, and carried unanimously on a 4-0 vote with Councilmember Hatch absent, to move Item 8.1 as the next item on the agenda.

**VIII. CITY COUNCIL BUSINESS**

8.1 South Orange County Integrated Regional Water Management Plan

Mayor Moore introduced the agenda item.

Grant Sharp, OC Public Works, made a presentation.

Councilmembers discussed the item and Mr. Sharp answered related questions.

Franklin Smith, resident, asked how the plan deals with future population growth.

Mr. Sharp responded that the plan does look into the future to prepare for uncertainties.

Moved by Mayor Pro Tem Conners, seconded by Councilmember Horne, and carried unanimously on a 4-0 vote with Councilmember Hatch absent, to adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING THE 2018 SOUTH ORANGE COUNTY INTEGRATED REGIONAL WATER MANAGEMENT PLAN

**VII. PUBLIC HEARINGS**

7.1 Dog Park Rules and Regulations

City Manager Macon made a presentation. He noted the following modifications to the proposed ordinance that was included in the agenda packet:

1. *Section 9.18.290(b)(6) – revised to read:*

*(6) Children under 16 years of age must be accompanied by a responsible guardian who is at least 18 years of age and must be supervised by that person at all times. All children under six years of age must be within arm’s reach of a responsible guardian at all times.*

2. *Section 9.18.290(b)(13)(iii) – revised to read:*

*(iii) Lactating dogs*

Mayor Moore opened the public hearing.

David Cohen, resident, suggested removing the term “lactating dog” from the ordinance, as a neutered dog would not lactate.

City Manager Macon responded that there are limited circumstances in which dogs that have been spayed or neutered may lactate.

Lieutenant Thompson, Orange County Sheriff’s Department, asked if an individual who enters the dog park with a guest who has a dog would be allowed to stay.

City Attorney Cosgrove responded that as long as an individual enters the dog park with a guest who has a dog, they would be considered a “guardian” under the ordinance.

Lieutenant Thompson, Orange County Sheriff’s Department, asked if the regulations would apply to service animals.

City Manager Macon responded that service animals would fall under the ordinance except for cases where the regulations are pre-empted by state law.

With no other requests to speak, the public hearing was closed.

Councilmembers discussed the item and staff answered related questions.

Moved by Councilmember Horne, seconded by Councilmember Rainey, and carried unanimously on a 4-0 vote with Councilmember Hatch absent, to approve the introduction and first reading of an ordinance, with the modifications proposed by staff to sections 9.18.290(b)(6) and 9.18.290(b)(13)(iii) – read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
LAGUNA WOODS, CALIFORNIA, ADDING SECTION 9.18.290 TO  
THE LAGUNA WOODS MUNICIPAL CODE RELATED TO DOG  
PARK RULES AND REGULATIONS

## **VIII. CITY COUNCIL BUSINESS**

### **8.2 Construction and Demolition Materials Management Regulations**

City Manager Macon made a presentation.

Moved by Councilmember Rainey, seconded by Mayor Pro Tem Connors, and carried

unanimously on a 4-0 vote with Councilmember Hatch absent, to approve the second reading and adoption of an ordinance – read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING SECTIONS 4.24.020, 4.24.040, AND 4.24.060 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO CONSTRUCTION AND DEMOLITION MATERIALS MANAGEMENT

8.3 Purchasing and Procurement Regulations

City Manager Macon made a presentation.

Moved by Mayor Pro Tem Conners, seconded by Councilmember Rainey, and carried unanimously on a 4-0 vote with Councilmember Hatch absent, to approve the second reading and adoption of an ordinance – read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 3.06 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO PURCHASING AND PROCUREMENT BY THE CITY

**IX. CITY COUNCIL REPORTS AND COMMENTS**

9.1 Coastal Greenbelt Authority

Mayor Pro Tem Conners and Councilmember Horne provided a report.

9.2 Orange County Fire Authority

Councilmember Hatch was not present to provide a report.

9.3 Orange County Library Advisory Board

Councilmember Rainey stated that there had been no meeting since the last meeting.

9.4 Orange County Mosquito and Vector Control District

Councilmember Horne provided a report and shared an Orange County Mosquito and Vector Control video, titled “Make Your Home Mosquito-Free.”

9.5 San Joaquin Hills Transportation Corridor Agency

Mayor Pro Tem Conners stated that there had been no meeting since the last meeting.

9.6 South Orange County Watershed Management Area

Mayor Moore stated that the report was provided during Item 8.1.

9.7 Other Comments and Reports

Councilmember Rainey provided a report on a recent Orange County Senior Citizens Advisory Council Housing and Transportation Committee meeting.

Mayor Pro Tem Conners commented on the OC Fair.

Councilmember Horne provided information on an OC Strategic Plan for Aging elder abuse program that will be held on August 24, 2018 at City Hall.

Councilmember Rainey provided information on an open house meeting for the I-5/El Toro Road Interchange Project that Caltrans and the Orange County Transportation Authority will hold on July 25, 2018 at City Hall.

Mark Monin, resident, thanked the City for the update on the South Orange County Integrated Regional Water Management Plan and announced that Kathryn Freshley was recently appointed to the El Toro Water District Board of Directors.

**X. CLOSED SESSION – None**

**XI. CLOSED SESSION REPORT – None**

**XII. ADJOURNMENT**

The meeting was adjourned at 3:15 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, August 15, 2018, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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YOLIE TRIPPY, Deputy City Clerk

Adopted: August 15, 2018

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CAROL MOORE, Mayor

**6.2**  
**CITY TREASURER'S REPORT**

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**City of Laguna Woods**  
**City Treasurer's Report**  
**For the Month Ended July 31, 2018**

ITEM 6.2

**CASH AND INVESTMENTS**

	Beginning Balances As of 6/30/18	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 7/31/18	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
<b>Cash and Cash Equivalents</b>							
Analyzed Checking Account (Note 3)	\$ 664,254	\$ 354,984	\$ (440,546)	\$ -	\$ 578,692	5.37%	
Cash Balances, Multi-Bank Securities (MBS) Account	\$ 1,072	\$ 1,037	\$ (1,072)	\$ -	\$ 1,037	0.01%	
Earned Interest in Transit and Accrued Interest, Securities Account	\$ 5,441	\$ 3,151	\$ (1,037)	\$ -	\$ 7,555	0.07%	
Petty Cash	\$ 1,221	\$ 779	\$ -	\$ -	\$ 2,000	0.02%	
Total Cash and Cash Equivalents	\$ 671,988	\$ 359,951	\$ (442,655)	\$ -	\$ 589,284	5.47%	100.00%
<b>Pooled Money Investment Accounts (PIMA)</b>							
Local Agency Investment Fund (LAIF) (Notes 1 and 2)	\$ 4,204,980	\$ 18,206	\$ -	\$ -	\$ 4,223,187	39.22%	
Orange County Investment Pool (OCIP) (Notes 1 and 2)	\$ 4,039,588	\$ -	\$ -	\$ -	\$ 4,039,588	37.52%	
Total Pooled Money Investment Accounts	\$ 8,244,568	\$ 18,206	\$ -	\$ -	\$ 8,262,775	76.74%	90.00%
<b>Investments - Interest and Income Bearing</b>							
Certificates of Deposit (book value) (Note 4)	\$ 1,915,000	\$ -	\$ -	\$ -	\$ 1,915,000	17.79%	
Total Investments	\$ 1,915,000	\$ -	\$ -	\$ -	\$ 1,915,000	17.79%	30.00%
<b>TOTAL CASH, CASH EQUIVALENTS, AND INVESTMENTS</b>	<b>\$ 10,831,556</b>	<b>\$ 378,157</b>	<b>\$ (442,655)</b>	<b>\$ -</b>	<b>\$ 10,767,058</b>	<b>100.00%</b>	

**Summary of Total Cash, Cash Equivalents, and Investments (Note 4):**

	General Fund	Special Revenue Funds	Totals
Analyzed Checking	\$ (243,068)	\$ 821,759	\$ 578,692
Cash, Securities Account	\$ 1,037	\$ -	\$ 1,037
Interest in Transit	\$ 7,555	\$ -	\$ 7,555
Petty Cash	\$ 2,000	\$ -	\$ 2,000
LAIF	\$ 4,223,187	\$ -	\$ 4,223,187
OCIP	\$ 4,039,588	\$ -	\$ 4,039,588
Certificates of Deposit	\$ 1,915,000	\$ -	\$ 1,915,000
<b>Totals</b>	<b>\$ 9,945,299</b>	<b>\$ 821,759</b>	<b>\$ 10,767,058</b>

(See **NOTES** on Page 3 of 3)



**City of Laguna Woods  
City Treasurer's Report  
For the Month Ended July 31, 2018**

ITEM 6.2

**INVESTMENT PORTFOLIO DETAIL**

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate (Note 5)	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
<b>Money Funds and Certificate of Deposits (CDs, Federal Deposit Insurance Corporation (FDIC) Insured)</b>														
02006LM59	2016-1	ALLY BK MIDVALE UTAH	24 months	09/12/16	09/15/16	245,000	244,694	245,000	1.150	Semi-Annual	03/15/17	300	1.150	09/17/18
508176CH5	2017-2	LAKE CITY BANK	24 months	03/08/17	03/22/17	245,000	244,169	245,000	1.600	Monthly	04/22/17	300	1.600	03/22/19
02587DR26	2017-4	AMERICAN EXPRESS CENTURIAN	18 months	05/04/17	05/10/17	245,000	244,652	245,000	1.500	Semi-Annual	11/10/17	300	1.500	11/13/18
38148PTD9	2017-6	GOLDMAN SACHS BANK USA	36 months	11/16/17	11/22/17	245,000	240,588	245,000	2.050	Semi-Annual	05/22/18	Green*	2.050	11/23/20
61747ML58	2018-1	MORGAN STANLEY BK N A SALT LAKE	36 months	02/14/18	02/22/18	100,000	99,248	100,000	2.600	Semi-Annual	08/22/18	Green***	2.600	02/22/21
101120DW0	2018-2	BOSTON PRIVATE BANK & TR	21 months	03/09/18	03/23/18	245,000	244,138	245,000	2.300	Monthly	04/23/18	Green***	2.300	12/23/19
64944RJO	2018-3	NEW YORK COMMUNITY BANK	24 months	03/23/18	03/28/18	100,000	99,660	100,000	2.450	Semi-Annual	09/28/18	Green***	2.450	03/27/20
05580AMD3	2018-4	BMW BANK NORTH AMERICA	36 months	03/23/18	03/29/18	245,000	243,587	245,000	2.700	Semi-Annual	09/29/18	Green***	2.700	03/29/21
254673RS7	2018-5	DISCOVER BANK (#5649)	36 months	07/11/18	07/18/18	245,000	245,091	245,000	3.000	Semi-Annual	01/18/19	Green***	3.000	07/19/21
		Accrued Interest - Month End					7,555							
<b>Total CDs</b>						<b>1,915,000</b>	<b>1,913,381</b>	<b>1,915,000</b>						

(\*) At the time of purchase and until September 2017, CDs were rated or ranked using an IDC Financial Publishing, Inc. (IDC) compiled ranking, and includes a one-number summary rank of quality comprised of 35 key financial ratios. Ranks range from 1 (the lowest) to 300 (the highest) and fall into one of the following six groups per Table 1. Post September 2017, CDs are ranked using the Veribanc Rating System, a two-part color code and star classification system which tests the present standing and future outlook by reviewing an institution's capital strength, asset quality, management ability, earnings sufficiency, liquidity, and sensitivity to market risk. Table 2 below summarizes the Veribanc color rankings. Veribanc star ratings of one to three, with three being best, are used to help review a possible future trend of an institutions health based on metrics from ten prior quarters. A rating of one, two, or three, are not necessarily an indicator of risk or an undesirable investment. The City reviews other rating systems and issuer financials before choosing any investment.

