

## Regular Meeting of the Civic Council March 20, 2017

**NOTICE:** Meetings of the Ladera Ranch Civic Council are held the Third Tuesday of every month at the hour of 7:00 p.m. at the Rancho Santa Margarita Water District Building unless otherwise publicly noticed.

**AGENDA ON THE INTERNET:** The Agenda is available through the internet at [www.LRCivicCouncil.org](http://www.LRCivicCouncil.org). The public may access the agenda on the Thursday prior to the meeting.

**AGENDA DESCRIPTION:** The Agenda descriptions are intended to provide members of the public a general summary of items of business to be transacted or discussed, The listed recommended actions represent recommendations made to the Civic Council, which may take any action it deems appropriate on the agenda item and is not limited in any way by the recommended action.

**Call to Order: 7:00 p.m.**

ROLL CALL: Council Members:	Chair:	Jett McCormick
	Vice-Chair:	Gary Kephart
	Councilmember	Amir Arabi
	Councilmember:	Mike Ellzey
	Councilmember:	Stephanie Ramsey
	Civic Council Administrator:	Carlo Tomaino
	Civic Council Secretary:	Melanie Pedro

### PUBLIC SESSION

**PUBLIC SESSION:** At this time, the Civic Council will convene to consider public matters. Those wishing to address the Civic Council must submit a completed "Request to Speak" form prior to Civic Council action.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance to the Flag of our Country will be led by Chair McCormick.

### PRESENTATION(S):

1. NEIGHBORHOOD WATCH UPDATE
2. REPORT FROM THE ORANGE COUNTY SHERIFF'S DEPARTMENT

### 3. CIVIC COUNCIL COMMITTEE UPDATES

#### **PUBLIC COMMENTS:**

*At this time, members of the public may address the Civic Council regarding any items within the subject matters jurisdiction of the Civic Council. No action may be taken on items not listed on the agenda. Comments shall be limited to approximately three minutes per person.*

*Any person wishing to address the Civic Council on any matters, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form. The completed form should be submitted to the Civic Council Secretary prior to an individual being heard by the Civic Council.*

#### **CONSENT CALENDAR:**

#### 4. MINUTES OF THE REGULAR MEETING OF THE LADERA RANCH CIVIC COUNCIL OF JANUARY 16, 2017 AND FEBRUARY 20, 2017.

RECOMMENDED ACTION: Approve as submitted.

#### **DISCUSSION/ACTION ITEMS:**

#### 5. 2017 CIVIC COUNCIL BUDGET

RECOMMENDED ACTION: Adopt the 2017 Civic Council Budget.

#### 6. CIVIC COUNCIL WEBSITE

RECOMMENDED ACTION: Exercise Civic Council discretion regarding updates to the Ladera Ranch Civic Council website.

#### **CIVIC COUNCIL COMMENTS:**

Chair Jett McCormick  
Vice-Chair Gary Kephart  
Councilmember Amir Arabi  
Councilmember Mike Ellzey  
Councilmember Stephanie Ramsey

**ADJOURNMENT: MEETING ADJOURNED TO APRIL 17, 2017**

**SUBJECT:**

NEIGHBORHOOD WATCH UPDATE

**RECOMMENDED ACTION(S):**

Receive a Neighborhood Watch Update from Jennifer Powers.

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**EXECUTIVE SUMMARY:**

The Civic Council regularly invites representatives from the public agencies that serve Ladera Ranch to speak to the community regarding various topics. For tonight's meeting, Jennifer Powers will provide a Neighborhood Watch Update to the Civic Council.

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**FISCAL IMPACT:**

There is no fiscal impact associated with the recommended action.

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**ATTACHMENTS:**

None

Submitted By: Carlo Tomaino, Civic Council Administrator

**SUBJECT:**

REPORT FROM THE ORANGE COUNTY SHERIFF'S DEPARTMENT

**RECOMMENDED ACTION(S):**

Receive a report from the Orange County Sheriff's Department.

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**EXECUTIVE SUMMARY:**

The Orange County Sheriff's Department, which provides public safety services for the unincorporated areas of Orange County, is invited to each meeting. The Sheriff's Department may, at this time, provide relevant updates regarding public safety to the community as desired.

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**FISCAL IMPACT:**

There is no fiscal impact associated with the recommended action.

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**ATTACHMENTS:**

None

Submitted By: Carlo Tomaino, Civic Council Administrator

**SUBJECT:**

UPDATES REGARDING COMMITTEE ACTIVITIES

**RECOMMENDED ACTION(S):**

Members of the Ladera Ranch Civic Council may provide, as desired, updates related to the activities of the Ladera Ranch Civic Council Subcommittees.

