

# City Council

# Agenda Preview

May 17, 2016

## ▶ Presentation

- ▶ Item 4: Presentation of an Award from Tyler Technologies for the Energov Software Upgrade and Migration Project
  - ▶ Tyler Technologies will present the City with the 2016 Tyler Excellence Award for successfully upgrading the Energov planning, permitting, and code enforcement program. Energov improves operational efficiency and enhances service to the community. Lake Forest's program, selected from a pool of 50 applicants, is the only city to receive the award in Tyler's local government division.
- ▶ Item 5: Proclamation Designating May through October 2016 as "Drowning Prevention Awareness Season"
  - ▶ City Council may proclaim the months of May through October as "Drowning Prevention Awareness Season." The Orange County Fire Authority is encouraging residents, schools, recreational facilities, businesses, and homeowner associations to become local partners in preparedness by increasing their knowledge of proper safety measures for drowning prevention.

## ▶ Consent Calendar

- ▶ Item 6: Certification of Warrant Register
  - ▶ City Council reviews and approves payment of City invoices. City invoices totaled approximately \$469,548 for the time period reviewed.
- ▶ Item 7: 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 8: Minutes of the Regular Meeting of the City Council Held on May 3, 2016
- ▶ Item 9: April Treasurer's Report
  - ▶ The April 2016 Treasurer's Report provides information on the City's investment portfolio. All investments are in compliance with the City's Investment Policy.
- ▶ Item 10: Resolutions Pertaining to the General Municipal Election to be Held November 8, 2016
  - ▶ There are two, four-year term offices on the City Council to be filled in November 2016. The City Council may approve Resolutions to: 1) call the election; 2) request the County Election's Official consolidate the City's election with the Statewide General Election and provide election services; and 3) establish a Candidate Statement Policy. The estimated cost of conducting the November 2016 municipal election is \$60,000.

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### ▶ Consent Calendar (continued)

- ▶ **Item 11: First Amendment to the Agreement with The PM Group for Print, Design, and Mail Services of the Shop & Dine Lake Forest Week Coupon Booklet**
  - ▶ City Council may amend a contract with The PM Group to print, design, and mail the 2016 Shop & Dine Lake Forest Week Coupon Booklet. The Booklet is an important marketing piece to incentivize residents to patronize local businesses and support the Lake Forest economy. The proposed First Amendment would extend the Agreement for an additional year and increase the total compensation by \$34,016 for a total contract amount of \$68,032.
- ▶ **Item 12: Second Amendment for Age Well Senior Services, Inc.**
  - ▶ City Council may amend a contract with Age Well Senior Services to continue providing safe and reliable transportation services for Lake Forest senior citizens to and from City-sponsored events and activities. Funding for the service is provided by the Orange County Transportation Authority (OCTA) Senior Mobility Program where the City provides 20% matching funds and OCTA provides the remaining 80%. The proposed amendment would extend the contract through June 30, 2017 and increase the contract by \$43,817 for a total amount of \$182,717.
- ▶ **Item 13: First Amendment to the Agreement with Jamey Clark for On-Call Facility and Park Repair Services**
  - ▶ City Council may amend a contract with Jamey Clark for facility and park repair services such as plumbing and restroom repairs, painting, roofing repairs, as well as playground equipment maintenance and inspection. The proposed First Amendment would increase the contract amount by \$72,243 for a total not-to-exceed amount of \$231,333.
- ▶ **Item 14: First Amendment to the Contract for Payroll and Human Resource Management Services**
  - ▶ The City currently uses Automatic Data Processing (ADP) for Payroll Processing and Human Resource Management Services. To continue with uninterrupted payroll service and to guarantee the current pricing for two additional years, the City Council may approve a two-year extension with ADP. The City currently spends about \$50,000 on payroll processing and human resource management a year, which includes bi-weekly processing of payroll, direct deposit, issuing checks, tracking leave accruals, human resource administration and compliance, payroll reporting, tax processing, and year-end reporting.

# City Council

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May 17, 2016

### ▶ **Consent Calendar (continued)**

- ▶ **Item 15: Construction Contract Award ADA Access Ramp Improvements, Phase 8 Project**
  - ▶ City Council may award a contract to Lehman Construction for construction of the Americans with Disabilities Act (ADA) Access Ramp Improvements, Phase 8 project. The project would construct a new access ramp, retaining walls, and handrails at Tamarisk Park to comply with the Building Code and ADA. The project cost is \$298,526 and is expected to be completed by Fall 2016.
- ▶ **Item 16: Acceptance of Baker Ranch Improvements and Release of Bonds for Tract 17533**
  - ▶ City Council may accept the completed improvements at the 0.92-acre Courtside Park at Baker Ranch, which features a half basketball court, tot-lot, BBQ and picnic area, turf areas, and walkways. The City Council may release the Subdivision Improvement Faithful Performance Bond, the Subdivision Improvement Materials and Labor Bond, and authorize the City Clerk to release the Subdivision Improvement Warranty Bond one year after acceptance of the improvements.
- ▶ **Item 17: Contractual Services Agreement with the Lake Forest Chamber of Commerce**
  - ▶ City Council will consider approving a \$15,000 agreement with the Lake Forest Chamber of Commerce for business development and attraction services. The Council will also review the business proposal outlining the Chamber's goals and initiatives for FY 2016-17, which includes business education and training programs, a Secrets and Strategies to Business Success Seminar, State of the City/Meet the Mayor, New Business Reception, and a social media seminar.
- ▶ **Item 18: Award of Contract for Final Design Services for Portola Community Park**
  - ▶ City Council may award a contract to RJM Design Group to provide final design services for Portola Community Park. The scope of work includes, but is not limited to, coordinating with local utilities to develop a utility base map, developing a Water Quality Management Plan and a Storm Water Pollution Prevention Plan, developing technical specifications for final construction documents, preparing final plans and cost estimates, and providing architectural and engineering support during the bid process. The final plans are expected to be completed in six months with construction beginning in summer 2017.

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### ▶ **Public Hearing**

- ▶ **Item 19: Review and Additional Consideration of Planning Commission Approval of Site Development Permit 10-15-4843 for the Development of 58 Multi-Family Housing Units, 10,000 Square Feet of Commercial Space, Site Improvements, and an Alternative Site Development Standard for Height for an Architectural Tower in the Portola Center Development**
  - ▶ On April 14, 2016, the Planning Commission approved Site Development Permit (SDP) 10-15-4843, a request to build 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. On April 20, 2016, Councilmembers Gardner and Nick provided written notice to the City Clerk to bring the Planning Commission's determination before the City Council for additional consideration. At this time, the Council may review the project and direct staff to prepare a resolution either approving or denying SDP 10-15-4843.

### ▶ **Discussion**

- ▶ **Item 20: General Plan Update 2035 Workshop**
  - ▶ City Council will receive a presentation from staff regarding the General Plan Update. The General Plan is a state-mandated document that represents the long-range vision of the City. The General Plan acts as a guide to address key questions and issues such as how much the community will grow, where growth will occur, and what local resources will be preserved and enhanced. Staff intends to distribute a Request for Proposal to qualified consulting firms to prepare a comprehensive General Plan update, and will return to a future Council meeting to select a consultant to assist with the 2035 General Plan Update. At this time, the Council may provide direction to staff as appropriate.