Table 1: CD Rankings (used prior to September 2017)

IDC Rank	Group Meaning
200-300	Superior
165-199	Excellent
125-164	Average
75-124	Below Average
2-74	Lowest Ratios
1	Highest Probability of Failure

Table 2: Veribanc Color Rankings (used post September 2017)

Veribanc Rank	Color Meaning
Green	Highest rating, exceeds qualifications in equity and income tests
Yellow	Merits attention, meets minimal qualifications in equity and income tests
Red	Merits close attention, does not meet minimal qualifications for equity and has incurred significant losses

**Government Pooled Money Investment Accounts (Notes 1, 2, and 3)**

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
N/A	N/A	Local Agency Investment Fund (LAIF)	N/A	Various	Various	4,223,187	4,223,187	4,223,187	1.850%	N/A	N/A	N/A	N/A	N/A
N/A	N/A	Orange County Investment Pool (OCIP)	N/A	Various	Various	4,039,588	4,039,588	4,039,588	Not available	N/A	N/A	N/A	N/A	N/A
<b>Total PIMA</b>						<b>8,262,775</b>	<b>8,262,775</b>	<b>8,262,775</b>						

(See NOTES on Page 3 of 3)



**City of Laguna Woods  
City Treasurer's Report  
For the Month Ended July 31, 2018**

ITEM 6.2

**OTHER FUNDS - HELD IN TRUST**

	<b>Beginning Balances As of 6/30/18</b>	<b>Contributions / (Withdrawals)</b>	<b>Administrative Fees &amp; Investment Expense</b>	<b>Unrealized Gain / (Loss)</b>	<b>Ending Balances As of 7/31/18</b>
<b>Other Post-Employment Benefits (OPEB) Trust</b>					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (CERBT holds all assets and administers the OPEB Trust)	\$ 94,420	\$ -	\$ (7)	\$ 440	\$ 94,853
<b>Total Other Funds - Held in Trust</b>	<b>\$ 94,420</b>	<b>\$ -</b>	<b>\$ (7)</b>	<b>\$ 440</b>	<b>\$ 94,853</b>

**Notes:**

Note 1 - During July 2018, transaction activity in government money market funds, investment accounts and fiduciary trusts included:

LAIF / The City made no deposits to or withdrawals from the LAIF account.

OCIP / The City made no deposits to or withdrawals from the OCIP account.

Investments / The \$245,000 Marlin Business Bank certificate of deposit matured in July 2018. The City reinvested those funds in a certificate of deposit issued by Discover Bank.  
OPEB Trust / The City made no contributions to the OPEB Trust.

Note 2 - Investment earnings on government pooled money investment accounts deposited and reported July 2018 net of related fees were:

The July 2018 Orange County Investment Pool (OCIP) monthly statement was not available at August 10, 2018.

Pool	Earnings Post	Prior Period Earnings Deposited	Deposit for Period Ended	Current Month / Quarter Net Yield	Current Month Earnings Will Post	Notes
LAIF	Quarterly	\$18,206	N/A	1.85%	October 2018	Interest for the quarter ended June 30, 2018 was deposited in July 2018.
OCIP	Monthly	\$0	N/A	Not Available	July 2018	Interest for the quarter ended June 30, 2018 of \$15,313 was to post July 2018.

Note 3 - Analyzed Checking Account / Monthly activity reported does not reflect July vendor invoicing processed after the date of this report.

Note 4 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City earned interest \$1,037.05 and transferred out \$1,071.6 in cash balances to the City's checking account in July 2018. Cash balances to be invested or paid out are classified separately on page 1 of 3. The City portfolio also has \$7,554.97 in accrued interest, not yet vested.

**City Treasurer's Certification**

I, Margaret A. Cady, City Treasurer, do hereby certify:

- That all investment actions executed since the last report have been made in full compliance with the City's Investment of Financial Assets Policy; and
- That the City is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months.

*Margaret A Cady*

Margaret A. Cady, City Treasurer

*8/10/18*

Dated

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**6.3**  
**WARRANT REGISTER**

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**CITY OF LAGUNA WOODS  
WARRANT REGISTER  
8/15/2018**

This Report Covers the Period 7/11/2018 through 8/3/2018

Date	Vendor Name	Description	Amount
<b>Debit</b>	<b><i>Automatic Bank Debits</i></b>		
Debit 07/11/2018	ADP TAX	Payroll Taxes / Pay Period Ended 07/06/2018	9,640.18
Debit 07/11/2018	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 07/06/2018	19,395.25
Debit 07/12/2018	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / July 2018	1,575.00
Debit 07/17/2018	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 07/06/2018	912.06
Debit 07/17/2018	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 07/06/2018	3,710.87
Debit 07/20/2018	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Period Ended 07/06/2018	162.97
Debit 07/20/2018	COUNTY OF ORANGE	Law Enforcement Services / June 2018	104,233.77
Debit 07/25/2018	ADP TAX	Payroll Taxes / Pay Period Ended 07/20/2018	10,093.74
Debit 07/25/2018	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 07/20/2018	18,340.53
Debit 07/26/2018	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / July 2018	5,831.49
Debit 07/27/2018	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 07/20/2018	877.20
Debit 07/27/2018	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 07/20/2018	3,743.25
Debit 08/01/2018	CALPERS - HEALTH	Employee Benefit Program / August 2018	2,500.06
Debit 08/01/2018	COUNTY OF ORANGE	Law Enforcement Services / July 2018	228,940.46
Debit 08/03/2018	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Period Ended 07/20/2018	167.36
<b>Numbe</b>	<b><i>Warrants:</i></b>		
2232 07/10/2018	360 BUSINESS CONSULTING	Website Hosting / June 2018	200.00
2233 07/10/2018	CALIFORNIA INTERNET LP	City Hall Internet Service / June 2018	8.33
2234 07/10/2018	CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC	Police Services Analysis / Fiscal Year 2017-18	6,000.00
2235 07/10/2018	IRWIN B BORNSTEIN, CPA	Financial Consulting Service / June 2018	712.50
2236 07/10/2018	MATRIX CONSULTING GROUP	Tri-City Police Study / Fiscal Year 2017-18	3,184.00
2237 07/10/2018	NUVIS	Landscape Architectural Services / May 2018	776.25
2238 07/10/2018	RUTAN & TUCKER, LLP	Legal Services / May 2018	6,819.80
2239 07/10/2018	SOUTHERN CALIFORNIA EDISON	Irrigation Controllers - Parks / June 2018	27.10
2240 07/10/2018	SOUTHERN CALIFORNIA EDISON	Irrigation Controllers - Public ROW / June 2018	27.44
2241 07/10/2018	STAPLES	Office & Janitorial Supplies	999.49
2242 07/10/2018	WILLDAN ENGINEERING	Code Enforcement Services / May 2018	2,001.00
2242 07/10/2018	WILLDAN ENGINEERING	Building Official Services / May 2018	7,440.00
2243 07/10/2018	CALIFORNIA INTERNET LP	City Hall Internet Service / July - August 2018	449.00
2244 07/10/2018	CMTA	Membership Dues / Fiscal Year 2018-19	155.00
2245 07/10/2018	DELTA DENTAL OF CALIFORNIA	Employee Benefits Program / July 2018	382.82
2246 07/10/2018	GOGOVAPPS, INC	Code Enforcement & Water Quality Software / Fiscal Year 2018-19	2,000.00
2247 07/10/2018	MANAGED HEALTH NETWORK	Employee Benefits Program / July 2018	16.72

**CITY OF LAGUNA WOODS  
WARRANT REGISTER  
8/15/2018**

This Report Covers the Period 7/11/2018 through 8/3/2018

Date	Vendor Name	Description	Amount	
2248	07/10/2018	MARGARET CADY	AICPA Annual Membership / Fiscal Year 2018-19	474.00
2249	07/10/2018	MARTIN & CHAPMAN	General Municipal Election Materials	247.05
2250	07/10/2018	PETTY CASH	Replenish Petty Cash (expenditures reported separately - also see Note 2)	0.00
2251	07/10/2018	RED HAWK FIRE & SECURITY, LLC	Fire and Security Monitoring / July - September 2018	240.00
2252	07/10/2018	RICOH USA, INC.	Copier Lease / July 2018	214.20
2253	07/10/2018	SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS	Annual Dues / Fiscal Year 2018-19	1,752.00
2254	07/10/2018	VISION SERVICE PLAN OF AMERICA	Employee Benefits Program / July 2018	120.18
2255	07/10/2018	360 BUSINESS CONSULTING	Website Maintenance / June 2018	225.00
2256	07/10/2018	AT&T	Telephone / 458-3487 / June 2018	38.88
2257	07/10/2018	AT&T	Telephone / 452-0600 / June 2018	1,189.34
2258	07/10/2018	AT&T	Telephone / 639-0500 / June 2018	206.32
2259	07/10/2018	BALLIET, MICHAEL	Waste Management Consulting / June 2018	2,596.25
2260	07/10/2018	CAA	Water Quality Consulting Services / June 2018	2,361.00
2261	07/10/2018	COMPUTER SERVICE COMPANY	Traffic Maintenance / June 2018	868.00
2262	07/10/2018	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / June 2018	1,573.88
2263	07/10/2018	SOUTHERN CALIFORNIA EDISON	Traffic Signal Controllers / June 2018	991.43
2264	07/10/2018	SUNSET PROPERTY SERVICES	Street Sweeping Services / June 2018	2,723.96
2265	07/10/2018	TEAM ONE MANAGEMENT	Janitorial Services / June 2018	740.81
2266	07/10/2018	THE GAS COMPANY	Gas Service - City Hall / June 2018	26.04
2267	07/18/2018	APRIL BAUMGARTEN	Mileage Reimbursement	489.80
2268	07/18/2018	AT&T	Telephone / 581-9821 / June 2018	13.44
2269	07/18/2018	AT&T	Telephone / 583-1105 / June 2018	20.27
2270	07/18/2018	BARTEL ASSOCIATES, LLC	Other Post-Employment Benefits Valuation / Fiscal Year 2017-18	264.50
2271	07/18/2018	BOA ARCHITECTURE	City Hall Refurbishment & Safety Project / June 2018	21,720.00
2272	07/18/2018	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	Audit Services / June 2018	10,000.00
2273	07/18/2018	CALIFORNIA BLDG STANDARDS COMM	Building Permit Fee Assessment / April - June 2018	240.51
2274	07/18/2018	CALIFORNIA YELLOW CAB	Taxi Voucher Services / June 2018	8,352.00
2275	07/18/2018	CIVIL SOURCE	Building Inspection & Counter Services / June 2018	38,352.50
2276	07/18/2018	COMPUTER SERVICE COMPANY	Traffic Maintenance / June 2018	1,147.25
2277	07/18/2018	CSG CONSULTANTS INC	Building Plan Review Services / June 2018	510.00
2278	07/18/2018	DEPARTMENT OF CONSERVATION	Strong Motion Instrumentation & Seismic Hazard Mapping Fee / April - June 2018	980.24
2279	07/18/2018	EL TORO WATER DISTRICT	Water Service / May 2018	4,170.46
2280	07/18/2018	MARC DONOHUE	Administrative Services / June 2018	250.00
2281	07/18/2018	MICHAEL BAKER INTERNATIONAL	Planning Services / June 2018	2,355.00
2281	07/18/2018	MICHAEL BAKER INTERNATIONAL	General Plan Comprehensive Update Project / June 2018	14,797.55
2282	07/18/2018	NUVIS	Landscape Architectural Services / June 2018	1,961.25
2283	07/18/2018	OBR ARCHITECTURE, INC.	Design Services, City Hall Restroom Repair and Improvement Project	1,647.11

