

# CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting  
Wednesday, June 19, 2019  
2:00 p.m.

Laguna Woods City Hall  
24264 El Toro Road  
Laguna Woods, California 92637

Cynthia Connors  
Mayor

Noel Hatch  
Mayor Pro Tem

Shari L. Horne  
Councilmember



Carol Moore  
Councilmember

Joe Rainey  
Councilmember

*Welcome to a meeting of the Laguna Woods City Council!*

*This meeting may be recorded, televised, and made publicly available.*

Public Comments: Persons wishing to address the City Council are requested to complete and submit a speaker card to City staff. Speaker cards are available near the entrance to the meeting location. Persons wishing to address the City Council on an item appearing on this agenda will be called upon at the appropriate time during the item's consideration. Persons wishing to address the City Council on an item *not* appearing on the agenda will be called upon during the "Public Comments" item. Persons who do not wish to submit a Speaker Card, or who wish to remain anonymous, may indicate their desire to speak from the floor. Speakers are requested, but not required, to identify themselves.

Americans with Disabilities Act (ADA): It is the intention of the City to comply with the ADA. If you need assistance to participate in this meeting, please contact either the City Clerk's Office at (949) 639-0500/TTY (949) 639-0535 or the California Relay Service at (800) 735-2929/TTY (800) 735-2922. The City requests at least two business days' notice in order to effectively facilitate the provision of reasonable accommodations.



**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. PRESENTATIONS AND CEREMONIAL MATTERS**

4.1 Elder Abuse Awareness Month – June 2019

*Recommendation:* Approve and present the proclamation.

4.2 Gun Violence Awareness Month – June 2019

*Recommendation:* Approve and present the proclamation.

4.3 Immigrant Heritage Month – June 2019

*Recommendation:* Approve and present the proclamation.

4.4 Pride Month – June 2019

*Recommendation:* Approve and present the proclamation.

**V. PUBLIC COMMENTS**

About Public Comments: This is the time and place for members of the public to address the City Council on items *not* appearing on this agenda. Pursuant to State law, the City Council is unable to take action on such items, but may engage in brief discussion, provide direction to City staff, or schedule items for consideration at future meetings.

**VI. CONSENT CALENDAR**

About the Consent Calendar: All items listed on the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the City Council, City staff, or the public requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

6.1 City Council Minutes

*Recommendation:* Approve the City Council meeting minutes for the regular meeting on May 15, 2019.

6.2 City Treasurer's Report

*Recommendation:* Receive and file the City Treasurer's Report for the month of May 2019.

6.3 Warrant Register

*Recommendation:* Approve the warrant register dated June 19, 2019 in the amount of \$779,025.34.

6.4 Budgeting, Reserves, and Reporting Policy

*Recommendation:* Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AMENDMENTS TO ADMINISTRATIVE POLICY 2.9 PERTAINING TO BUDGETING, RESERVES, AND REPORTING

6.5 Employee Positions, Compensation, and Benefits

*Recommendation:*

1. Approve an amended job classification for the following City employee position: Accounting Clerk.

AND

2. Repeal the job classification for the following City employee position: Deputy City Clerk.

AND

3. Approve a job classification for the following City employee positions: City Clerk Series (Deputy City Clerk and City Clerk).

AND

4. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 19-06 AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

6.6 Household Hazardous, Sharps, and Medicine Waste Handling Services

*Recommendation:* Approve an extension of the agreement with WM Curbside, LLC for household hazardous, sharps, and medicine waste handling services and authorize the Mayor to execute the extension, subject to approval as to form by the City Attorney.

6.7 Street, Right-of-Way, and Infrastructure Maintenance Services

*Recommendation:*

1. Waive the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding.

AND

2. Approve an extension of the agreement with PV Maintenance, Inc. for street, right-of-way, and infrastructure maintenance services and authorize the Mayor to execute the extension, subject to approval as to form by the City Attorney.

6.8 Water Quality Services

*Recommendation:*

1. Waive the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding.

AND

2. Approve an amendment and extension of the agreement with Charles Abbott Associates, Inc. for water quality services and authorize the Mayor to execute the amendment and extension, subject to approval as to form by the City Attorney.

6.9 Traffic Signal, Street Light, and City Hall Lighting Maintenance Services

*Recommendation:* Approve an agreement with Siemens Mobility, Inc. for traffic signal, street light, and City Hall lighting maintenance services and authorize the Mayor to execute the agreement, subject to approval as to form by the City Attorney.

6.10 Assembly Bill 2766/Mobile Source Air Pollution Reduction Review Committee Local Government Partnership Program

*Recommendation:* Approve a contract with the South Coast Air Quality Management District for the Assembly Bill 2766/Mobile Source Air Pollution Reduction Review Committee Local Government Partnership Program related to the installation of electric vehicle charging infrastructure at or in the vicinity of City Hall and authorize the Mayor to execute the contract, subject to approval as to form by the City Attorney.

6.11 Dog Park Relocation Project: Phase 1

*Recommendation:* Increase the City Manager's authorization to approve change orders for the construction of the "Dog Park Relocation Project: Phase 1" from an amount not to exceed \$22,422.31 to an amount not to exceed \$50,000.

6.12 Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 2 (El Toro Road and Moulton Parkway)

*Recommendation:*

1. Approve final plans and specifications reflecting completion of the "Americans with Disabilities Act (ADA) Pedestrian

Accessibility Improvement Project: Phase 2 (El Toro Road and Moulton Parkway)”, as-built.

AND

2. Accept project completion of the contract agreement with Hardy & Harper, Inc. for the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 2 (El Toro Road and Moulton Parkway)”.

AND

3. Release contract retention in the amount of \$4,081 withheld per California Government Code 35 days following recordation of the Notice of Completion with the County of Orange, provided no Stop Notices are on file with the City preventing the release of the contract retention.

AND

4. Exonerate project posted bonds 35 days following recordation of the Notice of Completion with the County of Orange.

#### 6.13 Woods End Wilderness Preserve

*Recommendation:* Approve the first amendment to the lease with the County of Orange related to the City’s lease of Woods End Wilderness Preserve (real property) to the County of Orange and authorize the Mayor to execute the first amendment, subject to approval as to form by the City Attorney.

## **VII. PUBLIC HEARINGS**

## **VIII. CITY COUNCIL BUSINESS**

- 8.1 Fiscal Years 2019-21 Budget and Work Plan & Fiscal Years 2019-30 Capital Improvement Program Development

*Recommendation:* Discuss and provide direction to staff.

## **IX. CITY COUNCIL REPORTS AND COMMENTS**

About City Council Comments and Reports: This is the time and place for members of the City Council to provide reports on meetings attended including, but not limited to, meetings of regional boards and entities to which they have been appointed to represent the City and meetings attended at the expense of the City pursuant to California Government Code Section 53232.3. Members of the City Council may also make other comments and announcements.

- 9.1 Coastal Greenbelt Authority  
Mayor Connors; Alternate: Councilmember Horne
- 9.2 Orange County Fire Authority  
Mayor Pro Tem Hatch
- 9.3 Orange County Library Advisory Board  
Councilmember Rainey; Alternate: Councilmember Moore
- 9.4 Orange County Mosquito and Vector Control District  
Councilmember Horne
- 9.5 San Joaquin Hills Transportation Corridor Agency  
Mayor Connors; Alternate: Councilmember Moore
- 9.6 South Orange County Watershed Management Area  
Councilmember Moore; Alternate: Mayor Pro Tem Hatch
- 9.7 Other Comments and Reports

## **X. CLOSED SESSION**

## **XI. CLOSED SESSION REPORT**

## **XII. ADJOURNMENT**

Next Adjourned Regular Meeting: Wednesday, June 26, 2019 at 2 p.m.  
Laguna Woods City Hall  
24264 El Toro Road, Laguna Woods, California 92637

Next Regular Meeting: Wednesday, July 17, 2019 at 2 p.m.  
Laguna Woods City Hall  
24264 El Toro Road, Laguna Woods, California 92637

**4.1  
PROCLAMATION –  
ELDER ABUSE AWARENESS MONTH –  
JUNE 2019**

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**Proclamation**  
**City of Laguna Woods**  
**Elder Abuse Awareness Month**  
**June 2019**

WHEREAS, Laguna Woods is a community comprised mainly of older adults; and

WHEREAS, Elder Abuse Awareness Month is an international opportunity to bring attention to the all too prevalent maltreatment of older adults at home; and

WHEREAS, elder abuse is a problem that crosses all socio-economic boundaries and affects older adults regardless of gender, race, ethnicity, education, or location; and

WHEREAS, elder abuse manifests itself in a variety of forms, including physical, emotional, and financial abuse in homes and long-term care facilities; and

WHEREAS, elder abuse can cause lasting harm, financial ruin, and death; and

WHEREAS, there are physical, behavioral, and isolation warning signs that can be identified and acted upon to prevent or end instances of elder abuse; and

WHEREAS, ending instances of elder abuse often requires reporting by loved ones or other concerned parties, as well as professional intervention.

**NOW, THEREFORE, BE IT RESOLVED** that the Laguna Woods City Council does hereby proclaim June 2019 as “Elder Abuse Awareness Month” in the City of Laguna Woods and encourages residents and businesses to learn the warning signs of elder abuse and report all instances of known or suspected elder abuse.

Dated this 19<sup>th</sup> day of June, 2019

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Cynthia Conners  
Mayor

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Attest: Yolie Trippy  
Deputy City Clerk

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4.2  
PROCLAMATION –  
GUN VIOLENCE AWARENESS MONTH –  
JUNE 2019

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**Proclamation**  
**City of Laguna Woods**  
**Gun Violence Awareness Month**  
**June 2019**

**WHEREAS**, every year, an average of approximately 36,383 people from across the country – or approximately 100 people per day – succumb to fatal injuries caused either intentionally or unintentionally by guns; and

**WHEREAS**, approximately two-thirds of all gun deaths are suicides, one-third of all gun deaths are homicides, and less than 2% of all gun deaths are unintentional; and

**WHEREAS**, guns are the second leading cause of death among children and teens, with approximately 1.7 million living in homes with an unlocked and loaded gun; and

**WHEREAS**, approximately 1,700 children and teens die by gun homicide each year, with children most frequently killed in relation to domestic or family violence; and

**WHEREAS**, every year, approximately half of all women who are killed by spouses or other intimate partners are killed using guns.

**NOW, THEREFORE, BE IT RESOLVED** that the Laguna Woods City Council does hereby proclaim June 2019 as “Gun Violence Awareness Month” in the City of Laguna Woods and encourages safe and responsible gun ownership.

Dated this 19<sup>th</sup> day of June, 2019

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Cynthia Conners  
Mayor

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Attest: Yolie Trippy  
Deputy City Clerk

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**4.3  
PROCLAMATION –  
IMMIGRANT HERITAGE MONTH –  
JUNE 2019**

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**Proclamation  
City of Laguna Woods  
Immigrant Heritage Month  
June 2019**

**WHEREAS**, generations of immigrants from every corner of the globe have built our country's economy and created the unique character of our nation; and

**WHEREAS**, immigrants provide our nation with a diversity of social and cultural influence, fundamentally enhancing its extraordinary character; and

**WHEREAS**, immigrants continue to grow businesses, innovate, strengthen the economy, and otherwise serve communities throughout this nation; and

**WHEREAS**, throughout history, immigrants have sought not only to secure their own rights and access to equal opportunity, but have also campaigned and advocated for a fairer and more just society for all Americans; and

**WHEREAS**, hosts of Laguna Woods residents have rich immigrant heritages, which though often unnoticed, benefit the fabric and vitality of our community.

**NOW, THEREFORE, BE IT RESOLVED** that the Laguna Woods City Council does hereby proclaim June 2019 as "Immigrant Heritage Month" in the City of Laguna Woods and encourages reflection on the contributions that immigrants have made and continue to make, both locally and throughout our nation.

Dated this 19<sup>th</sup> day of June, 2019

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Cynthia Conners  
Mayor

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Attest: Yolie Trippy  
Deputy City Clerk

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4.4  
PROCLAMATION –  
PRIDE MONTH –  
JUNE 2019

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**Proclamation  
City of Laguna Woods  
Pride Month  
June 2019**

**WHEREAS**, Laguna Woods draws strength and vitality from the diversity of those who live, work, visit, and otherwise contribute to our community; and

**WHEREAS**, diversity, reason, and respect are hallmarks of a civilized society and vital to maintaining the extraordinary character of our community; and

**WHEREAS**, there are residents, members of the business community, and others who are a part of the lesbian, gay, bisexual, and transgender community; and

**WHEREAS**, Pride Month is an opportunity to reflect on the ways that we can all come together with a commitment to mutual respect and consideration; and

**WHEREAS**, the City of Laguna Woods opposes discrimination in all its forms and supports the fair and equitable treatment of all people.

**NOW, THEREFORE, BE IT RESOLVED** that the Laguna Woods City Council does hereby proclaim June 2019 as “Pride Month” in the City of Laguna Woods and encourages individuals to support understanding, to fight prejudice and discrimination in their own lives, and to treat others with dignity and respect.

Dated this 19<sup>th</sup> day of June, 2019

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Cynthia Conners  
Mayor

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Attest: Yolie Trippy  
Deputy City Clerk

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**6.0**  
**CONSENT CALENDAR SUMMARY**

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# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** June 19, 2019 Regular Meeting

**SUBJECT:** Consent Calendar Summary

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### **Recommendation**

Approve all proposed actions on the June 19, 2019 Consent Calendar by single motion and City Council action.

### **Background**

All items listed on the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the City Council, staff, or the public requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

### **Summary**

The June 19, 2019 Consent Calendar contains the following items:

- 6.1 Approval of the City Council meeting minutes for the regular meeting on May 15, 2019.
- 6.2 Approval of a motion to receive and file the City Treasurer's Report for the month of May 2019.
- 6.3 Approval of the warrant register dated June 19, 2019 in the amount of \$779,025.34. A list of warrants is included in the agenda packet; detailed information about individual warrants is available at or from City Hall.

- 6.4 Adoption of a resolution adopting amendments to Administrative Policy 2.9 pertaining to budgeting, reserves, and reporting. The proposed resolution (Attachment A) would amend Administrative Policy 2.9, including by modifying the “major capital improvement project” definition, as well as the titles of committed and assigned reserves. A redline version of the proposed amendments (Attachment B) is included for ease of reference.
- 6.5 [1] Approval of an amended job classification for the following City employee position: Accounting Clerk. The proposed amendments to the existing Accounting Clerk job classification are intended to clarify essential duties and related matters, including the Accounting Clerk’s provision of support and relief coverage at City Hall’s front counter.

AND

[2] Repeal of the job classification for the following City employee position: Deputy City Clerk. Repeal of the Deputy City Clerk job classification is necessary in order to approve the City Clerk Series (Deputy City Clerk and City Clerk) job classification included in the recommendation below.

AND

[3] Approval of a job classification for the following City employee positions: City Clerk Series (Deputy City Clerk and City Clerk). The proposed job classification (Attachment B) would establish the dual-class positions of Deputy City Clerk and City Clerk in order to provide for hiring flexibility, as well as employee development and retention. Approval of the proposed job classification would not increase the number of authorized employee positions.

AND

[4] Adoption of a resolution repealing Resolution No. 19-06 and establishing a compensation schedule and benefits for City employees. The proposed resolution (Attachment C) would add a salary range for the City Clerk position and note an increase in the City Manager’s salary from \$183,770 to \$187,445.40 per year based on the change in the Consumer Price Index provided for in his employment agreement (approved by the City Council and executed on October 17, 2018), effective July 1, 2019.

- 6.6 Approval of an extension of the agreement with WM Curbside, LLC for household hazardous, sharps, and medicine waste handling services and authorization for the Mayor to execute the extension, subject to approval as to form by the City Attorney. The proposed extension is for a two-year term through June 30, 2021, as allowed by the existing agreement.
- 6.7 [1] Waiver of the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding. The City's procurement regulations generally require competitive bidding when the estimated cost of services is \$25,000 or more over the term of the agreement, but allow for the waiver of those provisions at the discretion of the City Council. PV Maintenance has provided street, right-of-way, and infrastructure maintenance services to the City since January 2013 and is currently providing those services under an agreement that ends on June 30, 2019. PV Maintenance has offered to continue existing pricing with no rate increase through June 30, 2021, subject to the City's agreement. The agreement for street, right-of-way, and infrastructure maintenance services was most recently subject to a competitive procurement process in 2017, during which the City was unable to reach mutually agreeable terms with the lone agency that submitted a proposal (County of Orange). The City subsequently entered into an agreement with PV Maintenance. Staff recommends approving an extension beyond the term included in the existing agreement due to PV Maintenance's performance to-date and the proposed stability in pricing.

AND

- [2] Approval of an extension of the agreement with PV Maintenance, Inc. for street, right-of-way, and infrastructure maintenance services and authorization for the Mayor to execute the extension, subject to approval as to form by the City Attorney. The proposed extension is for a two-year term through June 30, 2021, as allowed by the existing agreement.
- 6.8 [1] Waiver of the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding. The City's procurement regulations generally require competitive bidding when the estimated cost of services is \$25,000 or more over the term of the agreement, but allow for the waiver of those provisions at the discretion of the City Council. Charles Abbott Associates ("CAA") has provided water quality services to the City since September 2010 and is currently providing those services under an

agreement that ends on June 30, 2019. During Fiscal Year 2019-20, staff plans to transition the water quality services currently provided by CAA to in-house staff and other existing contract service providers. CAA has offered to continue existing pricing with no rate increase through November 30, 2019, subject to the City's agreement. Doing so would allow CAA to provide transition assistance and fiscal-year-end regulatory reporting services. Staff recommends approving an amendment and extension beyond the term included in the existing agreement due to CAA's performance to-date, the benefit of transition assistance, and the proposed stability in pricing.

AND

[2] Approval of an amendment and extension of the agreement with Charles Abbott Associates, Inc. for water quality consulting services and authorization for the Mayor to execute the amendment and extension, subject to approval as to form by the City Attorney. The proposed amendment and extension is for a five-month term through November 30, 2019.

- 6.9 Approval of an agreement with Siemens Mobility, Inc. for traffic signal, street light, and City Hall lighting maintenance services and authorization for the Mayor to execute the agreement, subject to approval as to form by the City Attorney. The Request for Proposals ("RFP") for traffic signal, street light, and City Hall lighting maintenance services was released on March 28, 2019 with proposals due by April 19, 2019. A total of three proposals were received (Bear Electrical Solutions, Computer Service Company, and Siemens Mobility). After reviewing all proposals, staff recommends that the City Council award the agreement to Siemens Mobility due to factors including, but not limited to, experience, qualifications, and cost. Siemens Mobility (formerly Siemens Industry) provided similar services to the City from January 2013 to June 2016, and also provides or has provided similar services for the cities of Dana Point, Irvine, Laguna Beach, Laguna Niguel, and Rancho Santa Margarita, and others. Siemens Mobility also provides similar services for the Golden Rain Foundation of Laguna Woods.
- 6.10 Approval of a contract with the South Coast Air Quality Management District for the Assembly Bill 2766/Mobile Source Air Pollution Reduction Review Committee Local Government Partnership Program related to the installation of electric vehicle charging infrastructure at or in the vicinity of City Hall and authorization for the Mayor to execute the contract, subject to

approval as to form by the City Attorney. The proposed contract would accept the award of \$50,000 in external funding for up to 75% of purchase and/or installation costs of Electric Vehicle Charging Infrastructure (EVSE) at a publicly accessible location at or in the vicinity of City Hall, generally consisting of two charging stations. The application for this award was authorized by the City Council on February 21, 2018.

- 6.11 Increase the City Manager’s authorization to approve change orders for the construction of the “Dog Park Relocation Project: Phase 1” from an amount not to exceed \$22,422.31 to an amount not to exceed \$50,000. The proposed action is necessary to complete the “Dog Park Relocation Project: Phase 1,” including the installation of the increased tree buffer between the future site of “A Place for Paws” Dog Park and the Laguna Woods Village 27-Hole Golf Course, as approved by the City Council on April 24, 2019. A \$50,000 change order budget would be approximately 16% of the contract balance for the work outstanding as of the date the takeover agreement was executed with United States Fire Insurance Company. Sufficient funds are available in the “Dog Park Relocation Project” budget.
- 6.12 [1] Approval of final plans and specifications reflecting completion of the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 2 (El Toro Road and Moulton Parkway)” (“Project”), as-built (available for review at City Hall); [2] acceptance of project completion of the contract agreement with Hardy & Harper, Inc. for the Project; [3] release of contract retention in the amount of \$4,081 withheld per California Government Code 35 days following recordation of the Notice of Completion with the County of Orange, provided no Stop Notices are on file with the City preventing the release of the contract retention; and, [4] exoneration of project posted bonds 35 days following recordation of the Notice of Completion with the County of Orange. The Project is included in the City’s Capital Improvement Program.
- 6.13 Approval of the first amendment to the lease with the County of Orange related to the City’s lease of Woods End Wilderness Preserve (real property) to the County of Orange and authorization for the Mayor to execute the first amendment, subject to approval as to form by the City Attorney. The proposed first amendment would remove from the lease the area subject to the pending Oso Lift Station-related lot line adjustment between the City and the El Toro Water District. The proposed first amendment would also modify

terms and conditions related to fuel modification, construction, alteration, and maintenance with the goal of revising and better delineating the City and County's responsibilities and capabilities under the lease.

**6.1**  
**CITY COUNCIL MINUTES**

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**CITY OF LAGUNA WOODS CALIFORNIA  
CITY COUNCIL MINUTES  
REGULAR MEETING  
May 15, 2019  
2:00 P.M.  
Laguna Woods City Hall  
24264 El Toro Road  
Laguna Woods, California 92637**

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**I. CALL TO ORDER**

Mayor Connors called the Regular Meeting of the City Council of the City of Laguna Woods to order at 2:00 p.m.

**II. ROLL CALL**

COUNCILMEMBER:           PRESENT:   Horne, Moore, Rainey, Hatch, Connors  
                                  ABSENT:   -

STAFF PRESENT:           City Manager Macon, City Attorney Cosgrove, Deputy City Clerk  
                                  Trippy

**III. PLEDGE OF ALLEGIANCE**

Councilmember Rainey noted that May is National Military Appreciation Month.

Councilmember Rainey led the pledge of allegiance.

**IV. PRESENTATIONS AND CEREMONIAL MATTERS**

4.1 Drowning Prevention Awareness Period – May-October 2019

Division Chief Contreras, Orange County Fire Authority, made comments.

Councilmembers made comments.

Moved by Councilmember Rainey, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to approve and present the proclamation for Drowning Prevention Awareness Period.

4.2 Asian American and Pacific Islander Heritage Month – May 2019

Councilmembers made comments.

Moved by Councilmember Moore, seconded by Mayor Pro Tem Hatch, and carried

unanimously on a 5-0 vote, to approve and present the proclamation for Asian American and Pacific Islander Heritage Month.

4.3 Stroke Awareness Month – May 2019

Councilmembers made comments.

Moved by Mayor Pro Tem Hatch, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to approve and present the proclamation for Stroke Awareness Month.

4.4 Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the City’s Fiscal Year 2017-18 Comprehensive Annual Financial Report

Councilmembers and City Attorney Cosgrove made comments.

City Manager Macon made comments.

**V. PUBLIC COMMENT**

Bill Walsh, resident, commented on National Military Appreciation Month and encouraged the City Council to stay involved in the environmental process for the Laguna Hills Mall project.

Jim Thorpe, resident, expressed concerns regarding the I-5/El Toro Road Interchange Project.

Councilmembers briefly responded to on Mr. Thorpe’s comments.

Kathryn Freshley, resident, congratulated the City for receiving the Certificate of Achievement for Excellence in Financial Reporting and expressed her hope for continued success.

Chief of Police Services Inouye, Orange County Sheriff’s Department, thanked the City Council for recognizing Peace Officers Memorial Day.

Mayor Connors noted that City Hall’s flag is at half-staff for Peace Officers Memorial Day.

**VI. CONSENT CALENDAR**

Moved by Councilmember Moore, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 6.1 – 6.7.

6.1 City Council Minutes

Approved the City Council meeting minutes for the regular meeting on April 17, 2019 and the adjourned regular meeting on April 24, 2019.

6.2 City Treasurer's Report

Received and filed the City Treasurer's Report for the month of April 2019.

6.3 Warrant Register

Approved the warrant register dated May 15, 2019 in the amount of \$525,823.55.

6.4 Building Inspection, Permit Counter, and Building Official Services

Approved an extension and amendment of the agreement with CivilSource, Inc. for building inspection, permit counter, and building official services and authorized the Mayor to execute the extension and amendment, subject to approval as to form by the City Attorney.

6.5 As Needed Financial Consulting Services

1. Waived the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding.

AND

2. Approved an extension of the agreement with Irwin B. Bornstein for as needed financial consulting services and authorized the Mayor to execute the extension, subject to approval as to form by the City Attorney.

6.6 Law Enforcement Services

Approved an agreement with the County of Orange for law enforcement services and authorized the Mayor to execute the agreement, subject to approval as to form by the City Attorney.

6.7 City Hall Refurbishment and Safety Project: Phase 1

1. Approved the "City Hall Refurbishment and Safety Project: Phase 1" design plans and specifications as prepared by the project architect.

AND

2. Awarded a contract agreement to New Millennium Construction Services, Inc. for the construction of the "City Hall Refurbishment and Safety Project: Phase 1", in the amount of \$54,512, plus authorized change orders not to exceed 15% of the base amount; and authorized the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

**VI. PUBLIC HEARINGS – None**

Councilmembers Moore and Horne briefly responded to earlier public comments regarding the I-5/El Toro Road Interchange Project.

**VIII. CITY COUNCIL BUSINESS**

8.1 Fiscal Years 2019-21 Budget and Work Plan & Fiscal years 2019-30

Mayor Connors introduced the item.

City Manager Macon made a presentation.

Councilmembers discussed the item and staff answered related questions.

The City Council reached consensus for staff to move forward with preparing the budget as presented by the City Manager.

**IX. CITY COUNCIL REPORTS AND COMMENTS**

9.1 Coastal Greenbelt Authority

Mayor Connors provided a report.

9.2 Orange County Fire Authority

Mayor Pro Tem Hatch provided a report.

9.3 Orange County Library Advisory Board

Councilmember Rainey stated that there had been no meeting since the last meeting.

Mayor Connors thanked Councilmember Moore for her work organizing a fundraiser to benefit the Laguna Woods Civic Support Fund.

Councilmembers briefly responded to Mayor Connors' comments.

9.4 Orange County Mosquito and Vector Control District

Councilmember Horne provided a report.

9.5 San Joaquin Hills Transportation Corridor Agency

Mayor Connors provided a report.

9.6 South Orange County Watershed Management Area

Councilmember Moore provided a report.

9.7 Other Comments and Reports

Councilmember Rainey provided a report on the Senior Citizen Advisory Council's Housing and Transportation Committee.

Councilmembers briefly responded to Councilmember Rainey's report.

Councilmember Horne commented on Congressman Levin's San Onofre Task Force and shared a video of Retired Admiral Hering's recent Congressional testimony regarding nuclear waste and the San Onofre Nuclear Generating Station.

