



27702 Crown Valley Parkway
 Suite D-4 #426
 Ladera Ranch, CA 92694
 www.LRCivicCouncil.org

Regular Meeting of the Civic Council November 19, 2018

NOTICE: Meetings of the Ladera Ranch Civic Council are held the Third Monday of every month at 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. 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. (called to order at 7:01pm by Stephanie Ramsey)

Heather Redd
 Nov 12, '18, 7:56 PM
 Added Text

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 Added: Paragraph Break

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<p><u>ROLL CALL: Council Members:</u></p>	<p>Chair: Stephanie Ramsey Vice-Chair: Joseph Brenneman Councilmember: Chenin Boutwell Councilmember: Gary Kephart Councilmember: Ed Gow Councilmember: Heather Redd Councilmember: Margaret Novak</p>
	<p>Civic Council Administrator: Carlo Tomaino</p>

Councilmembers Ramsey, Brenneman, Boutwell, Gow, Redd and Novak present.
 Councilmember Kephart and Administrator Tomaino absent.

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.

PUBLIC COMMENTS:

*Captain Jared Dahl introduced himself as the new Supervisor of the Southeast Division of the Orange County Sheriff's Department.

*No recording of any kind is permitted without the expressed written consent of the Ladera Ranch Civic Council.
 Still photographs are permitted.*

*Stephanie Ramsey announced that there will be no Civic Council meeting in December. Future meetings, beginning in January 2019, will be held at the Oak Knoll Clubhouse.

At this time, members of the public may address the Civic Council regarding any items within the subject matter 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. A Request to Speak Form may also be submitted for individual Presentation Items, Consent Calendar Items, and Discussion items.

PRESENTATION(S)

1. REPORT FROM THE ORANGE COUNTY SHERIFF'S DEPARTMENT

Lt. Gonzales gave the monthly crime report for October: 3 part 1 crimes (2 unlocked cars, 1 unlocked garage), 3 vandalisms (2 graffiti reports, 1 keyed car). Crime down significantly from October 2017 to October 2018. Local OSCD satellite office is now open for the Officers. A Business Neighborhood Watch Program is being discussed with the Ladera Rancho Chamber of Commerce.

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

CONSENT CALENDAR:

2. MINUTES OF THE SEPTEMBER 17, 2018, CIVIC COUNCIL MEETING

Approval of September 2018 minutes tabled until January 2019 meeting.

RECOMMENDED ACTION: Approve the Minutes of the September 17, 2018, Civic Council meeting substantially in the form attached.

3. 2019 CIVIC COUNCIL CALENDAR

General Meetings will be held the 3rd Monday at 7pm at Oak Knoll Clubhouse (with the exception of January and February due to Holidays—new date will be announced)

Council Working Meetings will be held the 1st Monday at 7pm at the U.S. Bank Meeting Room.

Motion to approve Calendar by Councilmember Gow, Second by Councilmember Novak, Motion approved 6-0-1

RECOMMENDED ACTION: Adopt the proposed 2019 Calendar.

DISCUSSION/ACTION ITEMS:

4. 2019 CIVIC COUNCIL BUDGET

Margaret Novak, Treasurer, presented the proposed 2019 budget (see addendum 1) Motion to approve Budget by Councilmember Brenneman, Second by Councilmember Novak, Motion approved 6-0-1.

Councilmembers Ramsey and Novak will be meeting November 26 with the Ladera Rancho Chamber to discuss final budgeting of the State of the Community Event.

RECOMMENDED ACTION: Adopt the 2018 Civic Council Budget.

Heather Redd
Nov 12, '18, 7:56 PM
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Nov 12, '18, 7:56 PM
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5. CIVIC COUNCIL WORKPLAN/GOALS

See attached addendum of 2019 goals/action items.

RECOMMENDED ACTION: Provide feedback regarding the Civic Council Workplan and Goals for 2019

6. CIVIC COUNCIL COMMITTEE UPDATES

RECOMMENDED ACTION: Provide, as desired, updates related to the activities of the Ladera Ranch Civic Council Subcommittees.

Heather Redd
Nov 12, '18, 7:57 PM
Added Text

Heather Redd
Nov 12, '18, 7:57 PM
Added Text

Heather Redd
Nov 12, '18, 7:58 PM
Added Text

7. CIVIC COUNCIL MEETING PRESENTERS

Tabled until January 2019.

RECOMMENDED ACTION: Discuss schedule of Presenters at 2019 Civic Council Meetings.

CIVIC COUNCIL COMMENTS:

Chair Stephanie Ramsey

Chair Ramsey has suggested the Civic Council draft a letter to Rancho Mission Viejo, on behalf of the residents of Ladera Ranch, to ask for more detail on the voting at the recent LARMAC election. Councilmembers have been receiving questions from the Residents and the Council would like direction on how to respond.

Vice-Chair Joseph Brenneman
Councilmember Chenin Boutwell
Councilmember Ed Gow
Councilmember Gary Kephart
Councilmember Heather Redd
Councilmember Margaret Novak

ADJOURNMENT: MEETING ADJOURNED TO JANUARY 21, 2019

Meeting adjourned at 9pm by Councilmember Ramsey.