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**EXECUTIVE SUMMARY:**

The Civic Council created ad-hoc committees that serve to supplement its work in specific policy areas. The subcommittees include the Land Use Committee, Communications Committee, Local Governance Committee, Transportation and Safety Committee, and the Community Outreach Committee. At this time, any member of the Civic Council may provide an update regarding the activities of its ad-hoc committee.

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**FISCAL IMPACT:**

There is no fiscal impact associated with the recommended action.

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**ATTACHMENTS:**

None

Submitted By: Carlo Tomaino, Civic Council Administrator

**SUBJECT:**

APPROVAL OF CIVIC COUNCIL MEETING MINUTES

**RECOMMENDED ACTION(S):**

1. Approve the minutes of the January 16, 2017, Civic Council meeting substantially in the form presented.
  2. Approve the minutes of the February 20, 2017, Civic Council meeting substantially in the form presented.
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**EXECUTIVE SUMMARY:**

The meeting minutes from the prior Civic Council meeting are attached for the Civic Council's approval. There is no further background or discussion associated with this item.

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**FISCAL IMPACT:**

There is no fiscal impact associated with the recommended action.

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**ATTACHMENTS:**

1. January 16, 2017, Draft Meeting Minutes
2. February 20, 2017, Draft Meeting Minutes

Submitted By: Carlo Tomaino, Civic Council Administrator

## MINUTES OF A REGULAR MEETING OF THE LADERA RANCH CIVIC COUNCIL

The regular meeting of the Ladera Ranch Civic Council held January 16, 2017, at the Rancho Santa Margarita Water District Building 26111 Antonio Parkway, Rancho Santa Margarita, California 92688. The meeting convened at 7:15 p.m. with Councilmember Arabi absent.

ROLL CALL: Council Members:	Chair:	Jett McCormick
	Vice-Chair:	Gary Kephart
	Councilmember:	Mike Ellzey
	Councilmember:	Stephanie Ramsey
Absent:	Councilmember	Amir Arabi
	Civic Council Administrator:	Carlo Tomaino
	Civic Council Clerk:	Melanie Pedro

### PUBLIC SESSION:

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance to the Flag of our Country was led by Chairman McCormick.

### APPOINTMENTS/PRESENTATIONS:

1. APPOINTMENTS OF NEW MEMBERS TO THE CIVIC COUNCIL: On a motion by Chair McCormick, seconded by Vice-Chairman Kephart, the Civic Council confirmed the appointment of Stephanie Ramsey. MOTION CARRIED UNANIMOUSLY.
2. ORANGE COUNTY SHERIFF'S DEPARTMENT: The Sheriff's Department was not present to provide a report.
3. CIVIC COUNCIL COMMITTEE UPDATES: Members of the Civic Council were provided an opportunity to provide updates regarding committee activities.

### PUBLIC COMMENTS:

Mr. Young provided an update regarding business activity in Ladera Ranch and announced a Town Hall meeting of the Chamber of Commerce on February 16, 2017, at 6:00 p.m.

#### CONSENT CALENDAR:

4. Civic Council Minutes: On a motion by Councilmember Ellzey, seconded by Chairman McCormick, the Civic Council approved the minutes of the regular meeting of November 21, 2016. MOTION CARRIED UNANIMOUSLY.

#### DICUSSION/ACTION ITEMS:

5. 2017 CIVIC COUNCIL WORKPLAN: Mr. Tomaino provided a brief overview of the draft Civic Council Workplan. The Civic Council reviewed the workplan and provided feedback to staff. On a substitute motion by Councilmember Ellzey and as seconded by Councilmember Ramsey, the Civic Council approved the 2017 Civic Council Workplan and further directed staff to re-agendize the item in July of 2017 for review. MOTION CARRIED UNANIMOUSLY.
6. CIVIC COUNCIL WEBSITE: Mr. Tomaino provided a brief staff report regarding suggested updates to the existing Civic Council website. However, given that Councilmember Arabi, a member of the technology committee was not present to discuss potential changes to the website, the Civic Council deferred discussion to the meeting of February 20, 2017. On a motion by Councilmember Ellzey, seconded by Chairman McCormick, the Civic Council requested that this item be placed on the next agenda. MOTION CARRIED UNANIMOUSLY.

