

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting
Wednesday, January 16, 2019
2:00 p.m.

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

Cynthia Connors
Mayor

Noel Hatch
Mayor Pro Tem

Shari L. Horne
Councilmember



Carol Moore
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 meets regularly on the third Wednesday of each month at 2 p.m.

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FOR ADDITIONAL INFORMATION

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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); 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

1-11-19

Date

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. PRESENTATIONS AND CEREMONIAL MATTERS
- 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 December 19, 2018.

6.2 City Treasurer's Report

Recommendation: Receive and file the City Treasurer's Report for the month of December 2018.

6.3 Warrant Register

Recommendation: Approve the warrant register dated January 16, 2019 in the amount of \$343,268.67.

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, AMENDING AND ADOPTING THE FISCAL YEARS 2017-19 BUDGET AND WORK PLAN FOR FISCAL YEAR 2017-18 COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018, AND FISCAL YEAR 2018-19 COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019, TO INCREASE APPROPRIATIONS FOR THE GENERAL FUND; AUTHORIZE TRANSFERS FROM THE GENERAL FUND TO THE FUEL TAX FUND AND MEASURE M2 FUND; AND, AUTHORIZE THE CLOSURE OF, AND TRANSFERS RELATED TO THE CLOSURE OF, UNBUDGETED GENERAL FUND 010

- 6.5 Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction, and Dog Park Parking Lot Work

Recommendation:

1. Approve the “Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction, and Dog Park Parking Lot Work” design plans and specifications as prepared by the City Engineer’s Office.

AND

2. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2017-19 BUDGET AND WORK PLAN FOR FISCAL YEAR 2017-18 COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018, AND FISCAL YEAR 2018-19 COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019, RELATED TO APPROPRIATIONS FOR THE GENERAL FUND, CAPITAL PROJECTS FUND, AND FUEL

TAX FUND FOR THE “PAVEMENT MANAGEMENT PLAN PROJECT (EASTBOUND EL TORO ROAD BETWEEN AVENIDA SEVILLA AND CHURCH INTERSECTION) AND VARIOUS MEDIAN AND SIDEWALK RECONSTRUCTION” AND THE “ ‘A PLACE FOR PAWS’ DOG PARK RELOCATION PROJECT”

AND

3. Award a contract agreement to Hardy & Harper, Inc. for the construction of the “Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction, and Dog Park Parking Lot Work”, in the amount of \$247,000, plus authorized change orders not to exceed 10% of the base amount; and authorize the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

VII. PUBLIC HEARINGS

VIII. CITY COUNCIL BUSINESS

8.1 Employee Positions, Compensation, and Benefits

Recommendation:

1. Approve job classifications for the following City employee positions: Accountant Series (Accountant and Senior Accountant), Accounting Clerk, Administrative Services Director/City Treasurer, Administrative Coordinator, Customer Service Representative, Deputy City Clerk, and Management Analyst Series (Management Analyst and Senior Management Analyst).

AND

2. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 18-38 AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

AND

3. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING THE AUTHORIZED CITY EMPLOYEE POSITIONS FOR FISCAL YEAR 2018-19

8.2 Water Quality 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, AMENDING CHAPTER 4.14 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO WATER QUALITY

8.3 City Council Meeting Schedule

Recommendation: Approve a City Council meeting schedule for Fiscal Year 2019-20.

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 Conners; Alternate: Councilmember Horne

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

X. CLOSED SESSION

XI. CLOSED SESSION REPORT

XII. ADJOURNMENT

Next Regular Meeting: Wednesday, February 20, 2019 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

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6.1-6.5
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: January 16, 2019 Regular Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the January 16, 2019 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 January 16, 2019 Consent Calendar contains the following items:

- 6.1 Approval of the City Council meeting minutes for the regular meeting on December 19, 2018.
- 6.2 Approval of a motion to receive and file the City Treasurer's Report for the month of December 2018.
- 6.3 Approval of the warrant register dated January 16, 2019 in the amount of \$343,268.67. A list of warrants is included in the agenda packet; detailed information about individual warrants is available at or from City Hall.

- 6.4 Adoption of a resolution amending and adopting the Fiscal Years 2017-19 Budget and Work Plan for Fiscal Year 2017-18 commencing July 1, 2017 and ending June 30, 2018, and Fiscal Year 2018-19 commencing July 1, 2018 and ending June 30, 2019, to increase appropriations for the General Fund; authorize transfers from the General Fund to the Fuel Tax Fund and Measure M2 Fund; and, authorize the closure of, and transfers related to the closure of, unbudgeted General Fund 010. The proposed resolution would amend the Fiscal Year 2018-19 Budget and authorize transfers to resolve past issues related to fund balance and expenditures that were identified as necessary following a multi-year reconciliation. The proposed resolution would also authorize the closure of a fund that staff has determined is no longer necessary, as well as related transfers.
- 6.5 [1] Approval of the “Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction, and Dog Park Parking Lot Work” design plans and specifications as prepared by the City Engineer’s Office (available at or from City Hall). The subject project consists of the entirety of the “Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction,” as well as accessibility-related parking lot work for the “ ‘A Place for Paws’ Dog Park Relocation Project.” Both projects are included in the Capital Improvement Program.

AND

[2] Adoption of a resolution amending and adopting the Fiscal Years 2017-19 Budget and Work Plan for Fiscal Year 2017-18 commencing July 1, 2017 and ending June 30, 2018, and Fiscal Year 2018-19 commencing July 1, 2018 and ending June 30, 2019, related to appropriations for the General Fund, Capital Projects Fund, and Fuel Tax Fund for the “Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction” and the “ ‘A Place for Paws’ Dog Park Relocation Project.” The proposed resolution would amend the Fiscal Year 2018-19 Budget to increase appropriations such that sufficient funds are available to construct the subject project, including a 10% construction contingency.

AND

[3] Award of a contract agreement to Hardy & Harper, Inc. for the construction of the “Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction, and Dog Park Parking Lot Work”, in the amount of \$247,000, plus authorized change orders not to exceed 10% of the base amount; and authorization for the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney. Bids to construct the subject project were solicited from November 29, 2018 to December 18, 2018. A total of five bids were received (All American Asphalt, EBS General Engineering, Hardy & Harper, Onyx Paving Company, and Palp, Inc. dba Excel Paving Company) with Hardy & Harper bidding the lowest cost.

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6.1
CITY COUNCIL MINUTES

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**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
REGULAR MEETING
December 19, 2018
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

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: Hatch, Horne, Rainey, Conners, Moore
 ABSENT: -

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

III. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Conners led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 General Municipal Election

City Manager Macon made a presentation.

Councilmembers made comments.

Moved by Mayor Pro Tem Conners, seconded by Councilmember Hatch, and carried unanimously on a 5-0 vote, to adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, RECITING THE FACTS OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 6, 2018 AND DECLARING THE RESULTS AND SUCH OTHER MATTERS AS PROVIDED BY LAW

City Manager Macon presented certificates of election to, and administered oaths of office for, Mayor Moore and Councilmember Rainey.

Mayor Moore and Councilmember Rainey made brief remarks.

Mayor Moore called for a brief recess.

The meeting was called back to order at 2:07 p.m.

V. PUBLIC COMMENT

Katie Mullet, City Net, provided information on City Net and the 2019 Point in Time count.

Councilmembers briefly responded to Ms. Mullet's comments.

VI. CONSENT CALENDAR

Moved by Mayor Pro Tem Conners, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, 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 October 17, 2018 and the special meeting on November 19, 2018.

6.2 City Treasurer's Report

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

6.3 Warrant Register

Approved the warrant register dated December 19, 2018 in the amount of \$564,512.53.

6.4 Measure M2 Expenditure Report

Adopted a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AND CONCERNING THE MEASURE M2 EXPENDITURE REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2018

6.5 City Hall Restroom Repair and Improvement Project

1. Authorized the City Manager to transfer up to \$10,000 from the "City Hall Refurbishment and Safety Project: Phase 1 (Construction)" Capital Projects Fund budget to the "City Hall Restroom Repair and Improvement Project" Capital Projects Fund budget in Fiscal Year 2018-19.

AND

2. Increased the City Manager's authorization to approve change orders for the construction of the "City Hall Restroom Repair and Improvement Project" from an amount not to exceed \$29,089 to an amount not to exceed \$39,089.

City Manager Macon requested that items 8.1 and 8.2 be the next items on the agenda. There were no objections.

VIII. CITY COUNCIL BUSINESS

8.1 Comprehensive Annual Financial Report

City Manager Macon introduced Lindsey McGuire, Brown Armstrong Accountancy Corporation, who made a presentation.

Councilmembers discussed the item and Ms. McGuire answered related questions.

Kathryn Freshley, resident, asked for the definitions of "deferred outflow of resources" and "deferred inflow of resources."

Ms. McGuire responded to Ms. Freshley's comments.

City Manager Macon thanked Ms. McGuire and Margaret Cady, Administrative Services Director/City Treasurer, for their work.

Moved by Councilmember Hatch, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to:

1. Receive and file the Comprehensive Annual Financial Report with Report on Audit by Independent Auditors for the Year Ended June 30, 2018 (Fiscal Year 2017-18).

AND

2. Dissolve the Ad Hoc Audit Committee that consists of Councilmembers Hatch and Rainey.

8.2 Orange County Fire Authority Joint Powers Agreement

City Manager Macon introduced Lori Zeller, Deputy Chief of the Orange County Fire Authority, who made a presentation.

Councilmembers discussed the item and Deputy Chief Zeller and Division Chief Contreras, Orange County Fire Authority, answered related questions.

Kathryn Freshley, resident, asked if the Orange County Fire Authority is addressing long-

term medical coverage liabilities for retirees.

Ms. Zeller responded to Ms. Freshley's comments.

Moved by Councilmember Hatch, seconded by Councilmember Rainey, and carried unanimously on a 5-0 vote, to approve the Fourth Amendment to the Amended Orange County Fire Authority Joint Powers Authority Agreement and authorize the Mayor to execute the amendment, subject to approval as to form by the City Attorney.

VII. PUBLIC HEARINGS

- 7.1 Vacation of a street easement located in the general vicinity south of the intersection of Avenida de la Carlota and Ridge Route Drive, and west of Avenida de la Carlota, in Laguna Woods, CA 92637

City Manager Macon made a presentation.

Councilmembers discussed the item and staff answered related questions.

Mayor Moore opened the public hearing.

Kathryn Freshley, resident, expressed concerns regarding golf cart use on public streets.

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

Councilmembers discussed the item and staff answered related questions.

Moved by Councilmember Rainey, seconded by Councilmember Hatch, and carried unanimously on a 5-0 vote, to adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, VACATING A STREET EASEMENT LOCATED IN THE GENERAL VICININTY SOUTH OF THE INTERSECTION OF AVENIDA DE LA CARLOTA AND RIDGE ROUTE DRIVE, AND WEST OF AVENIDA DE LA CARLOTA, IN LAGUNA WOODS, CA 92637, PURSUANT TO CALIFORNIA STREETS AND HIGHWAYS CODE SECTION 8320 AND OTHER APPLICABLE LAW

- 7.2 Water Quality Regulations

City Manager Macon made a presentation.

Mayor Moore opened the public hearing.

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

Councilmembers discussed the item and staff answered related questions.

Moved by Councilmember Hatch, seconded by Councilmember Rainey, and carried unanimously on a 5-0 vote, to 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, AMENDING CHAPTER 4.14 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO WATER QUALITY

Mayor Moore called for a brief recess.

The meeting was called back to order at 3:18 p.m.

VIII. CITY COUNCIL BUSINESS

8.3 City Council Organization – Office of the Mayor

Mayor Moore made comments.

Councilmember Hatch nominated Mayor Pro Tem Connors to serve as Mayor effective immediately through December 2019.

Moved by Councilmember Hatch, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to appoint Mayor Pro Tem Connors as Mayor effective immediately through December 2019.

Mayor Connors made comments.

8.4 City Council Organization – Office of the Mayor Pro Tem

Councilmember Horne nominated Councilmember Hatch to serve as Mayor Pro Tem effective immediately through December 2019.

Moved by Councilmember Horne, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to appoint Councilmember Hatch as Mayor Pro Tem effective immediately through December 2019.

8.5 City Council Public Official Appointment

City Manager Macon introduced the item.

Councilmembers discussed the item.

Moved by Councilmember Moore, seconded by Mayor Pro Tem Hatch, and carried

unanimously on a 5-0 vote, to appoint Councilmember Horne to serve as a trustee on the Orange County Mosquito and Vector Control District Board of Trustees effective at Noon on January 7, 2019 through 11:59 a.m. on January 4, 2021.

8.6 Investment Policy Review Committee Appointments

City Manager Macon introduced the item.

Councilmembers discussed the item.

Moved by Councilmember Moore, seconded by Councilmember Rainey, and carried unanimously on a 5-0 vote, to appoint Mayor Pro Tem Hatch and Councilmember Horne to serve on a standing Investment Policy Review Committee from January 1, 2019 through December 31, 2020, in accordance with Administrative Policy 2.2 (Investment of Financial Assets).

IX. CITY COUNCIL REPORTS AND COMMENTS

9.1 Coastal Greenbelt Authority

Mayor Connors stated that there had been no meeting since the last meeting.

9.2 Orange County Fire Authority

Mayor Pro Tem Hatch stated that there had been no meeting since the last meeting. He commented on negotiations with the cities of Garden Grove, Irvine, and Placentia.

Division Chief Contreras, Orange County Fire Authority, made brief comments.

Councilmembers briefly commented on the 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.

9.5 San Joaquin Hills Transportation Corridor Agency

Mayor Connors provided a report.

Councilmembers briefly commented on the report.

9.6 South Orange County Watershed Management Area

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

9.7 Other Comments and Reports

Councilmember Horne provided an update on the California Senior Legislature.

Kathryn Freshley, resident, expressed concerns regarding current toll rates on SR-73, as compared to current toll rates on SR-241.

Mayor Conners briefly responded to Ms. Freshley's comments.