**X. CLOSED SESSION** – None

**XI. CLOSED SESSION REPORT** – None

**XII. ADJOURNMENT**

The meeting was adjourned at 4:30 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, June 19, 2019, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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YOLIE TRIPPY, Deputy City Clerk

Approved: June 19, 2019

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CYNTHIA CONNERS, Mayor

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**6.2**  
**CITY TREASURER'S REPORT**

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**City of Laguna Woods**  
**City Treasurer's Report**  
 For the Month Ended May 31, 2019

ITEM 6.2

**CASH AND INVESTMENTS**

	Beginning Balances As of 4/30/19	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 5/31/19	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
<b>Cash and Cash Equivalents</b>							
Analyzed Checking Account (Note 1)	\$ 1,225,826	\$ 1,716,055	\$ (1,792,361)	\$ -	\$ 1,149,521	9.61%	
Cash Balances, Multi-Bank Securities (MBS) Account (Note 4)	\$ 1,904	\$ 10,410	\$ (1,904)	\$ -	\$ 10,410	0.09%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	\$ 15,437	\$ (14,616)	\$ 10,410	\$ -	\$ 11,232	0.09%	
Petty Cash	\$ 1,740	\$ 260	\$ (70)	\$ -	\$ 1,930	0.02%	
Total Cash and Cash Equivalents	\$ 1,244,908	\$ 1,712,109	\$ (1,783,925)	\$ -	\$ 1,173,092	9.80%	100.00%
<b>Pooled Money Investment Accounts</b>							
Local Agency Investment Fund (LAIF) (Notes 2 and 3)	\$ 4,901,365	\$ -	\$ -	\$ 1,300,000	\$ 6,201,365	51.83%	
Orange County Investment Pool (OCIP) (Notes 2 and 3)	\$ 2,085,970	\$ 7,382	\$ (207)	\$ -	\$ 2,093,145	17.49%	
Total Pooled Money Investment Accounts	\$ 6,987,335	\$ 7,382	\$ (207)	\$ 1,300,000	\$ 8,294,510	69.33%	90.00%
<b>Investments - Interest and Income Bearing</b>							
Certificates of Deposit (book value) (Note 2 and 4)	\$ 2,497,003	\$ -	\$ -	\$ -	\$ 2,497,003	20.87%	
Total Investments - Interest and Income Bearing	\$ 2,497,003	\$ -	\$ -	\$ -	\$ 2,497,003	20.87%	30.00%
<b>TOTAL</b>	<b>\$ 10,729,246</b>	<b>\$ 1,719,491</b>	<b>\$ (1,784,131)</b>	<b>\$ 1,300,000</b>	<b>\$ 11,964,606</b>	<b>100.00%</b>	

**Summary of Total Cash, Cash Equivalents, and Investments:**

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	\$ (458,115)	\$ 1,607,636	\$ 1,149,521
Cash Balances, MBS Account	\$ 10,410	\$ -	\$ 10,410
Earned Interest in Transit and Accrued Interest, MBS Account	\$ 11,232	\$ -	\$ 11,232
Petty Cash	\$ 1,930	\$ -	\$ 1,930
LAIF	\$ 6,201,365	\$ -	\$ 6,201,365
OCIP	\$ 2,093,145	\$ -	\$ 2,093,145
Certificates of Deposit	\$ 2,497,003	\$ -	\$ 2,497,003
<b>Totals</b>	<b>\$ 10,356,970</b>	<b>\$ 1,607,636</b>	<b>\$ 11,964,606</b>

(See NOTES on Page 3 of 3)



**City of Laguna Woods**  
**City Treasurer's Report**  
**For the Month Ended May 31, 2019**

ITEM 6.2

**CASH AND INVESTMENTS**

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate (Note 4)	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
<b>Money Funds and Certificate of Deposits (CDs, Federal Deposit Insurance Corporation [FDIC] Insured)</b>														
38148PTD9	2017-6	GOLDMAN SACHS BANK USA	36 months	11/16/17	11/22/17	245,000	243,486	245,000	2.050	Semi-Annual	05/22/18	Green*	2.050	11/23/20
61747ML58	2018-1	MORGAN STANLEY BK N A SALT LAKE	36 months	02/14/18	02/22/18	100,000	100,188	100,000	2.600	Semi-Annual	08/22/18	Green***	2.600	02/22/21
101120DW0	2018-2	BOSTON PRIVATE BANK & TR	21 months	03/09/18	03/23/18	245,000	244,838	245,000	2.300	Monthly	04/23/18	Green***	2.300	12/23/19
649447RJO	2018-3	NEW YORK COMMUNITY BANK	24 months	03/23/18	03/28/18	100,000	100,008	100,000	2.450	Semi-Annual	09/28/18	Green***	2.450	03/27/20
05580AMD3	2018-4	BMW BANK NORTH AMERICA	36 months	03/23/18	03/29/18	245,000	245,907	245,000	2.700	Semi-Annual	09/29/18	Green***	2.700	03/29/21
254673RS7	2018-5	DISCOVER BANK (#5649)	36 months	07/11/18	07/18/18	245,000	247,499	245,000	3.000	Semi-Annual	01/18/19	Green***	3.000	07/19/21
90348JEA4	2018-6	UBS BANK USA	48 months	10/01/18	10/05/18	245,000	250,196	245,000	3.250	Monthly	11/05/18	Green***	3.250	10/05/22
61760ARV3	2018-7	MORGAN STANLEY PRIVATE BK NATL	60 months	11/06/18	11/15/18	245,000	253,394	245,000	3.550	Semi-Annual	05/15/19	Green***	3.550	11/15/23
87164YQG2	2018-8	SYNCHRONY BANK RETAIL/MORGAN	60 months	05/19/17	05/19/17	100,000	99,593	97,003	2.470	Semi-Annual	11/19/17	Green***	2.400	05/19/22
02589AA28	2018-9	AMERICAN EXPRES NATL	60 months	12/04/18	12/04/18	240,000	248,232	240,000	3.550	Semi-Annual	06/04/19	Green***	3.550	12/04/23
33715LCZ1	2018-10	FIRST TECHNOLOGY FED CU MTN VIEW	60 months	12/07/18	12/12/18	245,000	253,979	245,000	3.600	Monthly	01/12/19	Green***	3.600	12/12/23
949763ZA7	2019-1	WELLS FARGO BK N A	60 months	04/09/19	04/10/19	245,000	245,370	245,000	2.850	Monthly	05/10/19	Green*	2.850	04/10/24
Accrued Interest - Month End							11,232							
<b>Total CDs</b>						<b>2,500,000</b>	<b>2,543,922</b>	<b>2,497,003</b>						

(\*) At the time of purchase and until September 2017, CDs were rated or ranked using an IDC Financial Publishing, Inc. (IDC) compiled ranking, and includes a one-number summary rank of quality comprised of 35 key financial ratios. Ranks range from 1 (the lowest) to 300 (the highest) and fall into one of the following six groups per Table 1. Post September 2017, CDs are ranked using the Veribanc Rating System, a two-part color code and star classification system which tests the present standing and future outlook by reviewing an institution's capital strength, asset quality, management ability, earnings sufficiency, liquidity, and sensitivity to market risk. Table 2 below summarizes the Veribanc color rankings. Veribanc star ratings of one to three, with three being best, are used to help review a possible future trend of an institutions health based on metrics from ten prior quarters. A rating of one, two, or three, are not necessarily an indicator of risk or an undesirable investment. The City reviews other rating systems and issuer financials before choosing any investment.

Table 1: CD Rankings (used prior to September 2017)

IDC Rank	Group Meaning
200-300	Superior
165-199	Excellent
125-164	Average
75-124	Below Average
2-74	Lowest Ratios
1	Highest Probability of Failure

Table 2: Veribanc Color Rankings (used post September 2017)

Veribanc Rank	Color Meaning
Green	Highest rating, exceeds qualifications in equity and income tests
Yellow	Merits attention, meets minimal qualifications in equity and income tests
Red	Merits close attention, does not meet minimal qualifications for equity and has incurred significant losses

**Government Pooled Money Investment Accounts (Notes 2 and 3)**

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
N/A	N/A	Local Agency Investment Fund (LAIF)	N/A	Various	Various	6,201,365	6,201,365	6,201,365	Pending	N/A	N/A	N/A	N/A	N/A
N/A	N/A	Orange County Investment Pool (OCIP)	N/A	Various	Various	2,093,145	2,093,145	2,093,145	Pending	N/A	N/A	N/A	N/A	N/A
<b>Total PMIA</b>						<b>8,294,510</b>	<b>8,294,510</b>	<b>8,294,510</b>						

(See NOTES on Page 3 of 3)



**City of Laguna Woods**  
**City Treasurer's Report**  
 For the Month Ended May 31, 2019

ITEM 6.2

**CASH AND INVESTMENTS**

	Beginning Balances As of 4/30/19	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 5/31/19
<b>Other Post-Employment Benefits (OPEB) Trust</b>					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (CERBT holds all assets and administers the OPEB Trust)	\$ 98,636	\$ -	\$ (7)	\$ (136)	\$ 98,493
Total Other Funds - Held in Trust	<u>\$ 98,636</u>	<u>\$ -</u>	<u>\$ (7)</u>	<u>\$ (136)</u>	<u>\$ 98,493</u>

**Notes:**

Note 1 - Analyzed Checking Account / Monthly activity reported does not reflect May 2019 vendor invoicing processed after the date of this report.

Note 2 - During May 2019, transaction activity in pooled money investment accounts, investment accounts and fiduciary trusts included:

LAIF / In May 2019, the City transferred \$1,300,000 to LAIF from the checking account. There were no withdrawals from the LAIF account.

OCIP / The City made no deposits to or withdrawals from the OCIP account.

Investments / The City did not purchase investments and there were no maturities.

OPEB Trust / The City made no contributions to the OPEB Trust in May 2019. The Trust experienced a net loss of \$142.87 in May 2019.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported March 2019 net of related fees were:

Pool	Earnings Post	Prior Period Earnings Deposited	Deposit for Period Ended	Current Month / Quarter Gross Yield	Current Month / Quarter Earnings Will Post	Notes
LAIF	Quarterly	\$0	N/A	See Notes	July 2019	Total pool interest for May 2019 was 2.449% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted.
OCIP	Monthly	\$3,655	February 2019	See Notes	See Notes	Earnings and Disbursements noted on page 1 are for transactions posted in the months of April and May. Interest is posted three months in arrears and fees are posted monthly. Accrued interest pending payment at May 31, 2019 was \$11,759.63. April interest was 2.236% and fees were 0.059%. May interest was 2.268% and fees were 0.059%.

Note 4 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City earned interest of \$10,410.19 and transferred out \$1,903.95 in cash balances to the City's checking account in May 2019. Cash balances to be invested or paid out are classified separately on page 1 of 3. The City's portfolio also has \$11,231.60 in accrued interest, not yet vested.

**City Treasurer's Certification**

I, Elizabeth Torres, Interim City Treasurer, do hereby certify:

- That all investment actions executed since the last report have been made in full compliance with the City's Investment of Financial Assets Policy; and
- That the City is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months.

  
 Elizabeth Torres, Interim City Treasurer

6/13/19  
 Date

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## **6.3 WARRANT REGISTER**

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## CITY OF LAGUNA WOODS

## WARRANT REGISTER

06/19/2019

This Report Covers the Period 05/07/2019 through 06/07/2019

Date	Vendor Name	Description	Amount
<b>Debit</b>	<b>Automatic Bank Debits:</b>		
Debit 05/02/2019	CALPERS - HEALTH	Employee Benefit Program / May 2019	3,563.11
Debit 05/07/2019	BUSINESS PLANS	Employee Benefit Program / May 2019	603.00
Debit 05/08/2019	BUSINESS PLANS	Employee Benefit Program / March 2019	0.05
Debit 05/10/2019	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Period Ended 04/26/2019	159.28
Debit 05/15/2019	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 05/10/2019	14,936.29
Debit 05/15/2019	ADP TAX	Payroll Taxes / Pay Period Ended 05/10/2019	6,535.27
Debit 05/16/2019	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 05/10/2019	1,084.61
Debit 05/21/2019	BUSINESS PLANS	Employee Benefit Program / May 2019	944.97
Debit 05/22/2019	BUSINESS PLANS	Employee Benefit Program / May 2019	945.52
Debit 05/22/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ending 04/26/2019	10.74
Debit 05/24/2019	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Period Ended 05/10/2019	175.44
Debit 05/28/2019	CALPERS - RETIREMENT	Retirement Contributions / Administration Fee	200.00
Debit 05/29/2019	BUSINESS PLANS	Employee Benefit Program / May 2019	298.36
Debit 05/29/2019	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 05/24/2019	13,082.19
Debit 05/29/2019	ADP TAX	Payroll Taxes / Pay Period Ended 05/24/2019	6,072.16
Debit 06/03/2019	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 05/24/2019	1,084.61
Debit 06/05/2019	CALPERS - HEALTH	Employee Benefit Program / June 2019	3,563.11
Debit 06/07/2019	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Period Ended 05/24/2019	159.28
Debit 06/07/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ending 5/10/19	2,671.55
Debit 06/07/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ending 5/10/19	896.27
<b>Check</b>	<b>Warrants:</b>		
2988 05/08/2019	ACCOUNTTEMPS	Temporary Accountant Services / Weeks Ending April 19 & 26, 2019	5,755.75
2989 05/08/2019	AT&T	Telephone / 639-0500 / April 2019	208.07
2990 05/08/2019	AT&T	Telephone / 458-3487 / April 2019	39.55
2991 05/08/2019	AT&T	Telephone / 452-0600 / April 2019	1,362.77
2992 05/08/2019	BOA ARCHITECTURE	City Hall Refurbishment & Safety Project / April 2019	2,100.00
2993 05/08/2019	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / April 2019	520.00
2994 05/08/2019	CALIFORNIA INTERNET LP	City Hall Internet Service / June 2019	424.00
2995 05/08/2019	CAPTIONING UNLIMITED	Closed Captioning Services / April 2019	500.00
2996 05/08/2019	CIVIL SOURCE	Traffic Engineering / January - March 2019	37,659.00
2997 05/08/2019	CHECK VOIDED	Void	0.00
2998 05/08/2019	COMPUTER SERVICE COMPANY	Traffic Maintenance / April 2019	868.00
2998 05/08/2019	COMPUTER SERVICE COMPANY	Traffic Maintenance / July 2017	1,120.00
2998 05/08/2019	COMPUTER SERVICE COMPANY	Traffic Maintenance / January 2019	1,120.00
2999 05/08/2019	DELTA DENTAL OF CALIFORNIA	Employee Benefits Program / May 2019	198.89
3000 05/08/2019	EL TORO WATER DISTRICT	Water Service / March 2019	1,565.90
3001 05/08/2019	IRWIN B BORNSTEIN, CPA	Financial Consulting Services / April 2019	2,256.25
3002 05/08/2019	KONE INC.	City Hall Elevator Maintenance / May 2019	277.57
3003 05/08/2019	LAND'S END BUSINESS OUTFITTERS	Office Supplies	42.16
3004 05/08/2019	PECKHAM & MCKENNEY, INC.	Employee Recruitment Services	8,333.33
3005 05/08/2019	PETTY CASH	Replenish Petty Cash	0.00
3006 05/08/2019	PRACTICAL DATA SOLUTIONS	IT Support Services / March - April 2019	4,530.75

CITY OF LAGUNA WOODS  
WARRANT REGISTER  
06/19/2019

ITEM 6.3

This Report Covers the Period 05/07/2019 through 06/07/2019

Date	Vendor Name	Description	Amount	
3007	05/08/2019	PV MAINTENANCE INC	Street, City Hall & Park Maintenance / April 2019	17,487.69
3008	05/08/2019	RED HAWK FIRE & SECURITY, LLC	Security System Maintenance	630.00
3009	05/08/2019	RICOH USA, INC.	Copier Usage / April 2019	251.39
3010	05/08/2019	RUTAN & TUCKER, LLP	Legal Services / February - March 2019	11,795.05
3011	05/08/2019	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / April 2019	1,348.88
3012	05/08/2019	TEAM ONE MANAGEMENT	Janitorial Services / April 2019	1,198.14
3013	05/08/2019	THE LIFETRENDS GROUP	Office Supplies	228.15
3014	05/08/2019	UNITED STATES FIRE INSURANCE COMPANY	Dog Park Relocation Project / April 2019	108,881.48
3015	05/08/2019	WM CURBSIDE, LLC	HHW, Medicine & Sharps Program / April 2019	2,648.50
3016	05/16/2019	PHILIP COPELAND	Replacement for Check #2902 dated April 4, 2019	53.60
3017	05/16/2019	PETTY CASH	Replacement for Check #3005 dated May 8, 2019	259.60
3018	05/16/2019	A & B HOME REMODELING & DESIGN	Waste Diversion Deposit Refund	750.00
3019	05/16/2019	ACCONTEMPS	Temporary Accountant Services / Week Ending May 3, 2019	2,887.50
3020	05/16/2019	AT&T	Telephone / 581-3974/ April 2019	49.27
3021	05/16/2019	AT&T	White Pages / May 2019	4.48
3022	05/16/2019	AT&T	Telephone / 583-1105 / April 2019	20.56
3023	05/16/2019	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / April 2019	14,115.00
3024	05/16/2019	CAA	Water Quality Services / April 2019	3,009.00
3025	05/16/2019	CALIFORNIA YELLOW CAB	Taxi Voucher Services / April 2019	4,104.00
3026	05/16/2019	CIVIL SOURCE	Building Inspection & Counter Services / April 2019	37,107.63
3027	05/16/2019	COMPUTER SERVICE COMPANY	Traffic Maintenance / April 2019	9,264.98
3028	05/16/2019	CHECK VOIDED	Void	0.00
3029	05/16/2019	COUNTY OF ORANGE	Automated Fingerprinting ID System / May 2019	658.00
3030	05/16/2019	J&C CONTRACTORS	Waste Diversion Deposit Refund	250.00
3031	05/16/2019	MARC DONOHUE	Administrative Services / April 2019	550.00
3032	05/16/2019	MICHAEL BAKER INTERNATIONAL	Planning Services / April 2019	880.00
3033	05/16/2019	ORANGE COUNTY REGISTER-NOTICES	Public Notices / April 2019	2,028.00
3034	05/16/2019	RUTAN & TUCKER, LLP	Legal Services / April 2019	3,431.84
3035	05/16/2019	SOUTHERN CALIFORNIA EDISON	Electric Services / April 2019	2,863.17
3036	05/16/2019	STAPLES	Office & Janitorial Supplies / April 2019	442.09
3037	05/16/2019	STEVE DIAMOND	Taxi Voucher Refund	20.00
3038	05/16/2019	THE GAS COMPANY	Gas Service - City Hall / April 2019	38.35
3039	05/16/2019	TYLER TECHNOLOGIES, INC.	Permitting Software	156.25
3040	05/16/2019	UNITED STATES POSTAL SERVICE	Postage Stamps	2,160.00
3041	05/16/2019	WILLDAN ENGINEERING	Code Enforcement Services / April 2019	2,262.00
3041	05/16/2019	WILLDAN ENGINEERING	Building Official Services / April 2019	10,560.00
3041	05/16/2019	WILLDAN ENGINEERING	Building Inspection Services / April 2019	3,600.00
3042	06/05/2019	ACCONTEMPS	Temporary Accountant Services / Weeks Ending May 10 & 17, 2019	5,736.50
3043	06/05/2019	ALLIED MECHANICAL AIR SYS, INC	City Hall Restroom Repair & Improvement Project	475.46
3044	06/05/2019	ANGELQUE FLANAGAN	Reimbursement / Notary Expenses	173.00
3045	06/05/2019	AT&T	Telephone / 452-0600 / May 2019	1,363.64
3046	06/05/2019	AT&T	Telephone / 639-0500 / May 2019	208.25
3047	06/05/2019	AT&T	Telephone / 458-3487 / May 2019	39.61
3048	06/05/2019	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	Audit Services / Fiscal Year 2018-19	1,000.00
3049	06/05/2019	BUSINESS PLANS, INCORPORATED	125 Cafeteria Plan Administration / May 2019	100.00
3050	06/05/2019	CALIFORNIA JPJA	All Risk Property Insurance / Fiscal Year 2019-20	13,426.00

CITY OF LAGUNA WOODS  
WARRANT REGISTER  
06/19/2019

ITEM 6.3

This Report Covers the Period 05/07/2019 through 06/07/2019

Date	Vendor Name	Description	Amount	
3051	06/05/2019	CALIFORNIA JPIA	Pollution Liability Insurance / Fiscal Year 2019-20	502.00
3052	06/05/2019	CALIFORNIA YELLOW CAB	NEMT Taxi Voucher Services / April 2019	9,539.00
3053	06/05/2019	CAPTIONING UNLIMITED	Closed Captioning Services / May 2019	300.00
3054	06/05/2019	CITY OF LAGUNA BEACH	Animal Control Services / November 2018 - May 2019	63,700.00
3055	06/05/2019	CIVIL SOURCE	Moulton Parkway Traffic Synchronization Maintenance / January - March 2019	5,194.33
3056	06/05/2019	CLEARSOURCE FINANCIAL	Cost Allocation Consulting Services / January - April 2019	9,000.00
3057	06/05/2019	COUNTY OF ORANGE	800 MHz Communication Charges / January - March 2019	264.00
3058	06/05/2019	CSG CONSULTANTS INC	Building Plan Review Services / April 2019	1,020.00
3059	06/05/2019	DELTA DENTAL OF CALIFORNIA	Employee Benefits Program / June 2019	246.13
3060	06/05/2019	GREAT SCOTT TREE SERVICE, INC.	Tree Pruning Services	38,168.00
3061	06/05/2019	HARDY & HARPER, INC	Pavement Management Plan & Dog Park Relocation Projects	222,906.19
3062	06/05/2019	KONE INC.	City Hall Elevator Maintenance / May 2019	404.04
3063	06/05/2019	LAND'S END BUSINESS OUTFITTERS	Office Supplies	178.69
3064	06/05/2019	MABEL CARPENTER	Taxi Voucher Refund	214.90
3065	06/05/2019	MANAGED HEALTH NETWORK	Employee Benefits Program / June 2019	12.54
3066	06/05/2019	METZ SURVEYING INC.	City Hall Topographical Survey	3,285.00
3067	06/05/2019	MICHAEL BAKER INTERNATIONAL	General Plan Comprehensive Update Project / March - April 2019	12,997.04
3068	06/05/2019	OFFICE DEPOT	Office Supplies / May 2019	190.41
3069	06/05/2019	PECKHAM & MCKENNEY, INC.	Employee Recruitment Services	8,333.34
3070	06/05/2019	RICOH USA, INC.	Copier Lease / June 2019	214.20
3071	06/05/2019	SUNSET PROPERTY SERVICES	Street Sweeping Services / April 2019	3,540.00
3072	06/05/2019	THE LIFETRENDS GROUP,	Employee Training	411.79
3073	06/05/2019	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	716.60
3074	06/05/2019	UNITED SITE SERVICES	Fence Rental for Dog Park / May 2019	77.28
3075	06/05/2019	VAN DYKE LANDSCAPE ARCHITECTS	Landscape Architectural Services / April 2019	3,225.00
			<b>Total Bank Debits and Warrants:</b>	<b>\$ 779,025.34</b>
<b>Petty Cash Expenditures Paid Out</b> (See Note 2)			<b>Total Petty Cash:</b>	<b>\$0.00</b>
			<b>TOTAL</b>	<b>\$ 779,025.34</b>

**NOTES:**

Note 1 - City Councilmembers are eligible to receive either a salary or vehicle reimbursement allowance in the amount of \$300 per month (\$3,600 per year). Such compensation is included in the City's regular payroll (see "ADP Payroll Services" under "Automatic Bank Debits"), unless waived by the Councilmember. For the month of May 2019, the following Councilmembers received compensation in the amount of \$300: Conners, Hatch, Horne, and Rainey.

Note 2 - Petty cash is reported as cash is paid out, not when the fund is replenished. There were no expenditures paid out with petty cash during the month of May.

Note 3 - The table below summarizes credit card expenditures paid via Check #3073 to U.S. Bank totaling \$716.60:

Firehouse Subs	Staff & Interview Panel Lunch	\$100.84
Saddleback College	Notary Licensing	\$70.00
USPS	Postage	\$83.85
Stater Bros.	Supplies / Goods Exchange Event	\$6.41
Marshall's	Supplies / Goods Exchange Event	\$8.61
Webstaurant Store	Supplies / City Hall Restroom Repair & Improvement Project	\$42.83
Fast Signs	Supplies / City Hall Restroom Repair & Improvement Project	\$404.06
<b>Total Credit Card Reimbursement:</b>		<b>\$716.60</b>

CITY OF LAGUNA WOODS  
WARRANT REGISTER  
06/19/2019

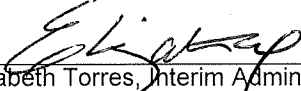
This Report Covers the Period 05/07/2019 through 06/07/2019

Date	Vendor Name	Description	Amount
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**Administrative Services Director/City Treasurer's Certification**

I, Elizabeth Torres, Interim Administrative Services Director / City Treasurer, do hereby certify:

- In accordance with California Government Code Section 37202, I hereby certify to the accuracy of the demands on cash summarized within
- That the City is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months.
- That the City is in compliance with California Government Code Section 27108.

  
Elizabeth Torres, Interim Administrative Services Director/City Treasurer

6/13/19  
Dated

**6.4**  
**BUDGETING, RESERVES, AND REPORTING**  
**POLICY**

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**RESOLUTION NO. 19-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AMENDMENTS TO ADMINISTRATIVE POLICY 2.9 PERTAINING TO BUDGETING, RESERVES, AND REPORTING

**WHEREAS**, the City’s budgeting, reserves, and reporting policy is contained in Administrative Policy 2.9 and was last modified by the City Council on February 20, 2019; and

**WHEREAS**, City staff has prepared amendments to Administrative Policy 2.9 for consideration by the City Council (incorporated into the administrative policy attached hereto as Exhibit A), which generally include modification of the “major capital improvement project” definition, as well as the titles of committed and assigned reserves.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

**SECTION 1.** That the administrative policy attached hereto as Exhibit A is approved and is a statement of the City’s budgeting, reserves, and reporting policy. The administrative policy attached hereto as Exhibit A replaces and supersedes all previous versions of Administrative Policy 2.9.

**SECTION 2.** The Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2019.

\_\_\_\_\_  
CYNTHIA CONNERS, Mayor

ATTEST:

\_\_\_\_\_  
YOLIE TRIPPY, Deputy City Clerk

STATE OF CALIFORNIA     )  
COUNTY OF ORANGE     ) ss.  
CITY OF LAGUNA WOODS   )

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do  
HEREBY CERTIFY that the foregoing **Resolution No. 19-XX** was duly adopted  
by the City Council of the City of Laguna Woods at a regular meeting thereof, held  
on the XX day of XX 2019, by the following vote:

AYES:           COUNCILMEMBERS:  
NOES:           COUNCILMEMBERS:  
ABSENT:        COUNCILMEMBERS:

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YOLIE TRIPPY, Deputy City Clerk

**CITY OF LAGUNA WOODS  
ADMINISTRATIVE POLICY 2.9**

**BUDGETING, RESERVES, AND REPORTING**

**2.9.01. Statement of Purpose.**

This Administrative Policy is intended to provide a framework for the development of the City of Laguna Woods' budget, with an emphasis on balance, transparency, fiscal responsibility, and long-term planning, as well as related financial reporting.

**2.9.02. Budget Periods.**

The City operates on a fiscal year beginning on July 1 and ending on the following June 30. The City Manager shall present a proposed biennial fiscal years budget to the City Council no later than June 30 of each odd-numbered year.

**2.9.03. Budget Adoption.**

The City Council shall adopt a budget for the upcoming two fiscal years no later than June 30 of each odd-numbered year. Such adoption shall occur at a public meeting duly noticed pursuant to all applicable provisions of California Government Code (Ralph M. Brown Act). Members of the public shall have an opportunity to comment on the proposed budget prior to adoption.

**2.9.04. Budget Standards.**

1. The budget and the underlying accounting shall be prepared in accordance with applicable law and Generally Accepted Accounting Principles (GAAP) for municipal governments on a modified accrual basis.
2. The budget shall be adopted at the fund level. Sufficient detail shall be provided in accompanying narrative to describe significant programs, projects, and services, as well as employee staffing levels.
3. The budget shall be developed using conservative projections of revenue and expenditure levels. Projections shall consider economic forecasts and data from multiple sources, including independent analysis of the two largest sources of ongoing General Fund revenue – property tax and sales tax.

## ITEM 6.4 – Exhibit A to Attachment A

4. The budget development process is intended to weigh competing requests for City resources within anticipated fiscal constraints. Notwithstanding emergency needs and circumstances that may dictate otherwise, requests for new, ongoing programs made outside of the budget development process are discouraged.
5. Current fiscal year revenues should fund current fiscal year expenditures. Use of the unassigned General Fund balance should be limited to one-time projects, capital improvement projects, the payment of long-term liabilities for periods beyond the current fiscal year, and emergency expenditures.
6. Unless specifically restricted by law, GAAP, a funding source, or an agreement, revenues shall be deposited in the General Fund and allocated in accordance with this Administrative Policy. Restricted revenues shall be deposited and allocated as required, including in a manner that ensures that revenues are spent and/or obligated for eligible purposes within required timeframes.
7. Grant funds are often distributed on a reimbursement basis, meaning that the City is required to make expenditures in advance of receiving the offsetting revenue. The unassigned General Fund balance may be used to make temporary “loans” to grant-funded programs, projects, and services until reimbursements are received. Such temporary “loans” are not reflected in the budget.
8. In order to assist with the long-term development of funding for major capital improvement projects on public property, an 11-year Capital Improvement Program (CIP) for “major capital improvements projects” shall be adopted as a part of each budget. To comply with Orange County Transportation Authority requirements for maintaining eligibility to receive Measure M2 (OC Go) funds, a CIP shall also be adopted at each fiscal year intervening biennial budget adoptions. The adoption of intervening CIPs may also necessitate amendment of adopted budgets. A “major capital improvement project” is any project that meets the definition of a “public project” in California Public Contracts Code Section 22002, including “construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work” of facilities owned, leased, or operated by the City, as well as any non-minor “painting or repainting.” Maintenance is not considered a public project. A “major capital improvement project” also includes pavement management work included in the City’s 10-year Pavement Management Plan and work that is required to be included in the CIP for Measure M2 eligibility.

