

City Council Agenda Preview

June 7, 2016

▶ **Consent Calendar**

- ▶ **Item 5: Certification of Warrant Register**
 - ▶ City Council reviews and approves payment of City invoices. City invoices totaled approximately \$3.66 million 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 Joint Budget Workshop Meeting Held on May 10, 2016 and the Regular Meeting of the City Council Held on May 17, 2016**
- ▶ **Item 8: Review of the City's Conflict of Interest Code Pursuant to the Political Reform Act of 1974**
 - ▶ The City is required by State law to review and update its Conflict of Interest Code every even numbered year. The purpose is to specify positions which involve decision making that may have a material or personal financial interest relative to City business. The City must submit a Statement of Review to the reviewing body (City Council) no later than October 1, 2016.
- ▶ **Item 9: Revised Records Retention Schedule**
 - ▶ City Council may approve a citywide policy and schedule for retention and destruction of records. The revised records retention schedule does the following: (1) addresses recommended retention periods in the Secretary of State's Local Government Records Management Guidelines that are not included in the current Records Retention Schedule; (2) lists specific statutes to improve clarity; (3) makes organizational changes to the Records Management Program to include identification of records by file type; and (4) identifies newly acquired record types and assigns appropriate retention periods.
- ▶ **Item 10: First Amendment to the Agreement with Hinderliter De Llamas & Associates (HdL) for Sales Tax Services**
 - ▶ City Council may extend the contract term with HdL through July 1, 2017 to continue providing sales tax audit and reporting services. Quarterly sales tax updates are useful in identifying sales tax trends, projecting sales tax revenue, evaluating loss of revenue from business closing or moving, and tracking revenues from new business. These services also include verification that businesses operating in Lake Forest are accurately reported to the State to ensure the appropriate allocation of sales tax to the City. The contract compensation would increase by \$44,400 for a total not-to-exceed of \$177,600.

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▶ Consent Calendar (continued)

- ▶ Item 11: First Amendment to the Agreement with U.S. Bank National Association for Banking Services
 - ▶ City Council may approve an amendment with U.S. Bank to continue uninterrupted general banking services. The proposed amendment would extend the agreement for two additional years while retaining the current pricing structure.
- ▶ Item 12: Independence Day Parade Road Closures and Related Activities
 - ▶ Approval of street closures for the 4th of July parade and related activities would allow staff to proceed with logistical preparations.
- ▶ Item 13: Resolution Approving Site Development Permit 10-15-4843 for the Development of 58 Multi-Family Housing Units, 10,000 Sq. Ft. of Commercial Space, Site Improvements, and an Alternative Site Development Standard for Height for an Architectural Tower Project in the Portola Center Development
 - ▶ City Council may approve Site Development Permit 10-15-4843 for the development of 58 multi-family housing units (57 senior affordable units and 1 caretaker's unit), 10,000 square feet of commercial space, site improvements, and approval of an Alternative Site Development Standard to allow an architectural tower to exceed the maximum allowable building height. The 2-acre project site is located within the Portola Center development, southeast of Glenn Ranch Road and Saddleback Ranch Road.
- ▶ Item 14: Second Amendment to Agreement with Advantage for Newsletter Printing and Mailing
 - ▶ City Council may approve the final contract amendment with Advantage Inc. to provide newsletter printing and mailing services through July 31, 2017. Advantage is responsible for printing and mailing *The Leaflet*, *Leisure Times*, and *In Business*, along with printing various one-time or annual City publications and brochures. The second amendment would increase the contract amount by \$100,043.60 for a total contract amount of \$294,910.
- ▶ Item 15: Acceptance of Baker Ranch Improvements and Release of Bonds for Tract 17803
 - ▶ City Council may accept the completion of park improvements at Oak Park. The 2.05-acre park features a half basketball court, multi-purpose sports field, shade structure, restrooms, BBQ area, and a connection to the Borrego Trail. The Council may also release the Subdivision Improvement Faithful Performance Bond and Subdivision Improvement Materials and Labor Bond, as well as the Subdivision Improvement Warranty Bond one year after acceptance of the park improvements.