X. CLOSED SESSION – None

XI. CLOSED SESSION REPORT – None

XII. ADJOURNMENT

The meeting was adjourned at 3:43 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, January 16, 2019, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Deputy City Clerk

Approved: January 16, 2019

CYNTHIA CONNERS, Mayor

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6.2
CITY TREASURER'S REPORT

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

ITEM 6.2

CASH AND INVESTMENTS

	Beginning Balances As of 11/30/18	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 12/31/18	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 3)	\$ 2,565,188	\$ 401,652	\$ (694,992)	\$ (1,782,288)	\$ 489,560	4.94%	
Cash Balances, Multi-Bank Securities (MBS) Account	\$ 5,902	\$ 1,440	\$ (5,902)		\$ 1,440	0.01%	
Earned Interest in Transit and Accrued Interest, Securities Account	\$ 6,184	\$ 5,627	\$ (1,440)		\$ 10,371	0.10%	
Petty Cash	\$ 1,079	\$ 421	\$ (27)		\$ 1,473	0.01%	
Total Cash and Cash Equivalents	\$ 2,578,353	\$ 409,139	\$ (702,361)	\$ (1,782,288)	\$ 502,844	5.07%	100.00%
Pooled Money Investment Accounts (PIMA)							
Local Agency Investment Fund (LAIF) (Notes 1 and 2)	\$ 3,646,134			\$ 1,200,000	\$ 4,846,134	48.89%	
Orange County Investment Pool (OCIP) (Notes 1 and 2)	\$ 2,065,341				\$ 2,065,341	20.84%	
Total Pooled Money Investment Accounts	\$ 5,711,475	\$ -	\$ -	\$ 1,200,000	\$ 6,911,475	69.73%	90.00%
Investments - Interest and Income Bearing							
Certificates of Deposit (book value) (Note 4)	\$ 1,915,000	\$ 582,003	\$ -		\$ 2,497,003	25.19%	
Total Investments	\$ 1,915,000	\$ 582,003	\$ -	\$ -	\$ 2,497,003	25.19%	30.00%
TOTAL CASH, CASH EQUIVALENTS, AND INVESTMENTS	\$ 10,204,829	\$ 991,142	\$ (702,361)	\$ (582,288)	\$ 9,911,322	100.00%	

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

	General Fund	Special Revenue Funds	Totals
Analyzed Checking	\$ (625,480)	\$ 1,115,040	\$ 489,560
Cash, Securities Account	\$ 1,440	\$ -	\$ 1,440
Interest in Transit	\$ 10,371	\$ -	\$ 10,371
Petty Cash	\$ 1,473	\$ -	\$ 1,473
LAIF	\$ 4,846,134	\$ -	\$ 4,846,134
OCIP	\$ 2,065,341	\$ -	\$ 2,065,341
Certificates of Deposit	\$ 2,497,003	\$ -	\$ 2,497,003
Totals	\$ 8,796,282	\$ 1,115,040	\$ 9,911,322

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



**City of Laguna Woods
City Treasurer's Report
For the Month Ended December 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
Money Funds and Certificate of Deposits (CDs, Federal Deposit Insurance Corporation [FDIC] Insured)														
508176CH5	2017-2	LAKE CITY BANK	24 months	03/08/17	03/22/17	245,000	244,549	245,000	1.600	Monthly	04/22/17	300	1.600	03/22/19
38148PTD9	2017-6	GOLDMAN SACHS BANK USA	36 months	11/16/17	11/22/17	245,000	240,624	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	99,004	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	244,013	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	99,566	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	242,905	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	244,150	245,000	3.000	Semi-Annual	01/18/19	Green***	3.000	07/19/21
90348JEA4	2018-6	UBS BANK USA	48 months	10/01/18	10/05/18	245,000	243,765	245,000	3.250	Monthly	11/05/19	Green***	3.250	10/05/22
61760ARV3	2018-7	MORGAN STANLEY PRIVATE BK NATL	60 months	11/06/18	11/15/18	245,000	244,816	245,000	3.550	Semi-Annual	05/15/19	Green***	3.550	11/15/23
87164YQG2	2018-8	SYNCHRONY BANK RETAIL/MORGAN	41 months	12/07/18	12/11/18	100,000	97,133	97,003	2.470	Semi-Annual	05/19/19	Green***	3.329	05/19/22
02589AA28	2018-9	AMERICAN EXPRES NATL	60 months	12/07/18	12/10/18	240,000	239,746	240,000	3.550	Semi-Annual	06/04/19	Green***	3.550	12/04/23
817164YQG2	2018-10	FIRST ECHNOLOGY FED CU MTN VIEW	41 months	12/07/18	12/11/18	245,000	245,265	245,000	3.590	Semi-Annual	05/19/19	Green***	3.590	05/19/22
Accrued Interest - Month End							10,371							
Total CDs						2,500,000	2,495,907	2,497,003						

(*) 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)

N/A	N/A	Local Agency Investment Fund (LAIF)	N/A	Various	Various	4,846,134	4,846,134	4,846,134	Pending	N/A	N/A	N/A	N/A	N/A
N/A	N/A	Orange County Investment Pool (OCIP)	N/A	Various	Various	2,065,341	2,065,341	2,065,341	Pending	N/A	N/A	N/A	N/A	N/A
Total PIMA						6,911,475	6,911,475	6,911,475						

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



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

ITEM 6.2

OTHER FUNDS - HELD IN TRUST

	Beginning Balances As of 11/30/18	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 12/31/18
Other Post-Employment Benefits (OPEB) Trust					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (CERBT holds all assets and administers the OPEB Trust)	\$ 92,209	\$ -	\$ (7)	\$ (974)	\$ 91,228
Total Other Funds - Held in Trust	\$ 92,209	\$ -	\$ (7)	\$ (974)	\$ 91,228

Notes:

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

LAIF / In December 2018, the City made no withdrawals from the LAIF account and transferred \$1,200,000 to LAIF from the checking account.

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

Investments / \$582,003 (par value of \$582,500) withdrawn from OCIP in November 2018 was re-invested December 2018 in three certificates of deposits; Synchrony Bank Retail Deposit Program, American Express National, and First Technology Federal Credit Union Mountain View, CA

OPEB Trust / The City made no contributions to the OPEB Trust in November 2018. The Fund experienced a \$974 loss in December 2018 consistent with nationwide market loss trends during the month.

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

Pool	Earnings Post	Prior Period Earnings Deposited	Deposit for Period Ended	Current Month / Quarter Gross Yield	Current Month Earnings Will Post	Notes
LAIF	Quarterly	\$0	N/A	Pending	See Notes	Interest for the quarter ended December 31, 2018 will be deposited in January 2019.
OCIP	Monthly	Pending	N/A	Pending	See Notes	OCIP December 2018 statement not received at the time of this report.

Note 3 - Analyzed Checking Account / Monthly activity reported does not reflect December 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 \$1,439.79 and transferred out \$5,902.49 in cash balances to the City's checking account in December 2018. Cash balances to be invested or paid out are classified separately on page 1 of 3. The City portfolio also has \$10,371.41 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

12/8/18

Dated

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6.3
WARRANT REGISTER

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**CITY OF LAGUNA WOODS
WARRANT REGISTER
01/16/2019**

This Report Covers the Period 12/12/2018 through 12/31/2018

Date	Vendor Name	Description	Amount
Debit	Automatic Bank Debits		
Debit 12/12/2018	ADP TAX	Payroll Taxes / Pay Period Ended 12/07/2018	8,651.28
Debit 12/12/2018	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 12/07/2018	20,127.89
Debit 12/14/2018	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / December 2018	1,675.00
Debit 12/18/2018	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 12/07/2018	885.53
Debit 12/18/2018	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 12/07/2018	3,752.92
Debit 12/21/2018	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Period Ended 12/07/2018	183.52
Debit 12/26/2018	ADP TAX	Payroll Taxes / Pay Period Ended 12/21/2018	16,431.32
Debit 12/26/2018	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 12/21/2018	30,840.30
Debit 12/24/2018	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / December 2018	5,915.20
Debit 12/24/2018	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 12/21/2018	885.53
Debit 12/24/2018	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 12/21/2018	3,752.92
Numbe	Warrants:		
2608 12/12/2018	360 BUSINESS CONSULTING	Website Maintenance / September 2018	100.00
2608 12/12/2018	360 BUSINESS CONSULTING	Website Hosting / November 2018	200.00
2609 12/12/2018	AT&T	Telephone / 458-3487 / November 2018	39.68
2610 12/12/2018	AT&T	Telephone / 452-0600 / November 2018	1,248.48
2611 12/12/2018	AT&T	Telephone / 639-0500 / November 2018	208.47
2612 12/12/2018	CALIFORNIA CHAMBER OF COMMERCE	Office Supplies	141.04
2613 12/12/2018	CALIFORNIA INTERNET LP	City Hall Internet Service / January 2019	424.00
2614 12/12/2018	CITIES DIGITAL	Laserfiche Annual Support / August 2018 - August 2019	660.00
2615 12/12/2018	CIVIL SOURCE	Building Inspection & Counter Services / October 2018	37,929.00
2615 12/12/2018	CIVIL SOURCE	Traffic Engineering / October 2018	11,965.00
2616 12/12/2018	COMPUTER SERVICE COMPANY	Traffic Maintenance / October - November 2018	7,153.67
2617 12/12/2018	CHECK VOIDED	Void	0.00
2618 12/12/2018	COUNTY OF ORANGE	800 MHz Communication Charges / July - September 2018	264.00
2619 12/12/2018	DIETZ STRUCTURAL & CIVIL ENGINEERING, INC.	Structural Engineering Services / October 2018	2,160.00
2620 12/12/2018	EL TORO WATER DISTRICT	Water Service / October 2018	3,813.05
2621 12/12/2018	GOLDEN STATE CONSTRUCTORS	ADA Pedestrian Accessibility Improvement Project: Phase 1 / September 2018	5,848.90
2622 12/12/2018	MARC DONOHUE	Administrative Services / November 2018	250.00
2623 12/12/2018	MUNICIPAL CODE CORP	Codification of Ordinances	1,117.38
2624 12/12/2018	NIEVES LANDSCAPE, INC.	Landscape Maintenance / October - December 2018	8,520.25
2625 12/12/2018	ORANGE COUNTY CLERK-RECORDER	Document Recording Fee	1,213.00
2626 12/12/2018	PRACTICAL DATA SOLUTIONS	IT Support Services / November 2018	2,558.54

**CITY OF LAGUNA WOODS
WARRANT REGISTER
01/16/2019**

ITEM 6.3

This Report Covers the Period 12/12/2018 through 12/31/2018

Date	Vendor Name	Description	Amount	
2627	12/12/2018	RA MOULTON GAS & MARKET	Administrative Citation Refund	200.00
2628	12/12/2018	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / November 2018	1,930.30
2629	12/12/2018	STAPLES	Office & Janitorial Supplies / November 2018	1,018.74
2630	12/12/2018	TEAM ONE MANAGEMENT	Janitorial Services / November 2018	696.90
2631	12/12/2018	TYLER TECHNOLOGIES, INC.	Permitting Software	3,888.79
2632	12/12/2018	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	121.89
2633	12/12/2018	UNITED SITE SERVICES	Fence Rental for Dog Park / December 2018	77.28
2634	12/12/2018	VAN DYKE LANDSCAPE ARCHITECTS	Landscape Architectural Services / August - September 2018	6,565.00
2635	12/12/2018	VISION SERVICE PLAN OF AMERICA	Employee Benefits Program / December 2018	120.18
2636	12/19/2018	AT&T	Telephone / 581-9821 / November 2018	73.56
2637	12/19/2018	AT&T	Telephone / 583-1105 / November 2018	20.73
2638	12/19/2018	AT&T	White Pages / December 2018	4.48
2639	12/19/2018	BALLIET, MICHAEL	Waste Management Consulting Services / November 2018	1,733.75
2640	12/19/2018	BOUTWELL FAY LLP	Legal Services / Fiscal Year 2018-19	552.50
2641	12/19/2018	CAA	Water Quality Services / November 2018	2,829.00
2642	12/19/2018	CALIFORNIA YELLOW CAB	Taxi Voucher Services / November 2018	5,393.00
2642	12/19/2018	CALIFORNIA YELLOW CAB	NEMT Taxi Voucher Services / November 2018	8,025.00
2643	12/19/2018	CAPTIONING UNLIMITED	Closed Captioning Services / October - November 2018	400.00
2644	12/19/2018	COMPUTER SERVICE COMPANY	Traffic Maintenance / November 2018	3,157.58
2645	12/19/2018	CHECK VOIDED	Void	0.00
2646	12/19/2018	CSG CONSULTANTS INC	Building Plan Review Services / November 2018	3,187.50
2647	12/19/2018	DALE CHRISTIAN/STRUCTURAL ENGINEER, INC.	City Hall Restroom Repair & Improvement Project / October 2018	790.00
2648	12/19/2018	KONE INC.	City Hall Elevator Maintenance / December 2018	267.64
2649	12/19/2018	MIRPUR LLC	Waste Diversion Deposit Refund	250.00
2650	12/19/2018	NEW MILENNIUM CONSTRUCTION SERVICES, INC.	City Hall Restroom Repair & Improvement Project / December 2018	64,118.28
2651	12/19/2018	OBR ARCHITECTURE, INC.	City Hall Restroom Repair & Improvement Project / July - December 2018	2,100.00
2652	12/19/2018	ONE WAY CONSTRUCTION	Waste Diversion Deposit Refund	250.00
2653	12/19/2018	PROTEL COMMUNICATIONS, INC	Telephone System Maintenance / December 2018	77.58
2654	12/19/2018	PV MAINTENANCE INC	Street, City Hall & Park Maintenance / November 2018	10,601.45
2655	12/19/2018	RED HAWK FIRE & SECURITY, LLC	Fire & Security Monitoring / January - March 2019	240.00
2655	12/19/2018	RED HAWK FIRE & SECURITY, LLC	Fire & Security System Repair / December 2018	565.00
2656	12/19/2018	RICOH USA, INC.	Copier Usage / November 2018	122.76
2657	12/19/2018	RUTAN & TUCKER, LLP	Legal Services / October - November 2018	22,199.23
2658	12/19/2018	SOUTHERN CALIFORNIA EDISON	Electric Service / November 2018	3,379.66
2659	12/19/2018	STATE WATER RESOURCES	Annual Permit Fee / October 2018 - September 2019	8,539.00
2660	12/19/2018	SUNSET PROPERTY SERVICES	Street Sweeping Services / November 2018	2,832.00
2661	12/19/2018	THALES CONSULTING INC.	State Financial Transactions Report / Fiscal Year 2018-19	1,060.00
2662	12/19/2018	THE GAS COMPANY	Gas Service - City Hall / November 2018	17.25
2663	12/19/2018	TYLER BUSINESS FORMS	Office Supplies	84.80
2664	12/19/2018	TYLER TECHNOLOGIES, INC.	Permitting Software	62.50
2665	12/19/2018	VAN DYKE LANDSCAPE ARCHITECTS	Landscape Architectural Services / November 2018	2,750.00
2666	12/19/2018	WM CURBSIDE, LLC	HHW, Medicine & Sharps Program / November 2018	4,022.80

Total Bank Debits and Warrants: \$ 343,242.00

Petty Cash Expenditures Paid Out (See Note 2)

Kustom Lock Dog Park Supplies	\$12.93
Big D Floor Covering Supplies City Hall Restroom Supplies	\$13.74

**CITY OF LAGUNA WOODS
WARRANT REGISTER
01/16/2019**

This Report Covers the Period 12/12/2018 through 12/31/2018

Date	Vendor Name	Description	Amount
			Total Petty Cash: <u>\$26.67</u>
			TOTAL <u>\$343,268.67</u>

NOTES:

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. December 2018 compensation paid was reported in the warrant register issued December 19, 2018.

Note 2 - Petty cash is reported as cash is paid out.

Note 3 - The table below summarizes credit card expenditures paid via Check #2632 to U.S. Bank totaling \$121.89:

USPS	Postage	\$18.72
Dollar Tree	Office Supplies	\$6.60
Aldi	Office Supplies	\$7.12
GFOA	CAFR Program Application	\$370.00
FedEx	Postage	\$49.10
FedEx	Credit for Postage Insurance	(\$100.00)
Long Beach Hilton	Credit for Erroneous Charge	(\$229.65)
		Total Credit Card Reimbursement: <u>\$121.89</u>

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

12/9/18

Dated

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6.4

FISCAL YEAR 2018-19 BUDGET ADJUSTMENTS

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RESOLUTION NO. 19-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2017-19 BUDGET AND WORK PLAN FOR FISCAL YEAR 2017-18 COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018, AND FISCAL YEAR 2018-19 COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019, TO INCREASE APPROPRIATIONS FOR THE GENERAL FUND; AUTHORIZE TRANSFERS FROM THE GENERAL FUND TO THE FUEL TAX FUND AND MEASURE M2 FUND; AND, AUTHORIZE THE CLOSURE OF, AND TRANSFERS RELATED TO THE CLOSURE OF, UNBUDGETED GENERAL FUND 010

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

WHEREAS, City Council action is required to increase fund-level budget appropriations adopted as a part of the Budget; and

WHEREAS, the City has completed a multi-year reconciliation of the Fuel Tax and Measure M2 funds and identified the need for transfers from the General Fund to the Fuel Tax Fund in the amount of \$14,872, and from the General Fund to the Measure M2 Fund in the amount of \$43, to resolve past issues related to fund balance and expenditures; and

WHEREAS, the unassigned General Fund balance has sufficient funds available to offset the increase in appropriations to the General Fund; and

WHEREAS, unbudgeted General Fund 010 has been used to monitor and account for deposit-based projects and, for the purpose of financial reporting, has been consolidated with the General Fund; and

WHEREAS, staff has determined that the use of unbudgeted General Fund 010 is no longer necessary and has recommended its closure; and

WHEREAS, the closure of unbudgeted General Fund 010 would not impact revenues or appropriations, and assets, liabilities, and fund balance of unbudgeted General Fund 010 related to deposit-based projects are eligible to be transferred to the budgeted General Fund 001 Operating Account.