**CITY OF LAGUNA WOODS  
WARRANT REGISTER  
8/15/2018**

This Report Covers the Period 7/11/2018 through 8/3/2018

Date	Vendor Name	Description	Amount	
2284	07/18/2018	ORANGE COUNTY REGISTER-NOTICES	Public Notices / June 2018	576.00
2285	07/18/2018	RICOH USA, INC.	Copier Usage / June 2018	269.95
2286	07/18/2018	RUTAN & TUCKER, LLP	Legal Services / May - June 2018	11,041.13
2287	07/18/2018	SOUTHERN CALIFORNIA EDISON	Traffic Signal Controllers / June 2018	266.06
2288	07/18/2018	SOUTHERN CALIFORNIA EDISON	Irrigation Controllers - Public ROW / June 2018	26.09
2289	07/18/2018	WILLDAN ENGINEERING	Code Enforcement Services / June 2018	2,610.00
2289	07/18/2018	WILLDAN ENGINEERING	Building Official Services / June 2018	8,580.00
2290	07/18/2018	WM CURBSIDE, LLC	HHW, Medicine & Sharps Program / June 2018	3,567.85
2291	07/18/2018	AT&T	White Pages / July 2018	4.50
2292	07/18/2018	COUNTY OF ORANGE	Orange County Local Agency Formation Commission Cost Allocation / Fiscal Year 2018-19	2,054.61
2293	07/18/2018	COUNTY OF ORANGE	Automated Fingerprint ID System / July 2018	658.00
2294	07/18/2018	ICMA RETIREMENT CORPORATION	Benefit Administration / July - September 2018	125.00
2295	07/18/2018	KONE INC.	City Hall Elevator Maintenance / July 2018	267.64
2296	07/18/2018	NIEVES LANDSCAPE, INC.	Landscape Maintenance Services / July 2018	11,800.00
2296	07/18/2018	NIEVES LANDSCAPE, INC.	City Hall Landscape Maintenance / July 2018	406.25
2297	07/18/2018	OCTA	Orange County Taxi Administration Program Contribution / Fiscal Year 2018-19	756.29
2298	07/18/2018	SUNSET PROPERTY SERVICES	Street Sweeping Services / July 2018	3,540.00
2299	07/18/2018	TRAUMA INTERVENTION PROGRAMS, INC	Emotional and Practical Support Services / Fiscal Year 2018-19	1,998.24
2300	07/31/2018	BUSINESS PLANS, INCORPORATED	125 Cafeteria Plan Administration / July 2018	100.00
2301	07/31/2018	CALIFORNIA JPIA	Pollution Liability Insurance Premium / Fiscal Year 2018-19	503.00
2302	07/31/2018	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / July 2018	9,100.00
2303	07/31/2018	COPYFORCE	Printing Services	1,293.00
2304	07/31/2018	DELTA DENTAL OF CALIFORNIA	Employee Benefits Program / August 2018	382.82
2305	07/31/2018	LA OPINION	Public Notice / July 2018	421.25
2306	07/31/2018	MARGARET CADY	CalCPA Education Foundation Membership / Fiscal Year 2018-19	1,295.00
2307	07/31/2018	PETTY CASH	Replenish Petty Cash (expenditures reported separately - also see Note 2)	0.00
2308	07/31/2018	SOUTHERN CALIFORNIA EDISON	Irrigation Controllers - Public ROW / July 2018	106.29
2309	07/31/2018	CALIFORNIA YELLOW CAB	NEMT Taxi Voucher Services / June 2018	12,010.00
2310	07/31/2018	CIVIL SOURCE	Traffic Engineering / June 2018	12,175.00
2311	07/31/2018	COUNTY OF ORANGE	800 MHz Communication Charges / April - June 2018	360.00
2312	07/31/2018	ON POINT LAND SURVEYING, INC	Survey Document Preparation / June 2018	1,700.00
2313	07/31/2018	PV MAINTENANCE INC	Street, City Hall & Park Maintenance / June 2018	11,668.45
2314	08/02/2018	ALLIANT INSURANCE SERVICES	Crime Insurance Premium / Fiscal Year 2018-19	750.00
			<b>Total Bank Debits and Warrants:</b>	<b><u>\$665,596.28</u></b>
<b>Petty Cash Expenditures Paid Out</b> (See Note 2)				
		US Postal Office	Postage	7.20
			<b>Total Petty Cash:</b>	<b><u>\$7.20</u></b>
			<b>TOTAL</b>	<b><u>\$665,603.48</u></b>

**CITY OF LAGUNA WOODS  
WARRANT REGISTER  
8/15/2018**

This Report Covers the Period 7/11/2018 through 8/3/2018

Date	Vendor Name	Description	Amount
<b>NOTES:</b>			
Note 1 - City Councilmembers are eligible to receive either a salary or vehicle reimbursement allowance in the amount of \$300 per month (\$3,600 per year). Such compensation is included in the City's regular payroll (see "ADP Payroll Services" under "Automatic Bank Debits"), unless waived by the Councilmember. For the month of August 2018, the following Councilmembers received compensation in the amount of \$300: Conners, Hatch, Horne, and Rainey.			
Note 2 - Petty cash is reported as cash is paid out.			
Note 3 - No credit card transactions were paid during this time period.			
No credit card transactions were paid during this time period.			
<b>Total Credit Card Reimbursement:</b>			-

**Administrative Services Director/City Treasurer's Certification**

I, Margaret A. Cady, Administrative Services Director / City Treasurer, do hereby certify:

- In accordance with California Government Code Section 37202, I hereby certify to the accuracy of the demands on cash summarized within
- That the City is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months.
- That the City is in compliance with California Government Code Section 27108.

*Margaret A. Cady, Administrative Services Director/City Treasurer*

Margaret A. Cady, Administrative Services Director/City Treasurer

*8/17/18*

Dated

**6.4**

**FISCAL YEAR 2018-19 BUDGET ADJUSTMENTS**

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**RESOLUTION NO. 18-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADJUSTING THE COMMITTED FUND BALANCES FOR THE PAID LEAVE CONTINGENCY FUND AND THE GENERAL FUND CONTINGENCY FUND FOR FISCAL YEAR 2018-19

**WHEREAS**, the Fiscal Year 2018-19 Budget (“Budget”) was adopted by the City Council on June 28, 2017; and

**WHEREAS**, the Budget includes contingency funds for paid leave, self-insurance, and General Fund purposes; and

**WHEREAS**, in accordance with Administrative Policy 2.9, the Budget was adopted with an estimate of the committed fund balance for the Paid Leave Contingency Fund for Fiscal Year 2018-19, subject to finalization by City Council action after fiscal-year-end calculations are available; and

**WHEREAS**, fiscal-year-end calculations for the Paid Leave Contingency Fund are now available and staff has recommended an increase in its committed fund balance for Fiscal Year 2018-19, based on actual accrued paid leave balances for City employees as of June 30, 2018; and

**WHEREAS**, in accordance with Administrative Policy 2.9, adjustment of the committed fund balance for the Paid Leave Contingency Fund also affects the committed fund balance for the General Fund Contingency Fund; and

**WHEREAS**, the committed fund balance adjustments recommended by staff would increase and finalize the committed fund balance for the Paid Leave Contingency Fund for Fiscal Year 2018-19 by \$17,549 and decrease the committed fund balance for the General Fund Contingency Fund for Fiscal Year 2018-19 by \$17,549, with no change to the City’s total committed and assigned reserves for Fiscal Year 2018-19.

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

**SECTION 1.** Section 3 of Resolution No. 17-20, as previously amended by Resolution No. 17-24, is hereby amended, in its entirety, to read as follows:

The General Fund committed and assigned reserves authorized are:

	<i>Fiscal Year 2017-18</i>	<i>Fiscal Year 2018-19</i>
Paid Leave Contingency Fund	\$96,270	\$99,158
Self-Insurance Contingency Fund	\$50,000	\$50,000
General Fund Contingency Fund	\$2,540,530	\$2,621,642
<b>TOTAL</b>	<b>\$2,686,800</b>	<b>\$2,770,800</b>

Committed and assigned reserves shall be maintained, administered, and expended in accordance with Administrative Policy 2.9.

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

PASSED, APPROVED AND ADOPTED on this XX day of XX 2018.

\_\_\_\_\_  
CAROL MOORE, Mayor

ATTEST:

\_\_\_\_\_  
YOLIE TRIPPY, Deputy City Clerk

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

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do  
HEREBY CERTIFY that the foregoing **Resolution No. 18-XX** was duly adopted  
by the City Council of the City of Laguna Woods at a regular meeting thereof, held  
on the XX day of XX 2018, by the following vote:

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

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YOLIE TRIPPY, Deputy City Clerk

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**6.5**  
**USE OF CITY CREDIT CARDS**

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**RESOLUTION NO. 18-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 2.12 PERTAINING TO USE OF CITY CREDIT CARDS

**WHEREAS**, City staff has prepared an administrative policy to establish standards and guidelines related to the use of credit cards that are issued for use by City employees as a means of aiding in the efficient, effective, and economical conduct of City business for purchases and procurements by the City; and

**WHEREAS**, the adoption of an administrative policy pertaining to the use of City credit cards is fiscally prudent and supportive of the efficient, effective, and economical conduct of City business.