9. While the first two years of the 11-year CIP are included in the budget, the City Council shall retain the ability to modify the CIP at its discretion and no funding commitment is created by the inclusion of unfunded projects or projects phased for future fiscal years.
10. With the exception of CIP and non-operating project budgets, which shall be automatically carried over until the project is completed, carryovers of budget appropriations between fiscal years require approval of the City Council. All carryovers of budget appropriations between fiscal years shall be finalized and all necessary accounting entries made within 60 days of the submission of each Comprehensive Annual Financial Report to the City Council. Once a CIP or non-operating project is completed, the balance remaining within the budget shall be automatically returned to the fund from which it originated.

#### **2.9.05. Budget Adjustments.**

During fiscal years, circumstances may require adjustment of the appropriations established in the adopted budget. The City Manager is authorized to make budget adjustments within adopted fund-level appropriations, and may also reduce adopted fund-level appropriations, based on economic conditions or the needs of the City. Increases in adopted-fund level appropriations require City Council approval.

#### **2.9.06. Reserves and Fund Balance.**

Reserves are a key component of fiscal responsibility and financial resilience. They provide the City with options for responding to unanticipated events and risk.

Reserves are set aside as a part of fund balance. The term “fund balance” is used to describe the net position of the General Fund and other governmental funds. There are five categories of fund balance recognized by the Governmental Accounting Standards Board (GASB): *nonspendable*, *restricted*, *committed*, *assigned*, and *unassigned*. The committed, assigned, and unassigned categories are collectively known as “unrestricted fund balance.” Unrestricted fund balance may be considered the financial resources that are available, or are capable of being made available, for periodic, unanticipated, and emergency needs, without limitation.

The City shall evaluate the adequacy of the overall target for committed and assigned reserves and individual targets by reserve category contained in this Administrative Policy at least as frequently as each biennial budget development process. In doing so, the City shall consider current and future risk and funding obligations that may

impact reserve levels, as well as best practices established by the Government Finance Officers Association and other authoritative entities.

The time and method for replenishment of reserves shall be defined following use thereof, based on the category of reserve, reason required, amount used, and other relevant factors. The City shall strive to replenish reserve balances within three years of use. Funds for replenishment may be drawn from one-time revenues, excess revenues, year-end surpluses, reductions in appropriations, or other means deemed appropriate at the time reserve funds are used. A long-term perspective shall be considered when evaluating methods for replenishment.

#### Overall Target for Committed and Assigned Reserves

Based on risk assessment and long-term projection of potential reserve needs, the overall target for committed and assigned reserves shall be established in an amount equal to at least 50% of the adopted General Fund revenue budget at the beginning of each fiscal year (July 1), less any one-time revenues and non-operating revenues. Although annual revenues may fluctuate, they have historically been more stable than annual appropriations, allowing for greater consistency in committed and assigned reserve calculations year-over-year. The fund balance equal to the overall target for committed and assigned reserves shall be allocated first to other committed and assigned reserves and then to the General Fund Contingency Fund.

#### Committed and Assigned Reserves

##### *Paid Leave Contingency Reserve*

The City shall maintain a Paid Leave Contingency Reserve with an annual target equal to projected accrued paid leave balances at the end of each fiscal year (June 30), in accordance with the City's paid leave policies and obligations. An estimate of the annual target shall be adopted as a part of the City's budget and finalized by City Council action after fiscal-year-end calculations are available. The City Manager is authorized to make expenditures from the Paid Leave Contingency Reserve in amounts necessary to comply with the City's paid leave policies and obligations (e.g., the payment of accrued paid leave upon an employee's separation from the City). The Administrative Services Director/City Treasurer shall notify the City Council of all expenditures made from the Paid Leave Contingency Reserve as a part of the quarterly budget reporting described in Section 2.9.09.

### *Self-Insurance Contingency Reserve*

The City shall maintain a Self-Insurance Contingency Reserve for liability and workers' compensation claim settlements not covered by insurance policies. In developing the annual target for this reserve, the City shall consider its five-year claims settlement history, the status of any pending claims, and any reasonably anticipated future claims activity. The City Manager is authorized to make expenditures from the Self-Insurance Contingency Reserve of up to \$50,000 per individual claim settlement. The Administrative Services Director/City Treasurer shall notify the City Council of all expenditures made from the Self-Insurance Contingency Reserve as a part of the quarterly budget reporting described in Section 2.9.09. Expenditures from the Self-Insurance Contingency Reserve in excess of \$50,000 per individual claim settlement require approval of the City Council.

### *General Contingency Reserve*

The City shall maintain a General Contingency Reserve for economic uncertainty, operating contingencies, and emergencies caused by calamitous events. This reserve shall be established, annually, in an amount not less than the current overall target for total reserves less the amounts set aside for other reserves. Expenditures from the General Contingency Reserve require City Council approval.

### Unassigned General Fund Balance

In addition to committed and assigned reserves, unassigned General Fund balance is available for any governmental purpose and can be appropriated upon direction from the City Council. Use of the unassigned General Fund balance should be limited to one-time projects, capital improvement projects, the payment of long-term liabilities for periods beyond the current fiscal year, and emergency expenditures.

### **2.9.07. Unfunded Accrued Liability for Retirement Plans.**

The City shall consider making lump sum payments to reduce unfunded accrued liability for California Public Employees' Retirement System (CalPERS) pension plans at least as frequently as each biennial budget development process. The City shall strive to maintain an at least 80% funded level for all CalPERS pension plans.

### **2.9.08. Other Post-Employment Benefits Trust Fund.**

The City shall maintain an irrevocable Internal Revenue Code Section 115 trust fund to prefund other post-employment benefit (OPEB) liability incurred as a result of state-mandated retiree medical obligations. The City shall strive to maintain an at least 80% prefunding level calculated at least as frequently as CalPERS requires employers to prepare actuarial valuations of OPEB liability for participation in the California Employers' Retiree Benefit Trust Fund. Contributions to the OPEB Trust Fund require approval of the City Council. Expenditures from the OPEB Trust Fund shall be made in a manner approved by the City Council.

**2.9.09. Reporting.**

1. The Administrative Services Director/City Treasurer shall prepare and submit a Comprehensive Annual Financial Report (CAFR) with each of the sections prescribed by GASB, including an independent audit performed by a qualified firm, to the City Council within eight months of the end of each fiscal year. The City shall strive for submission of the CAFR to the City Council within six months of the end of each fiscal year and an unqualified audit opinion.
2. The Administrative Services Director/City Treasurer shall prepare and submit a quarterly budget report to the City Council within 60 days of the end of each quarter. The report shall include actual year-to-date revenues and expenditures by fund; information regarding any change in revenue projections or anticipated expenditures that is likely to impact the ability to carry out budgeted activities; and, notification of all expenditures made from the Paid Leave Contingency Fund and Self-Insurance Contingency Fund during the subject quarter.
3. The Administrative Services Director/City Treasurer shall prepare and submit a monthly investment report to the City Council within 30 days of the end of each month. The report shall include the information specified in Section 2.2.17 of Administrative Policy 2.2.
4. The City Council may request additional or supplemental budget, investment, or financial reports at any time by providing direction to the City Manager.

**2.9.10. Relationship to Federal and State Laws.**

Where federal or state laws are more restrictive than or contradict this Administrative Policy, such laws shall take precedence. Where this Administrative Policy is more restrictive than federal or state laws, this Administrative Policy shall take precedence. The Administrative Services Director/City Treasurer shall advise the City Council

ITEM 6.4 – Exhibit A to Attachment A

of any contradictions of federal or state law for consideration during each biennial budget development process.

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City Council Adoption: June XX, 2019

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ADMINISTRATIVE POLICY 2.9**

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City Council Adoption: ~~February 20, 2019~~[June XX, 2019](#)

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**6.5**  
**EMPLOYEE POSITIONS, COMPENSATION,**  
**AND BENEFITS**

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## CITY OF LAGUNA WOODS JOB CLASSIFICATION

**JOB TITLE:**                      **ACCOUNTING CLERK**

**STATUS:**                              **NON-EXEMPT AND AT-WILL**

**DEFINITION:**

Under general supervision, the Accounting Clerk performs a variety of accounting and payroll duties for the Administrative Services Department (“Department”) including, but not limited to, duties of an administrative, clerical, and technical nature. The Accounting Clerk also provides support and relief coverage at City Hall’s front counter.

**ESSENTIAL DUTIES:**

The duties assigned include, but are not limited to, all or a variety of, the following:

- Perform accounts payable and receivable functions, including recording revenues and expenditures, processing warrant requests, collecting Internal Revenue Service Form W-9s, reconciling discrepancies, and ensuring availability of funds.
- Prepare, print, and mail/distribute accounts payable checks.
- Assist with the reconciliation of bank statements, including tracking the status of and balancing accounts payable and receivable, as well as conducting follow-up related to uncashed payments.
- Close cash drawers and prepare related bank deposit packages.
- Input and post journal entries into electronic accounting systems.
- Prepare, distribute, and track invoices, including conducting follow-up related to past due and otherwise delinquent accounts.
- Track and report on deposit-based and reimbursable projects, including collecting cost information, maintaining financial activity logs, and confirming balances.

- Provide audit assistance, including compiling records and documentation.
- Assist with payroll administration, including collecting timesheets; preparing and maintaining schedules; and, distributing paychecks.
- Research, compile, and analyze information and assorted data.
- Prepare, compile, and disseminate qualitative and quantitative documentation and data, including correspondence, invoices, reports, manuals, inventories, and logs.
- Create, scan, file, and maintain physical and electronic records.
- Provide training on use of electronic accounting, cashiering, and payment systems.
- Provide services related to City Hall's front counter operation, including reception, switchboard, scheduling, cashiering, administrative support, and clerical services.
- Accept items and materials for recycling and disposal (e.g., handling of electronic waste, light bulbs, batteries, medication, sharps, print cartridges, etc.).
- Provide support and relief coverage for City and Department employees.
- Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Basic modern accounting procedures, methods, and equipment.
- Principles and techniques of record keeping and filing.

**Ability to:**

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Train persons with diverse backgrounds.

- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, and interpret data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply generally accepted accounting principles and other standards, laws, regulations, and polices to assigned duties.
- Understand, calculate, and interpret percentages, fractions, and ratios.

**Education and Experience:**

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a high school diploma (or equivalent) and one year of work experience involving relevant operations and activities. Possession of an Associate degree from an accredited college or university with major course work in finance, accounting, or a similar subject and prior experience in a municipal accounting support position is highly desirable.

**Licenses/Certifications:**

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's Vehicle Policy. This position involves the periodic performance of duties and travel that require operation of a personal vehicle.

**PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. Most activities are performed sitting at a desk in a sedentary

manner and standing, walking, balancing, stooping, kneeling, and crouching while filing. Other duties are performed while standing at a counter, which requires frequent walking and transitions from sitting in a sedentary manner at a desk to standing at a counter. Employees are periodically required to exert physical effort involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 25 pounds.

While the duties of this class are primarily performed in an office setting with low to moderate noise and regular interruption, employees may also be frequently required to travel and work in other settings (e.g., meetings and banking). Employees are required to handle and process, according to City protocols, items and materials for recycling and disposal including, but not limited to, certain types of electronic waste, light bulbs, batteries, medication, sharps, and print cartridges that may result in exposure to odors, fumes, dust, hazardous substances, and other irritants.

This position regularly works a five day, 40-hour workweek.

**Tools and Equipment:**

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, and telephones. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, and Internet Explorer, as well as the City's accounting and cashiering software, as may change from time-to-time.

**OTHER NOTICES:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for this position will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is not exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve "at will" and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee's normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the

basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position's essential functions.

Additional laws, rules, and regulations apply to this position.

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## CITY OF LAGUNA WOODS JOB CLASSIFICATION

<b><u>SERIES:</u></b>	<b>CITY CLERK</b>
<b><u>JOB TITLE:</u></b>	<b>DEPUTY CITY CLERK</b>
<b><u>STATUS:</u></b>	<b>EXEMPT AND AT-WILL</b>
<b><u>JOB TITLE:</u></b>	<b>CITY CLERK</b>
<b><u>STATUS:</u></b>	<b>EXEMPT AND AT-WILL</b>

---

### **DEFINITION:**

Under the levels and degrees of supervision specified herein, the Deputy City Clerk and the City Clerk perform a variety of highly responsible and complex administrative, professional, and clerical tasks including, but not limited to, managing and providing front counter services; serving as notary publics; coordinating agenda, public notice, and legal filing processes; responding to requests for information; and, filing and managing records. The City Clerk performs duties the duties of a “City Clerk” as prescribed by the Laguna Woods Municipal Code and any relevant state or federal laws. Deputy City Clerks assists the City Clerk in the performance of his or her duties.

### **DISTINGUISHING CHARACTERISTICS:**

#### **Deputy City Clerk:**

“*Deputy City Clerk*” is the journey-level class in the City Clerk series. Employees assist the City Clerk in the performance of his or her duties, but do not regularly serve in the capacity of “City Clerk” as that role is defined in California Elections Code, California Government Code, the Laguna Woods Municipal Code, other applicable law, and this job classification. Employees are required to have applicable work experience and typically function under general supervision. Employees exercise independent discretion and judgment, but are not expected to have the same amount of program knowledge and skill as the City Clerk. Employees may also receive more regular instruction and assistance. Work is typically reviewed in progress and fits established patterns.

#### **City Clerk:**

“*City Clerk*” is the advanced journey-level class in the City Clerk series and serves in the capacity of “City Clerk” as that role is defined in California Elections Code, California Government Code, the Laguna Woods Municipal Code, other applicable law, and this job classification. Employees are required to have applicable work experience and typically function under general supervision. Employees are expected to work with greater autonomy than Deputy City Clerks and apply well-developed program knowledge and skill to their exercise of independent discretion and judgment. Employees may only receive periodic instruction or assistance as new and unusual situations arise. Work is typically reviewed upon completion and, primarily, for overall outcomes.

**ESSENTIAL DUTIES:**

The duties assigned include, but are not limited to, all or a variety of, the following:

- *Deputy City Clerk only* – Assist the City Clerk in the performance of his or her duties as prescribed by the Laguna Woods Municipal Code and any relevant state or federal laws. May serve as the City Clerk in his or her absence.
- *City Clerk only* – Perform the duties of a “City Clerk” as prescribed by the Laguna Woods Municipal Code and any relevant state or federal laws, including serving as the Elections Official pursuant to California Elections Code.
- Manage the day-to-day operation of City Hall’s front counter, including reception, switchboard, scheduling, cashiering, administrative support, and clerical services.
- Provide services related to City Hall’s front counter operation, including reception, switchboard, scheduling, cashiering, administrative support, and clerical services.
- Accept items and materials for recycling and disposal (e.g., handling of electronic waste, light bulbs, batteries, medication, sharps, print cartridges, etc.).
- Coordinate front counter and records management volunteer programs, including recruiting, selecting, supervising, training, assisting, and scheduling volunteers.
- Provide notary public services for the City and the general public.
- Certify documents for the City and the general public.
- Receive and respond to public and private inquiries and complaints, including by providing information and referrals, as determined to be appropriate.
- Respond to inquiries regarding actions and records of the City Council, standing advisory committees, and other local legislative bodies.
- Receive, respond, monitor, and provide notices related to public records requests, discovery requests, subpoenas, and similar requests for information, including

conducting necessary research and facilitating internal and external coordination.

- Receive, process, monitor, and provide notices related to claims filed against the City, including coordinating with the California Joint Powers Insurance Authority, claims administrator(s), and workers compensation carrier(s).
- Participate in and document bid opening processes.
- Conduct research regarding the City's legislative activities, including reference of agendas, minutes, ordinances, resolutions, legal filings, and correspondence.
- Create, scan, file, maintain, and coordinate the disposition of records.
- Prepare, compile, and disseminate qualitative and quantitative documentation and data, including correspondence, news releases, newsletters, brochures, flyers, billing records, reimbursement records, budgets, budget tracking sheets, statistics, reports, manuals, inventories, logs, minutes, and photographs.
- Prepare, compile, assemble, post, and distribute agendas and agenda materials, as well as legal notices for public meetings and hearings.
- Coordinate the codification of City Council-adopted ordinances with independent contractors and perform quality control review of codified ordinances.
- Facilitate the processing of legal documents such as agreements, ordinances, and resolutions, including obtaining signatures and attesting to the same, as well as filing and recording documents with other government agencies.
- Prepare, maintain, post, and distribute the Local Appointments List required by applicable provisions of California Government Code.
- Collect, process, monitor, and provide notices related to Fair Political Practices Commission Statements of Economic Interests filing requirements, as well as Assembly Bill 1234 ethics and Assembly Bill 1661 sexual harassment prevention training and education requirements.
- Attend, participate in, and organize meetings and events, including preparing, assembling, and distributing agenda materials; and, setting up for and cleaning up after meetings and events, including by moving, arranging, and configuring tables, chairs, computers, projectors, screens, microphones, and other equipment, as well as food, beverages, waste, and other items and materials.
- Assist with maintenance and updates to the City's television channel and website.
- Assist with the conduct of municipal elections and voter outreach activities.

- Select, train, supervise, and regularly evaluate assigned employees, including participating in discipline and termination proceedings when necessary.
- Provide administrative and clerical support to the City Manager.
- Provide support and relief coverage for City and Department employees.
- Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Principles of California Elections Code pertaining to municipal elections.
- Principles of the California Public Records Act and Ralph M. Brown Act.
- Principles of the California Political Reform Act.
- Principles of human resources management (both employees and volunteers).
- Principles and practices of public administration.
- Principles and techniques of record keeping and filing.

**Ability to:**

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary.

- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, and interpret data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, calculate, and interpret percentages, fractions, and ratios.

**Education and Experience:**

Deputy City Clerk

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess an Associate degree from an accredited college or university with major course work in public administration, business administration, or a similar subject, and two years of full-time work experience involving relevant operations and activities. Possession of a Bachelor's degree; prior experience as a notary public in the State of California; and, prior experience in a supervisory administrative support position for a municipal or other government agency that involved substantial interaction with the general public is highly desirable.

City Clerk

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a similar subject, and five years of full-time work experience involving relevant operations and activities. Possession of a Master's degree; prior experience as a notary public in the State of California; and, prior experience in a supervisory administrative support position for a municipal or other government agency that involved substantial interaction with the general public is highly desirable. Certification as a Certified Municipal Clerk or Master Municipal Clerk is also highly desirable and may substitute for education and experience.

**Licenses/Certifications:**

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's Vehicle Policy. This position involves the periodic performance of duties and travel that require operation of a personal vehicle.

Within six months of hire, must possess and maintain a valid notary public commission.

**PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. Most activities are performed sitting at a desk in a sedentary manner and standing, walking, balancing, stooping, kneeling, and crouching while filing. Many duties are performed while standing at a counter, which requires frequent walking and transitions from sitting in a sedentary manner at a desk to standing at a counter. Employees are frequently required to exert physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 25 pounds.

While the duties of this class are primarily performed in an office setting with low to moderate noise and regular interruption, employees may also be frequently required to travel and work in other settings (e.g., filing, posting, meetings, and events). Employees are required to handle and process, according to City protocols, items and materials for recycling and disposal including, but not limited to, certain types of electronic waste, light bulbs, batteries, medication, sharps, and print cartridges that may result in exposure to odors, fumes, dust, hazardous substances, and other irritants.

**Tools and Equipment:**

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, microfiche readers, telephones, digital cameras, and other measuring devices to collect data and information. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, and Internet Explorer, as well as the City's website, cashiering, and records software, as may change from time-to-time.

**OTHER NOTICES:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from these positions if the work is a similar, related, or logical assignment.

The selection process for these positions will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

These positions are exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification

nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve “at will” and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee’s normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform these positions’ essential functions.

Additional laws, rules, and regulations apply to these positions.

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**RESOLUTION NO. 19-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 19-06 AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

**SECTION 1.** Effective July 1, 2019, Resolution No. 19-06 is hereby repealed and replaced by this resolution.

**SECTION 2.** The compensation schedule for City employees is established as follows:

Exempt Full-Time Employees (Annual Equivalent)

City Manager	\$187,445.40
Administrative Services Director/ City Treasurer	\$110,982 – \$155,374
City Clerk	\$71,232 – \$99,720
Senior Management Analyst	\$71,232 – \$99,720
Management Analyst	\$63,372 – \$88,716
Deputy City Clerk	\$51,948 – \$72,727

Non-Exempt Full-Time Employees (Hourly Rate)

Senior Accountant	\$34.03 – \$47.64
Accountant	\$29.85 – \$41.79
Administrative Coordinator	\$22.40 – \$31.36
Accounting Clerk	\$18.93 – \$26.50

Non-Exempt Part-Time/Limited Part-Time Employees (Hourly Rate)

Customer Service Representative	\$15.00 – \$18.00
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The City Manager is authorized to hire, promote, and compensate employees within established compensation ranges, and to fill any full-time position as a part-time or limited part-time position, consistent with City Council-adopted budgets and this resolution.

**SECTION 3.** All employees who work 40 or more hours per week on a regularly assigned basis shall be considered “full-time employees” for the purpose of this resolution. Full-time employees shall receive the following benefits:

- A. Paid Holidays: The City shall observe the following holidays with full-time employees receiving compensation for hours that would otherwise regularly be worked: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, Friday after Thanksgiving, and December Holiday (December 24 through January 1; when January 1 falls on a Thursday, December Holiday shall be observed through January 2). Except for December Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it shall be observed the prior Friday; when a holiday falls on a Sunday, it shall be observed the following Monday.
- B. Floating Holidays: The City shall provide each full-time employee with two floating holidays per calendar year, equivalent to 16 hours of pay credited the first pay period of each calendar year. Floating holidays are not accrued on a pro-rata basis throughout the calendar year. Full-time employees must be in paid status on regularly scheduled workdays before and after using floating holiday time. Floating holiday time shall be used in increments of eight hours.

Full-time employees may maintain a balance of no more than 16 hours of unused floating holiday time (Floating Holiday Accrual Limit) and shall not accrue additional floating holiday time when the Floating Holiday Accrual Limit has been reached. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued floating holiday time.

- C. Retirement: All City employees, including full-time and part-time employees, are required to participate in the Social Security system. In addition, the City shall contract with the California Public Employees’ Retirement System (CalPERS) for retirement benefits for all eligible full-time employees. Full-time employees considered “classic” by CalPERS shall pay the 7% employee contribution pursuant to the terms of Resolution No. 12-18. Full-time

employees considered “new members” by CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time.

- D. Retiree Medical: As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who have worked for the City for a minimum of 10 years. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet the 10-year requirement, with each 174 hours counting as one month.
- E. Monthly Benefit Allowance: The City shall provide each full-time employee with a monthly benefit allowance of \$1,000 per month. A portion of the allowance shall be allocated to pay for the employee assistance program and health insurance, as provided in this resolution. The remaining balance of the monthly benefit allowance may be allocated by the employee to elect benefits available through the City’s Internal Revenue Code Section 125 Flexible Benefits Plan, in accordance with applicable plan documents. Any amount of the monthly benefit allowance that remains after the allocations described above shall be forfeited. Full-time employees shall be required to make elections for the annual calendar year use of the entirety of monthly benefit allowances during an enrollment/election period established by the City Manager, as may change from time to time. Modifications of annual calendar year elections following any enrollment/election period shall be limited to qualifying events as set forth in applicable plan documents.
- F. Employee Assistance Program: The City shall contract for an employee assistance program; enrollment in the program shall be mandatory for all full-time employees. The cost of enrollment in the employee assistance program shall be deducted from each full-time employee’s monthly benefit allowance.
- G. Health Insurance: All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under the Patient Protection and Affordable Care Act. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all full-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted from each full-time employee’s monthly benefit allowance.

- H. Flexible Benefits Plan: The City shall contract for the provision of an Internal Revenue Code Section 125 Flexible Benefits Plan; enrollment in the plan shall be voluntary for all full-time employees. Full-time employees may contribute to the plan by electing to allocate a portion of their monthly benefit allowance and/or through a salary reduction at their sole expense.
- I. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all full-time employees. Full-time employees may contribute to the plan through a salary reduction at their sole expense.
- J. Paid Time Off: Full-time employees shall accrue 160 hours per year of annual paid time off (leave), which may be used for doctors' appointments, personal and family sick time, bereavement leave, jury duty leave, vacation, and personal business. Hours earned are accrued on a pro-rata basis by pay period.

Full-time employees may maintain a balance of no more than 480 hours of paid time off (Leave Accrual Limit) and shall cease to accrue additional paid time off when the Leave Accrual Limit has been reached. When a full-time employee's balance of paid time off falls below the Leave Accrual Limit, accrual shall resume beginning with the first pay period following the pay period in which the balance of paid time off fell below the Leave Accrual Limit. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued paid time off.

**SECTION 4.** All employees who are not full-time employees, but who work 20 or more hours per week on a regularly assigned basis, shall be considered "part-time employees" for the purpose of this resolution. Part-time employees shall receive the following benefits:

- A. Paid Holidays: The City shall observe the following holidays with part-time employees receiving compensation for hours that would otherwise regularly be worked: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Friday after Thanksgiving, and December Holiday (December 24 through January 1; when January 1 falls on a Thursday, December Holiday shall be observed through January 2). Except for December Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it shall be observed the prior Friday; when a holiday falls on a Sunday, it shall be observed the following Monday.

- B. Retirement: All City employees, including full-time and part-time employees, are required to participate in the Social Security system. Part-time employees who work 1,000 hours or more in a fiscal year, shall be eligible for membership in CalPERS for retirement benefits. Eligible part-time employees considered “classic” by CalPERS shall pay the 7% employee contribution pursuant to the terms of Resolution No. 12-18. Eligible part-time employees considered “new members” by CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time.
- C. Retiree Medical: As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who have worked for the City for a minimum of 10 years. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet the 10-year requirement, with each 174 hours counting as one month.
- D. Employee Assistance Program: The City shall contract for an employee assistance program; enrollment in the program shall be mandatory for all part-time employees. The cost of enrollment in the employee assistance program shall be deducted from each part-time employee’s salary.
- E. Health Insurance: All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under the Patient Protection and Affordable Care Act. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all full-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted from each part-time employee’s salary.
- F. Flexible Benefits Plan: The City shall contract for the provision of an Internal Revenue Code Section 125 Flexible Benefits Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a salary reduction at their sole expense.
- G. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a salary reduction at their sole expense.

H. Paid Time Off: After the first 30 calendar days of employment, and every January 1 thereafter, part-time employees shall accrue 24 hours of annual paid time off (leave), which may be used for personal illness, to care for a sick family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if the part-time employee is a victim of domestic violence, sexual assault, or stalking. Paid time off shall not be used within the first 90 calendar days of employment for new part-time employees. There is no accrual or carryover of paid time off between or across calendar years. Upon termination from the City, part-time employees shall not be compensated for the balance of their paid time off. If a part-time employee separates from and is rehired by the City within one year, previously accrued and unused paid time off shall be reinstated.

**SECTION 5.** All employees who are not full-time employees and who work less than 20 per week on a regularly assigned basis shall be considered “limited part-time employees” for the purpose of this resolution. Limited part-time employees shall receive the following benefits:

A. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all limited part-time employees. Limited part-time employees may contribute to the plan through a salary reduction at their sole expense.