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

SECTION 1. Section 2 of Resolution No. 17-20, as previously amended by resolution nos. 17-28, 17-33, 17-35, 17-41, 18-02, 18-16, 18-18, 18-20, 18-29, 18-32, 18-35, and 18-37, and approved carryovers of unspent budget appropriations from prior fiscal years pursuant to Administrative Policy 2.9, is hereby amended, in its entirety, to read as follows:

The budget appropriations authorized, on a fund level, are:

Fiscal Year 2017-18

	<i>Fiscal Year 2017-18 Adopted Budget</i>	<i>Fiscal Year 2016-17 Carryover Appropriations</i>	<i>Fiscal Year 2017-18 Approved Budget Amendments</i>	<i>Fiscal Year 2017-18 Amended Budget</i>
General Fund	\$5,724,476	\$194,069	\$572,874	\$6,491,419
Capital Projects Fund	\$365,426	\$105,318	\$619,108	\$1,089,852
<i>Transportation Funds</i>				
Fuel Tax	\$437,274	\$273,914	\$43,462	\$754,650
Road Maintenance & Rehabilitation Program	\$0	\$0	\$50,000	\$50,000
Measure M2	\$242,044	\$1,030,105	\$0	\$1,272,149
Coastal Area Road Improvement & Traffic Signals (CARITS)	\$0	\$148,700	\$0	\$148,700
<i>Public Safety Funds</i>				
Supplemental Law Enforcement Services	\$141,707	\$0	\$30,000	\$171,707
<i>Environmental Funds</i>				
Beverage Container Recycling	\$5,000	\$0	\$0	\$5,000
<i>Community Services Funds</i>				
PEG/Cable Television	\$2,000	\$0	\$0	\$2,000
Senior Mobility	\$294,179	\$0	\$0	\$294,179
Community Development Block Grant (CDBG)	\$145,700	\$0	\$0	\$145,700
Laguna Woods Civic Support Fund	\$0	\$0	\$3,470	\$3,470
TOTAL	\$7,357,806	\$1,752,106	\$1,318,914	\$10,428,826

Fiscal Year 2018-19

	<i>Fiscal Year 2018-19 Adopted Budget</i>	<i>Fiscal Year 2017-18 Carryover Appropriations</i>	<i>Fiscal Year 2018-19 Approved Budget Amendments</i>	<i>Fiscal Year 2018-19 Amended Budget</i>
General Fund	\$5,621,246	\$141,968	\$162,370	\$5,925,584
Capital Projects Fund	\$165,000	\$726,183	\$10,000	\$901,183
<i>Transportation Funds</i>				
Fuel Tax	\$300,102	\$0	\$5,750	\$305,852
Road Maintenance & Rehabilitation Program	\$110,250	\$0	\$104,850	\$215,100
Measure M2	\$242,992	\$99,840	\$0	\$342,832
Coastal Area Road Improvement & Traffic Signals (CARITS)	\$0	\$0	\$0	\$0
<i>Public Safety Funds</i>				
Supplemental Law Enforcement Services	\$123,500	\$0	\$30,000	\$153,500
<i>Environmental Funds</i>				
Beverage Container Recycling	\$0	\$0	\$0	\$0
<i>Community Services Funds</i>				
PEG/Cable Television	\$2,047	\$0	\$0	\$2,047
Senior Mobility	\$316,700	\$0	\$0	\$316,700
Community Development Block Grant (CDBG)	\$145,700	\$129,359	\$0	\$275,059
Laguna Woods Civic Support Fund	\$0	\$0	\$3,675	\$3,675
TOTAL	\$7,027,537	\$1,097,350	\$316,644	\$8,441,532

The budget appropriations authorized by this section reflect the Fiscal Years 2017-19 adopted budgets, plus authorized budget adjustments approved between July 1, 2017 and the date of this amendment. The budget appropriations authorized by this section also include carryovers of approved, but unspent, budget appropriations from prior fiscal years. Such carryovers were approved by the City Council with the adoption of the current budget and/or pursuant to Administrative Policy 2.9.

SECTION 2. Staff is hereby authorized to close unbudgeted General Fund 010 and transfer all assets, liabilities, and fund balance to General Fund 001.

SECTION 3. The Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2019.

CYNTHIA CONNERS, 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. 19-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 2019, by the following vote:

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

YOLIE TRIPPY, Deputy City Clerk

6.5
PAVEMENT MANAGEMENT PLAN PROJECT
(EASTBOUND EL TORO ROAD BETWEEN
AVENIDA SEVILLA AND CHURCH
INTERSECTION) AND VARIOUS MEDIAN AND
SIDEWALK RECONSTRUCTION, AND DOG
PARK PARKING LOT WORK

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RESOLUTION NO. 19-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2017-19 BUDGET AND WORK PLAN FOR FISCAL YEAR 2017-18 COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018, AND FISCAL YEAR 2018-19 COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019, RELATED TO APPROPRIATIONS FOR THE GENERAL FUND, CAPITAL PROJECTS FUND, AND FUEL TAX FUND FOR THE “PAVEMENT MANAGEMENT PLAN PROJECT (EASTBOUND EL TORO ROAD BETWEEN AVENIDA SEVILLA AND CHURCH INTERSECTION) AND VARIOUS MEDIAN AND SIDEWALK RECONSTRUCTION” AND THE “ ‘A PLACE FOR PAWS’ DOG PARK RELOCATION PROJECT”

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

WHEREAS, City Council action is required to increase fund-level budget appropriations adopted as a part of the Budget; and

WHEREAS, the “Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction” (“Pavement Management Plan Project”) is included in the Capital Improvement Program; and

WHEREAS, the existing Pavement Management Plan Project budget was established in an amount that was estimated as of June 2018, subject to the completion of design documents, construction drawings, and competitive bids; and

WHEREAS, design documents and construction drawings for the Pavement Management Plan Project are now complete, and the City has received competitive bids from contractors to construct the Pavement Management Plan Project; and

WHEREAS, it is necessary for the City Council to increase Fiscal Year 2018-19 appropriations for the Pavement Management Plan Project in the Fuel Tax Fund in the amount of \$33,308, with the appropriation drawn from the Fuel Tax Fund unassigned balance, to complete the Pavement Management Plan Project; and

WHEREAS, with the proposed Budget amendment, the total Pavement Management Plan Project budget would be \$248,408 (Fuel Tax Fund: \$33,308, Road Maintenance and Rehabilitation Program Fund: \$215,100); and

WHEREAS, the unassigned Fuel Tax Fund balance has sufficient funds available to offset the increase in appropriations to the Fuel Tax Fund; and

WHEREAS, the “ ‘A Place for Paws’ Dog Park Relocation Project” (“Dog Park Project”) is included in the Capital Improvement Program; and

WHEREAS, staff has identified the need for additional work related to the Dog Park Project, generally consisting of accessibility-related parking lot work; and

WHEREAS, it is necessary for the City Council to increase Fiscal Year 2018-19 appropriations for the Dog Park Project in the General Fund in the amount of \$51,304, with the appropriation drawn from the General Fund unassigned balance and contributed to the Capital Projects Fund, and in the Capital Projects Fund in the amount of \$51,304, with the appropriation drawn from the aforementioned General Fund contribution, to complete the work; and

WHEREAS, with the proposed Budget amendment, the total Dog Park Project budget would be \$546,304 (Capital Projects Fund: \$546,304); and

WHEREAS, the unassigned General Fund balance has sufficient funds available to offset the increase in appropriations to the Capital Projects Fund.

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

SECTION 1. Section 2 of Resolution No. 17-20, as previously amended by resolution nos. 17-28, 17-33, 17-35, 17-41, 18-02, 18-16, 18-18, 18-20, 18-29, 18-32, 18-35, 18-37, and 19-XX, and approved carryovers of unspent budget appropriations from prior fiscal years pursuant to Administrative Policy 2.9, is hereby amended, in its entirety, to read as follows:

The budget appropriations authorized, on a fund level, are:

Fiscal Year 2017-18

	<i>Fiscal Year 2017-18 Adopted Budget</i>	<i>Fiscal Year 2016-17 Carryover Appropriations</i>	<i>Fiscal Year 2017-18 Approved Budget Amendments</i>	<i>Fiscal Year 2017-18 Amended Budget</i>
General Fund	\$5,724,476	\$194,069	\$572,874	\$6,491,419
Capital Projects Fund	\$365,426	\$105,318	\$619,108	\$1,089,852
<i>Transportation Funds</i>				
Fuel Tax	\$437,274	\$273,914	\$43,462	\$754,650
Road Maintenance & Rehabilitation Program	\$0	\$0	\$50,000	\$50,000
Measure M2	\$242,044	\$1,030,105	\$0	\$1,272,149
Coastal Area Road Improvement & Traffic Signals (CARITS)	\$0	\$148,700	\$0	\$148,700
<i>Public Safety Funds</i>				
Supplemental Law Enforcement Services	\$141,707	\$0	\$30,000	\$171,707
<i>Environmental Funds</i>				
Beverage Container Recycling	\$5,000	\$0	\$0	\$5,000
<i>Community Services Funds</i>				
PEG/Cable Television	\$2,000	\$0	\$0	\$2,000
Senior Mobility	\$294,179	\$0	\$0	\$294,179
Community Development Block Grant (CDBG)	\$145,700	\$0	\$0	\$145,700
Laguna Woods Civic Support Fund	\$0	\$0	\$3,470	\$3,470
TOTAL	\$7,357,806	\$1,752,106	\$1,318,914	\$10,428,826

Fiscal Year 2018-19

	<i>Fiscal Year 2018-19 Adopted Budget</i>	<i>Fiscal Year 2017-18 Carryover Appropriations</i>	<i>Fiscal Year 2018-19 Approved Budget Amendments</i>	<i>Fiscal Year 2018-19 Amended Budget</i>
General Fund	\$5,621,246	\$141,968	\$213,674	\$5,976,888
Capital Projects Fund	\$165,000	\$726,183	\$61,304	\$952,487
<i>Transportation Funds</i>				
Fuel Tax	\$300,102	\$0	\$39,058	\$339,160
Road Maintenance & Rehabilitation Program	\$110,250	\$0	\$104,850	\$215,100

<i>(continued from page 3)</i>	<i>Fiscal Year 2018-19 Adopted Budget</i>	<i>Fiscal Year 2017-18 Carryover Appropriations</i>	<i>Fiscal Year 2018-19 Approved Budget Amendments</i>	<i>Fiscal Year 2018-19 Amended Budget</i>
Measure M2	\$242,992	\$99,840	\$0	\$342,832
Coastal Area Road Improvement & Traffic Signals (CARITS)	\$0	\$0	\$0	\$0
<i>Public Safety Funds</i>				
Supplemental Law Enforcement Services	\$123,500	\$0	\$30,000	\$153,500
<i>Environmental Funds</i>				
Beverage Container Recycling	\$0	\$0	\$0	\$0
<i>Community Services Funds</i>				
PEG/Cable Television	\$2,047	\$0	\$0	\$2,047
Senior Mobility	\$316,700	\$0	\$0	\$316,700
Community Development Block Grant (CDBG)	\$145,700	\$129,359	\$0	\$275,059
Laguna Woods Civic Support Fund	\$0	\$0	\$3,675	\$3,675
TOTAL	\$7,027,537	\$1,097,350	\$452,560	\$8,577,448

The budget appropriations authorized by this section reflect the Fiscal Years 2017-19 adopted budgets, plus authorized budget adjustments approved between July 1, 2017 and the date of this amendment. The budget appropriations authorized by this section also include carryovers of approved, but unspent, budget appropriations from prior fiscal years. Such carryovers were approved by the City Council with the adoption of the current budget and/or pursuant to 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 2019.

CYNTHIA CONNERS, 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. 19-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 2019, by the following vote:

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

YOLIE TRIPPY, Deputy City Clerk

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8.1
EMPLOYEE POSITIONS, COMPENSATION,
AND BENEFITS

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City of Laguna Woods Agenda Report

TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
FOR: January 16, 2019 Regular Meeting
SUBJECT: Employee Positions, Compensation, and Benefits

Recommendation

1. Approve job classifications for the following City employee positions: Accountant Series (Accountant and Senior Accountant), Accounting Clerk, Administrative Services Director/City Treasurer, Administrative Coordinator, Customer Service Representative, Deputy City Clerk, and Management Analyst Series (Management Analyst and Senior Management Analyst).

AND

2. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 18-38 AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

(Please refer to Attachment H.)

AND

3. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING THE AUTHORIZED CITY EMPLOYEE POSITIONS FOR FISCAL YEAR 2018-19

(Please refer to Attachment I.)

Background

The City Manager is responsible for hiring and supervising employees, subject to the City Council's establishment and authorization of positions. At present, eight and nine-twentieths (8.45) full-time equivalent positions are authorized.

Employee compensation and benefit policies are established by the City Council with the City Manager responsible for the "day-to-day" implementation thereof.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on proposed amendments of existing employee job classifications (attachments B through G), as well as the establishment and authorization of an Accountant Series job classification, compensation ranges, and position (attachments A, H, and I). Staff recommends that the City Council take the recommended action, in order to support the efficient, effective, and economical conduct of City business.

As part of an internal review of human resources policies, staff has reviewed and recommends the approval of new and amended job classifications for the following City employee positions: Accountant Series (Accountant and Senior Accountant), Accounting Clerk, Administrative Services Director/City Treasurer, Administrative Coordinator, Customer Service Representative, Deputy City Clerk, and Management Analyst Series (Management Analyst and Senior Management Analyst). The proposed amendments are intended to clarify and make more explicit existing language, as well as promote consistency in similar language across job classifications and with the most recent amendments of Administrative Policy 4.7 (Harassment, Discrimination, and Retaliation).

The proposed Accountant Series job classification would transition the existing single-class Senior Accountant position to a dual-class position consisting of a journey-level Accountant class and an advanced journey-level Senior Accountant class. Doing so would create additional hiring flexibility, as well as provide new opportunities for employee development and retention. In addition to approving the Accountant Series job classification, staff recommends that the City Council approve new compensation ranges for both positions and authorize the City Manager to hire either an Accountant or Senior Accountant to fill the existing Senior Accountant vacancy. The proposed compensation ranges were developed with consideration for both budgetary conditions and market competitiveness.

Fiscal Impact

With the exception of the proposed establishment of a new compensation range for the proposed new Accountant position and the proposed increase in the compensation range for the existing Senior Accountant position, the recommended action would have no fiscal impact. The recommended action would not increase the number of authorized employee positions.

The proposed compensation range for the proposed new Accountant position is \$29.85 – \$41.79 per hour (\$62,088 – \$86,923.20 per 2,080-hour year). The compensation range for the existing Senior Accountant position is proposed to increase from \$32.48 – \$45.47 per hour (\$67,558.40 – \$94,577.60 per 2,080-hour year) to \$34.03 – \$47.64 per hour (\$70,782.40 – \$99,091.20 per 2,080-hour year). Sufficient funds to accommodate either proposed compensation range are included in the Fiscal Year 2018-19 Budget.