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

**SECTION 1.** That the administrative policy attached hereto as Exhibit A is adopted and is a statement of the City's use of credit cards policy.

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

PASSED, APPROVED AND ADOPTED on this XX day of XX 2018.

\_\_\_\_\_  
CAROL MOORE, Mayor

ATTEST:

\_\_\_\_\_  
YOLIE TRIPPY, Deputy City Clerk

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

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do  
HEREBY CERTIFY that the foregoing **Resolution No. 18-XX** was duly adopted  
by the City Council of the City of Laguna Woods at a regular meeting thereof, held  
on the XX day of XX 2018, by the following vote:

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

---

YOLIE TRIPPY, Deputy City Clerk

**CITY OF LAGUNA WOODS  
ADMINISTRATIVE POLICY 2.12**

**USE OF CITY CREDIT CARDS**

**2.12.01. Statement of Purpose.**

This Administrative Policy is intended to establish standards and guidelines related to the use of credit cards that are issued for use by City of Laguna Woods employees (hereinafter referred to as “card holders”) as a means of aiding in the efficient, effective, and economical conduct of City business for purchases and procurements by the City (hereinafter referred to as “credit cards”).

**2.12.02. Scope.**

This Administrative Policy generally applies to operational issues unique to the use of credit cards. All applicable provisions of federal and state law, the Laguna Woods Municipal Code, other City administrative policies, and internal payables processes apply to transactions for which credit cards are used, without exception or limitation.

**2.12.03. Issuance.**

The City Council’s adoption of this Administrative Policy constitutes approval for the issuance of credits cards to the City Manager, in accordance with the same. In doing so, the City Council finds and determines that doing so is in the interest of the efficient, effective, and economical conduct of City business.

The City Manager may approve the issuance of credits cards, in accordance with this Administrative Policy, to any City employee, when doing so would be in the interest of the efficient, effective, or economical conduct of City business. Such approvals shall be made in writing and filed with the City Clerk’s Office. The City Clerk or his or her designee shall forward a copy of each approval to the Administrative Services Director/City Treasurer.

**2.12.04. Limitations of Use.**

Credit cards may only be used by the card holder to whom they have been issued for purchases and procurements by the City. Card holders may not authorize any other City employee or any other person to use a credit card that they have been issued, but may make transactions on behalf of other City employees. Card holders are

responsible for complying with this Administrative Policy at all times, including for transactions made on behalf of other City employees.

Purchases and procurements must comply with all applicable provisions of federal and state law, the Laguna Woods Municipal Code (including, but not limited to, Chapter 3.06 pertaining to purchasing and procurement), other City administrative policies, and internal payables processes

Transaction limits for credit cards shall be as follows:

A. City Manager

- Maximum Credit Card Limit - \$10,000
- Maximum 30-Day Spending Limit - \$10,000
- Maximum Per Transaction Limit - \$10,000

B. All Other Card Holders

- Maximum Credit Card Limit - \$ 2,500
- Maximum 30-day Spending Limit - \$ 2,500
- Maximum Per Transaction Limit - \$ 750

Card holders may expend no more in a 30-day period than the maximum 30-day spending limit specified in this section, which is governed by the City’s agreement with the bank or other credit institution issuing the credit card. The 30-day period is consistent with the issuer’s billing cycle.

Card holders may expend no more for a single transaction than the maximum per transaction limit specified in this section. Transaction limits reflect the total cost of a purchase or procurement for which a credit card is used, including primary price, sales tax, use tax, shipping charges, and any other applicable charges.

The City Manager may authorize exceptions to the maximum per transaction limit specified in this section when doing so would be in the interest of the efficient, effective, or economical conduct of City business and provided that the increased transaction amount would not exceed the maximum credit card limit or maximum 30-day spending limit. Such exceptions shall be made in writing and attached to the payables warrant for each respective transaction.

All card holders and City employees, generally, are advised that failure to adhere to the limitations of use established by this Administrative Policy, or any unauthorized

purchase or procurement made by using a credit card, may result in discipline up to and potentially including termination, as well as requirements to fully reimburse the City for unauthorized transactions and other costs incurred.

**2.12.05. Safeguarding.**

Card holders shall safeguard credit cards by taking all reasonable steps necessary to ensure that credit cards are secured and protected against potential loss, theft, and use inconsistent with this Administrative Policy, at all times.

All card holders are advised that failure to safeguard credit cards in the manner set forth in this Administrative Policy may result in discipline up to and potentially including termination, as well as requirements to fully reimburse the City for unauthorized transactions and other costs incurred.

**2.12.06. Revocation and Return.**

The City Council or City Manager may revoke or otherwise require the return and immediate cessation of use of credit cards from any card holder, at any time, with or without notice or explanation. Absent such direction, card holders shall immediately cease use of credit cards and return the same to the Administrative Services Director/City Treasurer, immediately upon separation from City employment.

All card holders are advised that failure to return and immediately cease use of a credit card that has been revoked or is otherwise required to be returned pursuant to this Administrative Policy may result in discipline up to and potentially including termination, as well as requirements to fully reimburse the City for unauthorized transactions and other costs incurred.

**2.12.07. Loss and Theft.**

*Notification*

Card holders shall immediately notify the City Manager and Administrative Services Director/City Treasurer of the loss or theft of any credit card and provide information on the date, time, and circumstances of the loss or theft (if known).

All card holders are advised that failure to fulfill the notification obligations set forth in this section, or deliberately providing notification of loss or theft that is known to be false, will result in discipline up to and potentially including termination.

### *Cooperation with Investigation*

In the event of known or suspected theft, card holders and City employees shall fully and truthfully cooperate with the City's efforts to report the theft to applicable law enforcement and conduct related investigation. The City will not tolerate interference with, or obstruction of, a report or investigation.

All card holders and City employees, generally, are advised that failure to fully and truthfully cooperate with an investigation may result in discipline up to and potentially including termination. Likewise, interference with, or obstruction of, an investigation may result in discipline up to and potentially including termination.

#### **2.12.08. Disputed Charges.**

Disputed charges (e.g., unauthorized or unrecognized transactions; transactions for purchases that were not received or were damaged upon delivery; and, transactions for which there is a discrepancy between the dollar amount appearing on a statement and the dollar amount appearing on a receipt or other supporting documentation) shall be resolved prior to processing payment of such charge.

Card holders shall contact the respective entity from which a disputed charge appears for resolution. Such contact shall be made within three business days of the statement date when the transaction first appeared.

If a disputed charge is not resolved within 10 calendar days of the statement date when the transaction first appeared, card holders shall notify the City Manager and Administrative Services Director/City Treasurer for further direction.

#### **2.12.09. Administrative Policy Dissemination.**

All card holders shall be provided with and acknowledge receipt of a copy of this Administrative Policy prior to the use of any credit card.

#### **2.12.10. Relationship to Federal and State Laws.**

Where federal or state laws are more restrictive than or contradict this Administrative Policy, such laws shall take precedence. Where this Administrative Policy is more restrictive than federal or state laws, this Administrative Policy shall take precedence.

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City Council Adoption: August XX, 2018

**6.6**  
**TRAFFIC SIGNAL, STREET LIGHT, AND CITY  
HALL LIGHTING MAINTENANCE SERVICES**

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**AMENDMENT TO THE  
AGREEMENT FOR CONSULTANT SERVICES  
BETWEEN THE  
CITY OF LAGUNA WOODS  
AND  
COMPUTER SERVICE COMPANY  
FOR TRAFFIC SIGNAL, STREET LIGHT, AND CITY HALL LIGHTING  
MAINTENANCE SERVICES**

This AMENDMENT of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on June 21, 2017, by and among the City of Laguna Woods, a California municipal corporation ("CITY") and Computer Service Company ("CONSULTANT"), is made and entered into this 15th day of August 2018 by and among the CITY and CONSULTANT.

**WHEREAS**, an AMENDMENT of the AGREEMENT has become necessary due to changes in the availability of products considered in the AGREEMENT and CITY's request of CONSULTANT to utilize a new standard safety light deemed acceptable by the City Engineer for replacement purposes; and

**WHEREAS**, CONSULTANT represents that it is willing and able to provide the services requested by CITY.

**NOW THEREFORE**, the parties amend the AGREEMENT as follows:

1. CITY and CONSULTANT hereby agree to an AMENDMENT of the AGREEMENT consisting of the modifications shown on page two of this AMENDMENT to EXHIBIT B of the AGREEMENT.

**IN WITNESS WHEREOF**, the parties hereto have caused this AMENDMENT to be executed the day and year first above written.

**CITY OF LAGUNA WOODS:**

By \_\_\_\_\_  
Christopher Macon, City Manager

**CONSULTANT:**

By \_\_\_\_\_  
Jerry Davis, Vice President

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David B. Cosgrove, City Attorney

**AMENDMENT TEXT**

*Lines 4H and 4I of Section 1 of Exhibit B (“Compensation”) of the AGREEMENT is amended to read as follows (additions shown with underlining and deletions shown with ~~strike through~~):*

Work Task	Description	Unit	Pricing (Routine Work)	Pricing (Emergency Work)
4H	Replace Safety Light LED <del>Lamp</del> <u>Fixture with Photocell*</u>	Each	<del>\$125.00</del> <u>\$430.00</u>	<del>\$135.00</del> <u>\$460.50</u>
4I	Replace Safety Light Photocell <del>Lens</del> **	Each	\$75.00	\$110.00

\* Pricing assumes the replacement of an existing safety light with a 235W LED luminaire (Leotek EC3-12M-MV-NW-3-GY-700-WL) with photocell.

\*\* Pricing assumes the replacement of the specified component of an existing 235W LED luminaire (Leotek EC3-12M-MV-NW-3-GY-700-WL) with photocell.

7.1

**SIGN PROGRAM AMENDMENT SP-1269 TO  
AMEND SIGN PROGRAM SP-1164, WHICH  
ALLOWS FOR VARIOUS SIGNAGE AT 24256-  
24290 EL TORO ROAD AND 24310-24380  
MOULTON PARKWAY, LAGUNA WOODS,  
CA 92637**

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# City of Laguna Woods Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** August 15, 2018 Regular Meeting

**SUBJECT:** Sign Program Amendment SP-1269 to amend Sign Program SP-1164, which allows for various signage at 24256-24290 El Toro Road and 24310-24380 Moulton Parkway, Laguna Woods, CA 92637

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## Recommendation

1. Receive staff report.  

AND
2. Open public hearing.  

AND
3. Receive public testimony.  

AND
4. Close public hearing.  

AND
5. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA  
WOODS, CALIFORNIA, APPROVING SIGN PROGRAM

AMENDMENT SP-1269 AMENDING SIGN PROGRAM SP-1164, WHICH ALLOWS FOR VARIOUS SIGNAGE AT 24256-24290 EL TORO ROAD AND 24310-24380 MOULTON PARKWAY, LAGUNA WOODS, CA 92637

**Background**

The City has received a sign program application from The Floyd Company (“applicant”) to amend Sign Program SP-1164, which allows for various signage at the Willow Tree Center (street addresses listed below). Sign Program SP-1164 was approved by the City Council on April 19, 2017.