B. Paid Time Off: After the first 30 calendar days of employment, and every January 1 thereafter, limited part-time employees shall accrue 24 hours of annual paid time off (leave), which may be used for personal illness, to care for a sick family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if the limited part-time employee is a victim of domestic violence, sexual assault, or stalking. Paid time off shall not be used within the first 90 calendar days of employment for new limited part-time employees. There is no accrual or carryover of paid time off between or across calendar years. Upon termination from the City, limited part-time employees shall not be compensated for the balance of their paid time off. If a limited part-time employee separates from and is rehired by the City within one year, previously accrued and unused paid time off shall be reinstated.

**SECTION 6.** The Deputy City Clerk shall certify to the passage of this resolution.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2019.

\_\_\_\_\_  
CYNTHIA CONNERS, Mayor

ATTEST:

\_\_\_\_\_  
YOLIE TRIPPY, Deputy City Clerk

STATE OF CALIFORNIA     )  
COUNTY OF ORANGE     ) ss.  
CITY OF LAGUNA WOODS   )

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 19-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2019, by the following vote:

AYES:       COUNCILMEMBERS:  
NOES:       COUNCILMEMBERS:  
ABSENT:     COUNCILMEMBERS:

\_\_\_\_\_  
YOLIE TRIPPY, Deputy City Clerk

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**6.6**  
**HOUSEHOLD HAZARDOUS, SHARPS, AND**  
**MEDICINE WASTE HANDLING SERVICES**

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**EXTENSION OF THE  
AGREEMENT  
BETWEEN THE  
CITY OF LAGUNA WOODS  
AND  
WM CURBSIDE, LLC  
FOR HOUSEHOLD HAZARDOUS, SHARPS,  
AND MEDICINE WASTE HANDLING SERVICES**

This EXTENSION of the AGREEMENT ("AGREEMENT") that was entered into on July 1, 2016, by and among the City of Laguna Woods, a general law city of the State of California ("CITY") and WM Curbside, LLC ("CONTRACTOR"), is made and entered into this 19th day of June 2019 by and among CITY and CONTRACTOR.

**WHEREAS**, the initial term of the AGREEMENT was for the period between July 1, 2016 and 11:59 p.m. on June 30, 2019; and

**WHEREAS**, the AGREEMENT allows for the term of the AGREEMENT to be extended upon written agreement of both parties to the AGREEMENT through a maximum of 11:59 p.m. on June 30, 2021.

**NOW THEREFORE**, the parties amend the AGREEMENT as follows:

1. CITY and CONTRACTOR hereby agree to an EXTENSION of the AGREEMENT for a period beginning on July 1, 2019 and ending at 11:59 p.m. on June 30, 2021 with no changes to the terms and conditions of the AGREEMENT.

**IN WITNESS WHEREOF**, the parties hereto have caused this EXTENSION to be executed the day and year first above written.

**CITY OF LAGUNA WOODS:**

By \_\_\_\_\_  
Cynthia Conners, Mayor

**CONTRACTOR:**

By \_\_\_\_\_  
Larry Metter, Vice President

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David B. Cosgrove, City Attorney

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**6.7**  
**STREET, RIGHT-OF-WAY, AND**  
**INFRASTRUCTURE MAINTENANCE SERVICES**

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**EXTENSION OF THE  
AGREEMENT FOR CONSULTANT SERVICES  
BETWEEN THE  
CITY OF LAGUNA WOODS  
AND  
PV MAINTENANCE, INC.  
FOR STREET, RIGHT-OF-WAY, AND INFRASTRUCTURE  
MAINTENANCE SERVICES**

This EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on August 16, 2017 by and among the City of Laguna Woods, a California municipal corporation ("CITY") and PV Maintenance, Inc. ("CONSULTANT"), is made and entered into this 19th day of June 2019 by and among CITY and CONSULTANT.

**WHEREAS**, the initial term of the AGREEMENT was for the period between September 1, 2017 and 11:59 p.m. on June 30, 2019; and

**WHEREAS**, the AGREEMENT allows for the term of the AGREEMENT to be extended upon written agreement of both parties to the AGREEMENT; and

**WHEREAS**, CITY has requested that CONSULTANT continue to provide street, right-of-way, and infrastructure maintenance services through June 30, 2021.

**NOW THEREFORE**, the parties amend the AGREEMENT as follows:

1. CITY and CONSULTANT hereby agree to an EXTENSION of the AGREEMENT for a period beginning on July 1, 2019 and ending at 11:59 p.m. on June 30, 2021 with no changes to the terms and conditions of the AGREEMENT.

**IN WITNESS WHEREOF**, the parties hereto have caused this EXTENSION to be executed the day and year first above written.

**CITY OF LAGUNA WOODS:**

By \_\_\_\_\_  
Cynthia Conners, Mayor

**CONSULTANT:**

By \_\_\_\_\_  
Frank J. Garza, President

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David B. Cosgrove, City Attorney

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**6.8**  
**WATER QUALITY CONSULTING SERVICES**

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**AMENDMENT AND EXTENSION OF THE  
AGREEMENT FOR CONSULTANT SERVICES  
BETWEEN THE  
CITY OF LAGUNA WOODS  
AND  
CHARLES ABBOTT ASSOCIATES, INC.  
FOR WATER QUALITY SERVICES**

This AMENDMENT AND EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on May 28, 2014 by and among the City of Laguna Woods, a California municipal corporation ("CITY") and Charles Abbott Associates, Inc. ("CONSULTANT"), is made and entered into this 19th day of June 2019 by and among CITY and CONSULTANT.

**WHEREAS**, the initial term of the AGREEMENT was for the period between June 13, 2014 and 11:59 p.m. on June 30, 2016; and

**WHEREAS**, the AGREEMENT allows for the term of the AGREEMENT to be extended upon written agreement of both parties to the AGREEMENT for any applicable mutually agreeable period through a maximum of 11:59 p.m. on June 30, 2019; and

**WHEREAS**, the term of the AGREEMENT was previously extended for periods through 11:59 p.m. on June 30, 2019; and

**WHEREAS**, CITY has requested that CONSULTANT continue to provide as-needed water quality services through November 30, 2019.

**NOW THEREFORE**, the parties amend the AGREEMENT as follows:

1. CITY and CONSULTANT hereby agree to an AMENDMENT of the AGREEMENT consisting of the modifications shown on page two of this AMENDMENT to Section 1 of the AGREEMENT.

2. CITY and CONSULTANT hereby agree to an EXTENSION of the AGREEMENT for a period beginning on July 1, 2019 and ending at 11:59 p.m. on November 30, 2019 with no changes to the terms and conditions of the AGREEMENT.

**IN WITNESS WHEREOF**, the parties hereto have caused this AMENDMENT AND EXTENSION to be executed the day and year first above written.

**CITY OF LAGUNA WOODS:**

By \_\_\_\_\_  
Cynthia Conners, Mayor

**CONSULTANT:**

By \_\_\_\_\_  
Rusty R. Reed, President

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David B. Cosgrove, City Attorney

**AMENDMENT TEXT**

*Section 1 of the AGREEMENT is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):*

**SECTION 1. TERM OF AGREEMENT.**

Subject to the provisions of SECTION 19 “TERMINATION OF AGREEMENT” of this AGREEMENT, the terms of this AGREEMENT shall be for a period beginning on the date of execution of this AGREEMENT, as first shown above, and ending at 11:59 p.m. on June 30, 2016. Such term may be extended upon written agreement of both parties to this AGREEMENT through a maximum of ~~June 30, 2019~~ November 30, 2019.

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**TRAFFIC SIGNAL, STREET LIGHT, AND CITY  
HALL LIGHTING MAINTENANCE SERVICES**

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**AGREEMENT FOR CONSULTANT SERVICES  
BETWEEN THE  
CITY OF LAGUNA WOODS  
AND  
SIEMENS MOBILITY, INC.  
FOR TRAFFIC SIGNAL, STREET LIGHT, AND CITY HALL LIGHTING  
MAINTENANCE SERVICES**

This AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT"), is made and entered into this 1st day of July 2019 ("EFFECTIVE DATE"), by and among the City of Laguna Woods, a California municipal corporation ("CITY"), and Siemens Mobility, Inc. ("CONSULTANT").

In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

**SECTION 1. TERM OF AGREEMENT.**

Subject to the provisions of SECTION 19 "TERMINATION OF AGREEMENT" of this AGREEMENT, the term of this AGREEMENT shall be for a period beginning on July 1, 2019 and ending at 11:59 p.m. on June 30, 2021. Such term may be extended upon written agreement of both parties to this AGREEMENT through a maximum of 11:59 p.m. on June 30, 2023.

**SECTION 2. SCOPE OF SERVICES.**

CONSULTANT shall perform the services set forth in EXHIBIT "A" "SCOPE OF SERVICES" and made a part of this AGREEMENT. All work to be performed by CONSULTANT shall be coordinated with, and approved by City Manager of CITY or his or her designee. CONSULTANT shall not begin work on any individual task or assignment until authorized by the City Manager of CITY or his or her designee to proceed.

**SECTION 3. ADDITIONAL SERVICES.**

CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to or outside of those set forth in this AGREEMENT or listed in EXHIBIT "A" "SCOPE OF SERVICES", unless such additional services are authorized in advance and in writing by the City Council or the City Manager of CITY or his or her designee. CONSULTANT shall be compensated for any such additional services only in the amounts and in the manner agreed to by the City Council or City Manager of CITY or his or her designee.

**SECTION 4. COMPENSATION AND METHOD OF PAYMENT.**

(a) Subject to any limitations set forth in this AGREEMENT, CITY agrees to pay CONSULTANT the amounts specified in EXHIBIT "B" "COMPENSATION" and made a

## ITEM 6.9

part of this AGREEMENT. CONSULTANT shall perform work only as requested by CITY. This AGREEMENT does not state, convey, imply or infer a specific, minimum or expected amount of work or compensation for as needed services or reimbursables. Compensation for services shall not exceed the amounts specified in EXHIBIT "B" "COMPENSATION".

(b) No later than the 15<sup>th</sup> of each month CONSULTANT shall furnish to CITY an **original** invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the categories required by CITY, which are subject to change at the discretion of CITY. CITY shall independently review each invoice submitted by the CONSULTANT to determine whether the work performed and expenses incurred are in compliance with the provisions of this AGREEMENT. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in subsection (c). In the event that any charges or expenses are disputed by CITY, the original invoice shall be returned by CITY to CONSULTANT for correction and resubmission.

(c) Except as to any charges for work performed or expenses incurred by CONSULTANT which are disputed by CITY, CITY will use its best efforts to cause CONSULTANT to be paid within thirty (30) days of receipt of CONSULTANT's invoice.

(d) Payment to CONSULTANT for work performed pursuant to this AGREEMENT shall not be deemed to waive any defects in work performed by CONSULTANT, nor to constitute any waiver of any type of relief or remedy, legal or equitable, arising out of any breach or nonperformance of any aspect of the AGREEMENT by CONSULTANT.

### **SECTION 5. INSPECTION AND FINAL ACCEPTANCE.**

CITY may inspect and accept or reject any of CONSULTANT's work under this AGREEMENT, either during performance or when completed. CITY shall reject or finally accept CONSULTANT's work in its discretion within sixty (60) days after submitted to CITY. Any rejection of work by CITY shall be by written explanation. Acceptance of any of CONSULTANT's work by CITY shall not constitute a waiver of any of the provisions of this AGREEMENT including, but not limited to, sections 15 and 16, pertaining to indemnification and insurance, respectively.

### **SECTION 6. OWNERSHIP OF DOCUMENTS.**

All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by CONSULTANT in the course of providing any services pursuant to this AGREEMENT shall become the sole property of CITY and may be used, reused or otherwise disposed of by CITY without the permission of the CONSULTANT. Upon completion, expiration or termination of this AGREEMENT, CONSULTANT shall turn over to CITY all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents, notwithstanding any billing or compensation disputes that may then exist between CITY and CONSULTANT. CONSULTANT shall not be held liable for any

modification or reuse for purposes outside this AGREEMENT of CITY-owned work product generated or produced by CONSULTANT.

**SECTION 7. CONSULTANT'S BOOKS AND RECORDS.**

(a) CONSULTANT shall maintain any and all documents and records demonstrating or relating to CONSULTANT's and any of CONSULTANT's subcontractors' performance of services pursuant to this AGREEMENT. CONSULTANT shall maintain any and all drafts of studies or planning documents, correspondence, notices, ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to CITY pursuant to this AGREEMENT. Any and all such documents or records shall be maintained in accordance with generally accepted accounting principles and shall be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by CONSULTANT pursuant to this AGREEMENT. Any and all such documents or records shall be maintained for five (5) years from the end of the term of this AGREEMENT and to the extent required by laws relating to audits of public agencies and their expenditures.

(b) Any and all records or documents required to be maintained pursuant to this section shall be made available for inspection, audit and copying, at any time during regular business hours, upon written request by CITY, Federal government, State of California, or their designated representatives. Copies of such documents or records shall be provided directly to the requesting party for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at CONSULTANT's address indicated for receipt of notices in this AGREEMENT.

(c) Where CITY has reason to believe that any of the documents or records required to be maintained pursuant to this section may be lost or discarded due to dissolution or termination of CONSULTANT's business, CITY may, by written request, require that custody of such documents or records be given to the requesting party and that such documents and records be maintained by the requesting party. Access to such documents and records shall be granted to CITY, as well as to its successors-in-interest and authorized representatives.

(d) CONSULTANT shall prepare and submit to CITY reports concerning the performance of the work in this AGREEMENT as CITY shall require.

**SECTION 8. STATUS OF CONSULTANT.**

(a) CONSULTANT is and shall at all times remain a wholly independent contractor and not an officer, official, employee or agent of CITY. CONSULTANT shall have no authority to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of or against CITY, whether by contract or otherwise, unless such authority is expressly conferred under this AGREEMENT or is otherwise expressly conferred in writing by CITY.

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(b) The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY, shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, officials, employees or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that CONSULTANT or any of CONSULTANT's officers, officials, employees or agents is in any manner officials, officers, employees or agents of CITY.

(c) Neither CONSULTANT, nor any of CONSULTANT's officers, officials, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to CITY'S employees. CONSULTANT expressly waives any claim CONSULTANT may have to any such rights.

(d) This AGREEMENT shall in no way prohibit the CITY from entering into other agreements or contracts, hiring staff or making other such arrangements with other persons and/or entities relative to the services set forth in EXHIBIT "A" "SCOPE OF SERVICES".

### **SECTION 9. STANDARD OF PERFORMANCE.**

CONSULTANT represents and warrants that it has the qualifications, experience, personnel, and facilities necessary to properly perform the services required under this AGREEMENT in a thorough, competent and professional manner. CONSULTANT shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this AGREEMENT, CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of CONSULTANT under this AGREEMENT.

### **SECTION 10. COMPLIANCE WITH APPLICABLE LAWS; PERMITS AND LICENSES.**

(a) CONSULTANT shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this AGREEMENT, including but not limited to regulations and rules pertaining to any grant awards or third-party funding with which this AGREEMENT is funded in whole or in part. CONSULTANT shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this AGREEMENT. CITY shall not be responsible for monitoring CONSULTANT's compliance with federal, state, and local laws, statutes, codes, ordinances, or regulations. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY, shall be liable, at law or in equity, as a result of any failure of CONSULTANT to comply with this section.

(b) CONSULTANT shall not be debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs, or from receiving Federal contracts,

subcontracts, or financial or nonfinancial assistance or benefits, under Executive Order 12549, "Debarment and Suspension" (24 CFR 85.35) or other Federal laws, statutes, codes, ordinances, regulations or rules, at any time during the term of this AGREEMENT.

**SECTION 11. NONDISCRIMINATION.**

CONSULTANT shall not discriminate, in any way, against any person on the basis of race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics in connection with or related to the performance of this AGREEMENT.

**SECTION 12. UNAUTHORIZED ALIENS.**

CONSULTANT shall comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, *et seq.*, as amended from time to time or replaced by a successor statute, and in connection therewith, shall not employ unauthorized aliens as defined therein. The term "unauthorized aliens" means and includes "undocumented foreign nationals" as defined in the proposed Federal Correcting Hurtful and Alienating Names in Government Expression (CHANGE) Act (H.R. 3785, introduced October 21, 2015). Should CONSULTANT so employ such unauthorized aliens for the performance of work and/or services covered by this AGREEMENT, and should the any liability or sanctions be imposed against CITY for such use of unauthorized aliens, CONSULTANT shall reimburse CITY for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by CITY.

**SECTION 13. CONFLICTS OF INTEREST.**

(a) CONSULTANT covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of CITY or which would in any way hinder CONSULTANT's performance of services under this AGREEMENT. CONSULTANT further covenants that in the performance of this AGREEMENT, no person having any such interest shall be employed by it as an officer, official, employee, agent or subcontractor without the express written consent of the City Manager of CITY or his or her designee. CONSULTANT agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of CITY in the performance of this AGREEMENT.

(b) CITY understands and acknowledges that CONSULTANT is, as of the date of execution of this AGREEMENT, independently involved in the performance of non-related services for other governmental agencies and private parties. CONSULTANT is unaware of any stated position of CITY relative to such projects. Any future position of CITY on such projects

shall not be considered a conflict of interest for purposes of this section.

#### **SECTION 14. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION.**

(a) All information gained or work product produced by CONSULTANT in performance of this AGREEMENT shall be considered confidential, unless such information is in the public domain or already known to CONSULTANT. CONSULTANT shall not release or disclose any such information or work product to persons or entities other than CITY without prior written authorization from the City Manager of CITY or his or her designee, except as may be required by law.

(b) CONSULTANT, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager of CITY or his or her designee or unless requested by the City Attorney of CITY, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this AGREEMENT. Response to a subpoena or court order shall not be considered "voluntary" provided CONSULTANT gives CITY notice of such court order or subpoena.

(c) If CONSULTANT, or any officer, employee, agent or subcontractor of CONSULTANT, provides any information or work product in violation of this AGREEMENT, then CITY shall have the right to reimbursement and indemnity from CONSULTANT for any damages, costs and fees, including attorneys fees, caused by or incurred as a result of CONSULTANT's conduct.

(d) CONSULTANT shall promptly notify CITY should CONSULTANT, its officers, officials, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this AGREEMENT or the work performed thereunder. CITY retains the right, but has no obligation, to represent CONSULTANT or be present at any deposition, hearing or similar proceeding. CONSULTANT agrees to cooperate fully with CITY and to provide CITY with the opportunity to review any response to discovery requests provided by CONSULTANT. However, this right to review any such response does not imply or mean the right by CITY to control, direct, or rewrite said response.

#### **SECTION 15. INDEMNIFICATION.**

(a) CITY and its respective elected and appointed boards, officials, officers, agents, employees and volunteers (individually and collectively, "INDEMNITEES") shall have no liability to CONSULTANT or any other person for, and CONSULTANT shall indemnify, defend and hold harmless INDEMNITEES from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements (collectively "CLAIMS"), which INDEMNITEES may suffer or incur or to which

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INDEMNITEES may become subject by reason of or arising out of any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise occurring as a result of the CONSULTANT's performance of or failure to perform any services under this AGREEMENT to the extent caused in whole or in part by the negligent acts, errors, or omissions of CONSULTANT, its agents, officers, directors, subcontractors or employees, committed in performing any of the services under this AGREEMENT, including without limitation the violation of any federal, state, and local law, statute, code, ordinance, regulation, or rule.

(b) If any action or proceeding is brought against INDEMNITEES by reason of any of the matters against which CONSULTANT has agreed to indemnify INDEMNITEES as provided above, CONSULTANT, upon notice from CITY, shall defend INDEMNITEES at CONSULTANT's expense by counsel acceptable to CITY, such acceptance not to be unreasonably withheld. INDEMNITEES need not have first paid for any of the matters to which INDEMNITEES are entitled to indemnification in order to be so indemnified. The insurance required to be maintained by CONSULTANT under Section 16 shall insure CONSULTANT's obligations under this section, but the limits of such insurance shall not limit the liability of CONSULTANT hereunder. The provisions of this section shall survive the expiration or earlier termination of this AGREEMENT.

(c) The provisions of this section do not apply to CLAIMS occurring as a result of the CITY's sole negligence or willful acts or omissions.

### **SECTION 16. INSURANCE.**

CONSULTANT agrees to obtain and maintain in full force and effect during the term of this AGREEMENT the insurance policies set forth in EXHIBIT "C" "INSURANCE" and made a part of this AGREEMENT. All insurance policies shall be subject to approval by CITY as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the City Manager of CITY or his or her designee. CONSULTANT agrees to provide CITY with copies of required policies upon request.

### **SECTION 17. ASSIGNMENT.**

The expertise and experience of CONSULTANT are material considerations for this AGREEMENT. CITY has an interest in the qualifications of and capability of the persons and entities who will fulfill the duties and obligations imposed upon CONSULTANT under this AGREEMENT. In recognition of that interest, CONSULTANT shall not assign or transfer this Agreement or any portion of this AGREEMENT or the performance of any of CONSULTANT's duties or obligations under this AGREEMENT without the prior written consent of the City Council. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this AGREEMENT entitling CITY to any and all remedies at law or in equity, including summary termination of this AGREEMENT. CITY acknowledges, however, that CONSULTANT, in the performance of its duties pursuant to this AGREEMENT, may utilize subcontractors. CONSULTANT shall be solely liable and responsible for the actions, conduct, and performance of subcontractors, including but not limited to ensuring their compliance with

Section 10 of this AGREEMENT (Compliance with Applicable Laws; Permits and Licenses).

**SECTION 18. CONTINUITY OF PERSONNEL.**

CONSULTANT shall make every reasonable effort to maintain the stability and continuity of CONSULTANT's staff assigned to perform the services required under this AGREEMENT. CONSULTANT shall obtain approval, in writing, from CITY of any changes in CONSULTANT's staff assigned to perform the services required under this AGREEMENT, prior to any such performance.

**SECTION 19. TERMINATION OF AGREEMENT.**

(a) CITY may terminate this AGREEMENT, with or without cause, at any time by giving thirty (30) days written notice of termination to CONSULTANT. In the event such notice is given, CITY may require CONSULTANT to cease immediately all work in progress.

(b) CONSULTANT may terminate this AGREEMENT at any time upon sixty (60) days written notice of termination to CITY. In the event such notice is given, CITY may require CONSULTANT to cease immediately all work in progress.

(c) If CONSULTANT fails to perform any material obligation under this AGREEMENT, then, in addition to any other remedies, CITY may terminate this AGREEMENT immediately upon written notice.

(d) Upon termination of this AGREEMENT by either CONSULTANT or CITY, all property belonging exclusively to CITY which is in CONSULTANT's possession shall be returned to CITY immediately upon demand by CITY, notwithstanding any billing disputes that may then exist under this AGREEMENT. CONSULTANT shall furnish to CITY a final invoice for work performed and expenses incurred by CONSULTANT, prepared as set forth in SECTION 4 of this AGREEMENT. This final invoice shall be reviewed and paid in the same manner as set forth in SECTION 4 of this AGREEMENT.

**SECTION 20. DEFAULT.**

In the event that CONSULTANT is in default under the terms of this AGREEMENT, the CITY shall not have any obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and may terminate this AGREEMENT immediately by written notice to the CONSULTANT.

**SECTION 21. EXCUSABLE DELAYS.**

CONSULTANT shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of CONSULTANT. Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, court orders, fires, floods, epidemics, strikes,



be waived and that any attempted waiver shall be void.

**SECTION 27. WAIVER.**

Waiver by any party to this AGREEMENT of any term, condition, or covenant of this AGREEMENT shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this AGREEMENT shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this AGREEMENT. Acceptance by CITY of any work or services by CONSULTANT shall not constitute a waiver of any of the provisions of this AGREEMENT.

**SECTION 28. LAW TO GOVERN; VENUE.**

This AGREEMENT shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Orange. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the District of California in which CITY is located.

**SECTION 29. ATTORNEYS FEES, COSTS AND EXPENSES.**

In the event litigation or other proceeding is required to enforce or interpret any provision of this AGREEMENT, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorney's fees, costs and expenses, in addition to any other relief to which it may be entitled.

**SECTION 30. ENTIRE AGREEMENT.**

This AGREEMENT, including the attached EXHIBITS "A" through "C", is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between CONSULTANT and CITY prior to the execution of this AGREEMENT. No statements, representations or other agreements, whether oral or written, made by any party which is not embodied herein shall be valid and binding. No amendment to this AGREEMENT shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

**SECTION 31. SEVERABILITY.**

If a term, condition or covenant of this AGREEMENT is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this AGREEMENT shall not be affected thereby and the AGREEMENT shall be read and construed without the invalid, void or unenforceable provision(s).

**SECTION 32. NO THIRD-PARTY BENEFICIARIES.**

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This AGREEMENT, its provisions, and its covenants, are for the sole and exclusive benefit of CITY and CONSULTANT. No other parties or entities are intended to be, nor shall be considered, beneficiaries of the performance by either party of any of the obligations under this AGREEMENT.

**IN WITNESS WHEREOF**, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

**CITY OF LAGUNA WOODS:**

By \_\_\_\_\_  
Cynthia Conners, Mayor

**CONSULTANT:**

By \_\_\_\_\_  
Steven M. Teal, Jr., Director of Service

By \_\_\_\_\_  
Michael J. Hutchens, Operations Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David B. Cosgrove, City Attorney

**EXHIBIT "A"**  
**SCOPE OF SERVICES**

CONSULTANT shall perform and complete traffic signal, street light, and City Hall lighting maintenance services by providing all labor, tools, equipment, materials, and supplies necessary to complete work in a professional, thorough, and timely manner, to keep all such lighting in clean, functional, and proper working order, in accordance with standards and specifications as contained in this "Scope of Services" and this AGREEMENT.

References to "City Hall" in this EXHIBIT "A" mean Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

**Traffic Signal Maintenance**

The traffic signals for which service is required include traffic signals, traffic signal controllers, interconnects, battery back-ups, cabinets, splice pedestals, flashing beacons, illuminated street signs, safety lights, emergency vehicle pre-emption equipment, and all appurtenant equipment, owned and/or operated by CITY.

**Street Light and City Hall Lighting Maintenance**

The street lights and City Hall lighting for which service may be required include:

- 224 LS-2 residential street lights, all of which are located within the private gated community of Laguna Woods Village north of Laguna Hills Drive, south of Ridge Route Drive, east of Moulton Parkway, and west of Paseo de Valencia.
- Five pole lights that are located in the parking lot of City Hall.
- Three light-emitting diode (LED) walkway pole lights that are located near the entrance to City Hall.
- Such other street lights and City Hall lighting upon written agreement of both parties to this AGREEMENT.

**Notices**

**THIS WORK IS SUBJECT TO PREVAILING WAGE.** In accordance with the provisions of Section 1770 et seq., of the Labor Code, the Director of Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be done. CONSULTANT shall pay to all persons employed for this work by CONSULTANT sums not less than the sums set forth in the documents entitled "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770,1773,17733.1"

**California Department of Industrial Relations Registration Requirement** – No contractor or subcontractor may be listed on a proposal for this work unless registered with the Department of

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Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

### **Firm Licensure**

CONSULTANT shall hold and maintain a valid State of California C-10 (Electrical Contractor) contractor's license at all times during the term of this AGREEMENT.

### **Types of Service**

CONSULTANT shall provide the following services:

### **Work Task Descriptions**

The latest edition of the Standard Specifications for Public Works Construction and/or the Caltrans Standard Specifications, and related Standard Plans and Special Provisions, as solely selected by CITY, as modified by CITY and selected by CITY to be most appropriate for the work, shall govern the work. All work shall be to the satisfaction of CITY.

“Work Task Descriptions” include a general level of information regarding minimum performance standards for each work task to be completed. CONSULTANT shall complete work tasks at or above the required service levels within the time and schedule required.

For the purpose of pricing, most work tasks are considered separately based on whether they are to be completed as “Routine Work” or “Emergency Work.” Routine Work shall be completed within 10 business days of request by CITY, unless an alternate timeframe is specified in this Scope of Work. Emergency Work shall be initiated within 2 hours of request by CITY and completed as expeditiously as possible thereafter. CITY may, at its sole discretion, extend any maximum timeframe upon request of CONSULTANT.

Newly installed components typically carry a 1-year warranty provided by the manufacturer and/or installing company. During any warranty period, CONSULTANT shall coordinate warranty repairs with the appropriate manufacturer and/or installing company. CONSULTANT shall notify CITY of any undue delays in response by those other responsible parties in responding to warranty requests and provide a detail summary of the incident.