Attachments: A – Proposed Accountant Series Job Classification
B – Proposed Accounting Clerk Job Classification
C – Proposed Administrative Coordinator Job Classification
D – Proposed Administrative Services Director/City Treasurer Job Classification
E – Proposed Customer Service Representative Job Classification
F – Proposed Deputy City Clerk Job Classification
G – Proposed Management Analyst Series Job Classification
H – Proposed Resolution
I – Proposed Resolution

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CITY OF LAGUNA WOODS JOB CLASSIFICATION

<u>SERIES:</u>	ACCOUNTANT
<u>JOB TITLE:</u>	ACCOUNTANT
<u>STATUS:</u>	NON-EXEMPT AND AT-WILL
<u>JOB TITLE:</u>	SENIOR ACCOUNTANT
<u>STATUS:</u>	NON-EXEMPT AND AT-WILL

DEFINITION:

Under the levels and degrees of supervision specified herein, Accountants and Senior Accountants perform complex administrative, analytical, professional, and technical duties related to finance, accounting, purchasing, and payroll.

DISTINGUISHING CHARACTERISTICS:

Accountant:

“*Accountant*” is the journey-level class in the Accountant series. Employees are required to have applicable work experience and typically function under general supervision. Employees exercise independent discretion and judgment, but are not expected to have the same amount of program knowledge and skill as Senior Accountants. Employees may also receive more regular instruction and assistance. Work is typically reviewed in progress and fits established patterns.

Senior Accountant:

“*Senior Accountant*” is the advanced journey-level class in the Accountant series. Employees are required to have applicable work experience and typically function under general supervision. Employees are expected to work with greater autonomy than Accountants and apply well-developed program knowledge and skill to their exercise of independent discretion and judgment. Employees may only receive periodic instruction or assistance as new and unusual situations arise. Work is typically reviewed upon completion and, primarily, for overall outcomes.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, all or a variety of, the following:

- Perform accounting activities, including preparation and examination of financial transactions related to general ledger, accounts payable and receivable, project accounting, purchasing, and payroll.
- Ensure compliance with generally accepted standards, pronouncements, and other authoritative guidance [(e.g., Generally Accepted Accounting Principles, Office of Management and Budget regulations, and Governmental Accounting Standards Board statements and guidance)]; local, state, and federal laws; and, regulations that apply to assigned duties, as well as with applicable City policies, contractual agreements, grant agreements, deadlines, and other obligations.
- Perform accounts payable and receivable functions, including recording revenues and expenditures, processing warrant requests, reconciling discrepancies, and ensuring availability of funds.
- Monitor cash/revenue receipts and reconcile bank statements.
- Execute bank account and investment account transfers.
- Perform accounting calculations and analysis.
- Analyze and reconcile revenue and expenditure accounts, verifying availability of funds and classifications, including research and analysis when necessary.
- Examine and correct accounting transactions for accuracy, including preparation of journal entries and reconciliation of the general ledger and subsidiary accounts.
- Provide audit assistance, including preparing schedules for external auditors and compiling records and documentation requested by external auditors.
- Administer payroll, including coordination with the third-party payroll vendor to produce, review, and correct vendor check runs and prepare related reports.
- Reconcile payroll and tax withholding records.
- Prepare and submit Medicare; Social Security; retirement; tax; and, such other documentation necessary to administer employee payroll and benefit programs.
- Participate in the compilation, preparation, and review of budgets.
- Research, compile, and analyze information and assorted data.

ITEM 8.1 – Attachment A

- Prepare financial reports for internal and external parties, including as-needed, monthly, quarterly, and annual statements and footnotes (e.g., the Measure M2 Expenditure Report, the State Controller’s Report, and the State Street report).
- Prepare, compile, and disseminate qualitative and quantitative documentation and data, including correspondence, invoices, grant or other third-party funding reports, budgets, statistics, reports, manuals, inventories, and logs.
- Create, scan, file, and maintain physical and electronic records.
- Manage electronic accounting and cashiering systems, including configuring user profiles; inputting budget, project, and account information; deactivating and deleting accounts; and, executing background coding.
- Manage electronic payment systems (e.g., third-party merchant services).
- Provide training on use of electronic accounting, cashiering, and payment systems.
- Select, train, supervise, and regularly evaluate assigned employees, including participating in discipline and termination proceedings when necessary.
- Provide support and relief coverage for City and department employees.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Modern accounting procedures, methods, and equipment.
- Principles of local government finance, accounting, purchasing, payroll, audits, and budgeting including relevant standards, laws, and regulations.
- Principles of general ledger and accounts receivable and payable functions.
- Principles of grant applications and administration.
- Principles and techniques of record keeping and filing.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, and interpret data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply generally accepted accounting principles and other standards, laws, regulations, and polices to assigned duties.
- Understand, calculate, and interpret percentages, fractions, ratios, and statistics.

Education and Experience:

Accountant

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a Bachelor's degree from an accredited college or university with major course work in finance, accounting, or a related field and two years of full-time work experience involving relevant operations and activities. Prior experience in a municipal accounting position is highly desirable.

Senior Accountant

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a Bachelor's degree from an accredited college or university

with major course work in finance, accounting, or a related field and four years of increasingly responsible full-time work experience involving relevant operations and activities. Prior experience in a supervisory municipal accounting position and certification as a Certified Public Accountant is highly desirable.

Licenses/Certifications:

Most possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's Vehicle Policy. These positions involve the periodic performance of duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Most activities are performed sitting at a desk in a sedentary manner. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. Employees are periodically required to exert physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 25 pounds.

While the duties of this class are primarily performed in an office setting with low to moderate noise and regular interruption, employees may also be frequently required to travel and work in other settings (e.g., meetings, events, and banking).

These positions regularly work a five day, 40-hour workweek.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, and telephones. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, and Internet Explorer, as well as the City's accounting and cashiering software, as may change from time-to-time.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from these positions if the work is a similar, related, or logical assignment.

The selection process for these positions will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

These positions are not exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve “at will” and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee’s normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform these positions’ essential functions.

Additional laws, rules, and regulations apply to these positions.



CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: **ACCOUNTING CLERK**

STATUS: **NON-EXEMPT AND AT-WILL**

DEFINITION:

Under general supervision, the Accounting Clerk performs a variety of accounting and payroll duties for the Administrative Services Department (“Department”) including, but not limited to, duties of an administrative, clerical, and technical nature.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, all or a variety of, the following:

- Perform accounts payable and receivable functions, including recording revenues and expenditures, processing warrant requests, collecting Internal Revenue Service Form W-9s from third-parties, and reconciling discrepancies.
- Prepare, print, and mail/distribute accounts payable checks.
- Assist with the reconciliation of bank statements, including tracking the status of and balancing accounts payable and receivable, closing months, and conducting follow-up with third parties related to uncashed payments.
- Close cash drawers and prepare related bank deposit packages.
- Input and post journal entries into electronic accounting systems.
- Prepare, distribute, and track invoices, including conducting follow-up with third-parties related to past due and otherwise delinquent accounts.
- Track and report on deposit-based and reimbursable projects, including collecting cost information, maintaining financial activity logs, and confirming balances.

- Provide audit assistance, including compiling records and documentation.
- Assist with payroll administration, including collecting timesheets; preparing and maintaining schedules; and, distributing paychecks.
- Create, scan, file, and maintain physical and electronic records.
- Prepare, compile, and disseminate qualitative and quantitative documentation and data, including correspondence, invoices, reports, manuals, inventories, and logs.
- Provide training on use of electronic accounting and payment systems.
- Provide support and relief coverage for City and Department employees.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Basic modern accounting procedures, methods, and equipment.
- Principles and techniques of record keeping and filing.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Train persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary.

- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, and interpret data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply generally accepted accounting principles and other standards, laws, regulations, and polices to assigned duties.
- Understand, calculate, and interpret percentages, fractions, and ratios.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a high school diploma (or equivalent) and one year of work experience involving relevant operations and activities. Possession of an Associate degree from an accredited college or university with major course work in finance, accounting, or a similar subject and prior experience in a municipal accounting support position is highly desirable.

Licenses/Certifications:

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's Vehicle Policy. This position involves the periodic performance of duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Most activities are performed sitting at a desk in a sedentary manner and standing, walking, balancing, stooping, kneeling, and crouching while filing. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. Employees are periodically required to exert physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 25 pounds.

While the duties of this class are primarily performed in an office setting with low to moderate noise and regular interruption, employees may also be frequently required to travel and work in other settings (e.g., meetings, banking).

This position regularly works a five day, 40-hour workweek.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, and telephones. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, and Internet Explorer, as well as the City's accounting and cashiering software, as may change from time-to-time.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for this position will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is not exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve "at will" and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee's normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position's essential functions.

Additional laws, rules, and regulations apply to this position.



CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: **ADMINISTRATIVE COORDINATOR**

STATUS: **NON-EXEMPT AND AT-WILL**

DEFINITION:

Under general supervision, the Administrative Coordinator performs a variety of highly responsible and complex administrative and clerical tasks often of a secretarial nature including, but not limited to, providing front counter services; serving as a notary public; conducting research; purchasing supplies; accepting and processing payments; accepting items and materials for recycling and disposal; scanning and filing records; maintaining calendars; preparing correspondence, flyers, brochures, inventories, logs, minutes, and other written materials; and, organizing and setting up for meetings and events.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, all or a variety of, the following:

- Provide services related to City Hall’s front counter operation, including reception, switchboard, scheduling, cashiering, administrative support, and clerical services.
- Accept items and materials for recycling and disposal (e.g., handling of electronic waste, light bulbs, batteries, medication, sharps, print cartridges, etc.).
- Assist with the coordination of front counter and records management volunteer programs, including recruiting, training, assisting, and scheduling volunteers.
- Provide notary public services for the City and the general public.
- Certify documents for the City and the general public.
- Receive and respond to public and private inquiries and complaints, including by providing information and referrals, as determined to be appropriate.

ITEM 8.1 – Attachment C

- Receive, monitor, provide notices, and conduct research related to public records requests, discovery requests, subpoenas, and similar requests for information.
- Receive, sort, screen, and distribute incoming and outgoing mail.
- Purchase office supplies and equipment.
- Coordinate the maintenance and repair of copiers, printers, and facsimile machines.
- Create, scan, file, and maintain physical and electronic records.
- Prepare, compile, and disseminate qualitative and quantitative documentation and data, including correspondence, news releases, newsletters, brochures, flyers, billing records, reimbursement records, reports, manuals, inventories, logs, minutes, and photographs.
- Schedule and maintain calendars related to the use of City facilities.
- Setup for and cleanup after meetings and events, including by moving, arranging, and configuring tables, chairs, computers, projectors, screens, microphones, and other equipment, as well as food, beverages, waste, and other items and materials.
- Provide support and relief coverage for City and Department employees.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Principles and practices of public administration.
- Principles and techniques of record keeping and filing.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.

- Train persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, and interpret data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, and interpret how to apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, calculate, and interpret percentages, fractions, and ratios.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess an Associate degree from an accredited college or university with major course work in public administration, business administration, or a similar subject, and one year of full-time work experience involving relevant operations and activities. Possession of a Bachelor's degree; prior experience as a notary public in the State of California; and, prior experience in a municipal administrative support position that involved substantial interaction with the general public is highly desirable.

Licenses/Certifications:

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's Vehicle Policy. This position involves the periodic performance of duties and travel that require operation of a personal vehicle.

Within six months of hire, must possess and maintain a valid notary public commission.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment,

tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. Many duties are performed while standing at a counter, which requires frequent walking and transitions from sitting in a sedentary manner at a desk to standing at a counter. Employees are frequently required to exert physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 25 pounds.

While the duties of this class are primarily performed in an office setting with low to moderate noise and regular interruption, employees may also be frequently required to travel and work in other settings (e.g., meetings and events). Employees are required to handle and process, according to City protocols, items and materials for recycling and disposal including, but not limited to, certain types of electronic waste, light bulbs, batteries, medication, sharps, and print cartridges that may result in exposure to odors, fumes, dust, hazardous substances, and other irritants.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, microfiche readers, telephones, digital cameras, and other measuring devices to collect data and information. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, and Internet Explorer, as well as the City's cashiering and records software, as may change from time-to-time.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for this position will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is not exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve "at will" and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee's normal duties.

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The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position's essential functions.

Additional laws, rules, and regulations apply to this position.

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CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: **ADMINISTRATIVE SERVICES DIRECTOR/
CITY TREASURER**

STATUS: **EXEMPT AND AT-WILL**

DEFINITION:

Under general supervision of the City Manager, the Administrative Services Director/City Treasurer (“Director”) plans, organizes, directs, coordinates, manages, and oversees the operations and activities of the Administrative Services Department (“Department”) including, but not limited to, the following service areas: finance, accounting, purchasing, payroll, human resources, information technology, risk management, and the City Clerk’s Office. The Director also serves as the City Treasurer, provides complex professional support to the City Manager, and serves on the City’s Executive Management Team.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, all or a variety of, the following:

- Plan, organize, direct, coordinate, manage, and oversee Department operations and activities, including finance, accounting, purchasing, payroll, human resources, information technology, risk management, and the City Clerk’s Office.
- Develop, administer, implement, and monitor Department budgets and work plans, including continuously monitoring and responding to changing conditions.
- Ensure that Department operations and activities are implemented in accordance with established goals, objectives, budgets, work plans, regulations, and policies.
- Ensure compliance with generally accepted standards, pronouncements, and other authoritative guidance [(e.g., Generally Accepted Accounting Principles, Office of Management and Budget regulations, and Governmental Accounting Standards Board statements and guidance)]; local, state, and federal laws; and, regulations that apply to assigned duties, as well as with applicable City policies, contractual

agreements, grant agreements, deadlines, and other obligations.

- Review, evaluate, identify, and recommend improvements to administrative and internal control-related systems, policies, and procedures, including improvements to ensure compliance with and responsiveness to audit findings.
- Coordinate and report on audit processes, including the annual independent audit and special or supplemental audits conducted internally or by external parties.
- Coordinate budget processes, including preparing and monitoring revenue and expenditure estimates and forecasts; analyzing trends; collaborating with other departments and external parties; compiling, evaluating, and verifying budget requests; and, preparing necessary information, data, narrative, and analysis.
- Perform technical and professional-level finance, accounting, purchasing, and payroll duties to support or relieve subordinate employees or meet Department demands.
- Administer human resources functions, including job classification, compensation, recruitment, testing, screening, extension of offer, and evaluation activities.
- Conduct investigations with respect to employee performance matters.
- Manage and evaluate employee benefit and compensation programs.
- Identify and implement occupational health and safety programs.
- Coordinate with information technology providers and other parties to ensure the operation and security of computers, servers, telephones, and related equipment.
- Act as the primary liaison with the California Joint Powers Insurance Authority, claims administrator(s), and workers compensation carrier(s).
- Ensure that public records requests, discovery requests, subpoenas, and similar requests for information are responded to in an accurate and timely manner.
- Negotiate, develop, and administer contractual agreements with public and private parties, including participation in and implementation of solicitation processes.
- Prepare and present oral and written reports, briefs, plans, budgets, and studies to the City Manager, City staff, City Council, and City committees.
- Provide responsible and complex professional support to the City Manager and City staff on issues and matters related to Department operations and activities.
- Serve as a staff liaison to one or more City committees, including developing

agendas, facilitating meetings, making presentations, and preparing minutes.