Project Location: 24256-24290 El Toro Road &  
24310-24380 Moulton Parkway  
Laguna Woods, CA 92637

Surrounding land uses are listed in Table 1.

A vicinity map is included as Attachment B.

*Table 1: Surrounding Land Uses*

<b>General Location</b>	<b>General Plan Land Use Designation</b>	<b>Land Use</b>
North	Commercial / Residential Community	Willow Tree Center / Laguna Woods Village residences
South	Community Facilities / Open Space	Methodist Church / Laguna Woods Village open space/trails
East	Residential Community	Laguna Woods Village residences
West	Commercial / Open Space	Retail businesses and offices / Via Campo Verde

The project location is zoned as Community Commercial, which designates areas to “provide for the development and preservation of high intensity commercial uses which serve the local community and regional area and are compatible with surrounding residential uses” (Laguna Woods Municipal Code Section 13.10.010).

Sign programs are intended to “provide incentive and latitude to achieve effectiveness, attractive appearance, compatible design and variety in permanent signage” (Laguna Woods Municipal Code Section 13.20.160). The City Council is

responsible for approving or denying sign programs and subsequent amendments, subject to certain findings set forth in the Laguna Woods Municipal Code.

### **Discussion**

The proposed sign program amendment would allow for two additional signs (one hanging sign over the shopping cart storage area in front of ALDI Food Market and one wall sign on the west-facing frontage of the Willow Tree Center south of the intersection of Moulton Parkway and Via Campo Verde) and an increase in sign height for two shopping center identification (pylon) signs.

The applicant has requested the two additional signs in order to provide additional visibility for businesses, as well as information to business patrons.

The applicant has requested the increase in sign height for the shopping center identification (pylon) signs in order to provide for the closure of gaps between the bases of the existing signs and the ground. If approved, the applicant would close the gaps and make the signs flush with the ground using a concrete skirt concealed with the same decorative stone found elsewhere on the signs.

Locations, dimensions, and additional design details for the proposed additional and modified signs (Exhibit B to Attachment A), as well as the proposed conditions of approval (Exhibit A to Attachment A), are attached to this agenda report.

As with the prior approval of Sign Program SP-1164, the proposed sign program amendment would apply to the current occupants, as well as successor occupants, at the project location.

### **Environmental Review**

This project is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15311 of Title 14 of the California Code of Regulations, in that it consists of approvals related to the construction or placement of on-premise signs, which are minor structures accessory to (appurtenant to) an existing commercial facility.

### **Fiscal Impact**

The City’s costs related to this project are recovered from the applicant.

Report Prepared With: Rebecca M. Pennington, Development Programs Analyst

Attachments: A – Proposed Resolution  
                  Exhibit A – Proposed Conditions of Approval  
                  Exhibit B – Proposed Sign Program Amendment  
          B – Vicinity Map

**RESOLUTION NO. 18-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING SIGN PROGRAM AMENDMENT SP-1269 AMENDING SIGN PROGRAM SP-1164, WHICH ALLOWS FOR VARIOUS SIGNAGE AT 24256-24290 EL TORO ROAD AND 24310-24380 MOULTON PARKWAY, LAGUNA WOODS, CA 92637

**WHEREAS**, on April 19, 2017, after giving notice as required by law and holding a public hearing, the City Council adopted Resolution No. 17-08, which approved Sign Program SP-1164, which allows for various signage at 24256-24290 El Toro Road and 24310-24380 Moulton Parkway, Laguna Woods, CA 92637 in the Community Commercial District (“CC”); and

**WHEREAS**, subsequent to the approval of Sign Program SP-1164, the City received an application for amendment of the same; and

**WHEREAS**, the requested Sign Program Amendment SP-1269 would add two additional signs to the signs previously approved by Sign Program SP-1164 and allow for an increase in sign height for both shopping center identification (pylon) signs previously approved as a part of Sign Program SP-1164; and

**WHEREAS**, on August 15, 2018, the City Council held a duly noticed public hearing on the requested Sign Program Amendment SP-1269 to amend Sign Program SP-1164, at which it considered all of the information, evidence, and testimony presented, both written and oral; and

**WHEREAS**, all legal prerequisites have occurred prior to the adoption of this resolution; and

**WHEREAS**, pursuant to Laguna Woods Municipal Code Section 13.20.160(e), the City Council makes the following findings subject to the conditions of approval attached hereto as Exhibit A:

1. The proposed signs are well-designed, consistent with any design criteria otherwise applicable to the sign property, compatible with community character and harmonious with surrounding properties, buildings, and streetscapes.

The sign program amendment includes two signs in addition to the signs approved as a part of Sign Program SP-1164, as well as an increase in sign height for two signs previously approved as a part of Sign Program SP-1164. The additional and modified signs would be aesthetically appealing and compatible with the signage approved by Sign Program SP-1164, as well as signage on surrounding properties, buildings, and streetscapes.

2. The proposed signs are clear and legible in the circumstances in which they are seen, including for purposes of promoting awareness of local businesses and activities.

The additional and modified signs included in this sign program amendment would help to promote businesses and create a compatible appearance for signage throughout the shopping center. The additional signs are similar in type as those commonly associated with similar businesses and shopping centers, and will help to promote visibility and safe circulation practices within the shopping center. Similar findings for the modified signs were made as a part of the approval of Sign Program SP-1164.

3. The proposed signs are appropriate to the type of business or activity to which they pertain.

The additional and modified signs included in this sign program amendment are appropriate in type, location, size/scale, and design to businesses within shopping centers.

4. The proposed signs are displayed in a manner that does not harm public health, safety and welfare.

The regulations within Sign Program SP-1164 would apply to the additional and modified signs included in this sign program amendment and would not harm public health, safety, and welfare. All signs constructed or modified pursuant to this sign program amendment or Sign Program SP-1164 would be required to obtain all necessary planning and building approvals and permits. Additionally, Laguna Woods Municipal Code Section 13.20.020(d) requires that all signs be maintained in good condition and allows the City to “order the repair or removal of any sign that is unsafe, defective, damaged, or unsatisfactorily maintained.”

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

**SECTION 1.** The above recitals are true and correct.

**SECTION 2.** After reviewing the entire project record, the City Council hereby determines and certifies that it can be seen with certainty that this project is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15311 of Title 14 of the California Code of Regulations, in that it consists of approvals related to the construction or placement of on-premise signs, which are minor structures accessory to (appurtenant to) an existing commercial facility.

**SECTION 3.** The City Council hereby approves Sign Program Amendment SP-1269, amending Sign Program SP-1164, subject to the conditions of approval attached to this Resolution as Exhibit A and the plans attached to this Resolution as Exhibit B, both of which are incorporated herein by this reference.

**SECTION 4.** The Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2018.

\_\_\_\_\_  
CAROL MOORE, Mayor

ATTEST:

\_\_\_\_\_  
YOLIE TRIPPY, Deputy City Clerk

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

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do  
HEREBY CERTIFY that the foregoing **Resolution No. 18-XX** was duly adopted  
by the City Council of the City of Laguna Woods at a regular meeting thereof, held  
on the XX day of XX 2018, by the following vote:

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

---

YOLIE TRIPPY, Deputy City Clerk

**Exhibit A to Resolution No. 18-XX**

**Conditions of Approval for Sign Program Amendment SP-1269  
AN AMENDMENT TO SIGN PROGRAM SP-1164**

1. This project is an amendment to Sign Program SP-1164. All conditions of approval for Sign Program SP-1164 (Resolution No. 17-08) shall also apply to this Sign Program Amendment SP-1269, with the exception of Condition of Approval #6 related to the height of a shopping center identification (pylon) sign, which shall be modified by this approval.
2. This project shall be constructed, developed, used, operated, and permanently maintained in accordance with the terms of the application, plans, drawing, and conditions imposed in the resolution of approval.
3. The Applicant(s)/Owner(s) shall comply with all of the requirements of Resolution No. 18-XX, adopted as part of Sign Program Amendment SP-1269.
4. The Applicant(s)/Owner(s) shall comply with all requirements of the Laguna Woods Municipal Code, as it pertains to this application, and any signs erected and maintained pursuant to the approved sign program amendment, and such requirements are made a condition of this approval. This includes, but is not limited to, all requirements related to building permits, engineering review, and plan review, generally, of proposed construction plans.
5. This approval does not eliminate the need for building permits or include any action or finding as to compliance or approval of any other applicable federal, state or local ordinance, regulation, rule, or requirements.
6. Except as otherwise provided herein, or as permitted pursuant to the Laguna Woods Municipal Code, this approval is for the location and design of the specified signage shown on Exhibit B to Resolution No. 18-XX only. No additional approval is granted or to be implied including, but not limited to, any approval related to landscaping.
7. The applicant shall install the concrete skirts for the two existing shopping center identification (pylon) signs within 60 calendar days of this approval. The concrete skirts shall make both signs flush with the ground and shall be

## ITEM 7.1 – Exhibit A to Attachment A

concealed with decorative stone to match existing. Such deadline to install the concrete skirts may be extended by the City Manager upon a showing of good cause and reasonable efforts to comply with the deadline established in these conditions of approval, without requiring a new public hearing or City Council approval. Notwithstanding the foregoing, the City Manager may refer any such determination to the City Council, or for additional public hearing.

8. A proposed sign program change may be submitted to the City Manager for any relocation, alteration, or addition to any feature or material not specifically approved in the original application. If the City Manager determines, in his or her reasonable discretion, that the proposed sign program change proposes non-substantial deviations from the approved sign program, and still complies with the provisions, spirit, intent, and findings of this approval action, the proposed sign program change may be approved by the City Manager without requiring a new public hearing or City Council approval. Notwithstanding the foregoing, the City Manager may refer any such determination to the City Council, or for additional public hearing.
9. All signs erected and maintained pursuant to the approved sign program amendment shall be kept clean, complete, and in good structural and functional working order, and shall not be allowed to fall into a state of disrepair, damage, or decrepitude.
10. Graffiti on the property shall be removed at the Applicant(s)/Owner(s)' expense within 24 hours.
11. City staff, or their authorized representatives, shall have the right to enter the property to make reasonable scheduled or unscheduled inspections to observe and enforce compliance with the criteria set forth herein.
12. This approval may be modified or revoked by the City Council, after applicable notice and public hearing procedures have been satisfied, should it be determined that the conditions under which the project has been operated or maintained is detrimental to the public health, safety or welfare, or materially injurious to property or animals in the vicinity, or if the project is operated or maintained so as to constitute a public nuisance, or if the project is operated or maintained in violation of any of the conditions of approval set forth herein, or for any other reason permitted by law.