### **Routine Maintenance Work Tasks**

A. Annual Routine Maintenance – Emergency Vehicle Pre-emption Equipment (Units: Annual Lump Sum payable after work task completion)

Define Units: This is a lump sum annual fee payable after work task completion.

Every July, CONSULTANT shall:

- (a) Test and clean emergency vehicle pre-emption equipment according to manufacturer's specifications and provide CITY with a report on outcomes and findings. Upon CITY receipt and approval of replacement or repair work for emergency vehicle pre-emption equipment, work shall be performed within 5 business days and billed under Work Task 4.

B. Biennial Routine Maintenance – Conflict Monitors (Units: Biennial Lump Sum payable after work task completion)

Define Units: This is a lump sum biennial fee payable after each work task completion.

Every July and January, CONSULTANT shall:

- (a) Test traffic signal conflict monitors using MT-180 or equivalent conflict monitor tester and immediately provide CITY with a report on outcomes and findings. Tests shall be conducted utilizing a replacement monitor (like kind) to monitor the intersection while the test is being conducted. Upon CITY receipt and approval of replacement or repair work for conflict monitors, work shall be performed within 5 business days and billed under Work Task 4.

C. Quarterly Routine Maintenance – Battery Back-ups (Units: Quarterly Lump Sum payable after work task completion)

Define Units: This is a lump sum quarterly fee payable after each work task completion.

Every July, October, January, and April, CONSULTANT shall:

- (a) Test battery back-ups by bypassing existing electrical service and power signal directly from battery back-up during each intersection. Verify battery condition and voltage continuity. Maintain a quarterly log of battery back-up test results. Provide CITY with a list of inoperative or malfunctioning battery back-ups. Upon CITY receipt and approval of listed replacement or repair work, work shall be performed within 5 business days and billed under Work Task 4.

D. Monthly Routine Maintenance - Traffic Signals (Units: Monthly Lump Sum payable after work task completion)

Define Units: This is a lump sum monthly fee payable after each work task completion.

Every month CONSULTANT shall (for all traffic signals, including specified equipment):

- (a) Clean cabinet interior and exterior. Remove dirt and foreign material. Replace or clean

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cabinet filters and light bulbs. Verify a water tight seal exists around cabinet base and provide additional sealant as needed to maintain a moisture proof bond to protect the cabinet interior. Lubricate locks and hinges.

(b) Maintain an accurate chronograph and set all controller, conflict monitor, and battery back-up clocks to National Bureau of Standards real time and dates.

(c) Check signal and pedestrian phase and interval timing and circuits for correct operations, including yellow and flashing “don’t walk” intervals by chronograph or stop watch.

(d) Check voltage at main power supply. Verify tightness of connectors at power panel, ground buss, loop, and field terminal panels.

(e) Check detection equipment for proper function, including cabinet detector amp units, individual field loops, pedestrian buttons, and video detection components.

(f) Visually inspect relays, power supplies, fuses, clocks, dials, switches, etc. Clean and make routine adjustments or minor repairs as necessary.

(g) Field inspect signal poles, traffic signals, pedestrian heads and Light Emitting Diode (LED) quality of brightness, signal pole mounted signs, pedestrian buttons, safety lights, illuminated street name signs, video detectors etc., and remove dirt and foreign material.

(h) Inspect traffic signals, flashing beacons, safety lights, and illuminated street signs at night. Provide CITY with a list of burned-out or malfunctioning traffic equipment immediately following such inspection. Upon CITY receipt and approval of listed replacement or repair work, work shall be performed within 5 business days and billed under Work Task 4.

(i) Immediately notify CITY of any condition that constitutes a public hazard or may affect proper traffic signal timing or coordination.

### **As-Needed Maintenance Work Tasks**

This AGREEMENT does not state, convey, imply or infer a specific, minimum or expected amount of work or compensation for as-needed maintenance services.

#### **E. As-Needed Maintenance - Traffic Signals (Units: Varies)**

Define Units: Certain services shall be compensated by each item (see EXHIBIT “B”). All services not individually listed in EXHIBIT “B” shall be compensated on a time and materials basis.

*As-Needed Maintenance - Traffic Signals* includes work to repair/replace defective or obsolete equipment and perform modification work not directly covered by routine maintenance work

## ITEM 6.9

tasks. CONSULTANT shall perform this work at the direct request of CITY unless emergency or public safety conditions require a direct response. Should emergency or public safety conditions exist, CONSULTANT shall undertake work immediately and without delay.

*As-Needed Maintenance - Traffic Signals* work includes, but is not limited to:

- (a) Replacement or repair of emergency vehicle pre-emption equipment. Replacement shall be 2-3M 752 Opticom or CITY-approved equal.
- (b) Replacement or repair of traffic signal conflict monitors. Replacement shall be Econolite MMU-16E or CITY-approved equal.
- (c) Replacement or repair of battery back-ups. Replacement batteries shall be with 41 AMP CLARY "Outpost" batteries compatible with the UPS assembly of CLARY SP1250LX, or CITY-approved equal.
- (d) Replacement or repair of burned-out or malfunctioning traffic signals, flashing beacons, safety lights, "No Right Turn on Red" electronic signs, and illuminated street signs. Safety Lights shall be replaced with 235W LED luminaire (Leotek EC3-12M-MV-NW-3-GY-700-WL) with photocell.
- (e) Replacement of damaged loop detectors, including saw cut and lead-in conduit. All loop detector installation work shall conform to Caltrans Standard Plans and Specifications. Loop wire shall be Type 2. Detector lead-in cable shall be Type B. Front loops shall be located 1 foot behind crosswalk line or limit line, and shall be Type E or CITY-approved equal.
- (f) Repainting of traffic signal heads, back plates, visors, frameworks, pedestrian push button housing, electric meter service cabinets, and controller cabinets. Paint shall be vinyl with an anti-graffiti coating in a CITY-approved color.
- (g) Maintenance resultant of failure or malfunction of traffic signals caused by vehicle collision, civil disturbance, windstorm, natural disaster, street construction, or excavation.

### F. As-Needed Maintenance – Street Lights & City Hall Lighting (Units: Varies)

Define Units: These services are provided on a time and materials. These will be performed on an as requested basis.

*As-Needed Maintenance – Street Lights & City Hall Lighting* includes, but is not necessarily limited to, any or all of the following activities: changing light fixtures, bulbs, photocells, poles, or ballasts; cleaning fixtures, bulbs, or components thereof to remove dirt and dust; and, removing/responding to damaged or downed fixtures, bulbs, photocells, poles, or ballasts, including abating potential electrical hazards caused by exposed or damaged wiring.

G. Underground Service Alert Response (Units: Biennial Lump Sum)

Define Units: This is a lump sum biennial fee payable in July and December of each year.

CONSULTANT shall subscribe to Underground Service Alert (USA) on-line interconnect notifications and directly receive and respond to requests for identification of CITY underground facilities covered by this AGREEMENT. CONSULTANT shall respond to all such requests within 1 business day of receipt and provide written notification to CITY.

**Standards for Personnel**

1. CONSULTANT shall designate a project manager who shall be responsible for overseeing all work performed under this AGREEMENT and coordinating the same with CITY. He or she shall have at least two (2) years of experience involving relevant maintenance and be fluent in the English language. Experience managing municipal contracts is highly desirable.
2. CONSULTANT shall work with CITY to establish procedures for providing notification of required services including, at a minimum, the designation of a primary and alternate point of contact, one of whom shall be available to CITY, via telephone, at all times.
3. At all times during maintenance services, CONSULTANT's personnel shall be dressed in clean, high visibility uniforms, appropriate to the nature of the work performed, with the company name clearly identified. No portion of a uniform shall be removed or not worn. Personnel not in full uniform shall be immediately removed from providing services.
4. CONSULTANT's personnel shall possess all of the following:
  - a. Proper licensure and training for operation of equipment utilized.
  - b. Ability to operate equipment in accordance with the manufacturer's recommendations.
  - c. Ability to make required operator/mechanical adjustments to the equipment being used.
  - d. Knowledge of safety regulations as they relate to the services performed.
  - e. Knowledge of the safety and uniform standards required by this AGREEMENT.
5. CONSULTANT shall have available adequately skilled personnel and proper lab testing facilities to perform inspections of traffic controller mechanisms including controller units, auxiliary equipment, and traffic control appurtenances. All testing and test facilities shall conform to California Department of Transportation (DOT) National Electrical Manufacturers Association (NEMA) controller standards.

**Standards of Practice**

6. CONSULTANT shall possess a documented California Division of Occupational Health and Safety (CalOSHA) compliant safety certification for each aerial lift that its personnel use.

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7. CONSULTANT shall keep all equipment in good working order and shall maintain, operate, and utilize the same in full compliance with applicable manufacturer's instructions, CalOSHA regulations, California Department of Transportation (DOT) requirements, and the California Manual of Uniform Traffic Control Devices (CAMUTCD).
8. CONSULTANT shall setup, operate, and stage in a manner that presents the least amount of disruption to residents, businesses, the public, and traffic flow. Equipment shall never be stored or left unattended on a public street, CITY facility, or private property.
9. CONSULTANT shall notify CITY and Orange County Sheriff's Department of any signal turn-offs or turn-ons necessitated by its operations and shall not make said turnoffs or turn-ons until CITY has given permission to proceed.
10. CITY shall purchase and maintain a limited inventory of residential street light poles. CONSULTANT shall be required to purchase all other materials or supplies necessary to provide maintenance services. Materials and supplies purchased by CONSULTANT for maintenance services authorized by CITY shall be reimbursed by CITY with a pre-determined markup over cost (as evidenced by receipts).
11. CONSULTANT shall hold and maintain a valid Laguna Woods Village gate pass allowing entry to all areas in which maintenance services may be performed on a 24-hour basis, at all times during the term of this AGREEMENT.
12. CONSULTANT shall identify the location of all utilities, irrigation components, trees, and/or any public or private property element(s) that could be compromised by any work activity. This pre-inspection shall occur prior to any commencement of work. If identified, CONSULTANT shall take appropriate action to protect the same. If, during the course of the pre-inspection, CONSULTANT identifies damage that existed before the onset of work, CONSULTANT shall document the damage with photographs and report such damage to CITY prior to any commencement of work in that area. All photo documentation shall have the time and date embedded. Any claim of damage that cannot be refuted by photo documentation and/or a written report to CITY shall be considered the responsibility of CONSULTANT.
13. While performing work of any type, CONSULTANT shall continually inspect for any hazard related to lighting including, but not limited to, damaged or exposed wiring, damaged or downed light poles, or damaged or inoperative light fixtures, bulbs, photocells, poles, or ballasts. Hazardous conditions shall be corrected by CONSULTANT or immediately reported to CITY. At no time shall CONSULTANT work in a hazardous condition.
14. CONSULTANT shall prevent unnecessary noise resulting from its work and comply with the Laguna Woods Municipal Code's noise standards, as may change from time-to-time.

**Clean-up and Waste Disposal**

15. CONSULTANT shall not permit any personnel or member of the public to collect, salvage, or remove any debris resulting from maintenance services.
16. If CONSULTANT chooses to utilize a third-party to haul debris resulting from maintenance services, it shall be a requirement to use Waste Management of Orange County (Waste Management Collection and Recycling, Inc.).

**Injury or Death Incident Reporting**

17. CONSULTANT shall report to CITY any incident that occurs during work, and results in any injury or death, within one (1) hour of occurrence. CONSULTANT shall prepare and submit a written report to CITY within twenty-four (24) hours of any such incident.

**Property Damage Reporting and Repair**

18. Should any structure or property be damaged during CONSULTANT's work, CONSULTANT shall notify the property owners and CITY within one (1) hour of occurrence. CONSULTANT shall make all arrangements for repairs to damaged property within forty-eight (48) hours of occurrence, except utility lines, which shall be repaired within twenty-four (24) hours of occurrence. CONSULTANT shall be solely responsible for contacting all utilities, property owners, and contractors required to complete such repairs. Repairs shall be made in accordance with the appropriate building codes under permits issued by CITY (CITY will not waive fees) and other laws and regulations, as applicable. Repairs shall be made using components matching those that were damaged.

**Regular Reporting**

19. *Intersection Records.* CONSULTANT shall maintain a permanent operational record of every piece of traffic signal equipment which CONSULTANT is required to maintain. CONSULTANT shall maintain a separate record at each intersection detailing monthly maintenance, inspections, and repairs. All entries shall be made on a standardized form, legible, and made in chronological order on the sheet in indelible ink. The required entry shall include date, time, reason for visit, observations and/or work performed, and initials of individual making the entry. A copy of such record shall be maintained at all times within the controller cabinet at each signal location and be provided to CITY, in-full, upon request.
20. *Office Records.* CONSULTANT shall maintain a complete set of records for all pieces of equipment which CONSULTANT is required to maintain, noting all inspections and repairs completed. A separate daily log or diary for every person and every vehicle employed on this AGREEMENT shall also be maintained. Said daily log or diary shall fully describe the work performed by each individual on each piece of equipment and show all chargeable time to this AGREEMENT, including the date and time of day the work was performed at each

## ITEM 6.9

location, a description of work performed, and the name of the individual(s) that performed the work. These records shall be provided to CITY, in-full, upon request.

21. *Activities Report.* CONSULTANT shall maintain and submit with each monthly invoice a complete record of all work performed during each respective month. This Activities Report is considered part of the routine monthly maintenance; therefore, invoices will not be paid until it has been submitted. The Activities Report shall include the date and time of day the work was performed, the location and equipment that work was performed, a description of the work performed, and information on corresponding charges. CITY reserves the right to require that additional information be provided in activities reports at any time.

**EXHIBIT "B"**  
**COMPENSATION**

CONSULTANT shall be compensated as follows:

**Section 1**

<b>Work Task</b>	<b>Description</b>	<b>Unit</b>	<b>Pricing (Routine Work)</b>	<b>Pricing (Emergency Work)</b>
1	Annual Routine Maintenance – Emergency Vehicle Pre-Emption Equipment	Lump Sum (Payable Annually)	\$210	X
2	Biennial Routine Maintenance – Conflict Monitors	Lump Sum (Payable Biennial)	\$420	X
3A	Quarterly Routine Maintenance – Battery Back-ups	Lump Sum (Payable Quarterly)	\$420	X
3B	Monthly Routine Maintenance - Traffic Signals	Lump Sum (Payable Monthly)	\$1,099	X
4	As-Needed Maintenance - Traffic Signals			
4A	Repair/replace 12” Red LED Lens (Ball)	Each	\$105	\$210
4B	Repair/replace 12” Red LED Lens (Arrow)	Each	\$108	\$213
4C	Repair/replace 12” Yellow LED Lens (Ball)	Each	\$105	\$210
4D	Repair/replace 12” Yellow LED Lens (Arrow)	Each	\$108	\$213
4E	Replace 12” Green LED Lens (Ball)	Each	\$105	\$210
4F	Replace 12” Green LED Lens (Arrow)	Each	\$108	\$213
4G	Replace Flashing Beacon Lens (Ball)	Each	\$105	\$210
4H	Replace Safety Light LED Lamp	Each	\$230	\$250
4I	Replace Safety Light Photo Lens	Each	\$85	\$100
4J	Replace Type A Detector Loop	Each	\$515	\$515
4K	Replace Type E Detector Loop	Each	\$515	\$515
4L	Replace Traffic Signal Conflict Monitor	Each	\$900	\$900
4M	Replace Emergency Vehicle Pre-emption Equipment	Each	\$4,600	\$4,600
4N	Replace Pedestrian Push Button	Each	\$75	\$175
4O	Replace Battery Back-Up Battery	Each	\$300	\$400
4P	Replace “No Right Turn on Red” Electronic Sign	Each	\$4,500	\$4,500

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Work Task	Description	Unit	Pricing (Routine Work)	Pricing (Emergency Work)
4Q	Replace Illuminated Street Sign Lamp	Each	\$85	\$100
4R	Repaint Electric Meter Service Cabinet	Each	\$265	\$265
4S	Repaint Controller Cabinet	Each	\$530	\$530
4T	All other As-Needed Maintenance - Traffic Signals	Time & Materials Basis (refer to Section 2)		
5	As-Needed Maintenance – Street Lights & City Hall Lighting	Time & Materials Basis (refer to Section 2)		
6	Underground Service Alert Response	Per Call	\$225	X

**Section 2**

Description	Regular Time*	Overtime**	Premium Time***
<i>Labor Rates</i>			
Traffic Signal Foreman	\$134 per hour	\$163 per hour	\$192 per hour
Engineering Technician	\$134 per hour	\$163 per hour	\$192 per hour
Traffic Signal Technician	\$115 per hour	\$135 per hour	\$155 per hour
Street Light Technician	\$128 per hour	\$154 per hour	\$180 per hour
Traffic Signal Groundsman	\$113 per hour	\$154 per hour	\$154 per hour
Maintenance Technician	\$115 per hour	\$135 per hour	\$155 per hour
<i>Equipment Rates</i>			
Service Truck	\$25 per hour	\$25 per hour	\$25 per hour
Bucket Truck	\$28 per hour	\$28 per hour	\$28 per hour
Crane Truck	\$55 per hour	\$55 per hour	\$55 per hour
Towable Air Compressor	\$5 per hour	\$5 per hour	\$5 per hour
Towable Arrowboard	\$5 per hour	\$5 per hour	\$5 per hour
<i>Material Rates</i>			
Materials will be charged at purchase cost to CONSULTANT, as evidenced by receipts.			

\* Regular Time: Monday through Friday (excluding holidays recognized by the Department of Industrial Relations for the payment of prevailing wage), 7:30 a.m. to 4 p.m.

\*\* Overtime: Monday through Friday outside of Regular Time hours for the first four straight hours of any job, and Saturday for the initial 12 working hours

\*\*\* Premium Time: Monday through Friday after the first four hours of overtime of any job, Saturdays after the initial 12 working hours, Sunday starting at 12:00 a.m. until Monday at 7:30 a.m., and holidays recognized by the Department of Industrial Relations for the payment of prevailing wage starting at 12:00 a.m. until the next morning at 7:30 a.m.

The rates set forth in Section 1 and Section 2 are “all inclusive.” CITY shall not provide separate or supplemental compensation to CONSULTANT.

The rates set forth in Section 1 and Section 2 will not increase during the initial term of the agreement or any potential extensions through June 30, 2023.

**EXHIBIT "C"**  
**INSURANCE**

A. Insurance Requirements. CONSULTANT shall provide and maintain insurance, acceptable to the City Manager of CITY or his or her designee or City Attorney, in full force and effect throughout the term of this AGREEMENT, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by CONSULTANT, its agents, representatives or employees. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII. CONSULTANT shall provide the following scope and limits of insurance:

1. Minimum Scope of Insurance. Coverage shall be at least as broad as:

(1) Insurance Services Office form Commercial General Liability coverage (Occurrence Form CG 0001).

(2) Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, including code 1 "any auto" and endorsement CA 0025, or equivalent forms subject to the written approval of CITY.

(3) Workers' Compensation insurance as required by the Labor Code of State of California and Employer's Liability insurance and covering all persons providing services on behalf of the CONSULTANT and all risks to such persons under this AGREEMENT. Subcontractors or any other persons not covered by CONSULTANT's Workers' Compensation insurance shall carry separate and equivalent Workers' Compensation insurance as required by this subsection.

(4) Errors and omissions liability insurance appropriate to the CONSULTANT's profession.

2. Minimum Limits of Insurance. CONSULTANT shall maintain limits of insurance no less than:

(1) General Liability: \$1,000,000 per occurrence for all covered losses and no less than \$3,000,000 general aggregate for bodily injury, personal injury and property damage.

(2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

(3) Workers' Compensation and Employer's Liability: Workers' Compensation as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.

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B. Other Provisions. Insurance policies required by this AGREEMENT shall contain the following provisions:

1. All Policies. Each insurance policy required by this AGREEMENT shall be endorsed and state that the coverage shall not be suspended, voided, cancelled by the insurer or either party to this AGREEMENT, reduced in coverage or in limits except after 30 days' prior written notice by Certified mail, return receipt requested, has been given to the City Manager of CITY or his or her designee by either CONSULTANT or CONSULTANT's insurer.

2. General Liability and Automobile Liability Coverages.

(1) CITY, and its respective elected and appointed officers, officials, and employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities CONSULTANT performs; products and completed operations of CONSULTANT; premises owned, occupied or used by CONSULTANT; or automobiles owned, leased, hired or borrowed by CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to CITY, and their respective elected and appointed officers, officials, or employees.

(2) CONSULTANT's insurance coverage shall be primary insurance with respect to CITY, and its respective elected and appointed, its officers, officials, employees and volunteers. Any insurance or self insurance maintained by CITY, and its respective elected and appointed officers, officials, employees or volunteers, shall apply in excess of, and not contribute with, CONSULTANT's insurance.

(3) CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(4) Any failure to comply with the reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to CITY, and its respective elected and appointed officers, officials, employees or volunteers.

3. Workers' Compensation and Employer's Liability Coverage. Unless the City Manager of CITY or his or her designee otherwise agrees in writing, the insurer shall agree to waive all rights of subrogation against CITY, and its respective elected and appointed officers, officials, employees and agents for losses arising from work performed by CONSULTANT.

C. Other Requirements. CONSULTANT agrees to deposit with CITY, at or before the effective date of this contract, certificates of insurance necessary to satisfy CITY that the insurance provisions of this contract have been complied with. The City Attorney may require that CONSULTANT furnish CITY with copies of original endorsements effecting coverage required by this Section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. CITY reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

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1. CONSULTANT shall furnish certificates and endorsements from each subcontractor identical to those CONSULTANT provides.

2. Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY or its respective elected or appointed officers, officials, employees and volunteers or the CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

3. The procuring of such required policy or policies of insurance shall not be construed to limit CONSULTANT's liability hereunder nor to fulfill the indemnification provisions and requirements of this AGREEMENT.

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**ASSEMBLY BILL 2766/MOBILE SOURCE AIR  
POLLUTION REDUCTION REVIEW COMMITTEE  
LOCAL GOVERNMENT PARTNERSHIP  
PROGRAM**

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**AB 2766/MSRC LOCAL GOVERNMENT PARTNERSHIP PROGRAM CONTRACT**

1. PARTIES

The parties to this contract ("Contract") are the South Coast Air Quality Management District (referred to here as "SCAQMD") whose address is 21865 Copley Drive, Diamond Bar, California 91765-4178, and the City of Laguna Woods (referred to here as "CONTRACTOR") whose address is 24264 El Toro Road, Laguna Woods, California 92637.

2. RECITALS

- A. SCAQMD is the local agency with primary responsibility for regulating stationary source air pollution within the geographical boundaries of the South Coast Air Quality Management District in the State of California (State). SCAQMD is authorized under State Health & Safety Code Section 44225 (AB 2766) to levy a fee on motor vehicles for the purpose of reducing air pollution from such vehicles and to implement the California Clean Air Act.
- B. Under AB 2766, SCAQMD's Governing Board has authorized the imposition of the statutorily set motor vehicle fee. By taking such action, the State's Department of Motor Vehicles (DMV) is required to collect such fee and remit it periodically to SCAQMD.
- C. AB 2766 further mandates that thirty (30) percent of such vehicle registration fees be placed by SCAQMD into a separate account for the sole purpose of implementing and monitoring programs to reduce air pollution from motor vehicles.
- D. AB 2766 creates a regional Mobile Source Air Pollution Reduction Review Committee (MSRC) to develop a work program to fund projects from the separate account. Pursuant to approval of the work program by SCAQMD's Governing Board, SCAQMD authorized this Contract with CONTRACTOR for equipment or services described in Attachment 1 - Statement of Work, expressly incorporated herein by this reference and made a part hereof of this Contract.
- E. CONTRACTOR has met the requirements for receipt of AB 2766 Discretionary Funds as set forth in CONTRACTOR's Local Government Partnership Program Application/Proposal dated July 9, 2018.
- F. CONTRACTOR is authorized to do business in the State of California and attests that it is in good tax standing with the California Franchise Tax Board.
- G. All parties to this Contract have had the opportunity to have this Contract reviewed by their attorney.

3. DMV FEES

CONTRACTOR acknowledges that SCAQMD cannot guarantee that the amount of fees to be collected under AB 2766 will be sufficient to fund this Contract. CONTRACTOR further acknowledges that payment under this Contract is contingent upon SCAQMD receiving sufficient funds from the DMV, and that SCAQMD assumes no responsibility for the collection and remittance of motor vehicle registration fees.

4. AUDIT AND RECORDS RETENTION

- A. CONTRACTOR shall, at least once every two years, or within two years of the termination of the Contract if the term is less than two years, be subject to an audit by SCAQMD or its authorized representative to determine if the revenues received by CONTRACTOR were spent for the reduction of pollution from motor vehicles pursuant to the Clean Air Act of 1988.
- B. CONTRACTOR agrees to maintain records related to this Contract during the Contract term and continue to retain these records for a period of two years beyond the Contract term, except that in no

case shall CONTRACTOR be required to retain more than the most recent five years' records. SCAQMD shall coordinate such audit through CONTRACTOR'S audit staff.

- C. If an amount is found to be inappropriately expended, SCAQMD may withhold funding, or seek reimbursement, from CONTRACTOR in the amount equal to the amount that was inappropriately expended. Such withholding shall not be construed as SCAQMD's sole remedy and shall not relieve CONTRACTOR of its obligation to perform under the terms of this Contract.

5. TERM

The term of this Contract is for sixty five (65) months from the date of execution by both parties, unless terminated earlier as provided for in the TERMINATION clause of this Contract, the EARLY TERMINATION clause, or the term is extended by amendment of this Contract in writing. No work shall commence prior to the Contract start date, except at CONTRACTOR's cost and risk, and no charges are authorized until this Contract is fully executed, subject to the provisions stated in the PRE-CONTRACT COSTS clause of this Contract.

6. SUCCESSORS-IN-INTEREST

This Contract, and the obligations arising under the Contract, shall be binding on and inure to the benefit of CONTRACTOR and their executors, administrators, successors, and assigns.

7. REPORTING

CONTRACTOR shall submit reports to SCAQMD as outlined in Attachment 1 - Statement of Work. SCAQMD reserves the right to review, comment, and request changes to any report produced as a result of this Contract.

8. TERMINATION

- A. In the event any party fails to comply with any term or condition of this Contract, or fails to provide services in the manner agreed upon by the parties, including, but not limited to, the requirements of Attachment 1 - Statement of Work, this failure shall constitute a breach of this Contract. The non-breaching party shall notify the breaching party that it must cure this breach or provide written notification of its intention to terminate this contract. Notification shall be provided in the manner set forth in the NOTICES clause of this Contract. The non-breaching party reserves all rights under law and equity to enforce this Contract and recover damages.
- B. SCAQMD reserves the right to terminate this Contract, in whole or in part, without cause, upon thirty (30) days' written notice. Once such notice has been given, CONTRACTOR shall, except as and to the extent or directed otherwise by SCAQMD, discontinue any Work being performed under this Contract and cancel any of CONTRACTOR's orders for materials, facilities, and supplies in connection with such Work, and shall use its best efforts to procure termination of existing subcontracts upon terms satisfactory to SCAQMD. Thereafter, CONTRACTOR shall perform only such services as may be necessary to preserve and protect any Work already in progress and to dispose of any property as requested by SCAQMD.
- C. CONTRACTOR shall be paid in accordance with this Contract for all Work performed before the effective date of termination under section B of the TERMINATION clause of this Contract. Before expiration of the thirty (30) days' written notice, CONTRACTOR shall promptly deliver to SCAQMD all copies of documents and other information and data prepared or developed by CONTRACTOR under this Contract with the exception of a record copy of such materials, which may be retained by CONTRACTOR.

9. EARLY TERMINATION

This Contract may be terminated early due to the following circumstances: The infrastructure identified in Attachment 1, Statement of Work, becomes inoperable, and is either not technically able to be repaired, or is too costly to repair, and such failure is not caused by CONTRACTOR's negligence, misuse, or malfeasance.

10. STOP WORK

SCAQMD may, at any time, by written notice to CONTRACTOR, require CONTRACTOR to stop all or any part of the Statement of Work tasks in this Contract. A stop work order may be issued for reasons including, but not limited to, the project exceeding the budget, out of scope work, delay in project schedule, or misrepresentations. Upon receipt of the stop work order, CONTRACTOR shall immediately take all necessary steps to comply with the order. CONTRACTOR shall resume the work only upon receipt of written instructions from SCAQMD cancelling the stop work order. CONTRACTOR agrees and understands that CONTRACTOR will not be paid for performing work while the stop work order is in effect, unless SCAQMD agrees to do so in its written cancellation of the stop work order.