- Represent the City and Department to internal and external parties (e.g., members of the public, elected officials, other City departments, and outside organizations), including negotiating and resolving sensitive and controversial issues, as well as explaining and defending Department operations and activities.
- Select, train, supervise, and regularly evaluate Department employees, including implementing discipline and termination proceedings when necessary.
- Coordinate community outreach, education, and volunteer programs, including planning events and selecting, training, and supervising volunteers.
- Maintain knowledge of current laws, potential legislation, best practices, trends, innovations, and technology related to Department operations and activities.
- Identify, recommend, and implement improvements related to the efficiency and effectiveness of Department operations and activities (e.g., policies, procedures, regulations, organizational structures, resource allocations, and service levels).
- Identify, recommend, pursue, and implement innovative methods of funding and implementing Department operations and activities (e.g., grants, contracts, public-private partnerships, community participation, and technological integration)
- Serve as a member of the Executive Management Team that oversees the day-to-day operations and activities of the City and provides strategic leadership.
- Serve as the Chief Financial Officer of the Laguna Woods Civic Support Fund, a nonprofit public benefit corporation, in a manner consistent with the Laguna Woods Civic Support Fund’s bylaws and governing documents.
- Provide support and relief coverage for City and Department employees.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Modern accounting procedures, methods, and equipment.
- Local government investment and treasury functions.

- Principles of local government finance, accounting, payroll, audits, and budgeting including relevant standards, laws, and regulations.
- Principles of grant applications and administration.
- Principles of human resources management (both employees and volunteers).
- Principles of the California Public Records Act and Ralph M. Brown Act.
- Principles and techniques of record keeping and filing.
- Methods of program evaluation and assessment.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, and interpret data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply generally accepted accounting principles and other standards, laws, regulations, and polices to assigned duties.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.

- Understand, calculate, and interpret percentages, fractions, ratios, and statistics.
- Analyze and resolve issues that require complex planning for multi-disciplinary operations and activities, as well as concrete and abstract variables.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, or a similar subject, and five years of increasingly responsible full-time work experience involving relevant operations and activities. Possession of a Master's degree; prior experience in a supervisory or senior-level municipal finance or accounting position; and, certification as a California Municipal Treasurer or Certified Public Accountant is highly desirable.

Licenses/Certifications:

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's Vehicle Policy. This position involves the periodic performance of duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Most activities are performed sitting at a desk in a sedentary manner. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. Employees are periodically required to exert physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 25 pounds.

While the duties of this class are primarily performed in an office setting with low to moderate noise and regular interruption, employees may also be frequently required to travel and work in other settings (e.g., meetings, events, and banking).

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, microfiche readers, telephones, digital cameras, and other measuring devices to collect data and information. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, and Internet Explorer, as well as the City's accounting, cashiering, and records software, as may change from time-to-time.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for this position will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve “at will” and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee’s normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position’s essential functions.

Additional laws, rules, and regulations apply to this position.



CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: **CUSTOMER SERVICE REPRESENTATIVE**

STATUS: **NON-EXEMPT AND AT-WILL**

DEFINITION:

Under general supervision, Customer Service Representatives perform customer service, clerical, and administrative tasks, often of a secretarial nature, including, but not limited to, answering telephones; greeting visitors and members of the public; providing public information; scheduling appointments; accepting and processing payments; accepting items and materials for recycling and disposal; scanning and filing records; and, setting up for and cleaning up after meetings and events.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, all or a variety of, the following:

- Provide services related to City Hall’s front counter operation, including reception, switchboard, scheduling, cashiering, administrative support, and clerical services.
- Accept items and materials for recycling and disposal (e.g., handling of electronic waste, light bulbs, batteries, medication, sharps, print cartridges, etc.).
- Receive and respond to public and private inquiries and complaints, including by providing information and referrals, as determined to be appropriate.
- Create, scan, file, and maintain physical and electronic records.
- Prepare, compile, and disseminate qualitative and quantitative documentation and data, including correspondence, billing records, reimbursement records, reports, manuals, inventories, logs, photographs, and identification cards.
- Setup for and cleanup after meetings and events, including by moving, arranging, and configuring tables, chairs, computers, projectors, screens, microphones, and

other equipment, as well as food, beverages, waste, and other items and materials.

- Provide support and relief coverage for City and department employees.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Responsive customer service practices, including active listening.
- Modern office procedures, methods, and equipment, including computers.
- Principles of addition, subtraction, multiplication, and division.
- Principles and techniques of record keeping and filing.
- Principles and techniques of cashiering, including balancing receipts.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Communicate effectively and concisely with persons with diverse backgrounds.
- Demonstrate an awareness and appreciation of local cultural diversity.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Understand, analyze, interpret, and apply data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, calculate, and interpret percentages, fractions, and ratios.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a high school diploma (or equivalent) and three months of work or volunteer experience in a governmental or professional setting. Prior experience in a customer service or cashiering position is highly desirable.

Licenses/Certifications:

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's Vehicle Policy. This position involves the periodic performance of duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. Most duties are performed while standing at a counter, which requires frequent walking and transitions from sitting in a sedentary manner at a desk to standing at a counter. Employees are frequently required to exert physical effort involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 25 pounds.

While the duties of this class are primarily performed in an office setting with low to moderate noise and regular interruption, employees may also be frequently required to travel and work in other settings (e.g., meetings and events). Employees are required to handle and process, according to City protocols, items and materials for recycling and disposal including, but not limited to, certain types of electronic waste, light bulbs, batteries, medication, sharps, and print cartridges that may result in exposure to odors, fumes, dust, hazardous substances, and other irritants.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, microfiche readers, telephones, digital cameras, and other measuring devices to collect data and information. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, and Internet Explorer, as well as the City's cashiering and records software, as may change from time-to-time.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

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The selection process for this position will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is not exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve “at will” and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee’s normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position’s essential functions.

Additional laws, rules, and regulations apply to this position.



CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: **DEPUTY CITY CLERK**

STATUS: **EXEMPT AND AT-WILL**

DEFINITION:

Under general supervision, the Deputy City Clerk performs a variety of highly responsible and complex administrative and clerical tasks including, but not limited to, managing and providing front counter services; serving as a notary public; coordinating agenda, public notice, and legal filing processes; responding to requests for information; and, filing and managing records. The Deputy City Clerk also assists the City Clerk in the performance of his or her duties and may serve as the City Clerk in his or her absence.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, all or a variety of, the following:

- Assist the City Clerk in the performance of his or her duties as prescribed by the Laguna Woods Municipal Code and any relevant state or federal legislation.
- Manage the day-to-day operation of City Hall's front counter, including reception, switchboard, scheduling, cashiering, administrative support, and clerical services.
- Provide services related to City Hall's front counter operation, including reception, switchboard, scheduling, cashiering, administrative support, and clerical services.
- Accept items and materials for recycling and disposal (e.g., handling of electronic waste, light bulbs, batteries, medication, sharps, print cartridges, etc.).
- Coordinate front counter and records management volunteer programs, including recruiting, selecting, supervising, training, assisting, and scheduling volunteers.
- Provide notary public services for the City and the general public.

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- Certify documents for the City and the general public.
- Receive and respond to public and private inquiries and complaints, including by providing information and referrals, as determined to be appropriate.
- Respond to inquiries regarding actions and records of the City Council, standing advisory committees, and other local legislative bodies.
- Receive, respond, monitor, and provide notices related to public records requests, discovery requests, subpoenas, and similar requests for information, including conducting necessary research and facilitating internal and external coordination.
- Receive, process, monitor, and provide notices related to claims filed against the City, including coordinating with the California Joint Powers Insurance Authority, claims administrator(s), and workers compensation carrier(s).
- Participate in and document bid opening processes.
- Conduct research regarding the City’s legislative activities, including reference of agendas, minutes, ordinances, resolutions, legal filings, and correspondence.
- Create, scan, file, maintain, and coordinate the disposition of records.
- Prepare, compile, and disseminate qualitative and quantitative documentation and data, including correspondence, news releases, newsletters, brochures, flyers, billing records, reimbursement records, budgets, budget tracking sheets, statistics, reports, manuals, inventories, logs, minutes, and photographs.
- Prepare, compile, assemble, post, and distribute agendas and agenda materials, as well as legal notices for public meetings and hearings.
- Coordinate the codification of City Council-adopted ordinances with independent contractors and perform quality control review of codified ordinances.
- Facilitate the processing of legal documents such as agreements, ordinances, and resolutions, including obtaining signatures and attesting to the same, as well as filing and recording documents with other government agencies.
- Prepare, maintain, post, and distribute the Local Appointments List required by applicable provisions of California Government Code.
- Collect, process, monitor, and provide notices related to Fair Political Practices Commission Statements of Economic Interests filing requirements, as well as Assembly Bill 1234 ethics and Assembly Bill 1661 sexual harassment prevention training and education requirements.

- Attend, participate in, and organize meetings and events, including preparing, assembling, and distributing agenda materials; and, setting up for and cleaning up after meetings and events, including by moving, arranging, and configuring tables, chairs, computers, projectors, screens, microphones, and other equipment, as well as food, beverages, waste, and other items and materials.
- Assist with maintenance and updates to the City's website.
- Assist with the conduct of municipal elections and voter outreach activities
- Select, train, supervise, and regularly evaluate assigned employees, including participating in discipline and termination proceedings when necessary.
- Provide support and relief coverage for City and Department employees.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Principles of the California Public Records Act and Ralph M. Brown Act.
- Principles of the California Political Reform Act.
- Principles of human resources management (both employees and volunteers).
- Principles and practices of public administration.
- Principles and techniques of record keeping and filing.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate,

and persuade persons with diverse backgrounds.

- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, and interpret data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, calculate, and interpret percentages, fractions, and ratios.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess an Associate degree from an accredited college or university with major course work in public administration, business administration, or a similar subject, and two years of full-time work experience involving relevant operations and activities. Possession of a Bachelor’s degree; prior experience as a notary public in the State of California and in a supervisory or senior-level municipal administrative support position that involved substantial interaction with the general public; and, certification as a Certified Municipal Clerk is highly desirable.

Licenses/Certifications:

Must possess and maintain a valid Class C California Driver’s License and must qualify for and maintain insurability under the City’s Vehicle Policy. This position involves the periodic performance of duties and travel that require operation of a personal vehicle.

Within six months of hire, must possess and maintain a valid notary public commission.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to

adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. Many duties are performed while standing at a counter, which requires frequent walking and transitions from sitting in a sedentary manner at a desk to standing at a counter. Employees are frequently required to exert physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 25 pounds.

While the duties of this class are primarily performed in an office setting with low to moderate noise and regular interruption, employees may also be frequently required to travel and work in other settings (e.g., filing, posting, meetings, and events). Employees are required to handle and process, according to City protocols, items and materials for recycling and disposal including, but not limited to, certain types of electronic waste, light bulbs, batteries, medication, sharps, and print cartridges that may result in exposure to odors, fumes, dust, hazardous substances, and other irritants.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, microfiche readers, telephones, digital cameras, and other measuring devices to collect data and information. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, and Internet Explorer, as well as the City's website, cashiering, and records software, as may change from time-to-time.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for this position will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve "at will" and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee's normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin,

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ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position's essential functions.

Additional laws, rules, and regulations apply to this position.



CITY OF LAGUNA WOODS JOB CLASSIFICATION

<u>SERIES:</u>	MANAGEMENT ANALYST
<u>JOB TITLE:</u>	MANAGEMENT ANALYST
<u>STATUS:</u>	EXEMPT AND AT-WILL
<u>JOB TITLE:</u>	SENIOR MANAGEMENT ANALYST
<u>STATUS:</u>	EXEMPT AND AT-WILL

DEFINITION:

Under the levels and degrees of supervision specified herein, Management Analysts and Senior Management Analysts perform complex administrative, analytical, professional, and technical duties; conduct research, evaluation, and analysis of programs, projects, and services; and, coordinate and administer programs, projects, and services.

DISTINGUISHING CHARACTERISTICS:

Management Analyst:

“*Management Analyst*” is the journey-level class in the Management Analyst series. Employees are required to have work experience applicable to the assigned department(s) and typically function under general supervision with responsibilities for supporting a range of programs, projects, and services. Employees exercise independent discretion and judgment, but are not expected to have the same amount of program knowledge and skill as Senior Management Analysts. Employees may also receive more regular instruction and assistance. Work is typically reviewed in progress and fits established patterns.

Senior Management Analyst:

“*Senior Management Analyst*” is the advanced journey-level class in the Management Analyst series. Employees are required to have work experience applicable to the assigned department(s) and typically function under general supervision with responsibilities for managing one or more programs, projects, or services. Employees are expected to work with greater autonomy than Management Analysts and apply well-developed program

knowledge and skill to their exercise of independent discretion and judgment. Employees may only receive periodic instruction or assistance as new and unusual situations arise. Work is typically reviewed upon completion and, primarily, for overall outcomes.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, all or a variety of, the following:

- Perform administrative, analytical, professional, and technical functions.
- Receive and respond to public and private inquiries and complaints, including by providing information and referrals, as determined to be appropriate for the series level and related program, project, or service.
- Track, verify, and report on the status, history, and outcomes of inquiries and complaints, including referrals to other departments and outside agencies.
- Prepare responses to public records requests, discovery requests, subpoenas, and similar requests for information.
- Monitor, analyze, and report on legislative and regulatory proposals for impacts on assigned department(s), including preparation of positional correspondence.
- Manage budgets, including by preparing and monitoring revenue and expenditure estimates and forecasts; analyzing trends; collaborating with other departments and external parties; reviewing invoices; and, processing warrant requests.
- Research, compile, and analyze information and assorted data.
- Prepare, compile, and disseminate qualitative and quantitative documentation and data, including correspondence, news releases, newsletters, brochures, flyers, billing records, reimbursement records, budgets, budget tracking sheets, statistics, reports, manuals, inventories, logs, minutes, and photographs.
- Create, scan, file, and maintain physical and electronic records.
- Negotiate, develop, and administer contractual agreements with public and private parties, including participation in and implementation of solicitation processes.
- Coordinate grant processes, including preparing, reviewing, and monitoring grant applications, as well as administering and implementing grant activities.
- Prepare and present oral and written reports, briefs, plans, budgets, and studies to the City Manager, City staff, City Council, and City committees.
- Serve as a staff liaison to one or more City committees, including developing

agendas, facilitating meetings, making presentations, and preparing minutes.

- Represent the City and department to internal and external parties (e.g., members of the public, elected officials, other City departments, and outside organizations), including negotiating and resolving sensitive and controversial issues, as well as explaining and defending City and department operations and activities.
- Attend, participate in, and organize meetings and events, including preparing, assembling, and distributing agenda materials; and, setting up for and cleaning up after meetings and events, including by moving, arranging, and configuring tables, chairs, computers, projectors, screens, microphones, and other equipment, as well as food, beverages, waste, and other items and materials.
- Coordinate community outreach, education, and volunteer programs, including planning events and selecting, training, assisting, and supervising volunteers.
- Select, train, supervise, and regularly evaluate assigned employees, including participating in discipline and termination proceedings when necessary.
- Provide support and relief coverage for City and department employees.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Operational and activity characteristics of the assigned department(s).
- Principles of local government budgeting and financial recordkeeping, including relevant standards, laws, and regulations.
- Principles of grant applications and administration.
- Principles of human resources management (both employees and volunteers).
- Principles of the California Public Records Act and Ralph M. Brown Act.
- Principles and techniques of record keeping and filing.
- Methods of program evaluation and assessment.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Demonstrate an awareness and appreciation of local cultural diversity.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, interpret, and apply data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply standards, laws, regulations, and policies to assigned duties.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, analyze, interpret, and apply design and descriptive information, including plans, maps, property records, statistics, charts, graphs, and tables.
- Understand, calculate, and interpret percentages, fractions, ratios, statistics, and spatial relationships, including areas, square footages, and dimensions.
- Analyze and resolve issues that require complex planning for multi-disciplinary operations and activities, as well as concrete and abstract variables.

Education and Experience:

Management Analyst

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or subjects applicable to the assignment, and one year of full-time work experience involving relevant operations and activities. Prior experience administering programs, projects, or services for a municipal or other government agency is highly desirable.