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▶ **Consent Calendar (continued)**

- ▶ **Item 16: First Amendment with County of Orange for Street Maintenance Services**
 - ▶ City Council may approve an amendment with the County of Orange for street maintenance services, which includes providing manpower, equipment, materials, and contracts to the City for road right-of-way maintenance and operations. The amendment would extend the term by six months to December 31, 2016 and increase the compensation by \$300,000 for a total contract amount of \$7,728,626.
- ▶ **Item 17: Notice of Completion for Saddleback Ranch Road Street Improvement Project**
 - ▶ City Council may approve a Notice of Completion to Hillcrest Contracting for the construction of the Saddleback Ranch Road Street Improvement project. The improvements addressed resident concerns regarding existing and potential future traffic conditions on Saddleback Ranch Road and Glenn Ranch Road. These improvements include adding raised landscaped medians and curb bulb-outs to enhance safety, improve sight distance, and slow traffic. The total project cost is \$1,209,222.
- ▶ **Item 18: Fifth Amendment to Agreement with GMU Geotechnical for On-Call Geotechnical Services**
 - ▶ City Council may approve an amendment with GMU Geotechnical who is currently under contract to provide on-call third-party review of geotechnical work at Shea Baker Ranch Associates (SBRA) and Portola Center developments. Due to developer delays, Portola Center will continue rough grading in the northwest and south parcels of the development. The amendment would allow GMU to continue providing geotechnical review at these parcels and would increase compensation by \$108,295 for a total contract amount of \$328,200. Both SBRA and Portola Center reimburse the City for all costs for services provided by GMU.
- ▶ **Item 19: Agreement with the County of Orange for Law Enforcement Services**
 - ▶ City Council may approve a new one-year contract with the Orange County Sheriff's Department to continue providing law enforcement services and promoting public safety education efforts. The City's Part I crime rate remains among the lowest in Orange County. The proposed contract cost for FY 2016-17 is \$14,595,844, a total increase of \$385,000, or 2.7% above the prior adopted contract. The change is less than the average historical increase (4.2% adjusted for inflation) and consistent with the approximately 2.8% average increase in the approved contract cost since FY 1993-1994.

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▶ Discussion

- ▶ **Item 20: Recognition of Ad Hoc Citizens Traffic Advisory Group Members**
 - ▶ In 2015, the Citizen's Traffic Advisory Group (CTAG) was formed on a limited basis to achieve two main goals: (1) provide recommendations to the City Council on ways to improve long term traffic conditions and (2) find ways for the public to participate in and be informed about traffic and transportation matters. To date, CTAG developed 46 recommendations and addressed more than 50 traffic and transportation concerns. The Council will recognize CTAG members for their efforts and also provide direction to staff regarding any recommendations provided by CTAG as appropriate.
- ▶ **Item 21: An Ordinance Establishing a Prima Facie Speed Limit**
 - ▶ City Council may approve the first reading of an Ordinance that would establish the speed limit on Saddleback Ranch Road from Pendleton Road to Ridgeline Road. The proposed Ordinance would reduce the speed limit from 40 to 35 miles per hour as a result of significant roadway configurations made as part of the Saddleback Ranch Road Traffic Calming Project.
- ▶ **Item 22: Request to Sponsor Orange County Fire Authority Drowning Prevention Education Outreach**
 - ▶ City Council may discuss potential funding support for the 2016 Drowning Prevention campaign. The County of Orange, through its Health Care Agency (HCA), will support a collaborative drowning prevention media campaign developed in partnership with the Orange County Task Force on Drowning Prevention. HCA will use the funds to directly purchase campaign development services, media placements, printing, collateral materials, and other related services and products. The purpose of this campaign is awareness building with focus on swimming pool and spa safety.

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▶ Discussion

▶ Item 23: Legislative and Regulatory Matters

- ▶ City Council may take a position on the following three bills and Governor Brown's recent budget trailer:
 - Assembly Bill 2255 (Melendez) – This bill is aimed to improve the quality of care for residents seeking treatment for drug and/or alcohol addiction through an additional voluntary certification process regulated by the State Department of Health Care Services.
 - Senate Bill 1387 (De Leon) – This bill would add three new State-appointed seats to the South Coast Air Quality Management District Board. Today, over 75% of the board members are elected mayors, councilmembers, and city appointed representatives from participating counties.
 - Senate Bill 885 (Wolk) – This bill would require design professionals, such as engineers and architects, to only defend themselves in instances where the City receives claims or enters litigation relative to work performed by the contractor.
 - The Governor recently proposed a potential budget trailer bill that aims to streamline the housing development approval process at the local level as a part of Governor Brown's May revision of the State's proposed 2016-2017 Budget. The trailer bill would undermine the City's land use authority by requiring local governments to provide an over-the-counter review and approval of multifamily dwelling units, granting them land "use by right." In doing so, the proposition circumvents the development approval process, eliminates public engagement, and eliminates California Environmental Quality Act review.