

City Council

Agenda Preview

March 21, 2017

▶ Presentations

- ▶ **Item 2: Commendation Recognizing Past Planning Commissioner Jerry Verplancke**
 - ▶ The City Council will recognize Jerry Verplancke for serving on the Lake Forest Planning Commission for 12 consecutive years of service to the community.
- ▶ **Item 3: Commendation Recognizing Past Parks and Recreation Commissioner Jeff Werkmeister**
 - ▶ The City Council will recognize Jeff Werkmeister for serving on the Lake Forest Parks and Recreation Commission for two years of service to the community.
- ▶ **Item 4: 2016 Resident and Business Survey**
 - ▶ The City's consultant, True North, will present the results of the 2016 Resident and Business Survey. The 2016 survey sets a new baseline study following a change in methodology from telephone-based sampling, recruiting, and data collection to a mixed-methodology approach. This survey cycle show that 81% of residents and 87% of businesses are satisfied with our efforts to provide City services.

▶ Consent Calendar

- ▶ **Item 5: Certification of Warrant Register**
 - ▶ City Council reviews and approves payment of City invoices. City invoices totaled approximately \$925,281 for the time period reviewed.
- ▶ **Item 6: Waive Reading of Ordinances and Resolutions**
 - ▶ To save time, the City Clerk will read only the titles of any Ordinances and Resolutions on the public agenda.
- ▶ **Item 7: Minutes of the Regular City Council Meeting Held on March 7, 2017**
- ▶ **Item 8: Adoption of Ordinance No. 294 Related to Public Nuisances and Oversized Vehicle Parking**
 - ▶ City Council may conduct a second reading of Ordinance No. 294, which further regulates the parking of certain vehicles, including the overnight parking of unattended tractor trailers and truck and trailer combinations on public streets. If approved, the Ordinance would be effective on April 20.
- ▶ **Item 9: February Treasurer's Report**
 - ▶ The February 2017 Treasurer's Report provides information on the City's investment portfolio. All investments are in compliance with the City's Investment Policy.

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▶ **Consent Calendar (continued)**

- ▶ **Item 10: Second Amendment to Agreement with Hinderliter De Llamas & Associates (HDL) for Sales Tax Service**
 - ▶ City Council may amend a contract with HdL to continue providing sales tax services for an additional year, increasing compensation by \$25,000 for a total contract amount of \$202,600. Sales tax auditing and reporting services include quarterly updates regarding sales tax generation for every business in Lake Forest and research on an as-needed basis.
- ▶ **Item 11: Professional Services Agreement for Video Production Services**
 - ▶ City Council may award a \$48,900 contract to Eusebio Productions to produce two videos along with short segmented video cuts for social media. The first video would promote Lake Forest's thriving business climate and reinforces Lake Forest as "The Natural Choice for Business." The second video would promote Lake Forest as a great place to live featuring the City's high quality of life and amenities for residents and business travelers.
- ▶ **Item 12: Project V Delay of Funds Request to Orange County Transportation Authority (OCTA) on Behalf of Oakley**
 - ▶ Oakley currently participates in OCTA's Project V program that uses a third-party shuttle provider to transport employees from the Irvine Metrolink Station to their worksite. Due to employee downsizing and company-wide reorganization, Oakley is asking the City to postpone its participation in Project V for 24 months extending the deadline to FY 2018-19. As such, the City Council may authorize the Interim City Manager to request a 24-month Delay of Funds for Oakley's participation in the Project V Commuter Shuttle program.
- ▶ **Item 13: Second Amendment to the Contract with Computer Service Company for Traffic Signal Maintenance Services**
 - ▶ City Council may extend a contract with Computer Service Company (CSC) to continue providing traffic signal maintenance services for an additional year. CSC currently performs certain routine and as-needed services to maintain the City's traffic signal infrastructure. The proposed amendment would increase compensation by \$370,000 for a total not-to-exceed amount of \$1,397,000.

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▶ **Consent Calendar (continued)**

- ▶ **Item 14: Submittal of Annual Housing Element Progress Report to State Department of Housing and Community Development**
 - ▶ City Council may authorize staff to submit the annual Housing Element Report for the January 1, 2016 to December 31, 2016 period to the Department of Housing and Community Development and the Governor's Office of Planning and Research. The Housing Element includes a Housing Action Plan that sets forth goals, policies, and programs to address the identified housing needs and issues for the Housing Element 2013-2021 planning period.

▶ **Public Hearing**

- ▶ **Item 15: Public Hearing for the Issuance of Tax Exempt Bonds by the California Municipal Finance Authority for Use by Portola Seniors CIC, LP for its Approved Senior Affordable Housing Project at Portola Center South**
 - ▶ Chelsea Investment Corporation is proposing to finance the construction of 57 multi-family affordable housing units for low-income seniors at the Portola Center development with tax-exempt, revenue bonds that would be issued through the California Municipal Finance Authority . As required by the Internal Revenue Code, the City is hold a public hearing prior to adoption of a resolution that would officially note the City's consent to issue the bonds.

▶ **Discussion**

- ▶ **Item 16: Civic Center Design Development**
 - ▶ Design Development refines the concepts presented during Schematic Design, including designing details and selecting materials and describe all important aspects of the project so all that remains is the formal documentation step of construction contract documents. The report provides information on the following items for City Council discussion: (1) modifications since Schematic Design, (2) architectural exterior design, (3) interior design, (4) final dais configuration, (5) LEED certification, and (6) project cost estimate. At this time, the Council may approve design development allowing the architect to proceed with construction documents, which would allow the City to solicit bids for the actual construction of the buildings.

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▶ Discussion (continued)

- ▶ Item 17: Development of the 2017-2022 Five-Year Strategic Business Plan
 - ▶ Updated every two years, the City's Five-Year Strategic Business Plan (Plan) allows the City to assess its current financial status, identify future goals, and develop strategies towards achieving those goals. The report summarizes the City's current strategic planning process along with its primary elements and proposed schedule. At this time, the City Council may (1) provide input regarding the elements of the Plan (e.g. purpose, deliverables, inputs, resources and stakeholder engagement), (2) provide confirmation on the desired schedule to update the Plan, and (3) provide direction regarding the meeting format for the workshop.
- ▶ Item 18: Draft Ordinance and Operating Guidelines Related to the Lake Forest Planning and Traffic Commission
 - ▶ A draft Ordinance incorporating the expansion of the Planning Commission's role to include traffic and parking-related items will be presented to the City Council along with a draft Operating Guidelines (Guidelines) specific to the traffic and parking duties of the Planning and Traffic Commission (PTC). Generally, the Guidelines include holding meetings twice per month, placement of items on the agenda, and budgetary and staffing considerations. If the Council decides to increase the frequency of the PTC meetings, adoption a resolution modifying Title 9 of the Lake Forest Municipal Code will be required and be presented to Council at a future meeting.
- ▶ Item 19: Discussion Regarding Resident Participation at Village Pond Park
 - ▶ City Council may discuss forming a Village Pond Park Volunteer Duck Patrol to educate and dissuade residents from feeding the ducks.