Senior Management Analyst

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or subjects applicable to the assignment, and three years of increasingly responsible full-time work experience involving relevant operations and activities. Possession of a Master's Degree; prior experience administering programs, projects, or services for a municipal or other government agency; and, prior experience in a supervisory position are highly desirable.

Licenses/Certifications:

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's Vehicle Policy. These positions involve the periodic performance of duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of either class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. While many activities are performed sitting at a desk in a sedentary manner, employees are frequently required to exert physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 25 pounds.

While the duties of either class are primarily performed in an office setting with low to moderate noise and regular interruption, employees are also frequently required to travel and work in other settings (e.g., meetings, events, and inspections), including in outside weather with exposure to rain, humidity, heat, cold, and sunlight. Employees frequently experience high levels of noise, as well as exposure to odors, fumes, dust, smoke, hazardous substances, and other irritants that can cause discomfort and injury. Employees may also come into contact with hazardous traffic conditions.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, microfiche readers, telephones, digital cameras, and other measuring devices to collect data and information. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, and Internet Explorer, as well as the City's accounting, cashing, and records software, as may change from time-to-time.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for these positions will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

These positions are exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve "at will" and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee's normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform these positions' essential functions.

Additional laws, rules, and regulations apply to these positions.

RESOLUTION NO. 19-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 18-38 AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

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

SECTION 1. Effective January 16, 2019, Resolution No. 18-38 is hereby repealed and replaced by this resolution.

SECTION 2. The compensation schedule for City employees is established as follows:

Exempt Full-Time Employees (Annual Equivalent)

City Manager	\$183,770
Administrative Services Director/ City Treasurer	\$104,706 – \$146,588
Senior Management Analyst	\$71,232 – \$99,720
Management Analyst	\$63,372 – \$88,716
Deputy City Clerk	\$51,948 – \$72,727

Non-Exempt Full-Time Employees (Hourly Rate)

Senior Accountant	\$34.03 – \$47.64
Accountant	\$29.85 – \$41.79
Administrative Coordinator	\$22.40 – \$31.36
Accounting Clerk	\$18.93 – \$26.50

Non-Exempt Part-Time/Limited Part-Time Employees (Hourly Rate)

Customer Service Representative	\$15.00 – \$18.00
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The City Manager is authorized to hire, promote, and compensate employees within established compensation ranges, and to fill any full-time position as a part-time or limited part-time position, consistent with City Council-adopted budgets and this resolution.

SECTION 3. All employees who work 40 or more hours per week on a regularly assigned basis shall be considered “full-time employees” for the purpose of this resolution. Full-time employees shall receive the following benefits:

- A. **Paid Holidays:** The City shall observe the following holidays with full-time employees receiving compensation for hours that would otherwise regularly be worked: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, Friday after Thanksgiving, and December Holiday (December 24 through January 1; when January 1 falls on a Thursday, December Holiday shall be observed through January 2). Except for December Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it shall be observed the prior Friday; when a holiday falls on a Sunday, it shall be observed the following Monday.
- B. **Floating Holidays:** The City shall provide each full-time employee with two floating holidays per calendar year, equivalent to 16 hours of pay credited the first pay period of each calendar year. Floating holidays are not accrued on a pro-rata basis throughout the calendar year. Full-time employees must be in paid status on regularly scheduled workdays before and after using floating holiday time. Floating holiday time shall be used in increments of eight hours.

Full-time employees may maintain a balance of no more than 16 hours of unused floating holiday time (Floating Holiday Accrual Limit) and shall not accrue additional floating holiday time when the Floating Holiday Accrual Limit has been reached. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued floating holiday time.

- C. **Retirement:** All City employees, including full-time and part-time employees, are required to participate in the Social Security system. In addition, the City shall contract with the California Public Employees’ Retirement System (CalPERS) for retirement benefits for all eligible full-time employees. Full-time employees considered “classic” by CalPERS shall pay the 7% employee contribution pursuant to the terms of Resolution No. 12-18. Full-time

employees considered “new members” by CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time.

- D. **Retiree Medical:** As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who have worked for the City for a minimum of 10 years. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet the 10-year requirement, with each 174 hours counting as one month.
- E. **Monthly Benefit Allowance:** The City shall provide each full-time employee with a monthly benefit allowance of \$1,000 per month. A portion of the allowance shall be allocated to pay for the employee assistance program and health insurance, as provided in this resolution. The remaining balance of the monthly benefit allowance may be allocated by the employee to elect benefits available through the City’s Internal Revenue Code Section 125 Flexible Benefits Plan, in accordance with applicable plan documents. Any amount of the monthly benefit allowance that remains after the allocations described above shall be forfeited. Full-time employees shall be required to make elections for the annual calendar year use of the entirety of monthly benefit allowances during an enrollment/election period established by the City Manager, as may change from time to time. Modifications of annual calendar year elections following any enrollment/election period shall be limited to qualifying events as set forth in applicable plan documents.
- F. **Employee Assistance Program:** The City shall contract for an employee assistance program; enrollment in the program shall be mandatory for all full-time employees. The cost of enrollment in the employee assistance program shall be deducted from each full-time employee’s monthly benefit allowance.
- G. **Health Insurance:** All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under the Patient Protection and Affordable Care Act. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all full-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted from each full-time employee’s monthly benefit allowance.

- H. Flexible Benefits Plan: The City shall contract for the provision of an Internal Revenue Code Section 125 Flexible Benefits Plan; enrollment in the plan shall be voluntary for all full-time employees. Full-time employees may contribute to the plan by electing to allocate a portion of their monthly benefit allowance and/or through a salary reduction at their sole expense.
- I. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all full-time employees. Full-time employees may contribute to the plan through a salary reduction at their sole expense.
- J. Paid Time Off: Full-time employees shall accrue 160 hours per year of annual paid time off (leave), which may be used for doctors' appointments, personal and family sick time, bereavement leave, jury duty leave, vacation, and personal business. Hours earned are accrued on a pro-rata basis by pay period.

Full-time employees may maintain a balance of no more than 480 hours of paid time off (Leave Accrual Limit) and shall cease to accrue additional paid time off when the Leave Accrual Limit has been reached. When a full-time employee's balance of paid time off falls below the Leave Accrual Limit, accrual shall resume beginning with the first pay period following the pay period in which the balance of paid time off fell below the Leave Accrual Limit. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued paid time off.

SECTION 4. All employees who are not full-time employees, but who work 20 or more hours per week on a regularly assigned basis, shall be considered "part-time employees" for the purpose of this resolution. Part-time employees shall receive the following benefits:

- A. Paid Holidays: The City shall observe the following holidays with part-time employees receiving compensation for hours that would otherwise regularly be worked: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Friday after Thanksgiving, and December Holiday (December 24 through January 1; when January 1 falls on a Thursday, December Holiday shall be observed through January 2). Except for December Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it shall be observed the prior Friday; when a holiday falls on a Sunday, it shall be observed the following Monday.

- B. Retirement: All City employees, including full-time and part-time employees, are required to participate in the Social Security system. Part-time employees who work 1,000 hours or more in a fiscal year, shall be eligible for membership in CalPERS for retirement benefits. Eligible part-time employees considered “classic” by CalPERS shall pay the 7% employee contribution pursuant to the terms of Resolution No. 12-18. Eligible part-time employees considered “new members” by CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time.
- C. Retiree Medical: As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who have worked for the City for a minimum of 10 years. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet the 10-year requirement, with each 174 hours counting as one month.
- D. Employee Assistance Program: The City shall contract for an employee assistance program; enrollment in the program shall be mandatory for all part-time employees. The cost of enrollment in the employee assistance program shall be deducted from each part-time employee’s salary.
- E. Health Insurance: All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under the Patient Protection and Affordable Care Act. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all full-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted from each part-time employee’s salary.
- F. Flexible Benefits Plan: The City shall contract for the provision of an Internal Revenue Code Section 125 Flexible Benefits Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a salary reduction at their sole expense.
- G. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a salary reduction at their sole expense.

H. Paid Time Off: After the first 30 calendar days of employment, and every January 1 thereafter, part-time employees shall accrue 24 hours of annual paid time off (leave), which may be used for personal illness, to care for a sick family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if the part-time employee is a victim of domestic violence, sexual assault, or stalking. Paid time off shall not be used within the first 90 calendar days of employment for new part-time employees. There is no accrual or carryover of paid time off between or across calendar years. Upon termination from the City, part-time employees shall not be compensated for the balance of their paid time off. If a part-time employee separates from and is rehired by the City within one year, previously accrued and unused paid time off shall be reinstated.

SECTION 5. All employees who are not full-time employees and who work less than 20 per week on a regularly assigned basis shall be considered “limited part-time employees” for the purpose of this resolution. Limited part-time employees shall receive the following benefits:

- A. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all limited part-time employees. Limited part-time employees may contribute to the plan through a salary reduction at their sole expense.
- B. Paid Time Off: After the first 30 calendar days of employment, and every January 1 thereafter, limited part-time employees shall accrue 24 hours of annual paid time off (leave), which may be used for personal illness, to care for a sick family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if the limited part-time employee is a victim of domestic violence, sexual assault, or stalking. Paid time off shall not be used within the first 90 calendar days of employment for new limited part-time employees. There is no accrual or carryover of paid time off between or across calendar years. Upon termination from the City, limited part-time employees shall not be compensated for the balance of their paid time off. If a limited part-time employee separates from and is rehired by the City within one year, previously accrued and unused paid time off shall be reinstated.

SECTION 6. The Deputy City Clerk shall certify to the passage of this resolution.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2019.

CYNTHIA CONNERS, 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. 19-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 2019, by the following vote:

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

YOLIE TRIPPY, Deputy City Clerk

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RESOLUTION NO. 19-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING THE AUTHORIZED CITY EMPLOYEE POSITIONS FOR FISCAL YEAR 2018-19

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

WHEREAS, as a part of the Budget adoption, the City Council authorized City employee positions for each of the applicable fiscal years; and

WHEREAS, staff has recommended that the authorized City employee positions for Fiscal Year 2018-19 be amended to allow for the hiring of either an Accountant or Senior Accountant, rather than only a Senior Accountant; and

WHEREAS, amending the authorized City employee positions to allow for the hiring of either an Accountant or Senior Accountant would not increase the number of authorized City employee positions 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 4 of Resolution No. 17-20 is hereby amended, in its entirety, to read as follows:

The authorized City employee positions for fiscal years 2017-18 and 2018-19 are:

Full-time

- (1) CITY MANAGER
- (1) ADMINISTRATIVE SERVICES DIRECTOR/CITY TREASURER
- (2) MANAGEMENT ANALYST or SENIOR MANAGEMENT ANALYST
- (1) DEPUTY CITY CLERK
- (1) SENIOR ACCOUNTANT [for Fiscal Year 2018-19: (1) ACCOUNTANT or SENIOR ACCOUNTANT]
- (1) ADMINISTRATIVE COORDINATOR
- (1) ACCOUNTING CLERK
- TOTAL: 8 FULL-TIME EQUIVALENTS

Limited Part-time

(0.45) MANAGEMENT ANALYST or SENIOR MANAGEMENT ANALYST
TOTAL: 0.45 FULL-TIME EQUIVALENTS

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

PASSED, APPROVED AND ADOPTED on this XX day of XX 2019.

CYNTHIA CONNERS, 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. 19-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 2019, by the following vote:

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

YOLIE TRIPPY, Deputy City Clerk

8.2
WATER QUALITY REGULATIONS

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: January 16, 2019 Regular Meeting

SUBJECT: Water Quality 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, AMENDING CHAPTER 4.14 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO WATER QUALITY

Background

Laguna Woods Municipal Code Chapter 4.14 contains regulations related to water quality, which in this context relates to the City’s regulatory obligations under applicable National Pollutant Discharge Elimination System (“NPDES”) permits issued by California regional water quality control boards, as well as other state permits and orders. The City’s regulations were last amended in 2010.

Due to geography and local drainage patterns, Laguna Woods is one of only three incorporated cities in Orange County that is subject to the jurisdiction of both the Santa Ana and San Diego regional water quality control boards. As a result, the City is required to comply with an NPDES permit issued by each regional water quality control board, in addition to general orders issued by, or as a result of directives from, the California State Water Resources Control Board.

Drinking water quality is not the subject of the City's water quality regulations and is within the purview of the El Toro Water District, a separately incorporated special district that provides all water and wastewater service in Laguna Woods.

On December 19, 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 modify existing regulations related to water quality.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on proposed amendments to Laguna Woods Municipal Code Chapter 4.14 (Attachment A) which, if adopted, would modify existing regulations related to water quality. Staff recommends that the City Council adopt the proposed ordinance, in order to support the City's regulation of waste and stormwater discharges, including discharges to the stormwater drainage system within the City's jurisdiction, as required by applicable state permits and orders.

While the majority of the proposed amendments would make existing regulations more explicit, or increase alignment of the same with applicable state permits and orders, more significant proposed amendments include, but are not limited to:

- The addition of explicit provisions allowing for more rapid inspections of private property where exigent circumstances dictate.
- The addition of provisions revising notice requirements for inspections of industrial sites/sources and construction sites, which state permits and orders have identified as creating increased threats to water quality.
- The addition of provisions authorizing the City Manager, where necessary or advantageous to ensure compliance with state permits or orders, to negotiate interagency agreements with public and private parties to control stormwater pollution or discharges to the stormwater drainage system.

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 as it does not approve any capital improvement project or other action or activity with the potential for a significant effect on the environment, nor do the proposed amendments to Chapter 4.14 of the Laguna Woods Municipal Code necessitate any construction or other modification of the environment with the potential for significant environmental effects. Therefore, the adoption of the proposed 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.

Fiscal Impact

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

Attachment: A – Proposed Ordinance
Exhibit A – Proposed Code Amendments

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ORDINANCE NO. 19-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 4.14 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO WATER QUALITY

WHEREAS, water quality regulations are codified at Chapter 4.14 of the Laguna Woods Municipal Code; and

WHEREAS, staff has recommended amendments to the existing water quality regulations, as set forth in the attached Exhibit A to this Ordinance (the “Code Amendments”), in order to support the City’s regulation of waste and stormwater discharges, including discharges to the stormwater drainage system within the City’s jurisdiction, as required by applicable state permits and orders; and

WHEREAS, on December 19, 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 as it does not approve any capital improvement project or other action or activity with the potential for a significant effect on the environment, nor do the proposed amendments to Chapter 4.14 of the Laguna Woods Municipal Code necessitate any construction or other modification of the environment with the potential for significant environmental effects. 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. Chapter 4.14 of the Laguna Woods Municipal Code is hereby amended 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 2019.

CYNTHIA CONNERS, 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. 19-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 2019 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 4.14.010 (“Definitions”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 4.14.010. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Words and phrases not ascribed a meaning by this chapter shall have the meanings ascribed by the regulations implementing the National Pollutant Discharge Elimination System, Federal Clean Water Act §-Section 402, and State Water Code Division 7 (State Water Code §-Section 13000 et seq.), if defined therein, and if not, to the definitions in an applicable permit issued by the California State Water Resources Control Board or applicable California Regional Water Quality Control Board, as such permits may be amended from time to time.

(05) *Authorized Inspector* shall mean the City Manager of the City of Laguna Woods and persons designated by and under his or her instruction and supervision, who are assigned to investigate compliance with, detect violations of, and/or take actions pursuant to this chapter.

(10) *City* shall mean the City of Laguna Woods, Orange County, California.

(15) *Co-Permittee* shall mean the City, County of Orange, the Orange County Flood Control District, and/or any ~~one~~ of the municipalities in Orange County, California or San Diego, California, ~~including the City of Laguna Woods~~, which are responsible for compliance with the terms of ~~NPDES~~ Permit(s).

