

**CITY OF LAGUNA HILLS  
CITY COUNCIL/PLANNING AGENCY**

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**REGULAR MEETING  
MINUTES  
Tuesday, December 12, 2017**

**CLOSED SESSION - CONVENING AT 6:00 PM**

**CALL TO ORDER**

The meeting was called to order at 6:00 p.m. by Mayor Don Sedgwick.

**ROLL CALL OF CITY COUNCIL MEMBERS**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Don Sedgwick	Mayor	Present	
Mel Carruth	Mayor Pro Tempore	Present	
Dore J. Gilbert, M.D.	Council Member	Present	
Janine Heft	Council Member	Present	
Barbara D. Kogerman	Council Member	Present	

**ANNOUNCEMENT OF CLOSED SESSION ITEM(S)**

**A. PUBLIC EMPLOYEE APPOINTMENT**

Pursuant to Government Code Section 54957  
Title: City Manager

**B. CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6  
Agency Negotiator: Don Sedgwick, Mayor  
Unrepresented Employee: Donald J. White, Assistant City Manager

**PUBLIC COMMENT ON CLOSED SESSION ITEM(S)**

There were no Public Comments.

**ADJOURN TO CITY COUNCIL CONFERENCE ROOM**

**CONVENE INTO CLOSED SESSION**

The City Council convened into Closed Session to consider the matter(s) listed above.

**RECONVENE TO CITY COUNCIL CHAMBER****RECESS****GENERAL BUSINESS - RECONVENING AT 7:00 PM****CALL TO ORDER**

The meeting was called to order at 7:02 p.m. by Mayor Don Sedgwick.

**PLEDGE OF ALLEGIANCE: MAYOR PRO TEMPORE CARRUTH****ROLL CALL OF CITY COUNCIL MEMBERS**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Don Sedgwick	Mayor	Present	
Mel Carruth	Mayor Pro Tempore	Present	
Dore J. Gilbert, M.D.	Council Member	Present	
Janine Heft	Council Member	Present	
Barbara D. Kogerman	Council Member	Present	

Mayor Sedgwick took the Closed Session Report out of order on the agenda.

**CLOSED SESSION REPORT**

- A. PUBLIC EMPLOYEE APPOINTMENT**  
Pursuant to Government Code Section 54957
- B. CONFERENCE WITH LABOR NEGOTIATOR**  
Pursuant to Government Code Section 54957.6

Mayor Sedgwick reported that the City Council met in Closed Session this evening and received a full oral report from City Attorney Simonian.

City Attorney Simonian stated that the City Council convened in Closed Session this evening pursuant to the legal authorities identified on the Closed Session Agenda to consider the appointment of public employee for the City Manager position, as well as to conference with the Council-appointed Labor Representative.

Both Closed Session items this evening pertained to the letter of resignation recently received from the City Manager and the process for selecting a new City Manager, following the decision made by Mr. Bruce Channing to retire after 26-years of service to the City.

The City Council is currently in the process of completing the process for selecting and retaining a new City Manager prior to Mr. Channing’s February 2, 2018, retirement date.

As previously directed by the City Council, over the past several weeks the City has been exploring the possibility of recruiting from within to fill the position.

The internal recruitment process has been completed.

The City Council unanimously voted during Closed Session to appoint Don White as the next City Manager, subject to preparation by the City Attorney and approval by the City Council of a new City Manager Employment Agreement, which is to be agendized for City Council review and approval on January 9, 2018.

Once approved by City Council, the terms and conditions of Mr. White’s employment with the City as its new City Manager will be made publically available on the General Business Agenda for the City Council’s January 9, 2018, City Council meeting, and thereafter by request of any member of the public through the City Clerk’s office.

This concludes the Closed Session Report.

**CITY COUNCIL REORGANIZATION**

**REMARKS OF OUTGOING MAYOR**

Outgoing Mayor Sedgwick remarked that it was an honor to represent the City of Laguna Hills as Mayor, reviewed his experiences, and summarized the City’s major accomplishments for 2017.