ITEM 7.1 – Exhibit A to Attachment A

13. In accordance with policies adopted by the City, the Applicant(s)/Owner(s) shall be responsible for any cost incurred as a result of local law enforcement activities or code enforcement investigation/inspections that result in a finding of violation of any applicable laws and/or conditions of approval.
14. Termination: Upon approval, this sign program amendment shall become null and void 180 days after such time the approved use at the approved location ceases to be operated as noted by lapse of City business license, lapse of California State Board of Equalization permit, or date noted by city official with proper site verification of abandonment or discontinuance. This sign program amendment shall be deemed immediately terminated should the approved location be occupied by a use not in accord with this approval.
15. The Applicant(s)/Owner(s), or successor in interest, shall as a condition of issuance of this approval, at its sole expense, defend, indemnify, and hold harmless the City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers from any claim, action, or proceeding against the City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers to attach, set aside, void or annul an approval of the City Council, Planning Agency, or other decision-making body, or staff action concerning this sign program amendment approval, or its implementation. The Applicant(s)/Owner(s) shall pay all of the City's defense costs incurred by counsel of the City's choosing, and shall reimburse the City for any and all court costs and other parties' attorney fees that the City may be required by a court to pay as a result of such defense. The Applicant(s)/Owner(s) may its sole discretion participate in the defense of any such action under this condition, with its own counsel.
16. Prior to installing or modifying any sign pursuant to this approval, the Property Owner(s) shall sign and have notarized (acknowledgement) the "Owner(s) Agreement to Conditions of Approval for Sign Program Amendment SP-1269" contained on page 4 of these conditions of approval and return one wet-signed original to the City Manager with a copy of the legal description of all affected properties.

[SIGNATURES ON NEXT PAGE]

ITEM 7.1 – Exhibit A to Attachment A

**OWNER(S) AGREEMENT TO CONDITIONS OF APPROVAL FOR  
SIGN PROGRAM AMENDMENT SP-1269 (“AGREEMENT”)**

1. **AGREEMENT TO CONDITIONS OF APPROVAL.** The person or persons executing this AGREEMENT on behalf of the respective Owner(s) has reviewed all Conditions of Approval for Sign Program Amendment SP-1269, has had the opportunity to consult with legal counsel regarding them as the Owner(s) has deemed appropriate, and understands and agrees, without exception, to each and all of the conditions.
2. **RECORDATION.** The person or persons executing this AGREEMENT on behalf of the respective Owner(s) consents to the recordation of the Conditions of Approval for Sign Program Amendment SP-1269, including this AGREEMENT, in the office of the Clerk-Recorder for the County of Orange, at the Owner(s)' cost.
3. **AUTHORITY TO EXECUTE.** The person or persons executing this AGREEMENT on behalf of the respective Owner(s) represents and warrants that he/she/they has/have the authority to so execute this AGREEMENT and to bind the respective Owner(s) to the performance of its obligations hereunder.
4. **BINDING EFFECT.** This AGREEMENT shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.
5. **SEVERABILITY.** If any term, condition or covenant of this AGREEMENT is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this AGREEMENT shall not be affected thereby and the AGREEMENT shall be read and construed without the invalid, void or unenforceable provision(s).

**Property Owner – Raintree Realty LLC**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

**SIGNATURE MUST BE NOTARIZED; ATTACH ACKNOWLEDGEMENT.**

# WILLOW TREE CENTER

24256 - 24290 El Toro Rd., 24310 - 24380 Moulton Pkwy

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SIGN PROGRAM AMENDMENT

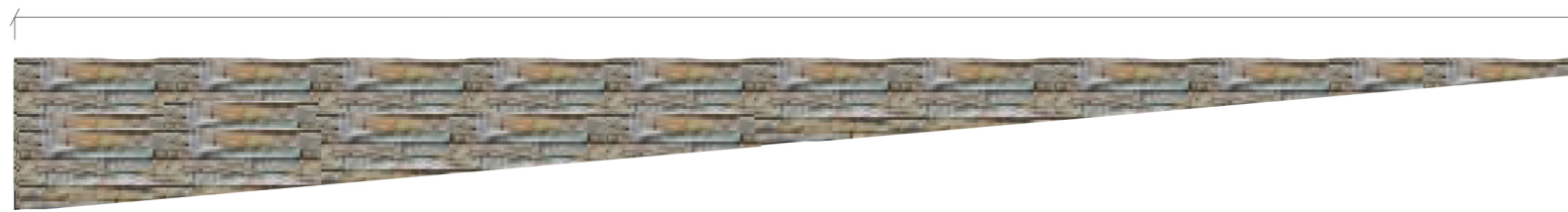
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*Laguna Woods, California*

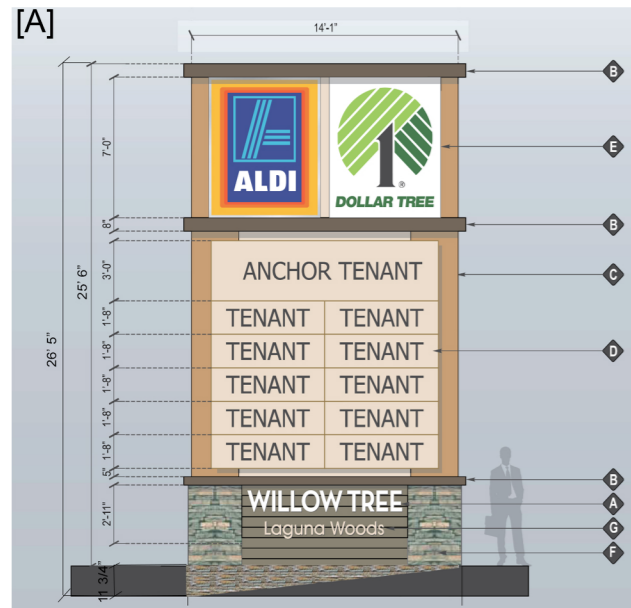
**A** NEW FABRICATED CONCRETE SKIRT FOR EXISTING PYLON SIGN (Qty 2)



**END VIEW**  
SCALE: 3/4" = 1'-0"



**FRONT VIEW**  
SCALE: 3/4" = 1'-0"



**SPECIFICATIONS**

- 1. CONCRETE SKIRT CONCEALED WITH STONE TO MATCH EXISTING

**NOTES**

- LANDSCAPING BY OTHERS



LANDSCAPING BY OTHERS  
PER CITY-APPROVED  
LANDSCAPE PLAN

**PROPOSED SIGNAGE**

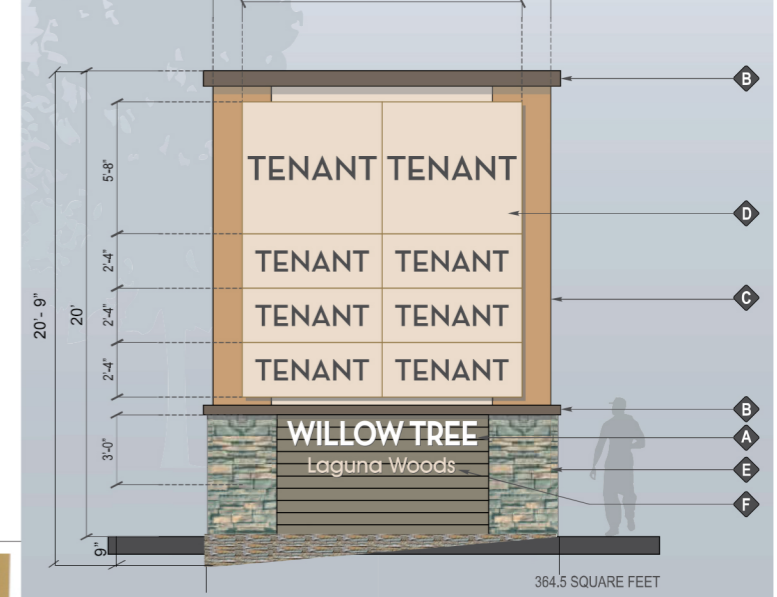
NEW CONCRETE SKIRT



**PYLON SIGN ELEVATION**  
NO SCALE

PHOTO LAYOUT FOR PRESENTATION PURPOSES.  
VERIFY ACTUAL INSTALLATION & DIMENSIONS.