(20) ~~DAMP~~ Drainage Area Management Plan shall mean the Orange County Drainage Area Management Plan, including the City’s approved ~~Local Implementation Plans~~s, as the same may be amended from time to time.

(25) *Development Pproject Gguidance* shall mean ~~Chapter 7 of the DAMP and the appendix thereto, entitled “Model Water Quality Management Plan”~~ guidance, instruction, and requirements for new development and significant redevelopment projects included or referred to in the Local Implementation Plan, as the same may be amended from time to time.

(30) *Discharge* shall mean any release, spill, leak, pump, flow, escape, leaching (including subsurface migration or deposition to groundwater), dumping or disposal of any liquid, semi-solid or solid substance.

(35) *Discharge exception* shall mean ~~the group of activities discharges~~ not restricted or prohibited by this chapter, including, but not limited to, any of the following:

(1) Discharges composed entirely of stormwater (e.g., runoff occurring as a result of rain).

(2) Discharges authorized pursuant to federal or state laws or regulations, or by current ~~EPA, State, or Regional Water Quality Control Board issued NPDES Permits~~ Permit(s), State General Permit(s), or other waivers, permits or approvals granted by a government agency with jurisdiction over such discharges.

(3) Discharges to the stormwater drainage system, that meet all requirements of the Permit(s), State General Permit(s), and any other applicable legal requirements, including ~~any of~~ the following:

- a. Diverted stream flows
- b. Rising ground waters
- c. Infiltration of groundwater uncontaminated by sewage
- d. Uncontaminated pumped groundwater⁺
- e. Foundation drains⁺
- f. Springs
- g. Water from crawl space pumps⁺

- h. Footing drains ~~⁴⁶¹~~
- i. Air conditioning condensation
- j. Flows from riparian habitats and wetlands
- k. Potable water sources, ~~except to the extent such discharges are subject to but not in compliance with general permits issued by the State or Regional Water Quality Control Board or other local ordinances~~
- l. Individual residential car washing
- m. Dechlorinated swimming pools
- n. Emergency firefighting activities
- o. Water line flushing, except for fire suppression sprinkler system maintenance and testing discharges. ~~If any discharges that fall within this exception are subject to State or Regional Water Quality Control Board permits or local ordinances, they are exempt only if the discharger is in compliance with said permits or local ordinances.~~

~~4. Stormwater discharges for which the discharger has reduced to the maximum extent practicable the amount of pollutants in such discharge.~~

(4) Runoff not otherwise regulated by Permit(s) or State General Permit(s) for which all applicable best management practices set forth in Section 4.14.030 of this Code are being properly implemented.

In any action taken to enforce this chapter, the burden shall be on the person who is the subject of such action to establish that a discharge was or is within the scope of ~~this a~~ discharge exception and otherwise meets all requirements of the Permit(s), State General Permit(s) and any other applicable legal requirements.

(38) Enforcement Response Plan shall mean the City's Enforcement Response Plan prepared pursuant to the requirements of the Permit(s).

(40) *Enforcing Attorney* shall mean the City Attorney or District Attorney and his or her designee acting as legal counsel to the City, which counsel is authorized to take enforcement action as described in this chapter. For purposes of criminal prosecution, the District Attorney, or his or her designee, shall act as the Enforcing Attorney.

(45) *EPA* shall mean the Environmental Protection Agency of the United States.

(50) *Hearing Officer* shall mean the City Council, which shall preside at the administrative hearings authorized by this chapter and issue final decisions on the matters raised therein.

(53) *Industrial sites/sources* shall mean those categories of industrial sites and sources as defined in 40 CFR 122.26(b)(14), including, but not limited to, those sites and sources that are subject to Permit(s) or State General Permit(s), including certain construction sites; operating and closed landfills; facilities subject to the Federal Superfund Amendments and Reauthorization Act Title III; and, hazardous waste treatment, storage, and disposal facilities.

(55) *Invoice for costs* shall mean the actual costs and expenses of the City, including, but not limited to, administrative overhead, salaries and other expenses recoverable under State law, incurred during any inspection conducted pursuant to this chapter or where a notice of violation, administrative citation, administrative compliance order or other enforcement option under this chapter is utilized to obtain compliance with this chapter.

(60) *Illicit connection* shall mean any man-made conveyance or drainage system, pipeline, conduit, inlet or outlet through which the discharge of any pollutant to the stormwater drainage system occurs or may occur. ~~The term “illicit connection” shall~~ does not include legal nonconforming connections or connections to the stormwater drainage system that are hereinafter authorized by the agency with jurisdiction over the system at the location at which the connection is made.

(65) *Legal nonconforming connection* shall mean connections to the stormwater drainage system existing as of the adoption of this chapter that were in compliance with all federal, state and local rules, regulations,

statutes and administrative requirements in effect at the time that the connection was established.

(70) *Local ~~i~~Implementation ~~p~~Plan ~~or LIP~~* shall mean the City's plan for implementation of the ~~NPDES permits, as approved by the City Manager or his or her designee, as may be amended from time to time.~~ Permit(s), and any plans or policies required to be developed and implemented per the Permit(s), as approved by the City Manager, including, but not limited to, the Enforcement Response Plan. The Local Implementation Plan is the City's Local Implementation Plan for the purposes of complying with the Permit(s) issued by the California Regional Water Quality Control Board, Santa Ana Region, as well as the City's Jurisdictional Runoff Management Plan (JRMP) for the purposes of complying with the Permit(s) issued by the California Regional Water Quality Control Board, San Diego Region. All requirements of the Local Implementation Plan, including the Enforcement Response Plan, may be enforced via this chapter.

(75) *New development* shall mean all public and private residential, industrial, commercial, retail, and other nonresidential construction projects, or grading for future construction, for which either a discretionary land use approval, grading permit, building permit, or nonresidential plumbing permit is required.

(80) *Nonresidential plumbing permit* shall mean a plumbing permit authorizing the construction and/or installation of any facility or facilities for the conveyance of liquids other than stormwater, potable water, reclaimed water, or domestic sewage.

(85) ~~NPDES permit~~ Permit(s) shall mean the currently applicable municipal discharge permits and/or orders issued by the California Regional Water Quality Control Board, Santa Ana Region and/or the California Regional Water Quality Control Board, San Diego Region, as appropriate, which permit and/or establish waste discharge requirements and/or National Pollutant Discharge Elimination System discharge limitations applicable to stormwater runoff and/or discharges to the stormwater drainage system within the City's jurisdiction.

(90) *Person* shall mean any natural person as well as any corporation, partnership, government entity or subdivision, trust, estate, cooperative

association, joint venture, business entity, or other similar entity, or the agent, employee or representative of any of the above.

(95) *Pollutant* shall mean any liquid, solid or semi-solid substances, or combination thereof, including, but not limited to:

- (1) Artificial materials (such as floatable plastics, wood products or metal shavings);
- (2) Household waste (such as trash, paper, and plastics; cleaning chemicals; yard wastes; animal fecal materials; used oil and fluids from vehicles, lawn mowers and other common household equipment);
- (3) Metals and non-metals, including compounds of metals and non-metals, (such as cadmium, lead, zinc, copper, silver, nickel, chromium, cyanide, phosphorus and arsenic), with characteristics which cause an adverse effect on living organisms;
- (4) Petroleum and related hydrocarbons (such as fuels, lubricants, surfactants, waste oils, solvents, coolants and grease);
- (5) Animal wastes (such as discharge from confinement facilities, kennels, pens and recreational facilities, including, stables, show facilities, or polo fields);
- (6) Substances having a pH less than 6.5 or greater than 8.6, or unusual coloration, turbidity or odor;
- (7) Waste materials and wastewater generated on construction sites and by construction activities (such as painting and staining; use of sealants and glues; use of lime; use of wood preservatives and solvents; disturbance of asbestos fibers, paint flakes or stucco fragments; application of oils, lubricants, hydraulic, radiator or battery fluids; construction equipment washing; concrete pouring and cleanup; use of concrete detergents; steam cleaning or sand blasting; use of chemical degreasing or diluting agents; and use of super chlorinated water for potable water line flushing);

(8) Materials causing an increase in biochemical oxygen demand, chemical oxygen demand or total organic carbon;

(9) Materials which contain base/neutral or acid extractible organic compounds;

(10) Those pollutants defined in ~~§ 1362(6) of the~~ Federal Clean Water Act Section 1362(6); ~~and~~

(11) Any other constituent or material, including but not limited to pesticides, herbicides, fertilizers, fecal coliform, fecal streptococcus or enterococcus, or eroded soils, sediment and particulate materials, in quantities that will interfere with or adversely affect the beneficial uses of the receiving waters, flora or fauna of the State.

(100) *Prohibited discharge* shall mean any discharge which contains any pollutant, from public or private property to (i) the stormwater drainage system; (ii) any upstream flow, which is tributary to the stormwater drainage system; (iii) any groundwater, river, stream, creek, wash or dry weather arroyo, wetlands area, marsh, coastal slough, or (iv) any coastal harbor, bay, or the Pacific Ocean. ~~The term p~~ “Prohibited discharge” shall does not include discharges allowable under the discharge exception.

(105) *Significant redevelopment* shall mean the rehabilitation or reconstruction of public or private residential (whether single family, multi-unit or planned unit development), industrial, commercial, retail, or other nonresidential structures, for which either a discretionary land use approval, grading permit, building permit or nonresidential plumbing permit is required.

(110) *State g* General p Permit(s) shall mean ~~either the Waste Discharge Requirements for Discharges of Storm Water Associated With Industrial Activities Excluding Construction Activities Permit (State Industrial General Permit) or the National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges Associated With Construction and Land Disturbance Activities (State Construction General Permit) and the terms and requirements of either or both~~ the “National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges Associated with Industrial Activities” (Industrial General Permit) and/or the “National Pollutant Discharge Elimination System (NPDES) General Permit

for Storm Water Discharges Associated with Construction and Land Disturbance Activities” adopted by the California State Water Resources Control Board, as may be amended from time to time. In the event that the EPA revokes the in-lieu permitting authority of the California State Water Resources Control Board, then the term “State gGeneral pPermit(s)” shall also refer to any EPA-administered stormwater control program for industrial and construction activities.

(115) *Stormwater drainage system* shall mean any street gutter, channel, storm drain, constructed drain, lined diversion structure, wash area, inlet, outlet or other facility, which is a part of or tributary to any municipal separate storm sewer system including, but not limited to, the ~~county-wide stormwater runoff system and~~ the City’s municipal separate storm sewer system and any municipal separate storm sewer system owned, operated, maintained or controlled by County of Orange, the Orange County Flood Control District or any other Co-Permittee, and which is used for the purpose of collecting, storing, transporting, or disposing of stormwater.

Footnote content:

~~—(6)—~~

~~Note—These discharges may be covered by a State or Regional Water Quality Control Board permit for groundwater extraction or similar discharges to surface waters. The City authorizes these discharges in compliance with such permit unless the Authorized Inspector determines the discharge potentially causes, or threatens to cause, a condition of pollution, contamination, or nuisance.~~

Section 4.14.020 (“Prohibited discharges and illicit connections”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 4.14.020. - Prohibited discharges and illicit connections.

- (a) No person shall:
 - (1) Cause, allow or facilitate any prohibited discharge.
 - (2) Construct, maintain, operate or utilize any illicit connection.

(3) Act, cause, permit or suffer any agent, employee, or independent contractor, to construct, maintain, operate or utilize any illicit connection, or cause, allow or facilitate any prohibited discharge.

(b) The prohibition against illicit connections shall apply irrespective of whether the illicit connection was established prior to the date of enactment of this chapter; however, legal nonconforming connections shall not become illicit connections until the earlier of the following:

(1) For all structural improvements to property installed for the purpose of discharge to the stormwater drainage system, the expiration of five years from the adoption of this chapter.

(2) For all nonstructural improvements to property existing for the purpose of discharge to the stormwater drainage system, the expiration of six months following delivery of a notice to the owner or occupant of the property, which states a legal nonconforming connection has been identified. The notice of a legal nonconforming connection shall state the date of expiration of use under this chapter.

(c) A civil or administrative violation shall occur irrespective of the negligence or intent of the violator to construct, maintain, operate or utilize an illicit connection or to cause, allow or facilitate any prohibited discharge.

(d) If an Authorized Inspector reasonably determines that a discharge, which is otherwise within the discharge exception, may violate any law, regulation, Permit(s), or State General Permit(s), or otherwise adversely affect the beneficial uses of receiving waters, then the Authorized Inspector may give written notice to the owner of the property or facility that the discharge exception shall not apply to the subject discharge. ~~following expiration of the 30-day period commencing upon delivery of the notice. Upon expiration of the 30-day period any such discharge shall constitute a violation of this chapter.~~

(e) The owner or occupant of property on which a legal nonconforming connection exists may request a hearing for an extension of the period allowed for continued use of the connection. A reasonable extension of use may be authorized by the Hearing Officer upon consideration of the following factors:

- (1) The potential adverse effects of the continued use of the connection upon the beneficial uses of receiving waters;
- (2) The economic investment of the discharger in the legal nonconforming connection; and
- (3) The financial effect upon the discharger of a termination of the legal nonconforming connection.

Section 4.14.030 (“Best management practices”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike through~~):

Sec. 4.14.030. - Best management practices.

(a) *Properties.* Each owner or occupant of any property in the City shall implement minimum best management practices ~~(BMPs)~~ as may be designated in the ~~City’s~~ Local Implementation Plan ~~or as otherwise required by the Permit(s), State General Permit(s), or as may otherwise be required by the City to prevent discharges to the stormwater drainage system.~~ For any property that is tributary to an impaired water body and/or is within or directly adjacent to or discharging directly to a receiving water within an environmentally sensitive area, such ~~BMPs~~ best management practices shall include such additional controls as the City may require.

(b) *Activities.* Each person conducting any activity or operation on any property in the City shall implement minimum best management practices ~~(BMPs)~~ as may be designated in the ~~City’s~~ Local Implementation Plan ~~or as otherwise required by the Permit(s), State General Permit(s), or as may otherwise be required by the City to prevent discharges to the stormwater drainage system.~~ For any activity or operation that is tributary to an impaired water body and/or is within or directly adjacent to or discharging directly to a receiving water within an environmentally sensitive area, such ~~BMPs~~ best management practices shall include such additional controls as the City may require.

Section 4.14.040 (“New development and significant redevelopment”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 4.14.040. - New development and significant redevelopment.

(a) All new development and significant redevelopment within the City shall be undertaken in accordance with:

- (1) The ~~DAMP~~Drainage Area Management Plan, including but not limited to the development project guidance; and
- (2) Any conditions and requirements established by the City, which are reasonably related to the reduction or elimination of pollutants in stormwater runoff from the project site.

(b) Prior to the issuance by the City of a grading permit, building permit or nonresidential plumbing permit for any new development or significant redevelopment, the City shall review the project plans and impose terms, conditions and requirements on the project in accordance with this chapter. If the new development or significant redevelopment will be approved without application for a grading permit, building permit or nonresidential plumbing permit, the City shall review the project plans and impose terms, conditions and requirements on the project in accordance with this chapter prior to the issuance of a discretionary land use approval or, at the City’s discretion, prior to recordation of a subdivision map.

(c) Notwithstanding the foregoing ~~S~~sections 4.14.040(a) and 4.14.040(b) of this Code, compliance with the development project guidance shall not be required for construction of one single family detached residence unless the City determines that the construction may result in the discharge of significant levels of a pollutant into or tributary to the stormwater drainage system.

(d) Compliance with the conditions and requirements of the ~~DAMP~~Drainage Area Management Plan shall not exempt any person from the requirement to independently comply with each provision of this chapter.

(e) If the City determines that the project will have a de minimis impact on the quality of stormwater runoff, then it may issue a written waiver of the requirement for compliance with the provisions of the development project guidance.