**ELECTION OF MAYOR**

The City Council nominated and elected Mel Carruth as Mayor.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Barbara D. Kogerman, Council Member
<b>SECONDER:</b>	Dore J. Gilbert, M.D., Council Member
<b>AYES:</b>	Don Sedgwick, Mayor; Mel Carruth, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member; Janine Heft, Council Member; Barbara D. Kogerman, Council Member

**RECOGNITION OF OUTGOING MAYOR**

**RESOLUTION OF COMMENDATION, DON SEDGWICK, MAYOR**

**Recommendation:** That the City Council adopt Resolution No. 2017-12-12-1, A Resolution of the City Council of the City of Laguna Hills, California, commending Don Sedgwick as Mayor.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dore J. Gilbert, M.D., Council Member
<b>SECONDER:</b>	Janine Heft, Council Member
<b>AYES:</b>	Mel Carruth, Mayor; Dore J. Gilbert, M.D., Council Member; Janine Heft, Council Member; Barbara D. Kogerman, Council Member; Don Sedgwick, Council Member

Mayor Carruth presented a Resolution and plaque to Don Sedgwick recognizing his service to the City as Mayor of the City of Laguna Hills. Jefferson Cha, District Representative, Congresswoman Mimi Walters' Office, also presented a Certificate of Recognition to Council Member Sedgwick for his service as Mayor.

**REMARKS OF COUNCIL MEMBERS REGARDING MAYOR SEDGWICK'S SERVICE TO THE CITY**

The Council Members expressed their appreciation to outgoing Mayor Sedgwick for his service to the City.

**REMARKS OF NEWLY ELECTED MAYOR****ELECTION OF MAYOR PRO TEMPORE**

The City Council nominated and elected Dore J. Gilbert, M.D., as Mayor Pro Tempore.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Don Sedgwick, Council Member
<b>SECONDER:</b>	Janine Heft, Council Member
<b>AYES:</b>	Mel Carruth, Mayor; Dore J. Gilbert, M.D., Mayor Pro Tempore; Janine Heft, Council Member; Barbara D. Kogerman, Council Member; Don Sedgwick, Council Member

**RECESS AND RECONVENE**

Mayor Carruth recessed the meeting at 7:25 p.m. and reconvened the meeting at 7:29 p.m.

**1. PRESENTATIONS AND PROCLAMATIONS****1.1 Laguna Hills High School Student Liaison**

**Recommendation:** The City Council received an oral report from Laguna Hills High School Student Liaison Maya Williams.

**2. PUBLIC COMMENTS****Orange County Realtors**

Tony Faulkner, a representative from the Orange County Realtors, introduced himself to City Council and staff.

**Chamber of Commerce**

Meg Gorham, a resident of Laguna Hills and representative of the Chamber of Commerce (Chamber), welcomed the City of Laguna Hills as a partner in the Chamber, invited Council Members to the Chamber's Holiday Party to be held on Thursday, December 14, 2017, and the 2018 State of the City Address to be held on Thursday, January 11, 2018. Ms. Gorham also invited Council Members to become involved in the Laguna Hills High School Grad Night Preview Event and discussed an upcoming event, "Trucking on Back to School," to be held on Saturday, August 11, 2018. Ms. Gorham also voiced her opinion regarding what she feels is a sort of disconnect in communication relating to activities and events happening throughout the City.

**U.S. House of Representatives**

Jefferson Cha, District Representative, Congresswoman Mimi Walters' Office, introduced himself to City Council and staff.

**3. CONSENT CALENDAR**

Motion to approve the Consent Calendar:

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Janine Heft, Council Member
<b>SECONDER:</b>	Dore J. Gilbert, M.D., Mayor Pro Tempore
<b>AYES:</b>	Mel Carruth, Mayor; Dore J. Gilbert, M.D., Mayor Pro Tempore; Janine Heft, Council Member; Barbara D. Kogerman, Council Member; Don Sedgwick, Council Member

**3.1 Waive Reading in Full of all Ordinances and Resolutions on the Agenda**

**Recommendation:** That the City Council waive reading in full of all Ordinances and Resolutions on the Agenda and declare that said titles which appear on the Public Agenda shall be determined to have been read by title and further reading waived.