**[B]** ITEM 7.1 - Exhibit B to Attachment A

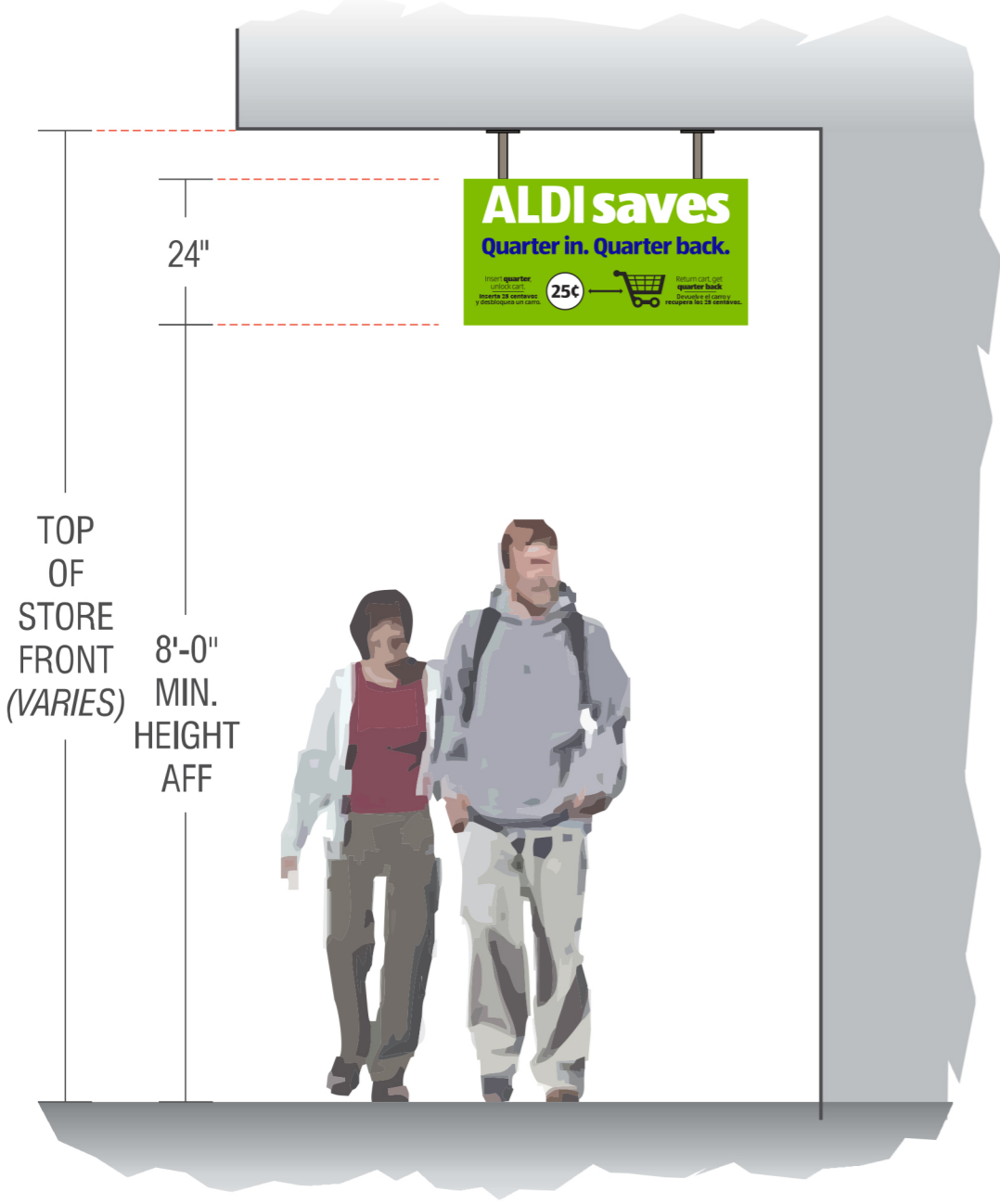


**EXISTING CONDITIONS**



# Informational Sign 47" x 24"

- Aluminum Frame with Aluminum Face



ITEM 7.1 - Exhibit B to Attachment A  
 SIZE: 1.5 SQUARE FOOT OF SIGN AREA PER LINEAR FOOT OF FRONTAGE OF LEASED PREMISES.  
 ILLUMINATION: YES  
 COPY: TENANT NAME AND/ OR LOGO  
 HEIGHT: SEVENTY FIVE PERCENT OF ADJACENT SURFACE  
 LENGTH: SEVENTY FIVE PERCENT OF ADJACENT SURFACE  
 TYPEFACE: CUSTOM LOGO AND TYPE OK  
 COLORS: CUSTOM COLORS OK - NO GOLD TRIM CAP  
 SECONDARY SIGNS: NO  
 NOTE: ALL TENANT WALL SIGNS TO BE INSTALLED VISUALLY CENTERED WITHIN THEIR SIGN BAND AREA.  
 CONSTRUCTION NOTE: SEE PAGE 7 OF SP-1164 SIGN PROGRAM FOR AVAILABLE TYPES

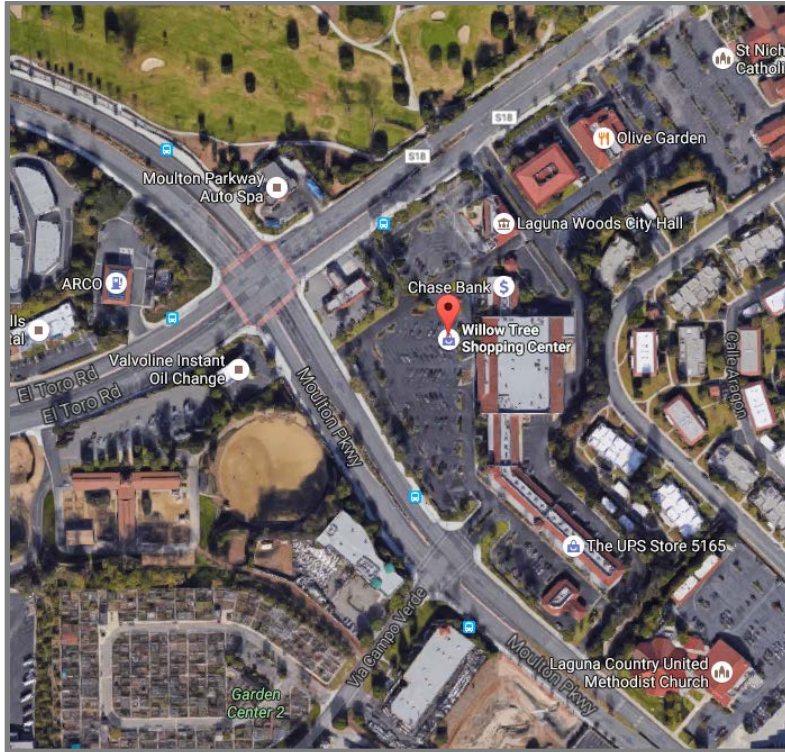


Modifies Shop Tenant - Partial South Elevation shown on Page 12 of Sign Program SP-1164.

# Vicinity Map

## 24256-24290 El Toro Road and 24310-24380 Moulton Parkway, Laguna Woods, CA 92637

### Project Area



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**7.2**  
**GENERAL AND MISCELLANEOUS STREETS,  
HIGHWAYS, AND PUBLIC PLACES  
REGULATIONS**

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# City of Laguna Woods Agenda Report

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Christopher Macon, City Manager  
**FOR:** August 15, 2018 Regular Meeting  
**SUBJECT:** General and Miscellaneous Streets, Highways, and Public Places Regulations

---

## **Recommendation**

1. Receive staff report.  

AND
2. Open public hearing.  

AND
3. Receive public testimony.  

AND
4. Close public hearing.  

AND
5. Approve the introduction and first reading of an ordinance – read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING SECTION 9.02.030 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO THE RUNNING

## OF WATER UPON AND ALONG THE SIDE OF HIGHWAYS AND RIGHTS-OF-WAY THEREOF

### **Background**

Chapter 9.02 of Title 9 (“Streets, Highways, and Public Places”) of the Laguna Woods Municipal Code contains general and miscellaneous provisions that were carried over from the County of Orange’s Code of Ordinances after incorporation.

### **Discussion**

Today’s meeting is an opportunity for City Council action, as well as public input, on the proposed repeal of Section 9.02.030 of the Laguna Woods Municipal Code related to the running of water upon and along the side of highways and rights-of-way thereof (Attachment A). Staff recommends that the City Council initiate the adoption process for the proposed ordinance, in order to eliminate any appearance of conflict with the provisions of Chapter 4.14 of the Laguna Woods Municipal Code pertaining to water quality and the City’s regulation of stormwater discharges under its National Pollutant Discharge Elimination System (“NPDES”) permits.

If the City Council takes the recommended action at today’s meeting, the proposed ordinance would be agendized for a second reading and consideration of adoption at an upcoming meeting. The ordinance would take effect 30 days after adoption.

### **Environmental Review**

It can be seen with certainty that this project has no possibility of having a significant effect on the environment. The repeal of regulations that have the potential to conflict with other, more recently adopted provisions of the Laguna Woods Municipal Code and NPDES permits is a strictly administrative action. Therefore, the proposed action is not a project subject to the California Environmental Quality Act (“CEQA”) pursuant to sections 15378(b) and 15061(b)(3) of Title 14 of the California Code of Regulations.

### **Fiscal Impact**

Funds to support this project are included in the City’s budget.

Attachments: A – Proposed Ordinance  
B – Existing Laguna Woods Municipal Code Section 9.02.030 (Water)

**ORDINANCE NO. 18-XX**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING SECTION 9.02.030 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO THE RUNNING OF WATER UPON AND ALONG THE SIDE OF HIGHWAYS AND RIGHTS-OF-WAY THEREOF

**WHEREAS**, staff has recommended the repeal of Section 9.02.030 of the Laguna Woods Municipal Code related to the running of water upon and along the side of highways and rights-of-way thereof (the “Code Amendments”) which, if adopted, would eliminate any appearance of conflict with the provisions of Chapter 4.14 of the Laguna Woods Municipal Code pertaining to water quality and the City’s regulation of stormwater discharges under its National Pollutant Discharge Elimination System (“NPDES”) permits; and

**WHEREAS**, on August 15, 2018, the City Council held a duly noticed public hearing on the proposed Code Amendments at which it considered all of the information, evidence, and testimony presented, both written and oral.

**THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS DOES HEREBY ORDAIN AS FOLLOWS:**

SECTION 1. The City Council hereby finds and determines that (i) each of the recitals to this Ordinance are true and correct, and are adopted herein as findings; (ii) the Code Amendments comply with all applicable requirements of State law; (iii) the Code Amendments will not adversely affect the health, safety, or welfare of the residents within the community; (iv) the Code Amendments are in the public interest of the City of Laguna Woods; and, (v) the Code Amendments are consistent with the Laguna Woods General Plan and its various elements.

SECTION 2. After reviewing the entire project record, the City Council hereby determines and certifies that it can be seen with certainty that this project has no possibility of having a significant effect on the environment. The repeal of regulations that have the potential to conflict with other, more recently adopted provisions of the Laguna Woods Municipal Code and National Pollutant Discharge Elimination System (“NPDES”) permits is a strictly administrative action. Therefore, the adoption of this Ordinance is not a project subject to the California Environmental Quality Act (“CEQA”) pursuant to sections 15378(b) and 15061(b)(3) of Title 14 of the California Code of Regulations.

SECTION 3. Section 9.02.030 is hereby repealed in its entirety from the Laguna Woods Municipal Code.

SECTION 4. This Ordinance shall take effect and be in full force and operation thirty (30) days after adoption.

SECTION 5. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 6. The Deputy City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

SECTION 7. All of the above-referenced documents and information have been and are on file with the City Clerk of the City.

PASSED, APPROVED AND ADOPTED this XX day of XX 2018.

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CAROL MOORE, Mayor

ATTEST:

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YOLIE TRIPPY, Deputy City Clerk

APPROVED AS TO FORM:

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DAVID B. COSGROVE, City Attorney

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

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Ordinance No. 18-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2018, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2018 by the following vote to wit:

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

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YOLIE TRIPPY, Deputy City Clerk

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ITEM 7.2 - Attachment B

Sec. 9.02.030. - Water.

It shall be and is hereby declared unlawful for any person, firm or corporation to run, or to allow to run, upon any highway or right-of-way thereof, any irrigation, waste or other water, provided that such water may be allowed to run upon or in any drain ditch along the side of such highway or right-of-way thereof if the same does not fill or overflow such ditch or run upon or percolate under the base of the paved or traveled portion of such highway.

(OCC § 6-1-58)

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**8.1**  
**LEAGUE OF CALIFORNIA CITIES ANNUAL  
BUSINESS MEETING DELEGATE AND  
ALTERNATE DELEGATES**

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# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** August 15, 2018 Regular Meeting

**SUBJECT:** League of California Cities Annual Business Meeting Delegate and Alternate Delegates

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### **Recommendation**

Appoint members of the City Council to serve as the delegate, first alternate, and second alternate at the League of California Cities 2018 Annual Business Meeting.

### **Background**

The League of California Cities is hosting its annual conference from September 12–14, 2018 in Long Beach. Each year, participating cities select a delegate and up to two alternate delegates to represent and vote on behalf of their cities at the annual business meeting portion of the annual conference. The delegates consider and act on resolutions that establish League of California Cities policy.

### **Discussion**

The League of California Cities has requested that the City Council appoint a delegate and up to two alternate delegates for its 2018 Annual Business Meeting. Mayor Moore and Councilmember Horne currently plan to attend.