#### CIVIC COUNCIL COMMENTS:

Chair McCormick discussed the budget and indicated the Civic Council would have \$300 in its account after paying for room related rental fees.

Vice-Chair Kephart provided a brief update regarding his attendance at the school district meeting.

Councilmember Ramsey indicated she would speak with Mr. Weisgerber regarding website updates and hosting.

Councilmember Ellzey thanked staff for their work and offered no further comments.

#### ADJOURNMENT:

Meeting adjourned at 8:31 p.m.



## MINUTES OF A REGULAR MEETING OF THE LADERA RANCH CIVIC COUNCIL

The regular meeting of the Ladera Ranch Civic Council held February 20, 2017, at the Rancho Santa Margarita Water District Building 26111 Antonio Parkway, Rancho Santa Margarita, California 92688. The meeting convened at 7:01 p.m. with Councilmembers Arabi, Ellzey and Kephart absent.

ROLL CALL: Council Members: Chair: Jett McCormick  
Councilmember: Stephanie Ramsey

Civic Council Administrator: Carlo Tomaino  
Civic Council Clerk: Melanie Pedro

Absent: Vice-Chairman: Gary Kephart  
Councilmember: Amir Aribi  
Councilmember: Mike Ellzey

### PUBLIC SESSION:

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance to the Flag of our Country was led by Chairman McCormick.

### PRESENTATIONS:

1. PRESENTATION FROM The Transportation Corridor Agencies): Mike Kramen – CEO of TCA

Michael Kramen, the Chief Executive Officer, of the Transportation Corridor Agencies provided an overview of capital projects, including the 241 and 91 Expressway connection and its settlement with environmental groups regarding the 241 extension project. Mr. Kramen stated that public hearings for the 241 extension are anticipated to take place in the summer of 2017 to advance project. The TCA will work with stakeholder groups to narrow down the route alternatives.

2. ORANGE COUNTY SHERIFF'S DEPARTMENT: Administrative Sergeant - Rocky Castellano provided a report notice a decrease in property crime 20% January 2017 compared to January 2016. Additionally, Sergeant Castellano also provided an update

regarding a recent robbery at Wells Fargo and an update regarding complaints to the Sheriff's Department about the Crossing Guard Contract. Sergeant Castellano also indicated that he would provide a Part 1 Crime Update as part of the next public meeting.

3. CIVIC COUNCIL COMMITTEE UPDATES: This item was tabled for next public meeting due to council member absences.

**PUBLIC COMMENTS:**

Jeff Hamilton provided an update from LARMAC regarding park improvements.

4. **CONSENT CALENDAR:** Minutes from January will be re-agendized for approval as part of the March 20, 2017, public meeting.

**DICUSSION/ACTION ITEMS:**

5. 2017 CIVIC COUNCIL WORKPLAN: This item will be re-agendized for the March 20 2017, meeting

**CIVIC COUNCIL COMMENTS:**

No comments.

**ADJOURNMENT:**

Meeting adjourned at 8:09 p.m.

**SUBJECT:**

CIVIC COUNCIL ANNUAL BUDGET

**RECOMMENDED ACTION(S):**

Adopt the Draft 2017 Civic Council Budget.

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**EXECUTIVE SUMMARY:**

At its January 16, 2017, meeting, the Civic Council requested that staff place on its next public agenda, a discussion of its annual budget. The draft 2017 Annual Budget ("Budget") includes an estimate of revenues and expenditures for the calendar year. As noted on the following page, the draft Budget contains non-discretionary items consisting of expenditures required to sustain the operations of the organization such as insurance and rental fees associated with the public meeting room. The draft 2017 Budget also includes possible discretionary spending for items such as donations to other organizations and additional display materials and supplies.

The Civic Council is a volunteer organization and does not generate its own reoccurring revenues. For example, the Civic Council does not charge an annual fee for membership. Consequently, the Civic Council relies entirely on charitable donations, which is achieved by soliciting sponsorships throughout the year. This is an important aspect of the Civic Council's Budget to take into consideration. For this reason, the analysis below identifies the revenues and expenditures necessary only to ensure that the organization may continue to function at its current level.

Given the non-discretionary items listed below, the Civic Council requires approximately \$2,250 annually to sustain operations. This number is higher than the previous year primarily due to costs associated with renting the boardroom at the Rancho Santa Margarita Water District Building. This estimate is also further increased by approximately \$700 from the prior year depending upon whether the Civic Council desires to create and maintain a new website.