**3.2 Approval of Minutes for November 28, 2017, Regular Meeting**

**Recommendation:** That the City Council approve the Minutes for the November 28, 2017, Regular Meeting.

**3.3 Approval of Warrant Register for Period Ended December 12, 2017**

**Recommendation:** That the City Council approve the Warrant Register in the amount of \$164,265.28.

**3.4 2018 City Council Meeting Schedule**

**Recommendation:** That the City Council adopt the proposed calendar for 2018.

**3.5 Affirmation of Appointments List for City Boards, Commissions, and Committees**

**Recommendation:** That the City Council affirm the Local Appointments List and direct that it be posted in the Laguna Hills Branch Technology Library in accordance with the Maddy Act.

**3.6 Annual Review of Investment & Portfolio Policies and Delegation of Investment Authority to the City Treasurer**

**Recommendation:** That the City Council adopt Resolution No. 2017-12-12-2, A Resolution of the City Council of the City of Laguna Hills, California, delegating investment authority to the City Treasurer and approving a policy for the investment of surplus City funds and rescinding Resolution No. 2016-12-13-7.

**3.7 M2 Expenditure Report for the Fiscal Year Ended June 30, 2017**

**Recommendation:** That the City Council: (1) Approve the Measure M2 Expenditure Report for the Fiscal Year ended June 30, 2017, for submittal to OCTA; and (2) Adopt Resolution No. 2017-12-12-3, A Resolution of the City Council of the City of Laguna Hills, California, concerning the Measure M2 Expenditure Report for the City of Laguna Hills for the Fiscal Year ended June 30, 2017.

**3.8 Amendment to Retainer Agreement for City Attorney Services**

**Recommendation:** That the City Council adopt Resolution No. 2017-12-12-4, A Resolution of the City Council of the City of Laguna Hills, California, approving Amended Exhibit A to the Retainer Agreement for City Attorney Service Rates.

**3.9 Memorandum of Understanding with Moulton Niguel Water District for Collaborative Efforts to Improve Surface Water Quality**

**Recommendation:** That the City Council approve the Memorandum of Understanding with Moulton Niguel Water District related to collaborative efforts to improve surface water quality and authorize the City Manager to execute the Agreement.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

There were no items removed from the Consent Calendar.

**4. PLANNING AGENCY**

Mayor Carruth recessed the City Council meeting and, acting in the capacity of Chair, called the Regular Meeting of the Planning Agency of the City of Laguna Hills, California, to order at 7:40 p.m.

**4.1 ROLL CALL OF PLANNING AGENCY MEMBERS**

Attendee Name	Title	Status	Arrived
Mel Carruth	Chair	Present	
Dore J. Gilbert, M.D.	Vice Chair	Present	
Janine Heft	Agency Member	Present	
Barbara D. Kogerman	Agency Member	Present	
Don Sedgwick	Agency Member	Present	

**4.2 PUBLIC COMMENTS**

There were no Public Comments.

**4.3 APPROVAL OF MINUTES FOR NOVEMBER 28, 2017, REGULAR MEETING****4.3.1 Approval of Minutes for November 28, 2017, Regular Meeting**

**Recommendation:** That the Planning Agency approve the Minutes for the November 28, 2017, Regular Meeting.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dore J. Gilbert, M.D, Vice Chair
<b>SECONDER:</b>	Don Sedgwick, Agency Member
<b>AYES:</b>	Mel Carruth, Chair; Dore J. Gilbert, M.D., Vice Chair; Janine Heft, Agency Member; Barbara D. Kogerman, Agency Member; Don Sedgwick, Agency Member

#### 4.4 ADMINISTRATIVE REPORTS

There were no Administrative Reports.

#### 4.5 PLANNING AGENCY PUBLIC HEARINGS

There were no Planning Agency Public Hearings.

### PLANNING AGENCY ADJOURNMENT

Mayor Carruth reconvened the City Council Meeting at 7:41 p.m. All Council Members were present.