(f) The owner of a new development or significant redevelopment project, or upon transfer of the property, its successors and assigns, shall implement and adhere to the terms, conditions and requirements imposed pursuant to this chapter on a new development or significant redevelopment project.

(1) Each failure by the owner of the property or its successors or assigns, to implement and adhere to the terms, conditions and requirements imposed pursuant to this chapter on a new development or significant redevelopment project shall constitute a violation of this chapter.

(g) The City may require that the terms, conditions and requirements imposed pursuant to this chapter be recorded with the County of Orange by the property owner. The signature of the owner of the property or any successive owner shall be sufficient for the recording of these terms, conditions and requirements and a signature on behalf of the City shall not be required for recordation.

(h) The City shall be reimbursed by the project applicant for all costs and expenses incurred by the City in the review of new development or significant redevelopment projects for compliance with the ~~DAMP~~Drainage Area Management Plan. The City may elect to require a deposit of estimated costs and expenses, and the actual costs and expenses shall be deducted from the deposit, and the balance, if any, refunded to the project applicant.

Section 4.14.050 (“Inspections”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 4.14.050. - Inspections.

(a) ~~*Entry.* Prior to commencing any inspection of private property (including, but not limited to, facilities and portable equipment) as authorized in this section, the Authorized Inspector shall obtain the consent of the owner or occupant of the property or an administrative inspection warrant or criminal search warrant.~~ *Right to Enter and Inspect.* Except where exigent circumstances dictate otherwise, and except for inspections of industrial sites/sources or construction sites, prior to commencing any inspection of private property, the Authorized Inspector shall obtain either the consent of the owner, operator, or person responsible for the day-to-day activities of such facility, or shall obtain an administrative inspection warrant or criminal search warrant. For industrial sites/sources and construction sites, because such dischargers are identified under the Permit(s) and State General Permit(s) as creating increased threats to water quality, the Authorized Inspector is hereby authorized to inspect each such industrial site/source or construction site during normal business hours upon providing 24-hours' notice to the owner, operator, or person responsible for the day-to-day activities of such facility.

(b) *Discharge investigations.* The Authorized Inspector may inspect public and private property to investigate the source of any discharge to the stormwater drainage system or to otherwise verify or enforce compliance with this chapter.

(c) *Compliance inspections.* The Authorized Inspector may inspect property for the purpose of verifying compliance with this chapter, including but not limited to (i) identifying products produced, processes conducted, chemicals used and materials stored on or contained within the property, (ii) identifying point(s) of discharge of all wastewater, process water systems and pollutants, (iii) investigating the natural slope at the location, including drainage patterns and man-made conveyance systems, (iv) establishing the location of all points of discharge from the property, whether by surface runoff or through a storm drain system, (v) locating any illicit connection or the source of prohibited discharge, (vi) evaluating compliance with any water quality management plan, and (vii) investigating the condition of any legal nonconforming connection.

(d) *Records review.* The Authorized Inspector may inspect all records of the owner or occupant of property relating to processes or chemicals presently or previously occurring on-site, including but not limited to material and/or chemical inventories, facilities maps or schematics and

diagrams, material safety data sheets, hazardous waste manifests, business plans, water quality management plans, maintenance records, pollution prevention plans, State General Permit(s), monitoring program plans and any other records relating to this chapter, prohibited discharges, illicit connections, legal nonconforming connections, or any other source of contribution or potential contribution of pollutants to the stormwater drainage system.

(e) *Documentation of conditions.* The Authorized Inspector may take photographs or video recordings, make measurements or drawings, and create any other record reasonably necessary to document conditions on the property.

(f) *Monitoring and testing.* The Authorized Inspector may inspect, sample, monitor (including, but not limited to, erecting and maintaining monitoring devices) and/or test any area runoff, soils area, groundwater, materials within any waste storage area or container, and/or discharge for the purposes of (i) determining the potential for contribution of pollutants to the stormwater drainage system and/or (ii) measuring any discharge or potential source of discharge to the stormwater drainage system. The Authorized Inspector may investigate the integrity of any storm drain system, sanitary sewer system, legal nonconforming connection or other pipelines on the property using appropriate tests, including but not limited to smoke and dye tests or video surveys. The owner or occupant of property subject to inspection shall, after submission of a written request, receive copies of all monitoring and test results conducted by the Authorized Inspector.

Section 4.14.060 (“Enforcement”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 4.14.060. - Enforcement.

(a) *Notice of violation.* The Authorized Inspector may deliver to the owner or occupant of any property, or to any person responsible for a prohibited discharge or an illicit connection a notice of violation. The notice of violation shall be written and delivered in accordance with Chapter 1.06 of this Code.

(b) *Administrative citation.* The Authorized Inspector may deliver to the owner or occupant of any property, or to any person responsible for a prohibited discharge or an illicit connection an administrative citation. The administrative citation shall be written and delivered in accordance with Chapter 1.06 of this Code.

(c) *Administrative compliance orders.* The Authorized Inspector may issue an administrative compliance order.

(1) The administrative compliance order may be issued to:

a. The owner or occupant of any property requiring abatement of conditions on the property that cause or may cause a prohibited discharge or an illicit connection in violation of this chapter.

b. The owner of property subject to terms, conditions or requirements imposed on a project in accordance with this chapter to ensure adherence to those terms, conditions and requirements.

c. Any person responsible for an illicit connection or prohibited discharge.

(2) The administrative compliance order may include but is not limited to the following terms and requirements:

a. Specific steps and time schedules for compliance as reasonably necessary to prevent the imminent threat of a prohibited discharge, including but not limited to a prohibited discharge from any pond, pit, well, surface impoundment, holding or storage area.

b. Specific steps and time schedules for compliance as reasonably necessary to discontinue any illicit connection.

c. Specific requirements for containment, cleanup, removal, storage, installation of overhead covering, or proper disposal of any pollutant having the potential to contact stormwater runoff.

d. Any other terms or requirements reasonably calculated to prevent the imminent threat of or continuing violations of this chapter, including, but not limited to requirements for compliance with best management practices guidance documents promulgated by any federal, state or local agency.

e. Any other terms or requirements reasonably calculated to achieve full compliance with the terms, conditions and requirements of any permit issued pursuant hereto.

(d) *Cease and desist orders.* The Authorized Inspector may issue a cease and desist order. A cease and desist order shall be delivered in accordance with Section 1.06.050 of this Code.

(1) A cease and desist order may direct the owner or occupant of any property and/or other person responsible for a violation of this chapter to:

a. Immediately discontinue any illicit connection or prohibited discharge to the stormwater drainage system.

b. Immediately contain or divert any flow of water off the property, where the flow is occurring in violation of any provision of this chapter.

c. Immediately discontinue any other violation of this chapter.

d. Clean up the area affected by the violation.

(2) The Authorized Inspector may direct by cease and desist order that the owner of any property immediately cease any activity not in compliance with the terms, conditions and requirements of the applicable permit.

(e) *Recovery of costs.* The Authorized Inspector may deliver to the owner or occupant of any property, any permittee or any other person who becomes subject to a notice of violation, administrative citation, administrative compliance order or cease and desist order, an invoice for costs. An invoice for costs shall be delivered in accordance with Section 1.06.050 of this

Code. An invoice for costs shall be immediately due and payable to the City for the actual costs incurred by the City in issuing and enforcing any notice or order. If any owner or occupant, permittee or any other person subject to an invoice for costs fails to either pay the invoice for costs or appeal successfully the invoice for costs, then the Enforcing Attorney may institute collection proceedings.

(f) *Nuisance.* Any condition in violation of the prohibitions of this chapter, including but not limited to the maintenance or use of any illicit connection or the occurrence of any prohibited discharge, shall constitute a threat to the public health, safety and welfare, and is declared and deemed a nuisance pursuant to [California](#) Government Code ~~§~~ [Section](#) 38771. The City may abate the nuisance and recover costs as legally allowed.

(g) *Criminal sanctions.*

(1) *Authority to act.* The Enforcing Attorney may act on the request of the City Manager to pursue enforcement actions in accordance with the provisions of this chapter.

(2) *Infractions.* Any person who may otherwise be charged with a misdemeanor under this chapter may be charged, at the discretion of the Enforcing Attorney, with an infraction punishable by a fine of not more than \$100.00 for a first violation, \$200.00 for a second violation, and a fine not exceeding \$500.00 for each additional violation occurring within one year.

(3) *Misdemeanors.* Any person who negligently or knowingly violates any provision of this chapter, undertakes to conceal any violation of this chapter, continues any violation of this chapter after notice thereof, or violates the terms, conditions and requirements of any permit issued pursuant to this chapter, shall be guilty of a misdemeanor punishable by a fine of not more than \$1,000.00 or by imprisonment for a period of not more than six months, or both.

(h) *Citations.* Pursuant to [California](#) Penal Code ~~§~~ [sections](#) 836.5, the Authorized Inspector shall have the authority to cause the arrest of any person committing a violation of this chapter. The person shall be released and issued a citation to appear before a magistrate in accordance with [California](#) Penal Code ~~§~~ [sections](#) 853.5, ~~§~~ 853.6, and ~~§~~ 853.9, unless the

person demands to be taken before a magistrate. Following issuance of any citation the Authorized Inspector shall refer the matter to the Enforcing Attorney. Each citation to appear shall state the name and address of the violator, the provisions of this chapter violated, and the time and place of appearance before the court, which shall be at least ten business days after the date of violation. The person cited shall sign the citation giving his or her written promise to appear as stated therein. If the person cited fails to appear, the Enforcing Attorney may request issuance of a warrant for the arrest of the person cited.

(i) *Injunctions.* At the request of the City Manager, the Enforcing Attorney may cause the filing in a court of competent jurisdiction, of a civil action seeking an injunction against any threatened or continuing violation with the provisions of this chapter.

(1) *Order for reimbursement.* Any temporary, preliminary or permanent injunction issued pursuant hereto may include an order for reimbursement to the City of all costs incurred in enforcing this chapter, including costs of inspection, investigation and monitoring, the costs of abatement undertaken at the expense of the City, costs relating to restoration of the environment and all other expenses as authorized by law.

(j) *Other civil remedies.* The City Manager may cause the Enforcing Attorney to file an action for civil damages in a court of competent jurisdiction seeking recovery of (i) all costs incurred in enforcement of the chapter, including but not limited to costs relating to investigation, sampling, monitoring, inspection, administrative expenses, all other expenses as authorized by law, and consequential damages, (ii) all costs incurred in mitigating harm to the environment or reducing the threat to human health, and (iii) damages for irreparable harm to the environment.

The Enforcing Attorney is authorized to file actions for civil damages resulting from any trespass or nuisance occurring on public land or to the stormwater drainage system from any violation of this chapter where the same has caused damage, contamination or harm to the environment, public property or the stormwater drainage system.

(k) *Violations of other laws.* Any person acting in violation of this chapter also may be acting in violation of the Federal Clean Water Act or the State

California Porter-Cologne Act and other laws and also may be subject to sanctions including civil liability. Accordingly, the Enforcing Attorney is authorized to file a citizen suit pursuant to Federal Clean Water Act ~~§~~ Section 505(a), seeking penalties, damages, and orders compelling compliance, and other appropriate relief. The Enforcing Attorney or City Manager may notify the EPA, California State Water Resources Control Board, California Regional Water Quality Control Boards, or any appropriate federal, state or local agency, of any alleged violation of this chapter.

(l) *Consecutive violations.* Each day in which a violation occurs and each separate failure to comply with either a separate provision of this chapter, an administrative citation, administrative compliance order, or cease and desist order, shall constitute a separate violation of this chapter punishable by fines or sentences issued in accordance herewith.

(M) *Plan integration.* The Enforcement Response Plan is hereby incorporated by reference into this chapter and made enforceable at the City’s discretion thereby. All remedies and legal authority referenced in the Enforcement Response Plan may be exercised by the City, notwithstanding that such remedies and/or legal authority are not specifically listed within this Code.

~~(m)~~ *Non-exclusive remedies.* Each and every remedy available for the enforcement of this chapter shall be non-exclusive and it is within the discretion of the Authorized Inspector or Enforcing Attorney to seek cumulative remedies, except that multiple monetary fines or penalties shall not be available for any single violation of this chapter. The remedies available to the City pursuant to the provisions of this chapter shall not limit the right of the City to seek any other remedy that may be available by law.

Section 4.14.070 (“Miscellaneous”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 4.14.070. - Miscellaneous.

- (a) *Interagency cooperation.* The City intends to cooperate with other agencies with jurisdiction over stormwater discharges to ensure that the regulatory purposes underlying stormwater regulations promulgated pursuant to the Federal Clean Water Act (~~33 USC § 1251 et seq.~~) are met. The City Manager may, where necessary or advantageous to ensure compliance with the Permit(s) or State General Permit(s), negotiate interagency agreements with the California Department of Transportation, governmental entities, tribal entities, and other persons, to control stormwater pollution or discharges to the stormwater drainage system.
- (b) *Delegation.* The City may delegate to, or enter into an agreement with, one or more public agencies and/or private enterprises to implement, administer, and/or enforce any of the provisions of this chapter on behalf of the City.
- (c) *Compliance disclaimer.* Full compliance by any person or entity with the provisions of this chapter shall not preclude the need to comply with any other local, state or federal statutory or regulatory requirements, including but not limited to those which may be required for the control of the discharge of pollutants into stormwater and/or the protection of stormwater quality.
- (d) *Judicial review.* The provisions of § California Code of Civil Procedure sections 1094.5 and ~~§ 1094.6 of the State Code of Civil Procedure~~ set forth the procedure for judicial review of any act taken pursuant to this chapter. Parties seeking judicial review of any action taken pursuant to this chapter shall file such action within 90 days of the occurrence of the event for which review is sought.

8.3
CITY COUNCIL MEETING SCHEDULE

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City of Laguna Woods Agenda Report

TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
FOR: January 16, 2019 Regular Meeting
SUBJECT: City Council Meeting Schedule

Recommendation

Approve a City Council meeting schedule for Fiscal Year 2019-20.

Discussion

The City Council meets regularly on the third Wednesday of each month at 2 p.m. Staff is generally recommending a continuance of that meeting schedule for Fiscal Year 2019-20 with cancellation of the regular meeting in October 2019. Specific proposed scheduling and accompanying notes are included as Attachment A.

Fiscal Impact

Sufficient funds to support the proposed City Council meeting schedule would be included in the Fiscal Year 2019-20 Budget.

Attachment: A – Proposed City Council Meeting Schedule for Fiscal Year 2019-20

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**CITY OF LAGUNA WOODS
CITY COUNCIL MEETING SCHEDULE
FISCAL YEAR 2019-20**

Approved on XX

*All meetings occur at Laguna Woods City Hall, 24264 El Toro Road,
Laguna Woods, CA, unless otherwise noticed.*

MEETING DATE/TIME & TYPE	NOTES
Wednesday, July 17, 2019 at 2 p.m. Regular Meeting	
Wednesday, August 21, 2019 at 2 p.m. Regular Meeting	
Wednesday, September 18, 2019 at 2 p.m. Regular Meeting	
Wednesday, October 16, 2019 at 2 p.m. Regular Meeting Cancelled	October 16, 2019 regular meeting cancelled
Wednesday, November 20, 2019 at 2 p.m. Regular Meeting	
Wednesday, December 18, 2019 at 2 p.m. Regular Meeting	
Wednesday, January 15, 2020 at 2 p.m. Regular Meeting	
Wednesday, February 19, 2020 at 2 p.m. Regular Meeting	
Wednesday, March 18, 2020 at 2 p.m. Regular Meeting	
Wednesday, April 15, 2020 at 2 p.m. Regular Meeting	
Wednesday, May 20, 2020 at 2 p.m. Regular Meeting	
Wednesday, June 17, 2020 at 2 p.m. Regular Meeting	

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