11. INSURANCE

CONTRACTOR represents that it is permissibly self-insured and will maintain such self-insurance in accordance with applicable provisions of California law throughout the term of this Contract. CONTRACTOR shall provide evidence of sufficient coverage during the term of this Contract and any extensions thereof that meet or exceed the minimum requirements set forth by the SCAQMD below. The certificate of self-insurance shall be mailed to: SCAQMD, 21865 Copley Drive, Diamond Bar, CA 91765-4178, Attention: Cynthia Ravenstein, MSRC Contracts Administrator. **The SCAQMD Contract Number must be included on the face of the certificate.** If CONTRACTOR fails to maintain the required insurance coverage, SCAQMD reserves the right to terminate the Contract or purchase such additional insurance and bill CONTRACTOR or deduct the cost thereof from any payments owed to CONTRACTOR. Minimum insurance coverages are as follows:

- A. Worker's compensation insurance in accordance with either California or other state's applicable statutory requirements.
- B. General Liability insurance with a limit of at least \$1,000,000 per occurrence, and \$2,000,000 in general aggregate.
- C. Automobile Liability insurance with limits of at least \$100,000 per person and \$300,000 per accident for bodily injuries and \$50,000 in property damage, or \$1,000,000 combined single limit for bodily injury or property damage.

12. INDEMNIFICATION

CONTRACTOR agrees to hold harmless, defend and indemnify SCAQMD, its officers, employees, agents, representatives, and successors-in-interest against any and all loss, damage, costs, lawsuits, claims, demands, causes of action, judgments, attorney's fees, or any other expenses arising from or related to any third party claim against SCAQMD, its officers, employees, agents, representatives, or successors in interest that arise or result in whole or in part, from any actual or alleged act or omission of CONTRACTOR, its employees, subcontractors, agents or representatives in the performance of this Contract. This Indemnification Clause shall survive the expiration or termination (for any reason) of the Contract and shall remain in full force and effect.

13. DISCLAIMER OF WARRANTY

The purchase or lease of funded vehicles/equipment is the CONTRACTOR's decision. The SCAQMD does not make any express or implied warranty of merchantability, fitness for a particular purpose or otherwise, quality or usefulness of the technology or product. Without limiting the foregoing, the SCAQMD will not be financially responsible, or otherwise liable, for the installation or performance of the vehicle/equipment.

14. PAYMENT

- A. SCAQMD shall reimburse CONTRACTOR up to a total amount of Fifty Thousand Dollars (\$50,000) in accordance with Attachment 2 - Payment Schedule expressly incorporated herein by this reference and made a part hereof of the Contract.
- B. A withhold amount or percentage (if any) shall be identified in the Payment Schedule, and such amount shall be withheld from each invoice. Upon satisfactory completion of project and final acceptance of work and the final report, CONTRACTOR's invoice for the withheld amount shall be released. Proof of project completion shall include a Final Report detailing the project goals and accomplishments, data collected during project performance, if any, documentation of significant results, and emissions reduction input data needed for calculation of emissions reductions.
- C. Any funds not expended upon early Contract termination or Contract completion shall revert to the AB 2766 Discretionary Fund. Payment of charges shall be made by SCAQMD to CONTRACTOR within thirty (30) days after approval by SCAQMD of an itemized invoice prepared and furnished by CONTRACTOR.
- D. An invoice submitted to SCAQMD for payment must be prepared in duplicate, on company letterhead, and list SCAQMD's contract number, period covered by invoice, and CONTRACTOR's social security number or Employer Identification Number and submitted to:

South Coast Air Quality Management District  
21865 Copley Drive  
Diamond Bar, CA 91765-4178  
Attn: Cynthia Ravenstein, MSRC Contracts Administrator

- 1. Charges for equipment, material, and supply costs, travel expenses, subcontractors, and other charges, as applicable, must be itemized by CONTRACTOR. Reimbursement for equipment, material, supplies, subcontractors, and other charges, as applicable, shall be made at actual cost. Supporting documentation must be provided for all individual charges (with the exception of direct labor charges provided by CONTRACTOR).
- 2. SCAQMD shall pay CONTRACTOR for travel-related expenses only if such travel is expressly set forth in Attachment 2 - Payment Schedule of this Contract or pre-authorized by SCAQMD in writing.
- 3. CONTRACTOR's failure to provide receipts shall be grounds for SCAQMD's non-reimbursement of such charges. CONTRACTOR may reduce payments on invoices by those charges for which receipts were not provided.
- 4. CONTRACTOR must submit final invoice no later than ninety (90) days after the termination date of this Contract or invoice may not be paid.

15. COMPLIANCE WITH APPLICABLE LAWS

CONTRACTOR agrees to comply with all federal, state, and local laws, ordinances, codes and regulations and orders of public authorities in the performance of this Contract. CONTRACTOR must also ensure that the vehicles and/or equipment to be purchased, leased or installed in the performance of this Contract are in compliance with all applicable federal, state, and local air quality rules and regulations, and that it will

maintain compliance for the full Contract term. CONTRACTOR shall ensure that the provisions of this clause are included in all subcontracts.

16. MOBILE SOURCE EMISSION REDUCTION CREDITS (MSERCs)

- A. The MSRC has adopted a policy that no MSERCs resulting from AB 2766 Discretionary Funds may be generated and/or sold.
- B. CONTRACTOR has the opportunity to generate MSERCs as a by-product of the project if a portion of the air quality benefits attributable to the project resulted from funding sources other than AB2766. These MSERCs, which are issued by SCAQMD, are based upon the quantified vehicle miles traveled (VMT) by project vehicles or other activity data as appropriate. Therefore, a portion of prospective MSERCs, generated as a result of AB 2766 Funds, must be retired. The portion of prospective credits funded by the AB 2766 program, and which are subject to retirement, shall be referred to as "AB 2766-MSERCs."
- C. The determination of AB 2766-MSERC's is to be prorated based upon the AB 2766 program's contribution to the cost associated with the air quality benefits. In the case where AB 2766 Discretionary Funds are used to pay for the full differential cost of a new alternative fuel vehicle or for the retrofitting or repowering of an existing vehicle, all MSERCs attributable to AB 2766 Discretionary Funds must be retired. The determination of AB 2766-MSERCs for infrastructure and other ancillary items is to be prorated based upon the AB 2766 program's contribution to the associated air quality benefits. Determination of the project's overall cost will be on a case-by-case basis at the time an MSERC application is submitted. SCAQMD staff, at the time an MSERC application is submitted, will calculate total MSERCs and retire the AB 2766-MSERCs. CONTRACTOR would then receive the balance of the MSERCs not associated with AB 2766 funding.

17. NOTICES

All notices that are required under this Contract shall be provided in the manner set forth herein, unless specified otherwise. Notice to a party shall be delivered to the attention of the person listed below, or to such other person or persons as may hereafter be designated by that party in writing. Notice shall be in writing sent by email, U.S. Mail, express, certified, return receipt requested, or a nationally recognized overnight courier service. In the case of email communications, valid notice shall be deemed to have been delivered upon sending, provided the sender obtained an electronic confirmation of delivery. Email communications shall be deemed to have been received on the date of such transmission, provided such date was a business day (Tuesday-Friday) and delivered prior to 5:30pm Pacific Standard Time. Otherwise, receipt of email communications shall be deemed to have occurred on the following business day. In the case of U.S. Mail notice, notice shall be deemed to be received when delivered or five (5) business days after deposit in the U. S. Mail. In the case of a nationally recognized overnight courier service, notice shall be deemed received when delivered (written receipt of delivery).

SCAQMD:  
South Coast Air Quality Management District  
21865 Copley Drive  
Diamond Bar, CA 91765-4178  
Attn: Cynthia Ravenstein, MSRC Contracts Administrator, email: [cravenstein@aqmd.gov](mailto:cravenstein@aqmd.gov)

CONTRACTOR:  
City of Laguna Woods  
24264 El Toro Road  
Laguna Woods, CA 92637  
Attn: April Baumgarten, email: [ABaumgarten@CityofLagunaWoods.org](mailto:ABaumgarten@CityofLagunaWoods.org)

18. INDEPENDENT CONTRACTOR

CONTRACTOR is an independent contractor. CONTRACTOR, its officers, employees, agents, representatives, or subcontractors shall in no sense be considered employees or agents of SCAQMD, nor shall CONTRACTOR, its officers, employees, agents, representatives, or subcontractors be entitled to or eligible to participate in any benefits, privileges, or plans, given or extended by SCAQMD to its employees. SCAQMD will not supervise, direct, or have control over, or be responsible for, CONTRACTOR's or subcontractor's means, methods, techniques, work sequences or procedures, or for the safety precautions and programs incident thereto, or for any failure by them to comply with any local, state, or federal laws, or rules or regulations, including state minimum wage laws and OSHA requirements.

19. SUBCONTRACTOR APPROVAL

If CONTRACTOR intends to subcontract all or a portion of the work under this Contract, then CONTRACTOR must first obtain written approval from SCAQMD's Executive Officer or designee prior to subcontracting any work. Such prior approval applies only to subcontractors not already included in Attachment 1, Statement of Work. Any material changes to the subcontract(s) that affect the scope of work, deliverable schedule, and/or payment/cost schedule shall also require the prior written approval of the Executive Officer or designee. No subcontract charges will be reimbursed unless the required approvals have been obtained from SCAQMD.

20. OWNERSHIP

Title and full ownership rights to any equipment purchased under this Contract shall at all times remain with CONTRACTOR.

21. SECURITY INTEREST

CONTRACTOR hereby grants SCAQMD a security interest in any and all equipment purchased, in whole or in part, with funding provided by SCAQMD pursuant to this Contract. CONTRACTOR acknowledges and agrees that SCAQMD shall have all lien rights as a secured creditor on any and all equipment purchased in whole or in part by the CONTRACTOR, under this Contract or any amendments thereto. The SCAQMD shall have lien rights in effect until the CONTRACTOR satisfies all terms under the Contract, including but not limited to, the use and reporting requirements. **Accordingly, CONTRACTOR further agrees that SCAQMD is authorized to file a UCC filing statement or similar security instrument to secure its interests in the equipment that is the subject of the Contract.** In the event CONTRACTOR files for bankruptcy protection, CONTRACTOR shall notify SCAQMD within 10 business days of such filing.

22. NON-DISCRIMINATION

In the performance of this Contract, CONTRACTOR shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment on the basis of race, religious creed, color, national origin, ancestry, sex, sexual orientation, age, mental status, medical condition, physical or mental disability, denial of family and medical care leave, denial of pregnancy disability leave, or reasonable accommodations. CONTRACTOR shall comply with the provisions of the California Fair Employment & Housing Act (Government Code Section 12900 et seq.), the Federal Civil Rights Act of 1964 (P.L. 88-352)

and all amendments thereto, Executive Order No. 11246 (30 Federal Register 12319), and all administrative rules and regulations issued pursuant to said Acts and Order.

23. CITIZENSHIP AND ALIEN STATUS

- A. CONTRACTOR warrants that it fully complies with all laws regarding the employment of aliens and others, and that its employees performing services hereunder meet the citizenship or alien status requirements contained in federal and state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603). CONTRACTOR shall obtain from all covered employees performing services hereunder all verification and other documentation of employees' eligibility status required by federal statutes and regulations as they currently exist and as they may be hereafter amended. CONTRACTOR shall have a continuing obligation to verify and document the continuing employment authorization and authorized alien status of employees performing services under this Contract to insure continued compliance with all federal statutes and regulations. Notwithstanding the above, CONTRACTOR, in the performance of this Contract, shall not discriminate against any person in violation of 8 USC Section 1324b.
- B. CONTRACTOR shall retain such documentation for all covered employees for the period described by law. CONTRACTOR shall indemnify, defend, and hold harmless SCAQMD, its officers and employees from employer sanctions and other liability which may be assessed against CONTRACTOR or SCAQMD, or both in connection with any alleged violation of federal statutes or regulations pertaining to the eligibility for employment of persons performing services under this Contract.

24. ASSIGNMENT AND TRANSFER OF EQUIPMENT

- A. The rights and responsibilities granted hereby may not be assigned, sold, licensed, or otherwise transferred by CONTRACTOR without the prior written consent of SCAQMD, and any attempt by CONTRACTOR to do so shall be void upon inception.
- B. CONTRACTOR agrees to obtain SCAQMD's written consent to any assignment, sale, license or transfer of Equipment, if any, prior to completing the transaction. CONTRACTOR shall inform the proposed assignee, buyer, licensee or transferee (collectively referred to here as "Buyer") of the terms of this Contract. CONTRACTOR is responsible for establishing contact between SCAQMD and the Buyer and shall assist SCAQMD in facilitating the transfer of this Contract's terms and conditions to the Buyer. **CONTRACTOR will not be relieved of the legal obligation to fulfill the terms and conditions of this Contract until and unless the Buyer has assumed responsibility of this Contract's terms and conditions through an executed contract with SCAQMD.**

25. NON-EFFECT OF WAIVER

The failure of CONTRACTOR or SCAQMD to insist upon the performance of any or all of the terms, covenants, or conditions of this Contract, or failure to exercise any rights or remedies hereunder, shall not be construed as a waiver or relinquishment of the future performance of any such terms, covenants, or conditions, or of the future exercise of such rights or remedies, unless otherwise provided for herein.

26. TAX IMPLICATIONS FROM RECEIPT OF MSRC FUNDS

CONTRACTOR is advised to consult a tax attorney regarding potential tax implications from receipt of MSRC funds.

27. ATTORNEYS' FEES

In the event any action is filed in connection with the enforcement or interpretation of this Contract, each party in said action shall pay its own attorneys' fees and costs.

28. FORCE MAJEURE  
A party shall not be liable or deemed to be in default for any delay or failure in performance under this Contract or interruption of services resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the party's reasonable control.
29. SEVERABILITY  
In the event that any one or more of the provisions contained in this Contract shall for any reason be held to be unenforceable in any respect by a court of competent jurisdiction, such holding shall not affect any other provisions of this Contract, and the Contract shall then be construed as if such unenforceable provisions are not a part hereof.
30. HEADINGS  
Headings on the clauses of this Contract are for convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Contract.
31. DUPLICATE EXECUTION  
This Contract is executed in duplicate. Each signed copy shall have the force and effect of an original.
32. GOVERNING LAW  
This Contract shall be construed and interpreted and the legal relations created thereby shall be determined in accordance with the laws of the State of California. Venue for resolution of any disputes under this Contract shall be Los Angeles County, California.
33. PRE-CONTRACT COSTS  
Any costs incurred by CONTRACTOR prior to CONTRACTOR receipt of a fully executed Contract shall be incurred solely at the risk of the CONTRACTOR. In the event that this Contract is not executed, neither the MSRC nor the SCAQMD shall be liable for any amounts expended in anticipation of a fully executed Contract. If this Contract is fully executed, pre-contract cost expenditures authorized by the Contract will be reimbursed in accordance with the Payment Schedule and payment provision of the Contract.
34. CHANGE TERMS  
Changes to any part of this Contract must be requested in writing by CONTRACTOR and approved by MSRC in accordance with MSRC policies and procedures. CONTRACTOR must make requests a minimum of 90 days prior to desired effective date of change. All modifications to this Contract shall be in writing and signed by the authorized representatives of the parties. Fueling station location changes shall not be approved under any circumstances.
35. PREVAILING WAGES  
CONTRACTOR is alerted to the prevailing wage requirements of California Labor Code section 1770 et seq., and the compliance monitoring and enforcement of such requirements by the Department of Industrial Relations ("DIR"). CONTRACTOR and all of CONTRACTOR's subcontractors must comply with the California Public Works Contractor Registration Program and, where applicable, must be registered with the DIR to participate in public works projects. CONTRACTOR shall be responsible for determining the applicability of the provisions of California Labor Code and complying with the same, including, without limitation, obtaining from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work, making the same available to

any interested party upon request, paying any applicable prevailing rates, posting copies thereof at the job site and flowing all applicable prevailing wage rate requirements to its subcontractors. Proof of compliance with these requirements must be provided to SCAQMD upon request. CONTRACTOR shall indemnify, defend and hold harmless the South Coast Air Quality Management District against any and all claims, demands, damages, defense costs or liabilities based on failure to adhere to the above referenced statutes.

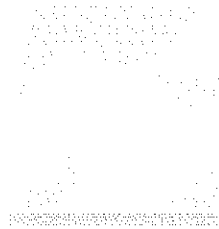
36. ENTIRE CONTRACT

This Contract represents the entire agreement between CONTRACTOR and SCAQMD. There are no understandings, representations, or warranties of any kind except as expressly set forth herein. No waiver, alteration, or modification of any of the provisions herein shall be binding on any party unless in writing and signed by the authorized representative of the party against whom enforcement of such waiver, alteration, or modification is sought.

37. AUTHORITY

The signator hereto represents and warrants that he or she is authorized and empowered and has the legal capacity to execute this Contract and to legally bind CONTRACTOR both in an operational and financial capacity and that the requirements and obligations under this Contract are legally enforceable and binding on CONTRACTOR.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)



IN WITNESS WHEREOF, the parties to this Contract have caused this Contract to be duly executed on their behalf by their authorized representatives.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

CITY OF LAGUNA WOODS

By: \_\_\_\_\_  
Dr. William A. Burke, Chairman, Governing Board

By: \_\_\_\_\_  
Name:  
Title:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:  
Denise Garzaro, Clerk of the Board

By: \_\_\_\_\_



APPROVED AS TO FORM:  
Bayron T. Gilchrist, General Counsel

By: \_\_\_\_\_

//MSRC Master Boilerplate  
Revised April 24, 2018

**Attachment 1  
Statement of Work  
City of Laguna Woods  
Contract Number ML18094**

**1. Project**

The City of Laguna Woods (hereinafter referred to as "CONTRACTOR") is to install a total of two "Level II" type EV charging stations at 24264 El Toro Road within the City of Laguna Woods. These stations shall be accessible to the public 24 hours per day, 7 days per week. Installations must include signage with information on whom to contact in the event that users encounter malfunctions. All stations shall meet current Society of Automotive Engineers J1772 standards. This location is understood to be tentative; CONTRACTOR shall notify MSRC staff of any location changes. CONTRACTOR shall be reimbursed according to Attachment 2 – Payment Schedule.

**2. Operation Requirements and Reimbursement for Noncompliance: Level II EV Charging Stations**

CONTRACTOR is obligated to comply with the Operational Availability requirements set forth as follows:

- A. CONTRACTOR commits to ensuring Level II charging stations remain operational in the original location for a period of no less than three (3) years from the date the station begins operations in either its initial or expanded capacity. Should CONTRACTOR desire to deviate from this obligation, for reasons other than those stated in the EARLY TERMINATION clause of this Contract, CONTRACTOR shall reimburse SCAQMD for a prorated share of the funds provided for fueling/charging facilities as indicated in the table below:

3 year Operational Availability Obligation Termination Occurs	Percentage of MSRC Funds to be Reimbursed
Within Year 1	100%
Between Years 1-2	66%
Between Years 2-3	33%
After Year 3	0%

- B. The appropriate reimbursable amount shall be paid to SCAQMD within sixty (60) days from the date the station ceases operation. CONTRACTOR shall not be responsible for any reimbursement to SCAQMD if the obligation is terminated as a result of one or more reasons set forth in the EARLY TERMINATION clause of this Contract.
- C. The obligations of this section shall survive the expiration of the Contract and continue in full force and effect until the applicable operational availability period set forth above has been satisfied.

**3. Promotion**

CONTRACTOR shall prepare and submit a proposed Public Outreach Plan to promote the MSRC's co-funding of the EV charging stations. Acceptable outreach may include, but is not limited to, notices in CONTRACTOR mailings to residents, newspaper notices, flyers, and information items at CONTRACTOR Board meetings and community events. The Public Outreach Plan shall

**Attachment 1  
Statement of Work  
City of Laguna Woods  
Contract Number ML18094**

automatically be deemed approved 30 days following receipt by SCAQMD staff, unless SCAQMD staff notify CONTRACTOR in writing of a Public Outreach Plan deficiency. CONTRACTOR shall implement the approved Public Outreach Plan in accordance with the Project Schedule below.

**4. Reports**

**Quarterly Reports:** Until the EV charging stations commence operation, CONTRACTOR shall provide quarterly progress reports that summarize the project results to date including, but not limited to: tasks completed, issues or problems encountered, resolutions implemented, and the progress to date. Progress reports that do not comply will be returned to the CONTRACTOR as inadequate.

**Final Report:** A Final Report shall be submitted by the CONTRACTOR in the format provided by SCAQMD staff. The Final Report shall include, at a minimum: a) an executive summary; and b) a detailed discussion of the results and conclusions about this project. CONTRACTOR will identify any barriers encountered and solutions developed to overcome the barriers, and the impact of the project on future electric vehicle projects.

**5. Project Schedule**

CONTRACTOR shall comply with the increments of progress identified in the following chart. The completion month for each task is based on the date of Contract execution.

<b>Task</b>	<b>Completion</b>
Complete station designs	Month 16
Submit Public Outreach Plan	Month 16
Complete station installations and enter into service	Month 26
Implement Public Outreach Plan	Month 28
Quarterly reports	Quarterly beginning with Month 4 until all stations in service
Final Report	Month 29

**Attachment 2  
Payment Schedule  
City of Laguna Woods  
Contract Number ML18094**

**Cost Breakdown**

<b>Procurement Categories</b>	<b>Maximum AB2766 Discretionary Funds payable under this Contract</b>	<b>CONTRACTOR AB2766 Subvention Funds Applied</b>	<b>Other Funds Applied to Match</b>	<b>Total Cost</b>
EV Charging Stations	\$50,000	\$50,000	\$0	<u>\$100,000</u>

No funds shall be paid out to CONTRACTOR pursuant to this Contract, until the project described in Attachment 1 is completed and proof of completion is provided to SCAQMD. If the project described in Attachment 1 is not completed and satisfactory proof of completion is not provided to SCAQMD, no monies shall be due and payable to CONTRACTOR. Proof of completion shall include:

- Representative photos of completed stations;
- A report signed by a responsible official certifying that the station has been completed as described in Attachment 1; and
- Receipts for equipment and/or invoice(s) from subcontractor(s) performing the installations, if any.

If, at the completion of the Project, the expenditures are less than the Total Cost amount above, the actual amount of AB 2766 Discretionary Funds reimbursed to CONTRACTOR shall be adjusted on a prorated basis, so that the amount reimbursed to CONTRACTOR shall not exceed thrice the actual amount of AB 2766 Subvention and other funds applied.

Additional AB 2766 Discretionary Match Funds will not be available to fund project cost overruns. Any project cost overruns must be funded from other than AB 2766 Discretionary Funds.

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6.11  
DOG PARK RELOCATION PROJECT: PHASE 1  
*(NO REPORT)*

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6.12

**AMERICANS WITH DISABILITIES ACT (ADA)  
PEDESTRIAN ACCESSIBILITY IMPROVEMENT  
PROJECT: PHASE 2 (EL TORO ROAD AND  
MOULTON PARKWAY) *(NO REPORT)***

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**6.13**  
**WOODS END WILDERNESS PRESERVE**

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PR64AF-201  
Laguna Coast Wilderness Park  
City of Laguna Woods

## FIRST AMENDMENT TO LEASE

THIS FIRST AMENDMENT TO LEASE (“**First Amendment**”) is made on \_\_\_\_\_, 2019 (“**Effective Date**”), by and between the CITY OF LAGUNA WOODS, a general law city (hereinafter referred to as “**Lessor**”) and the COUNTY OF ORANGE, a political subdivision of the State of California (hereinafter referred to as “**County**”), without regard to number and gender. Lessor and County may sometimes be referred to herein individually as a “**Party**,” or collectively as the “**Parties**.”

### RECITALS

1. Lessor acquired a 10.6-acre parcel along El Toro Road, adjacent to the 9,478-acre Laguna Coast Wilderness Park, with the intent of leasing the property to County for management purposes as part of the existing wilderness park.
2. On May 10, 2011, the County Board of Supervisors approved a Lease (“**Lease**”) between Lessor and County for management of the 10.6 acre parcel of Lessor property (“**Premises**”) as part of Laguna Coast Wilderness Park until February 2047.
3. Under the Lease, County manages the property consistent with the Laguna Coast Wilderness Park Resource Management and General Development Plans as open space that supports the preservation of coastal sage scrub habitat while providing public access to the park.
4. The El Toro Water District (“**Water District**”) owns property surrounded on three sides by the Premises, which contains an outdated and undersized pump station.
5. The Water District has proposed a project to replace and upgrade the pump station, which will require extension into the Premises.
6. Lessor and County desire to facilitate the Water District project by amending the Lease to remove an area approximately 10’ x 30’ from the Premises, allowing the Lessor to process a lot line adjustment to expand the Water District’s parcel.

NOW, THEREFORE, in consideration of the Recitals above, which are incorporated herein by this reference, the Parties do hereby agree to amend the Lease as of the Effective Date first written above as follows:

A. Clause 1 (PREMISES) is hereby deleted from the Lease in its entirety and the following clause is substituted:

**“1. PREMISES (1.3A N)**

Lessor leases to County that certain real property known as “Woods End” (hereinafter referred to as “**Premises**”) described in Revised Exhibit A and shown on Revised Exhibit B, which exhibits are attached hereto and by reference made a part hereof. County agrees to retain the name Woods End and to note the name in the Plan, as defined in Clause 2 (USE), and on any signage on the Premises.”

B. Clause 9 (FUEL MODIFICATION) is hereby deleted from the Lease in its entirety and the following clause is substituted:

**“9. FUEL MODIFICATION (N)**

Lessor, as fee owner of the Premises, retains responsibility for fuel modification within the Premises, as required by the Orange County Fire Authority or any other regulatory body or agency having jurisdiction over Lessor for fire management. Lessor has discretion within Natural Communities Conservation Plan (“**NCCP**”) guidelines and policies of the Natural Communities Coalition (“**NCC**”) with respect to the method and means of implementing any required fuel modification; for example, Lessor may use goats, or any other means it chooses in its discretion within the guidelines of the NCCP or policies of NCC to implement any fuel modification. In any event of a dispute over fuel modification or best management practices of implementing fuel modification in the natural habitat areas, the CGA or Lease Review Committee would review the presented alternatives and determine the best solution.”

C. Clause 10 (CONSTRUCTION, ALTERATION, AND MAINTENANCE) is hereby deleted from the Lease in its entirety and the following clause is substituted:

**“10. CONSTRUCTION, ALTERATION, AND MAINTENANCE (N)**

County will provide an opportunity for CGA review of any structures and facilities to be constructed or erected within the Premises. County will obtain prior written approval from Lessor, which approval shall not be unreasonably withheld, for any improvements County intends to make within the Premises that are inconsistent with the Plan, as defined in Clause 2 (USE). All such improvements shall either (1) become the sole property of Lessor upon the expiration of the Lease term or (2) be removed by County at Lessor’s request upon the expiration of the Lease term.

Lessor has certain improvements to the Premises that Lessor agrees to maintain in place and refurbish or replace, as needed, identified on Revised Exhibit C as “**Lessor-Maintained Improvements**”, and other improvements to the Premises, identified on Revised Exhibit D, which the County hereby agrees to maintain in place and refurbish or replace, as needed, during the Lease term (“**County-Maintained Improvements**”). County shall remove all County-installed signage upon the expiration of the Lease term. Said Revised Exhibit C and Revised Exhibit D, are attached hereto and by reference made a part hereof.

Lessor shall obtain prior written approval from County, which approval shall not be unreasonably withheld, for any additional improvements Lessor intends to make within the Premises, other than those improvements identified on Revised Exhibit C that were existing as of the Effective Date of the First Amendment. County approval may be conditioned upon Lessor also providing an opportunity for CGA review, unless it has been disbanded. If County denies any improvements that Lessor intends to make within the Premises, Lessor may seek approval for such improvements from the CGA or a Lease Review Committee and it is agreed by both Parties that they shall abide by the decision of the CGA or a Lease Review Committee.

County’s Director, OC Parks, or designee, shall provide all County approvals referenced in this clause.”