### **Fiscal Impact**

Expenses associated with the League of California Cities' annual conference and business meeting are included in the City's budget.

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**8.2**  
**DOG PARK RULES AND REGULATIONS**

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# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** August 15, 2018 Regular Meeting

**SUBJECT:** Dog Park Rules and Regulations

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### **Recommendation**

Approve second reading and adopt an ordinance – read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADDING SECTION 9.18.290 TO THE LAGUNA WOODS MUNICIPAL CODE RELATED TO DOG PARK RULES AND REGULATIONS

### **Background**

Staff has worked with the Dog Park Advisory Group to review existing, and draft proposed, dog park rules and regulations that balance the need for effective and enjoyable use of City dog parks by both dogs and their guardians, with the need for safety and security of all persons and dogs who use dog parks.

On July 18, 2018, a public hearing was held and the City Council introduced and approved the first reading of an ordinance (Attachment A) which, if adopted, would add Section 9.18.290 to the Laguna Woods Municipal Code related to dog park rules and regulations.

### **Discussion**

Today's meeting is an opportunity for City Council action, as well as public input, on proposed dog park rules and regulations (Attachment A). Staff recommends that

the City Council adopt the proposed ordinance, in order to update dog park rules and regulations in advance of the relocation of “A Place for Paws” Dog Park. The proposed rules and regulations are intended to promote clarity, effectiveness, and enforceability. Though no other dog parks currently exist, the proposed rules and regulations would apply to any future public area designated by the City Council or City Manager for off-leash dog exercise and socialization.

The Dog Park Advisory Group considered this item at public meetings on February 13, 2018 and June 12, 2018. The proposed rules and regulations received consensus support from the Dog Park Advisory Group, except as noted in this agenda report.

As compared to the existing dog park rules and regulations, significant proposed modifications include, but are not limited to, the following:

- Requirement for all dogs using dog parks to be spayed or neutered, with the exception of service dogs under applicable law. Since 2009, the City has required that, with few exceptions, all licensed dogs six months of age and older be spayed or neutered. The proposed rules and regulations would extend mandatory spay and neuter requirements to dogs using dog parks, which would be anticipated to primarily affect non-residents who have not spayed or neutered their dogs, as opposed to residents whose dogs are likely already required to be spayed or neutered. As dogs may not be able to be safely spayed or neutered until certain ages, or may be eligible to be issued an unaltered license pursuant to Laguna Woods Municipal Code Section 5.05.020, residents may also be affected. This modification was proposed by members of the Dog Park Advisory Group in the interest of safety for unaltered dogs, other dogs, and persons accompanying dogs.
- The existing rules and regulations prohibit toddlers; however, the proposed rules and regulations require that children under 16 years of age (including toddlers) be accompanied by a responsible adult who is at least 18 years of age and be supervised by that person at all times. Children under six years of age would continue to be required to be within arm’s reach of a responsible adult at all times. Strollers would continue to be prohibited. The Dog Park Advisory Group did not explicitly discuss the arm’s reach requirement for children under six years of age; however, the requirement is contained in the existing rules and regulations and there is no known objection.
- Explicit requirements that:

- Only persons accompanying dogs are permitted.
- Only one dog park gate may be opened at a time, and all dog park gates must be closed and latched when not in use.
- Explicit prohibition of the following:
  - Vicious dogs
  - Dangerous or threatening dogs
  - Female dogs pregnant or lactating
  - Injured or sick dogs
  - Spike collars or chains
  - Bicycles, scooters, or skateboards
  - Drones or other unmanned aerial vehicles
- Authorization for the City Council or City Manager to suspend certain dog park rules and regulations to accommodate programs, projects, or services undertaken or sponsored by the City (e.g., the City may wish to temporarily suspend the prohibition of persons not accompanying dogs in order to allow for broader community attendance at special events). This provision was not explicitly discussed by the Dog Park Advisory Group but is consistent with discussions regarding potential future special events and activities.

If the City Council takes the recommended action at today's meeting, the proposed ordinance would become effective in 30 days.

### **Environmental Review**

It can be seen with certainty that this project has no possibility of having a significant effect on the environment. Therefore, the adoption of the proposed ordinance is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations.

### **Fiscal Impact**

Funds to support this project are included in the City's budget.

Report Prepared With: April Baumgarten, Maintenance Programs Analyst

Attachment: A – Proposed Ordinance  
Exhibit A – Code Amendment Text

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**ORDINANCE NO. 18-XX**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADDING SECTION 9.18.290 TO THE LAGUNA WOODS MUNICIPAL CODE RELATED TO DOG PARK RULES AND REGULATIONS

**WHEREAS**, staff has worked with the Dog Park Advisory Group to review existing, and draft proposed, dog park rules and regulations that balance the need for effective and enjoyable use of City dog parks by both dogs and their guardians, with the need for safety and security of all persons and dogs who use dog parks; and

**WHEREAS**, staff has recommended amendments to the existing dog park rules and regulations as set forth in the attached Exhibit A to this Ordinance (the “Code Amendments”) which, if adopted, would promote clarity, effectiveness, and enforceability; and

**WHEREAS**, on July 18, 2018, the City Council held a duly noticed public hearing on the proposed Code Amendments at which it considered all of the information, evidence, and testimony presented, both written and oral.

**THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS DOES HEREBY ORDAIN AS FOLLOWS:**

SECTION 1. The City Council hereby finds and determines that (i) each of the recitals to this Ordinance are true and correct, and are adopted herein as findings; (ii) the Code Amendments comply with all applicable requirements of State law; (iii) the Code Amendments will not adversely affect the health, safety, or welfare of the residents within the community; (iv) the Code Amendments are in the public interest of the City of Laguna Woods; and, (v) the Code Amendments are consistent with the Laguna Woods General Plan and its various elements.

SECTION 2. After reviewing the entire project record, the City Council hereby determines and certifies that it can be seen with certainty that this project has no possibility of having a significant effect on the environment. Therefore, the adoption of this Ordinance is not a project subject to the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations.

SECTION 3. Section 9.18.290 is hereby added to the Laguna Woods Municipal Code to read as set forth in Exhibit A, attached to this Ordinance and incorporated herein by this reference.

SECTION 4. This Ordinance shall take effect and be in full force and operation thirty (30) days after adoption.

SECTION 5. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 6. The Deputy City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

SECTION 7. All of the above-referenced documents and information have been and are on file with the City Clerk of the City.

PASSED, APPROVED AND ADOPTED this XX day of XX 2018.

---

CAROL MOORE, Mayor

ATTEST:

---

YOLIE TRIPPY, Deputy City Clerk

APPROVED AS TO FORM:

---

DAVID B. COSGROVE, City Attorney

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

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Ordinance No. 18-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2018, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2018 by the following vote to wit:

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

---

YOLIE TRIPPY, Deputy City Clerk

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**EXHIBIT A  
CODE AMENDMENTS**

***Section 9.18.290 (“Dog parks”) is added to Chapter 9.18 (“Parks and Recreation”) of Title 9 (“Streets, Highways, and Public Places”) of the Laguna Woods Municipal Code, to read as follows:***

**Sec. 9.18.290. - Dog parks.**

(a) *Definitions.* For the purpose of this section, the following definitions shall apply:

(05) *Aggressive, dangerous, or threatening dogs* shall mean any one or more of the following:

(1) Any dog that, when unprovoked engages in a behavior that requires a defensive action by any person to prevent an attack or bite, or injury to a person or other dog or animal.

(2) Any dog that, when unprovoked, bites, inflicts injury, or otherwise causes injury to a person or other dog or animal.

(10) *Dog park* shall mean any public area designated by the City Council or City Manager for off-leash dog exercise and socialization.

(15) *Guardian* shall mean any person accompanying one or more dogs in a dog park.

(20) *Smoking* shall have the same meaning as that term is defined in Section 7.16.020(50) of this Code.

(25) *Vicious dog* shall have the same meaning as set forth in California Food and Agriculture Code § 31603, as may be amended from time to time.

(b) *Rules.* The following rules shall apply to the use of dog parks:

(1) Use of the dog park shall be limited to off-leash dog exercise and socialization only.

ITEM 8.2 – Exhibit A to Attachment A

(2) Use of the dog park is prohibited at all of the following times:

(i) Between the hours of dusk and 7 a.m., daily, unless waived by the City Manager.

(ii) Every Tuesday from 7 a.m. to 1 p.m. for maintenance or any other purpose, unless waived by the City Manager.

(iii) As-needed and so-designated by the City Manager for maintenance or any other purpose.

(iv) During any rain event or other episode of inclement or dangerous weather.

(3) Only guardians and their dogs are permitted.

(4) No single guardian shall be the sole accompanying person for any more than three dogs.

(5) Every dog must be under the control at all times of a guardian who is at least 18 years of age. Guardians are solely responsible for the behavior of their dog(s) at all times and must remain in the dog park and supervise their dog(s) at all times.

(6) Children under 16 years of age must be accompanied by a responsible guardian who is at least 18 years of age and must be supervised by that person at all times. All children under six years of age must be within arm's reach of a responsible guardian at all times.

(7) Every dog must be spayed or neutered, with the exception of service dogs under applicable law.

(8) Every dog must wear a current dog license tag.

(9) Dogs must be on-leash while entering and exiting the dog park. Dogs may only be taken off-leash once inside the second gate and only when it is safe to do so.

(10) All dog park gates must be closed and latched when not in use.

(11) Guardians must immediately pick up and dispose of all waste – including dog waste – in a designated receptacle.

(12) Furniture or equipment not supplied by the City is prohibited in the dog park and will be removed and disposed of without compensation or notice.

(13) The following are prohibited:

- (i) Vicious dogs
- (ii) Aggressive, dangerous, or threatening dogs
- (iii) Lactating dogs
- (iv) Injured or sick dogs
- (v) Dogs less than four months of age
- (vi) Spike collars or chains
- (vii) Bicycles, scooters, or skateboards
- (viii) Drones or other unmanned aerial vehicles
- (ix) Strollers
- (x) Commercial activity (e.g., dog training classes)
- (xi) Alcoholic beverages
- (xii) Food of any kind (including dog treats)
- (xiii) Glass bottles
- (xiv) Smoking

(c) *Suspension of Rules.* The City Council or City Manager may suspend any provision set forth in Section 9.18.290(b) of this Code to accommodate programs, projects, or services undertaken or sponsored by the City.

(d) *Ejection of Violators.* City of Laguna Woods, City of Laguna Beach, or Orange County Sheriff's Department personnel, including subcontractors or agents acting on behalf of any of the aforementioned agencies, may eject any person or dog from a dog park who fails to immediately observe or adhere to any provision set forth in Section 9.18.290(b) of this Code. Ejection is a non-exclusive remedy and shall not limit the pursuit of any other or any additional judicial or administrative remedies that may be available by law.

**8.3**  
**CITY COUNCIL MEETING SCHEDULE**  
**(NO REPORT)**

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