At this time, the baseline budget exceeds the available fund balance in the Civic Council's account, which is approximately \$200. To avoid creating an operating deficit, the Civic Council's initial priority should be to raise sufficient funds to cover the baseline operating budget. The 2017 Budget may subsequently be amended to include discretionary items should the Civic Council's fundraising efforts exceed operating costs.

Table 1 – Draft 2017 Civic Council Budget

Budget Line Items	Estimated Expenditures
Insurance	\$600
Meeting Room Rental	\$550
Post Office Box	\$200
Supplies	\$200
Website Hosting <sup>1</sup>	\$100
Website Management Software	\$600
<b>Subtotal - Non-Discretionary Line Items</b>	<b>\$2,250</b>
Memberships/Donations	\$250
Banners	\$350
Table/Pop up Tents	\$300
<b>Subtotal - Discretionary Line Items</b>	<b>\$900</b>
<b>Total Annual Budget</b>	<b>\$3,150</b>

Staff recommends the Civic Council adopt the proposed Annual Budget totaling \$2,250, which includes only the non-discretionary items listed above. Given this budget and the current fund balance, the Civic Council's fundraising efforts for 2017 total approximately \$2,000. The recommended action creates an allocation to enable the Civic Council Treasurer to fund expenditures commensurate with the Budget, including funding for a new website if so desired. The Civic Council may exercise discretion to adjust the budget based on discussion; therefore further amendments to the Budget may be proposed and adopted this evening.

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**FISCAL IMPACT:**

Staff anticipates that ongoing and future fundraising efforts should provide sufficient funding to cover the costs of baseline expenditures totaling \$2,250.

Submitted By: Carlo Tomaino, Civic Council Administrator

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<sup>1</sup> Website hosting and software are included in the budget as a potential expenditure category. A discussion item to potentially advance future efforts associated with the website, including associated expenditures, will be placed on the March 20, 2017, Civic Council agenda.

**SUBJECT:**

CIVIC COUNCIL WEBSITE

**RECOMMENDED ACTION(S):**

Exercise Civic Council discretion regarding updates to the Ladera Ranch Civic Council website.

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**EXECUTIVE SUMMARY:**

The Civic Council voted to continue this item from its regular meeting of January 16, 2017, to the meeting of February 20, 2017. On February 20, 2017, there was insufficient quorum to take action on this item; therefore staff re-agendized this discussion for this meeting. For the Civic Council's information, the prior agenda report on this issue is attached.

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**FISCAL IMPACT:**

The Technology Committee estimates that updates to the Civic Council website could potentially include recurring costs of up to \$700 annually. Staff recommends the Civic Council take into consideration current fund balance and future revenue opportunities to ensure that any action relative to this item can be financially supported by the current and future Civic Council.

**ATTACHMENTS:**

January 16, 2017 Agenda Report.

Submitted By: Carlo Tomaino, Civic Council Administrator

**SUBJECT:**

CIVIC COUNCIL WEBSITE

**RECOMMENDED ACTION(S):**

Exercise Civic Council discretion regarding updates to the Ladera Ranch Civic Council website.

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**EXECUTIVE SUMMARY:**

The Civic Council's current website was last received a full update approximately three years ago, with interim updates occurring to general content, member biographies, and other information. As part of its ongoing efforts, the Civic Council's ad-hoc Technology Committee proposes opportunities to enhance communication with residents, the County of Orange, local businesses partners, and other affiliates of the Civic Council through the use of technology. In association with these efforts, the Technology Committee identified updates to the Civic Council website as a priority for 2017.

The Technology Committee is working to advance updates to the Civic Council website. As part of these efforts, members of the Technology Committee met to discuss potential new hosting platforms for the website, software integration, updates to email accounts, content updates, and other relevant changes. The Technology Committee also researched pricing associated with these changes, which are estimated to be approximately \$700 annually. At this time, the members of the Technology Committee will provide a brief presentation to the Civic Council with their findings and recommendations.

The Civic Council may, at its discretion, provide direction to the Technology Committee regarding any elements required to advance the completion of the project. Additionally, staff recommends the Civic Council review the anticipated expenditures associated with the changes relative to the current fund balance in its banking account and future revenue opportunities to support this action.

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**FISCAL IMPACT:**

The Technology Committee estimates that updates to the Civic Council website could potentially include recurring costs of up to \$700 annually. Staff recommends the Civic Council take into consideration current fund balance and future revenue opportunities to ensure that any action relative to this item can be financially supported by the current and future Civic Council.

**ATTACHMENTS:**

None.

Submitted By: Carlo Tomaino, Civic Council Administrator