#### 5. CITY COUNCIL PUBLIC HEARINGS

There were no City Council Public Hearings.

#### 6. ADMINISTRATIVE REPORTS

##### 6.1 City Manager

##### 6.1.1 2017 City Manager's Year End Report

City Manager Channing briefly summarized the information provided in the Staff Report.

**Recommendation:** That the City Council receive and file the 2017 City Manager's Year End Report.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Don Sedgwick, Council Member
<b>SECONDER:</b>	Dore J. Gilbert, M.D., Mayor Pro Tempore
<b>AYES:</b>	Mel Carruth, Mayor; Dore J. Gilbert, M.D., Mayor Pro Tempore; Janine Heft, Council Member; Barbara D. Kogerman, Council Member; Don Sedgwick, Council Member



**6.2 Assistant City Manager****6.2.1 Presentation of the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2017**

Assistant City Manager White summarized the information provided in the Staff Report.

**Recommendation:** That the City Council receive and file the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended June 30, 2017, together with the audit letters.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Don Sedgwick, Council Member
<b>SECONDER:</b>	Janine Heft, Council Member
<b>AYES:</b>	Mel Carruth, Mayor; Dore J. Gilbert, M.D., Mayor Pro Tempore; Janine Heft, Council Member; Barbara D. Kogerman, Council Member; Don Sedgwick, Council Member

**6.3 Chief of Police Services****6.3.1 Updated Schedule of Penalties for Parking Violations and Late Payment Penalties**

Sergeant Prince reviewed the information provided in the Staff Reports for Item No. 6.3.1 and Item No. 6.3.2, combined, and provided a PowerPoint presentation.

**Recommendation:** That the City Council adopt Resolution No. 2017-12-12-5, A Resolution of the City Council of the City of Laguna Hills, California, establishing an Updated Schedule of Penalties for Parking Violations and Late Payment Penalties.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dore J. Gilbert, M.D., Mayor Pro Tempore
<b>SECONDER:</b>	Barbara D. Kogerman, Council Member
<b>AYES:</b>	Mel Carruth, Mayor; Dore J. Gilbert, M.D., Mayor Pro Tempore; Janine Heft, Council Member; Barbara D. Kogerman, Council Member; Don Sedgwick, Council Member

**6.3.2 Proposed Ordinance Amending Title 11 (Vehicles and Traffic) of the Laguna Hills Municipal Code Relating to Enforcement and Establishment of Parking Penalties**

**Recommendation:** That the City Council introduce for first reading, read by title only, and waive further reading, an Ordinance entitled: "An Ordinance of the City of Laguna Hills, California, Amending Certain Sections of Chapter 11-04 (General Provisions and Administration) and Chapter 11-12 (Stopping, Standing and Parking) of Title 11 (Vehicles and Traffic) of the Laguna Hills Municipal Code relating to the Enforcement and Establishment of Parking Penalties."

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Janine Heft, Council Member
<b>SECONDER:</b>	Dore J. Gilbert, M.D., Mayor Pro Tempore
<b>AYES:</b>	Mel Carruth, Mayor; Dore J. Gilbert, M.D., Mayor Pro Tempore; Janine Heft, Council Member; Barbara D. Kogerman, Council Member; Don Sedgwick, Council Member

**7. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS**

There were no matters agendized and presented by City Council Members and Mayor.

**8. CITY COUNCIL MEMBER COMMENTS**

**Mayor Carruth**

Mayor Carruth reported that the Transportation Corridor Agency was disappointed at the action taken by the Orange County Transportation Authority to delay the State Route 241/91 Connector. Mayor Carruth also thanked Council for the great honor bestowed upon her to serve as Mayor in 2018.

**9. CLOSED SESSION**

The City Council will not be reconvening into Closed Session as the Closed Session discussions were completed between 6:00 p.m. and 7:00 p.m.

**ADJOURNMENT**

There being no further business before the City Council at this session, Mayor Carruth declared the meeting adjourned at 8:03 p.m.

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Melissa Au-Yeung, City Clerk

ATTEST:

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Melody Carruth, Mayor

Approved at meeting of January 9, 2018.