D. Clause 15 (ATTACHMENTS) is hereby deleted from the Lease in its entirety and the following clause is substituted:

**“15. ATTACHMENTS (8.2 S)**

This Lease includes the following, which are attached hereto and made a part hereof:

- Revised Exhibit A - Legal Description of Premises
- Revised Exhibit B - Premises Depiction
- Revised Exhibit C - Lessor-Maintained Improvements
- Revised Exhibit D - County-Maintained Improvements”

E. Wherever a conflict in the terms or conditions of this First Amendment and the Lease exists, the terms or conditions in this First Amendment shall prevail. In all other respects, the terms and conditions of the Lease not specifically changed by this First Amendment, shall remain in full force and effect.

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//

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties have executed this First Amendment the day and year first above written.

**COUNTY**

**APPROVED AS TO FORM:**

OFFICE OF COUNTY COUNSEL  
ORANGE COUNTY, CALIFORNIA

By \_\_\_\_\_  
Deputy

Date \_\_\_\_\_

COUNTY OF ORANGE

\_\_\_\_\_  
Chairwoman of the Board of Supervisors  
County of Orange, California

SIGNED AND CERTIFIED THAT A  
COPY OF THIS DOCUMENT HAS BEEN  
DELIVERED TO THE CHAIRWOMAN OF  
THE BOARD PER GC § 25103, RESO. 79-1535

Attest:

\_\_\_\_\_  
ROBIN STIELER  
Clerk of the Board of Supervisors  
of Orange County, California

**LESSOR**

City of Laguna Woods,  
a general law city

By: \_\_\_\_\_  
Cynthia Connors  
Mayor

Date: \_\_\_\_\_

**Approved as to Form**

By: \_\_\_\_\_  
David B. Cosgrove  
City Attorney

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Yolie Trippy  
Deputy City Clerk

Date: \_\_\_\_\_

**REVISED EXHIBIT A****LEGAL DESCRIPTION**

LAGUNA COAST WILDERNESS PARK  
 Facility No.: PR64AF  
 Parcel No.: 201

That certain portion of land in the City of Laguna Woods, County of Orange, State of California, being Lot 5 of Tract No. 10641 per map filed in Book 473, Pages 29 and 30 of Miscellaneous Maps in the Office of the County Recorder of said County.

Except that portion of said Lot 5 described as follows:

Commencing at the southwesterly terminus of that certain course along the centerline of El Toro Road (formerly Niguel Road), "S 40°46'39" W 930.54'", designated as "Course Data 19" in Easement Deed to the County of Orange, recorded in Book 5155, Page 468 of Official Records in said Office of the County Recorder, said course shown as "N 40°45'09" E 930.59'" on said Tract No. 10641; thence leaving said centerline, perpendicular thereto, North 49°14'51" West 60.00 feet to an intersection with the southeasterly boundary line of said Lot 5 and the **True Point of Beginning**; thence parallel with said centerline, coincident with said boundary line, North 40°45'09" East 20.28 feet; thence leaving said boundary line, perpendicular thereto, North 49°14'51" West 35.00 feet; thence South 40°45'09" West 81.73 feet; thence South 51°57'51" East 36.46 feet to an intersection with said boundary line, said intersection being a point on a non-tangent curve, concave southeasterly and having a radius of 1260.00 feet, a radial line through said intersection bears North 51°57'51" West; thence northeasterly along said boundary line 59.74 feet through a central angle of 02°43'00" to the True Point of Beginning.

Containing 10.554 Acres, more or less.

See EXHIBIT B attached and by reference made a part.

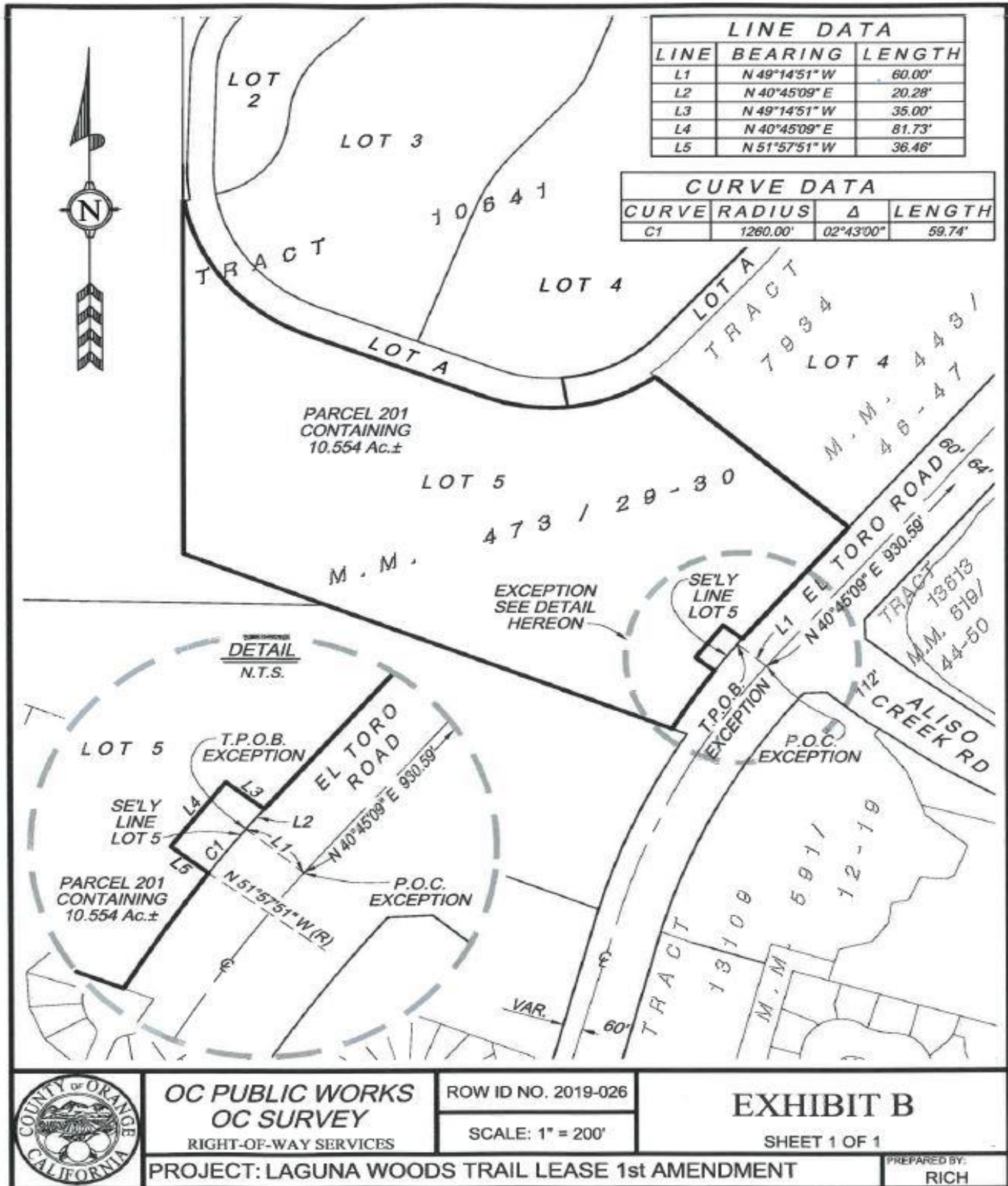
APPROVED  
 Kevin Hills, County Surveyor, L.S. 6617

  
 By: Raymond J. Rivera, L.S. 8324

Date: 



REVISED EXHIBIT B



**OC PUBLIC WORKS**  
**OC SURVEY**  
RIGHT-OF-WAY SERVICES

ROW ID NO. 2019-026  
SCALE: 1" = 200'

**EXHIBIT B**

SHEET 1 OF 1

PROJECT: LAGUNA WOODS TRAIL LEASE 1st AMENDMENT

PREPARED BY:  
RICH

**REVISED EXHIBIT C**  
**Lessor-Maintained Improvements**

1. Fences, gates, and associated pilasters
2. Irrigation and irrigated groundcovers, shrubs, and trees
3. Benches\*
4. Bicycle rack\*
5. Drinking fountain\*
6. Trash receptacles\*
7. LESSOR-installed signage\*
8. Storm drain inlets and pipes
9. Asphalt drainage ditch

\* These improvements may be removed by Lessor at Lessor's discretion.

**REVISED EXHIBIT D**  
**County-Maintained Improvements**

1. Woods' End trail (fire road)
2. Asphalt driveway approach between El Toro Road and decomposed granite trail
3. County-installed signage

**8.1**

**FISCAL YEARS 2019-21 BUDGET AND WORK  
PLAN & FISCAL YEARS 2019-30 CAPITAL  
IMPROVEMENT PROGRAM DEVELOPMENT**

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# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** June 19, 2019 Regular Meeting

**SUBJECT:** Fiscal Years 2019-21 Budget and Work Plan & Fiscal Years 2019-30 Capital Improvement Program Development

### Recommendation

Discuss and provide direction to staff.

### Discussion

Today's meeting is one of several opportunities for the City Council to receive public input and provide direction to staff on the development of the Fiscal Years 2019-21 Budget and Work Plan (July 1, 2019 through June 30, 2021) & Fiscal Years 2019-30 Capital Improvement Program (July 1, 2019 through June 30, 2030).

<b>Fiscal Years 2019-21 Budget and Work Plan &amp; Fiscal Years 2019-30 Capital Improvement Program Meeting Schedule</b> (tentative and subject to change)	
<del>Wednesday, March 20, 2019 at 2 p.m.</del>	<del><i>kick-off workshop,</i></del> <del><i>discussion and development</i></del> ✓
<del>Wednesday, April 24, 2019 at 2 p.m.</del>	<del><i>discussion and development</i></del> ✓
<del>Wednesday, May 15, 2019 at 2 p.m.</del>	<del><i>discussion and development</i></del> ✓
Wednesday, June 19, 2019 at 2 p.m.	– <i>discussion and development</i>
Wednesday, June 26, 2019 at 2 p.m.	– <i>consideration of adoption</i>

Attachment: A – Draft Fiscal Years 2019-21 Budget & Work Plan

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# *City of Laguna Woods*

## Fiscal Years 2019-21

### Budget & Work Plan



City of Laguna Woods  
24264 El Toro Road  
Laguna Woods, CA 92637  
[www.cityoflagunawoods.org](http://www.cityoflagunawoods.org)

**DRAFT** June 14, 2019

**\*\*THIS DOCUMENT IS SUBJECT TO MATERIAL REVISION. \*\***

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# *City of Laguna Woods*

## Fiscal Years 2019-21 Budget & Work Plan

**DRAFT** June 14, 2019



Cynthia Conners  
Mayor

Noel Hatch  
Mayor Pro Tem

Shari L. Horne  
Councilmember

Carol Moore  
Councilmember

Joe Rainey  
Councilmember

Christopher Macon  
City Manager

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- A – Administrative Policy 2.9 (Budgeting, Reserves, and Reporting)
- B – Resolution No. 19-XX (Budget and Work Plan Adoption)
- C – Resolution No. 19-XX (Capital Improvement Program Adoption)
- D – Resolution No. 19-XX (Annual Appropriations Limit Adoption)
- E – Glossary of Terms and Acronyms

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**CHAPTER 1.0.**  
**CITY BACKGROUND**

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# 1.0. CITY BACKGROUND

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*This chapter provides a brief overview of the City of Laguna Woods in order to establish a context for understanding the decision-making that resulted in this budget and work plan.*

## **A BRIEF HISTORY**

Laguna Woods, California occupies approximately three-square miles of land that was once a part of South Orange County's expansive Moulton Ranch. Prior to the 1960s, dry farming and cattle grazing dominated the area, with a few scattered ranch dwellings and barns.

In 1962, Ross Cortese, a young developer whose previous projects included Rossmoor and Leisure World Seal Beach, purchased a portion of the Moulton Ranch. His goal was to create a second Leisure World community or, as he said, "to supply the basic needs of life for people aged 52 and older; create a serene atmosphere of beauty; and provide security, recreation, and religious facilities – then leave the living to the individual." His dream materialized and in 1964 Leisure World Laguna Hills received its first residents.

The prospect of incorporation first arose in 1971 and was a lingering issue until 1996, when the potential for a reduction in county services and the possibility of a commercial airport at the nearby site of the former Marine Corps Air Station, El Toro, became very real concerns. Proponents of cityhood successfully gained the necessary approvals and signatures to place the issue of incorporation on the ballot for a special election on March 2, 1999.

On March 24, 1999, Laguna Woods officially became Orange County's 32<sup>nd</sup> city. In an afternoon ceremony, Superior Court Judge Francisco F. Firmat swore in the five-newly elected members of the City Council.

Today, Laguna Woods is bordered by unincorporated areas, as well as the cities of Aliso Viejo, Irvine, Laguna Beach, and Laguna Hills. It includes the private gated community of Laguna Woods Village (formerly Leisure World Laguna Hills), several senior-oriented residential communities, a number of commercial centers, three public parks, and additional open space areas.

The City of Laguna Woods celebrated its 20<sup>th</sup> anniversary in 2019.

## PHYSICAL LOCATION

Laguna Woods occupies approximately three square miles of land in Orange County, California and is bordered by the cities of Aliso Viejo, Irvine, Laguna Beach, and Laguna Hills, as well as unincorporated and undeveloped open space owned by the County of Orange and the City of Laguna Beach.

Transportation routes near Laguna Woods include the Interstate 5 Freeway ("I-5") and State Routes 73 ("SR-73") and 133 ("SR-133"). Portions of SR-73 and SR-133 are operated as toll roads by the Transportation Corridor Agency.

*[Regional Location]*



## LOCAL GOVERNMENT

The City of Laguna Woods is a "general law city" with a "Council-Manager" form of local government, meaning that it operates within the parameters of California municipal law with an elected City Council that is responsible for legislative and policy functions. The City Council appoints and supervises a professional City Manager who is charged with the "day-to-day" responsibility of managing the City and implementing City Council laws and policy. The City Council also appoints a City Attorney to serve as the City's legal counsel. The five members of the City Council are residents of Laguna Woods who are elected at-large by registered voters to four-year terms. Elections are held in even-numbered years with two and then three members of the City Council elected at subsequent elections. The City Council appoints a Mayor and

Mayor Pro Tem, annually, from amongst its membership, to preside over City Council meetings, execute certain legal instruments and authorizations, and attend to various ceremonial matters.

*[Elected Officials (City Council)]*

Cynthia Conners  
Noel Hatch  
Shari L. Horne  
Carol Moore  
Joe Rainey

*[Key Officials Appointed by the City Council]*

City Manager..... Christopher Macon  
City Attorney..... David B. Cosgrove

The City has eight and nine-twentieths full-time equivalent employees who are responsible for delivering a full range of municipal services. The City operates as a "contract city," meaning that its small staff leverage the resources of a variety of contract, franchise, and joint powers agencies to provide efficient, effective, and economical services. If the City were a "full service city," those services would be provided by City employees, often at higher costs and with considerably greater liability. While contract service providers may charge the City for current year liabilities, the City's contract service arrangements do not result in the assumption of any other agency's long-term retirement or other post-employment benefit liabilities.

*[Key Operating Contract Service Providers]*

Animal Control & Shelter Services..... City of Laguna Beach  
Building & Engineering Services..... CivilSource  
Landscape Maintenance Services.....  
BrightView Landscape Services  
Law Enforcement Services..... Orange County Sheriff's Department  
Legal Services..... Rutan & Tucker, LLP  
Planning Services..... Michael Baker International

Street & Right-of-Way Maintenance Services.....*To be determined*

Traffic Signal & Lighting Maintenance Services.....  
*To be determined*

Fire/emergency medical services are provided by the Orange County Fire Authority (“OCFA”). Unlike the Orange County Sheriff’s Department, which provides law enforcement services pursuant to a contract between the City and the County of Orange, OCFA’s services are provided pursuant to a joint powers agreement and structural fire fund. As a “structural fire fund city,” a fire tax is included in Laguna Woods’ one-percent basic property tax levy (approximately 12 cents of every dollar of property tax paid in Fiscal Year 2014-15). The fire tax was established prior to both the enactment of Proposition 13 in 1978 and the incorporation of the City in 1999. The County of Orange collects the fire tax, accumulates the proceeds in a structural fire fund, and makes payments to OCFA for Laguna Woods’ fire services. Because the City is not involved in the levy, collection, or disbursement of the fire tax, expenses for fire services are not included in this budget and work plan.

Insurance and risk management services are provided by the California Joint Powers Insurance Authority (“California JPIA”). The California JPIA provides its services pursuant to a joint powers agreement.

Waste and recycling services, including solid and household hazardous waste collection, are provided by franchise and contract service providers.

*[Key Special Districts & Utility Providers]*

Electricity.....Southern California Edison

Natural Gas.....Southern California Gas Company

Public Library.....OC Public Libraries

School District.....Capistrano Unified School District  
Saddleback Valley Unified School District  
South Orange County Community College District

Transportation.....Orange County Transportation Authority  
San Joaquin Hills Transportation Corridor Agency

Mosquito Abatement and Vector Control.....  
Orange County Mosquito and Vector Control District

Water & Sewer.....El Toro Water District

Waste & Recycling.....Waste Management of Orange County  
WM Curbside

## CITY PROPERTIES

Most of the land within Laguna Woods is privately owned, including all local streets with the exception of El Toro Road, Moulton Parkway, Ridge Route Drive, and Santa Maria Avenue. The City is responsible for operating and maintaining the portions of those four streets that are located within Laguna Woods, as well as three public parks (“A Place for Paws” Dog Park, City Centre Park, and Woods End Wilderness Preserve, the latter of which is leased to the County of Orange for inclusion in the Laguna Coast Wilderness Park); a multi-modal trail network for pedestrians, golf carts, and bicyclists; and, medians, parkways, and other public rights-of-way. Laguna Woods City Hall is the only building that is owned, operated, and maintained by the City.

## LOCAL DEMOGRAPHICS

The California Department of Finance (“DOF”) estimates that Laguna Woods’ population was 16,518 as of January 1, 2019, a 0.6% decrease from the year prior<sup>1</sup>. The DOF’s estimates incorporate United States Census counts, the most recent of which found that Laguna Woods’ population was 16,192<sup>2</sup>. The population is known to experience some seasonal variation with the total number of residents present at any given time remaining mostly constant.

[Age]

Age	Population (Census 2000)	Population (Census 2010)
Median age	78 years	77.4 years
Birth to 34 years	1.6%	1.4%
35 to 54 years	3.6%	4.2%
55 to 74 years	32.4%	39%
75 to 84 years	41.1%	55.5%
85 years and over	21.2%	23.9%

<sup>1</sup> State of California, Department of Finance, *E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change — January 1, 2018 and 2019*. Sacramento, California, May 2019.

<sup>2</sup> U.S. Census Bureau, 2010 Census.

[Gender]

Gender	Population (Census 2000)	Population (Census 2010)
Male	34.1%	35.5%
Female	65.9%	64.5%

[Race and Ethnicity]

Racial/Ethnic Group	Population (Census 2000)	Population (Census 2010)
White	96.1%	87.3%
Asian	2.5%	10%
<i>Asian Indian</i>	0.1%	0.4%
<i>Chinese</i>	0.7%	3.1%
<i>Filipino</i>	0.6%	1.7%
<i>Japanese</i>	0.5%	1.1%
<i>Korean</i>	0.4%	3.1%
<i>Vietnamese</i>	0.1%	0.2%
<i>Other Asian</i>	0.1%	0.3%
Black or African American	0.2%	0.7%
Hispanic or Latino	2.1%	4%
All Other Races	0.4%	0.8%

[Language Spoken at Home<sup>3</sup>]

Subject	Speak English "very well"	Speak English less than "very well"
Population 5 years and over	85.0%	15.0%
Speak a language other than English	43.5%	56.5%
Speak Spanish	57.9%	42.1%
Speak other Indo-European languages	51.2%	48.8%
Speak Asian & Pacific Island languages	37.0%	63.0%
Speak other languages	38.7%	61.3%

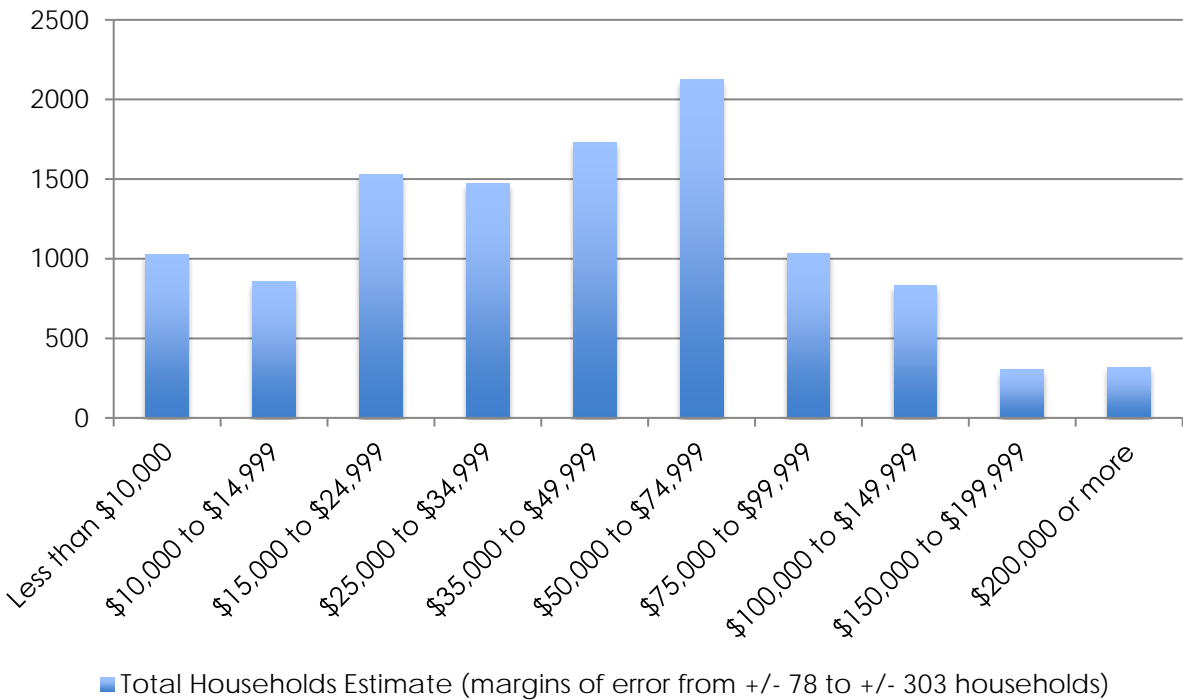
<sup>3</sup> U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates. Note: The American Community Survey produces population, demographic, and housing unit estimates only. Estimates for the "Language Spoken at Home" data for Laguna Woods are based on a sample and are subject to sampling variability; margins of error range from +/- 2.1% to +/- 20.8% (90% margin of error).

[Household Size]

Subject	Measure (Census 2020)	Measure (Census 2010)
Average household size	1.40	1.42

[Household Income<sup>4</sup>]

Subject	Measure	Margin of Error
Median household income	\$40,837	+/- \$2,569
Mean household income	\$57,706	+/- \$4,282



As a point of comparison, the State of California’s median household income as reported in the 2013-2017 American Community Survey is \$67,169. Laguna Woods’ median household income is \$26,332 less per year, or approximately 60.8% of the State’s median household income (approximately 39.2% lower than the State’s median household income).

<sup>4</sup> U.S. Census Bureau, 2008-2012 American Community Survey. Note: The American Community Survey produces population, demographic, and housing unit estimates only. Estimates for the “Income and Benefits” data for Laguna Woods are based on a sample and are subject to sampling variability; margins of error range from +/- 0.9% to +/- 2.4% (90% margin of error).

## LOCAL ECONOMY

### Residential Communities

The vast majority of land within Laguna Woods is occupied by residential uses, which include five private residential communities offering an assortment of condominium, cooperative, rental, and assisted living housing totaling 13,386 units. Laguna Woods Village is the largest community with 12,736 units (or, approximately 95% of all units), including 311 units located in high-rise towers. Other communities include Las Palmas (184 units), The Regency (192 units), San Sebastian (134 units), and Whispering Fountains (140 units).

### Places of Worship

Laguna Woods is home to five dedicated places of worship serving Catholic, Jewish, Lutheran, Methodist, and Presbyterian faiths. Other faith-based groups and religious communities meet in locations throughout Laguna Woods.

### Shopping Centers, Hotels, and Commercial Properties

At just over three square miles, most of the land within Laguna Woods is zoned for residential, open space, and other non-commercial purposes. Less than one-fifth of a square mile is zoned for commercial purposes.

Laguna Woods is served by the following five shopping centers:

- Town Centre (north of El Toro Road, west of Moulton Parkway)
- Home Depot Center (south of El Toro Road, west of Moulton Parkway)
- PS Business Park (south of Ridge Route Drive, east of Moulton Parkway)
- Valencia Center (south of El Toro Road, west of Paseo de Valencia)
- Willow Tree (south of El Toro Road, east of Moulton Parkway)

Laguna Woods is home to the 138-room Ayres Hotel in Town Centre.

Additional commercial properties are located:

- In the vicinity of Moulton Parkway, east of Town Centre
- In the vicinity of Moulton Parkway at El Toro Road
- In the vicinity of Via Campo Verde, west of Moulton Parkway
- In the vicinity of Calle Aragon, east of Moulton Parkway
- In the vicinity of Paseo de Valencia, south of Valencia Center
- Northwest of Laguna Hills Drive and Paseo de Valencia
- Northwest of El Toro Road and Paseo de Valencia

**CHAPTER 2.0.**  
**CITY ORGANIZATION**

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# 2.0. CITY ORGANIZATION

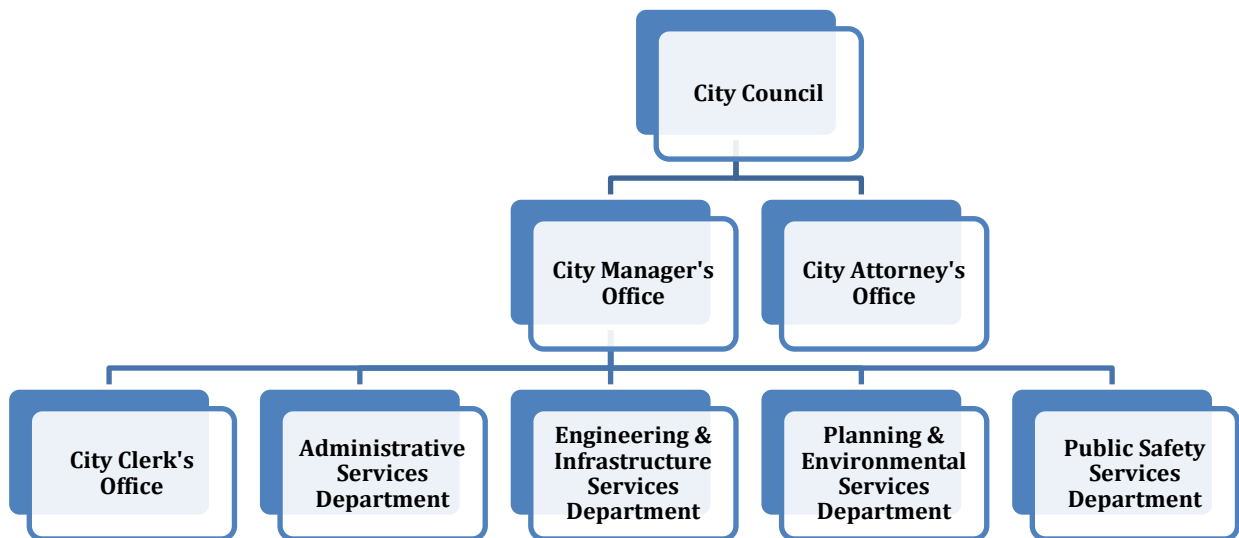
*This chapter provides a brief overview of the City of Laguna Woods' internal structure in order to establish a context for understanding how this budget and work plan will be implemented.*

## DEPARTMENTAL STRUCTURE

The City is organized into the following eight departments:

- City Council
- City Manager's Office
- City Attorney's Office
- City Clerk's Office
- Administrative Services Department
- Engineering & Infrastructure Services Department
- Planning & Environmental Services Department
- Public Safety Services Department

*[Organizational Chart – Departments]*



As a contract city, many departmental functions are coordinated by City personnel and performed under contract with independent, franchise, and

joint powers agencies. This chapter reviews the organizational structures and allocations of City personnel and the City Attorney's Office.