Addendum 1:

Civic Council Agenda Report Meeting Date: November 19, 2018

SUBJECT:
CIVIC COUNCIL ANNUAL BUDGET

RECOMMENDED ACTION(S):
Adopt the 2019 Civic Council Budget.

EXECUTIVE SUMMARY:

The 2019 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, exhibiting, and communication tools. The Budget also includes possible discretionary spending for items such as donations to other organizations and additional display materials/supplies.

The Ladera Ranch Civic Council (LRCC) is a volunteer organization and does not generate its own reoccurring revenues. For example, LRCC does not charge an annual fee for membership. As a result, LRCC relies entirely on charitable donations obtained through sponsorships solicited throughout the year. This is an important aspect of LRCC’s Budget to consider. For this reason, the analysis below identifies expenditures necessary only to ensure the organization may continue to function at its current level with limited discretionary items. LRCC requires approximately \$2,680.00 annually to sustain its operational expenses (non-discretionary) and \$350.00 for non-operational expenses (discretionary). **This represents a total annual 2019 Budget of \$3,030.00.**

LRCC’s U.S. Bank Checking account currently has a balance of \$1,171.00.

Aside from reconciling the ~\$2,800.00 in “shared costs” between LRCC and the Ladera Rancho Chamber of Commerce to be reimbursed for our 2018 State of the Community and LRCC’s monthly Microsoft Office 365 fee of \$48.50, there are no additional expenses anticipated between now and the end of 2018.

TABLE 1 – 2019 Ladera Ranch Civic Council Budget

Budget Line Items	Est. Expenditures
Directors & Officers (\$1,048.00) & Professional Liability (\$500.00) Insurance	\$1548.00
IRS Tax Filing (Consultant Services to File, If Needed)	\$250.00
Meeting Room Rental (Avalon Clubhouse) ¹	\$0.00
Post Office Box (AIM Mail Center)	\$262.00

Website Hosting (Go Daddy)	\$20.00
Website/Email Management (Microsoft Office 365)	\$600.00
Subtotal – Operational Expenses, Non-Discretionary	\$2680.00
Signage (i.e. Banners, Name Tags, Business Cards, etc.)	\$150.00
Miscellaneous Supplies (i.e. Exhibiting Materials/SWAG, Raffle Tickets, etc.)	\$200.00
Subtotal – Non-Operational Expenses, Discretionary	\$350.00
Total Annual Budget	\$3030.00

NOTES:

1. LARMAC requires a \$500 deposit every six months to reserve the Avendale Clubhouse.

Given available fund balance at this time, staff recommends the Civic Council adopt the proposed Annual Budget totaling \$3,030.00.

Adoption of the proposed 2019 Budget creates an allocation that enables the LRCC Chair and Treasurer to expend funds commensurate with the approved amounts. Approval by the full Council must be sought for any expenses that may arise during the year that are not already included within the adopted Budget. Furthermore, the 2018 Budget may be subsequently amended to include discretionary items should LRCC's fundraising efforts exceed operating costs.

FISCAL IMPACT:

Staff anticipates that ongoing and future fundraising efforts should provide sufficient funding to cover the minimum costs of operational expenditures totaling \$2,680.00.

Submitted By: Margaret Novak, LRCC Treasurer

Addendum 2:

**Ladera Ranch Civic Council
2019 Goals**

	Goal	Action
Budget	Raise \$4,000 through sponsorships Evaluate Potential Scholarship	Revisit Sponsor List Send First Round of Letters in January 2019 Develop Application by Q4 for 2020
Education	Maintain presence with CUSD Create application for LRCC Student Member	Attend Board Meetings, Board Workshops, Mayor's Roundtables, Trustee Meetings, Bond Workshops

Land Use/Economic Development	Further develop and enhance the LRCC working relationship with Westar and RMV	Follow up to Westar Survey regarding retail vacancies Partnering on proactive measures to land new tenants and businesses
	Explore “Shop Local” Messaging with Chamber	Focus on Educational Campaign Community-Wide Spotlight Local Business Owners
Traffic/Public Safety	Finalize All Outstanding Projects	Pavement Rehab Manhole Covers Roanoke/O’Neill Intersection Bryant Pavement
	Benjamin/Antonio Cut-Thru	Ask CHP to Monitor/Ticket Explore Online Education of Speeds
	Gain Understanding of 7-Year CIP Projects Engage/Build Relationships	Schedule Standing Call with OC Traffic Staff Get List of Projects OC Traffic Commission CHP/OCSD County Public Works Staff LARMAC G4S Patrol
	OCTA LRTP Extension of Crown Valley Remain Engaged in Toll Road Extension	Ongoing Ongoing
Communications	<p><i>Prioritize growing our social media following through active participation on Facebook, Instagram and Twitter, as well as driving traffic to our profiles via public events and giveaways.</i></p> <p><i>Maintain our website and keep it current with future agendas and past minutes.</i></p> <p><i>Continue to foster relationships with local and County media to keep residents informed, as well as grow awareness for the Council and its actions</i></p>	
Governance	Quarterly Meetings with Supervisor Bartlett Multi-Area Ad Hoc Committee (unincorporated areas) Encourage voting in All Elections: National, State, Local, LRCC, LARMAC	Begin Quarter 1 2019 Ongoing