Prior to Fiscal Year 2019-20, the City Clerk's Office operated as a division of the Administrative Services Department. Beginning in Fiscal Year 2019-20, the City Clerk's Office was reorganized as a separate department. Notes describing the reallocation of responsibilities and personnel are included in this chapter.

## **CITY COUNCIL**

The City Council is the elected governing body for the City. Its members are directly accountable to the Laguna Woods electorate and are responsible for providing legislative and policy direction for the City as an organization. As a body, the City Council is also responsible for appointing the City Manager and the City Attorney, as well as adopting the City's budget.

The five members of the City Council are residents of Laguna Woods who are elected at-large by registered voters to four-year terms. Elections are held in even-numbered years with two and then three members of the City Council elected at subsequent elections. The City Council appoints a Mayor and Mayor Pro Tem, annually, from amongst its membership, to preside over City Council meetings, execute certain legal instruments and authorizations, and attend to various ceremonial matters.

## **CITY ATTORNEY'S OFFICE**

*David B. Cosgrove, City Attorney  
(under contract with Rutan & Tucker, LLP)*

The City Attorney is appointed by the City Council and serves as chief legal counsel for the City. The City Attorney reports to the City Council and works closely with the City Manager.

In addition to the City Attorney, the City Council also appoints an Assistant City Attorney to serve as the City Attorney's principal assistant.

In addition to furnishing legal advice to the City Council and City personnel on matters related to the conduct of City business, the City Attorney's Office is responsible for preparing, reviewing, and approving the form of ordinances, resolutions, agreements, and other legal instruments. The City Attorney's Office also handles civil litigation in which the City is involved.

The City Attorney's Office is a contract function. Associated expenditures are included in the Legal Services line item of the General Government section of this budget; however, legal services rendered for special projects, and other related expenditures, may be charged to those projects.

## AUTHORIZED CITY EMPLOYEE POSITIONS

This budget and work plan includes an authorized personnel allocation of eight and nine-twentieths full-time equivalent ("FTE") employee positions, which represents no change from the previous budget and work plan. The authorized personnel allocation has decreased by nearly 30% since Fiscal Year 2013-14 and has remained unchanged since the beginning of Fiscal Year 2017-18.

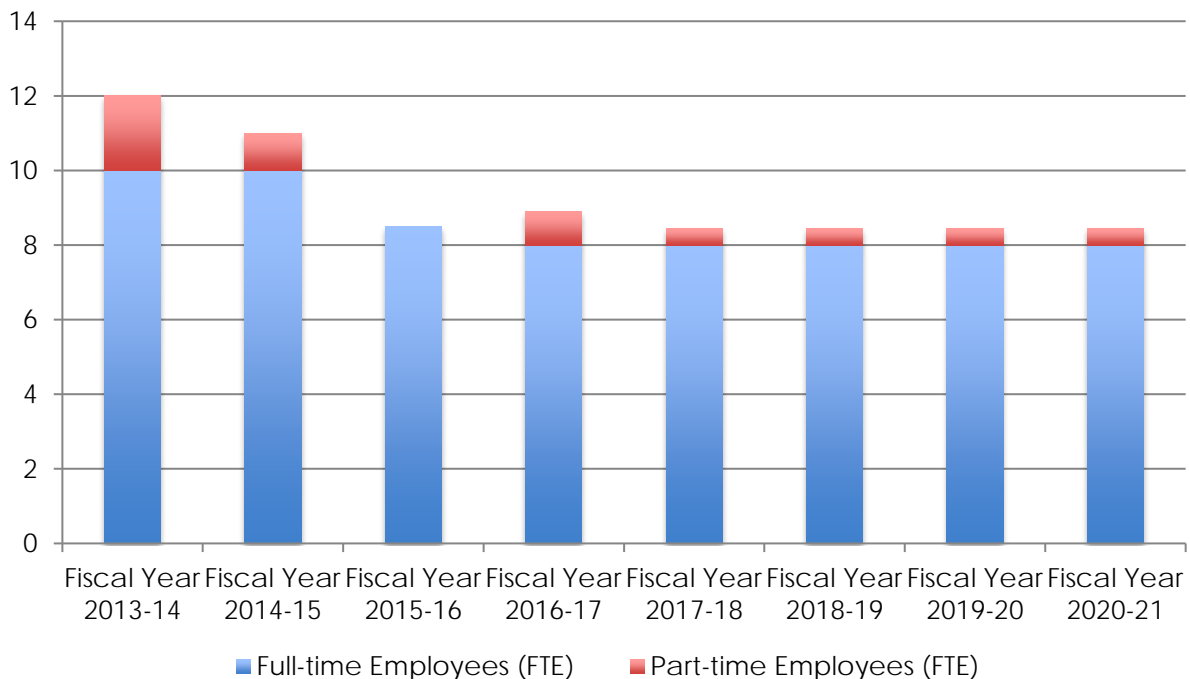
*[Authorized City Employee Positions – Citywide (Table)]*

Position	Number Authorized					
	Fiscal Year 2013-14	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Years 2017-19 (A)	Fiscal Years 2019-21 (A)
<i>Full-time Employees [full-time equivalents (FTE)]</i>						
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	-	-	-
Administrative Services Director/City Treasurer	-	1.00	1.00	1.00	1.00	1.00
Accounting Clerk	-	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	-	-	-	-	-
Community Services Manager	1.00	1.00	0.50	-	-	-
City Clerk (c)/ Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Finance Manager	1.00	-	-	-	-	-
Management Analyst/ Senior Management Analyst	-	-	1.00 (B)	2.00	2.00	2.00
Management Assistant	1.00	1.00	1.00 (B)	-	-	-
Planning Manager	1.00	1.00	-	-	-	-
Public Safety Director	1.00	-	-	-	-	-
Accountant (D)/ Senior Accountant	-	1.00	1.00	1.00	1.00	1.00
Total FTE – full-time positions	10.00	10.00	8.50	8.00	8.00	8.00
<i>Part-time Employees [full-time equivalents (FTE)]</i>						
Accountant	0.50	-	-	-	-	-
Administrative Assistant	1.50	1.00	-	-	-	-

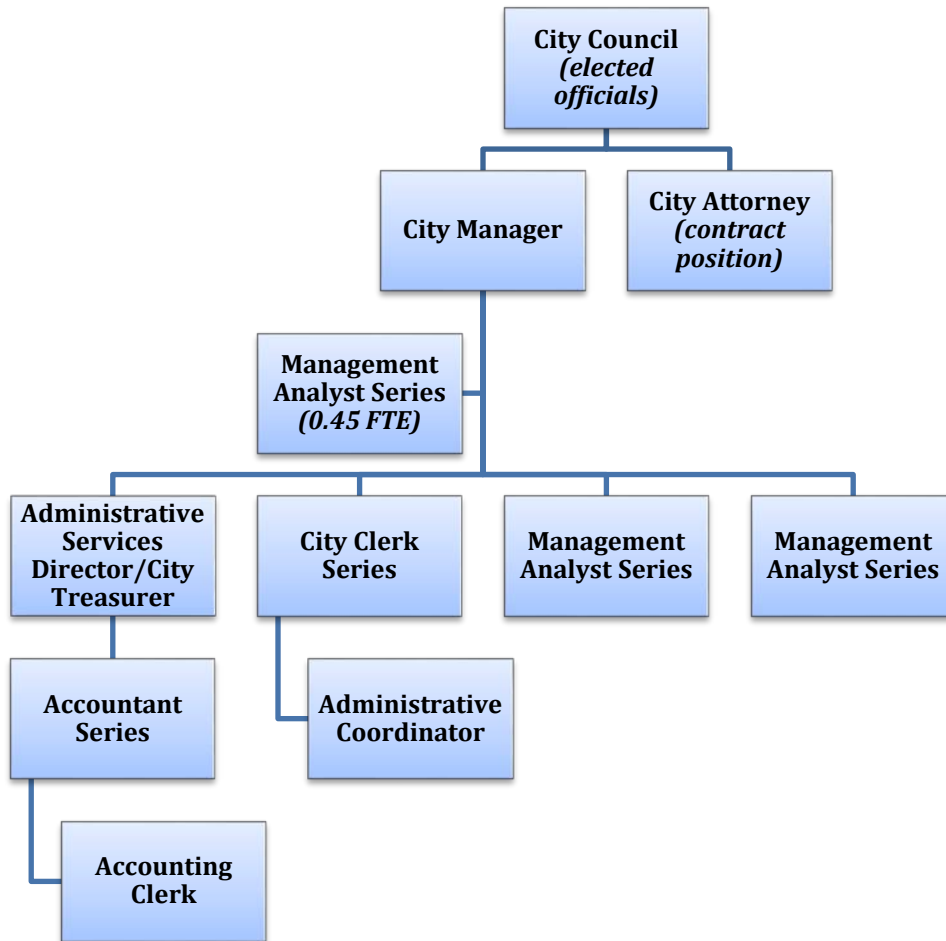
Position	Number Authorized					
	Fiscal Year 2013-14	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Years 2017-19 (A)	Fiscal Years 2019-21 (A)
Customer Service Representative	-	-	-	0.45 (E)	-	-
Management Analyst/ Senior Management Analyst	-	-	-	0.45	0.45	0.45
Total FTE – part-time positions	2.00	1.00	-	0.90	0.45	0.45
Total FTE – all positions	12.00	11.00	8.50	8.90	8.45	8.45
Year-over-year change		(1.00)	(3.50)	0.40	(0.45)	-

- (A) Beginning with the adoption of the Fiscal Years 2017-19 Budget & Work Plan, the City transitioned from single-year to two-year budgets and work plans. Personnel allocations remain constant over each two-year cycle unless otherwise noted.
- (B) These positions were authorized for only a portion of the fiscal year, resulting in a total net FTE of 1.00.
- (C) The Deputy City Clerk position was transitioned to a dual-class position consisting of both Deputy City Clerk and City Clerk classes in Fiscal Year 2018-19.
- (D) The Senior Accountant position was transitioned to a dual-class position consisting of both Accountant and Senior Accountant classes in Fiscal Year 2018-19.
- (E) This position was authorized, but never filled.

*[Authorized City Employee Positions – Citywide (Graph)]*



## REPORTING RELATIONSHIPS



## CITY MANAGER'S OFFICE

*Christopher Macon, City Manager*

The City Manager is appointed by the City Council and is responsible for the "day-to-day" management of the City. The City Manager is also responsible for implementing City Council direction and policy, as well as serving as the City Council's chief technical advisor. All City employees are hired by and work under the ultimate direction of the City Manager.

In addition to providing organizational oversight and development, the City Manager's Office works closely with the City Attorney's Office; facilitates public and inter-governmental relations; manages long-range planning and special projects; and, coordinates competitive procurement activities.

Due to reductions in City personnel in previous fiscal years, the City Manager's Office provides director-level management of the Engineering & Infrastructure Services Department and the Planning & Environmental Services Department, as well as all "in-house" staffing for the Public Safety Services Department.

In the absence of separately appointed incumbents, the City Manager may also serve as City Clerk and City Treasurer. When serving as City Clerk, the City Manager provides director-level management of the City Clerk's Office.

*[Authorized City Employee Positions – City Manager's Office]*

Position	Number Authorized						
	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21
<i>Full-time Employees [full-time equivalents (FTE)]</i>							
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Manager	1.00	0.50	-	-	-	-	-
Management Assistant	1.00	1.00	-	-	-	-	-
Total FTE – full-time positions	3.00	2.50	1.00	1.00	1.00	1.00	1.00
<i>Part-time Employees [full-time equivalents (FTE)]</i>							
Management Analyst/ Senior Management Analyst	-	-	0.45	0.45	0.45	0.45	0.45
Total FTE – part-time positions	-	-	0.45	0.45	0.45	0.45	0.45
Total FTE – all positions	3.00	2.50	1.45	1.45	1.45	1.45	1.45

*[Organizational Chart – City Manager's Office]*



Personnel allocated to the City Manager's Office are included in the General Government expenditures section of this budget.

## CITY CLERK'S OFFICE

The City Clerk is responsible for duties set forth in state law, including serving as the City's official for elections, City Council legislation, the California Political Reform Act, the California Public Records Act, and California's Ralph M. Brown Act. The City Clerk's Office is also responsible for the following service areas: City Hall front counter operations, City Hall community programming, notary public and acknowledgement operations, participant-facing Senior Mobility Program operations, and local government television channel programming.

### *[Authorized City Employee Positions – City Clerk's Office]*

Position	Number Authorized						
	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21
<i>Full-time Employees [full-time equivalents (FTE)]</i>							
Administrative Coordinator	(A)	(A)	(A)	(A)	(A)	1.00	1.00
City Clerk (B)/Deputy City Clerk	(A)	(A)	(A)	(A)	(A)	1.00	1.00
Total FTE						2.00	2.00
<i>Part-time Employees [full-time equivalents (FTE)]</i>							

(C)

- (A) Prior to Fiscal Year 2019-20, these positions were allocated to the Administrative Services Department.
- (B) The Deputy City Clerk position was transitioned to a dual-class position consisting of both Deputy City Clerk and City Clerk classes in Fiscal Year 2018-19.
- (C) A part-time Customer Service Representative position (0.45 FTE) was authorized, but never filled, in Fiscal Year 2016-17, when the City Clerk's Office was allocated to the Administrative Services Department. The position was intended to support the functions of what is today the City's Clerk Office.

### *[Organizational Chart – City Clerk's Office]*



Personnel allocated to the City Clerk’s Office are included in the General Government expenditures section of this budget.

## ADMINISTRATIVE SERVICES DEPARTMENT

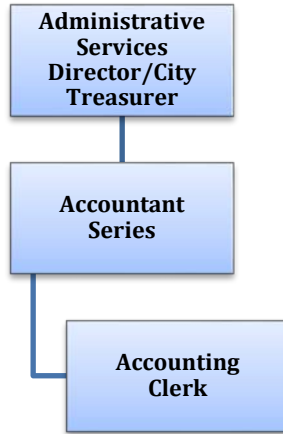
The Administrative Services Department is responsible for the following internal business units: finance, accounting, purchasing, payroll, human resources, and information technology. Included within the finance internal business unit is the City Treasurer’s Office, which is responsible for duties set forth in state law, the Laguna Woods Municipal Code, and City policy related to the investment of financial assets. The Administrative Services Department is also responsible for the administration of insurance and workers compensation programs.

*[Authorized City Employee Positions – Administrative Services Department]*

Position	Number Authorized						
	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21
<i>Full-time Employees [full-time equivalents (FTE)]</i>							
Administrative Services Director/City Treasurer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00	(A)	(A)
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	(A)	(A)
Accountant (B)/Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE – full-time positions	5.00	5.00	5.00	5.00	5.00	3.00	3.00
<i>Part-time Employees [full-time equivalents (FTE)]</i>							
Administrative Assistant	1.00	-	-	-	-	-	-
Customer Service Representative	-	-	0.45 (C)	-	-	-	-
Total FTE – part-time positions	1.00	-	0.45	-	-	-	-
Total FTE – all positions	6.00	5.00	5.45	5.00	5.00	3.00	3.00

- (A) Beginning with Fiscal Year 2019-20, these positions were reallocated to the newly separated City Clerk’s Office.
- (B) The Senior Accountant position was transitioned to a dual-class position consisting of both Accountant and Senior Accountant classes in Fiscal Year 2018-19.
- (C) This position was authorized, but never filled. The position was intended to support the functions of what is today the City Clerk’s Office.

[Organizational Chart – Administrative Services Department]



**ENGINEERING & INFRASTRUCTURE SERVICES DEPARTMENT**

The Engineering & Infrastructure Services Department includes the following service areas: capital improvement projects, engineering, and maintenance (including maintenance of public streets, parks, landscaped areas, rights-of-way, bus shelters, storm drains/catch basins, street lights, and City Hall).

[Authorized City Employee Positions –  
Engineering & Infrastructure Services Department]

Position	Number Authorized						
	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21
<i>Full-time Employees [full-time equivalents (FTE)]</i>							
Assistant City Manager	0.50	0.25	-	-	-	-	-
Management Analyst/ Senior Management Analyst	-	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE	0.50	1.25	1.00	1.00	1.00	1.00	1.00

**PLANNING & ENVIRONMENTAL SERVICES DEPARTMENT**

The Planning & Environmental Services Department includes the following service areas: building permitting, planning, economic development, water quality (stormwater), waste and recycling, and code enforcement.

*[Authorized City Employee Positions –  
Planning & Environmental Services Department]*

Position	Number Authorized						
	Fiscal Year 2014- 15	Fiscal Year 2015- 16	Fiscal Year 2016- 17	Fiscal Year 2017- 18	Fiscal Year 2018- 19	Fiscal Year 2019- 20	Fiscal Year 2020- 21
<i>Full-time Employees [full-time equivalents (FTE)]</i>							
Assistant City Manager	0.50	0.75	-	-	-	-	-
Management Analyst/ Senior Management Analyst	-	-	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	-	-	-	-	-	-
Total FTE	1.50	0.75	1.00	1.00	1.00	1.00	1.00

## **PUBLIC SAFETY SERVICES DEPARTMENT**

The Public Safety Services Department includes law enforcement and animal control and shelter services, which are provided under contract by the Orange County Sheriff’s Department and Laguna Beach Animal Services, respectively. This department’s budget also includes other public safety-related contract services (e.g., the Trauma Intervention Program). Fire services provided by the Orange County Fire Authority are funded separately through a structural fire fund administered by the County of Orange on the City’s behalf.

Personnel accounted for in the City Manager’s Office section of this budget are responsible for coordinating with public safety service partners, as well as managing emergency planning, hazard mitigation, climate adaptation, and other “in-house” public safety programs.

## **CITY HALL VOLUNTEER PROGRAM**

Since incorporation, the City has relied on the generous support of volunteers to provide reception, administrative, and clerical services at Laguna Woods City Hall. That support is invaluable and helps to reduce personnel costs.

*[City Hall Volunteer Hours]*

	Calendar Year 2017	Calendar Year 2018
City Hall Volunteer Hours	1,557.00 (0.75 full-time equivalent)	1,599.50 (0.77 full-time equivalent)

**CHAPTER 3.0.**  
**CITY BUDGET PRACTICES**

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# **3.0. CITY BUDGET PRACTICES**

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*This chapter is intended to review the budgeting and accounting practices employed in the development of this budget.*

## **INTRODUCTION**

In addition to outlining a scope of work for the City to undertake during the fiscal years spanning July 1, 2019 through June 30, 2021, this budget and work plan serves as a financial plan for the City's operations. To that end, chapters 3.0, 4.0, 5.0, and 6.0 translate the scope of work that is described in chapters 7.0 and 8.0 into revenue estimates and expenditure appropriations.

## **TWO-YEAR BUDGETING AND WORK PLANNING**

Beginning with the adoption of the Fiscal Years 2017-19 Budget & Work Plan, the City transitioned from single-year to two-year budgets and work plans. The transition was undertaken with the goals of providing longer-term economic forecasts, greater certainty regarding the sustainability of the City's operations, and heightened strategic vision. Central to the transition to a two-year budget and work plan was the development of a five-year strategic financial plan with projections of future revenue and expenditure conditions. The inaugural five-year strategic financial plan was included as a chapter within the Fiscal Years 2017-19 Budget & Work Plan and, beginning in Fiscal Year 2019-20, is maintained as a standalone plan subject to more frequent potential revision.

## **BUDGET AND WORK PLAN DEVELOPMENT PROCESS**

The City Council adopts a budget and work plan for the upcoming two fiscal years, no later than June 30 of odd-numbered years. Fiscal years begin every July 1 and end 12 months later on the following June 30.

The process of developing the City's budget and work plan is continuous and iterative in nature with City personnel working throughout each fiscal year, and particularly between the months of January and June, to prepare revenue estimates, expenditure projections, and draft documents that are responsive to the City Council's direction. Budget and work plan development is jointly managed by the City Manager's Office (City Manager) and Administrative Services Department (Administrative Services Director/City Treasurer).

In the first year of each two-year budget and work plan, development focuses on updating revenue estimates and expenditure projections, as well as refining the budget figures adopted for the second year of the same two-year budget and work plan. In June, the City Council adopts a Gann limit for the second year of the same two-year budget and work plan, as well as updates of budgetary reserve levels and the 11-year capital improvement program. The City Council may also be asked to modify adopted budgets and work plans to reflect changes in the economy, priorities, and/or needs.

In the second year of each two-year budget and work plan, development is focused on updating revenue estimates and expenditure projections for that fiscal year, as well as preparing a draft budget and work plan for the next two-year budget and work plan cycle. Before the Fiscal Years 2019-21 Budget & Work Plan, the City Council's public budget and work plan process typically began with a kick-off meeting in April and concluded with adoption of the budget and work plan in June. The kick-off meeting for the Fiscal Years 2019-21 Budget & Work Plan cycle was moved to March in order to increase the total number of public meetings and opportunities for public comment.

The Fiscal Years 2019-21 Budget & Work Plan development process included a total of five open and publicly noticed City Council meetings, each with an opportunity for public comment. The meetings occurred as follows:

- Wednesday, March 20, 2019 – kick-off, discussion and development
- Wednesday, April 24, 2019 – discussion and development
- Wednesday, May 15, 2019 – discussion and development
- Friday, June 14, 2019 – public release of the draft budget and work plan
- Wednesday, June 19, 2019 – discussion and development
- Wednesday, June 26, 2019 – discussion and adoption

## **CONTINUAL BUDGET AND WORK PLAN IMPROVEMENT PROCESS**

The City is committed to continually improving the transparency and manner in which information is presented in its budgets and work plans. Best practices and other guidance from the California Society of Municipal Finance Officers ("CSMFO") and the Government Finance Officers Association ("GFOA") is used as a foundation for both near- and long-term improvement efforts.

In addition to internal utility, public comments, and City Council feedback, the effectiveness of budget and work plan improvements can be assessed by

evaluations conducted by CSMFO and GFOA. While the results of evaluations are expressed in the form of “awards,” evaluations are important, not as accolades, but as benchmarks of progress made in improving budgets and work plans through the incorporation of generally accepted best practices.

The Fiscal Year 2017-18 operating budget (the first year of the Fiscal Years 2017-19 Budget & Work Plan) was submitted to CSMFO for evaluation. Following two independent, third-party reviews, the City earned CSMFO’s Operating Budget Meritorious Award. The Fiscal Year 2018-19 operating budget (the second year of the Fiscal Years 2017-19 Budget & Work Plan) was not submitted for separate evaluation due to its inclusion in a shared two-year budget and work plan with the Fiscal Year 2017-18 operating budget.

*[CSMFO Operating Budget Meritorious Award for Fiscal Year 2017-18]*



## **BUDGET POLICIES**

City of Laguna Woods Administrative Policy 2.9 (see Appendix A) provides a framework for the development of the City’s budget, with an emphasis on

balance, transparency, fiscal responsibility, and long-term planning. The policy establishes numerous conservative and prudent standards related to the development and implementation of the City's budget, including regular public reporting in the interest of financial transparency and accountability.

After the City Council adopts the budget, authorized appropriations become effective on July 1 of the applicable fiscal year and establish legal spending limits for City programs, projects, and services. The City Council may amend the adopted budget at a public meeting at any time during the fiscal year.

The City Council adopts budgets at the fund level with the City Manager having the authority to make adjustments within and between departments in the same fund, provided that there are no increases in fund budgets. While the City Manager is authorized to decrease fund-level budget appropriations as a method of fiscal control, City Council action is required to increase fund-level budget appropriations, regardless of the amount.

## **STATUS OF BUDGETARY RESERVES**

Recognizing that reserves are a key component of fiscal responsibility and financial resilience, Administrative Policy 2.9 provides guidance for the City to ensure the adequacy of its available financial resources to address periodic, unanticipated, and emergency needs. In addition to local fiscal needs, the establishment and maintenance of reserves also includes the consideration of best practices established by various authoritative agencies.

The overall target for committed and assigned reserves is currently established in an amount equal to 50% of the adopted General Fund revenue budget at the beginning of each fiscal year (July 1), less any one-time revenues and non-operating revenues. The overall target amount is currently used to fund three committed and assigned reserves:

- Paid Leave Contingency Reserve – The Paid Leave Contingency Reserve compensates for payments required to comply with the City's paid leave policies and obligations, when such amounts exceed adopted budgets.
- Self-Insurance Contingency Reserve – The Self-Insurance Contingency Reserve compensates for liability and workers' compensation claim settlements not covered by insurance policies.
- General Contingency Reserve – The General Contingency Reserve compensates for economic uncertainty, operating contingencies, and emergencies caused by calamitous events.

*[Committed and Assigned Reserves Funding Levels – Fiscal Year 2019-20]*

Fiscal Year 2019-20 General Fund Revenue Budget, less one-time and non-operating revenues	\$5,938,600
	x .50
Overall Target for Committed and Assigned Reserves	<u>\$2,969,300</u>
Paid Leave Contingency Reserve <sup>1</sup>	\$99,158
Self-Insurance Contingency Reserve	\$50,000
General Contingency Reserve	\$2,820,142
Total Committed and Assigned Reserves	<u>\$2,969,300</u>

*[Committed and Assigned Reserves Funding Levels – Fiscal Year 2020-21\*]*

Fiscal Year 2020-21 General Fund Revenue Budget, less one-time and non-operating revenues	\$6,047,100
	x .50
Overall Target for Committed and Assigned Reserves	<u>\$3,023,550</u>
Paid Leave Contingency Reserve <sup>1</sup>	\$99,158
Self-Insurance Contingency Reserve	\$50,000
General Contingency Reserve	\$2,874,392
Total Committed and Assigned Reserves	<u>\$3,023,550</u>

\* If the adopted General Fund revenue budget changes prior to the beginning of Fiscal Year 2020-21, the overall target and funding levels for committed and assigned reserves will be modified in accordance with Administrative Policy 2.9.

In addition to committed and assigned reserves, unassigned General Fund balance is available for any governmental purpose and can be appropriated upon direction from the City Council at a public meeting. Use of unassigned General Fund balance is generally limited to one-time projects, capital improvement projects, the payment of long-term liabilities for periods beyond the current fiscal year, and emergency expenditures.

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<sup>1</sup> The Paid Leave Contingency Reserve has an annual target equal to projected accrued paid leave balances at the end of each fiscal year (June 30). The funding level shown in this budget and work plan is an estimate that will be finalized after fiscal-year-end calculations are available.

## BASIS OF BUDGETING AND ACCOUNTING

This budget and the underlying accounting are prepared in accordance with Generally Accepted Accounting Principles (“GAAP”) on a “modified accrual” basis. The California Department of Finance’s *Finance Glossary of Accounting and Budgeting Terms* (2017) defines “modified accrual” as:

“The basis of accounting in which revenues are recognized if the underlying transaction has occurred as of the last day of the fiscal year and the amount is measurable and available to finance expenditures of the current period (i.e., the actual collection will occur either during the current period, or after the end of the current period, to be used to pay current year-end liabilities). Expenditures are recognized when the obligations are created, except for amounts payable from future fiscal year appropriations.”

The City’s accounting system is organized by fund. Each fund is a separate accounting entity with a self-balanced set of accounts that record assets, liabilities, fund equity, revenues, and expenditures. Funds are segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

## FUND TYPES

Government agencies classify funds as either governmental (accounting for typical government operations), proprietary (accounting for activities that are financed and operated in a manner similar to private enterprises, where the cost of providing services is recovered from user charges), or fiduciary (used when acting as a trustee or agent for resources belonging to other agencies or individuals). The City has no proprietary or fiduciary funds, although the City does maintain an Other Post-Employment Benefits (“OPEB”) trust fund that is administered by the California Public Employees’ Retirement System. The City maintains the following governmental fund types:

- General Fund – The General Fund is the City’s primary operating fund and is used to account for the proceeds of revenue sources that are not legally restricted or committed to expenditures for specified purposes.
- Special Revenue Funds – Special Revenue Funds are used to account for the proceeds of revenue sources that are legally restricted or committed to expenditures for specified purposes [e.g., allocations from statewide fuel taxes and Orange County’s Measure M2 (OC Go), as well as grant

awards from external sources and restricted donations]. The City also accounts for the Laguna Woods Civic Support Fund, a separate non-profit public benefit corporation, as a Special Revenue Fund for financial reporting purposes, because it meets the criteria of a "component unit"<sup>2</sup> as that term is defined by the Governmental Accounting Standards Board ("GASB"). The City classifies Special Revenue Funds as primarily relating to transportation, public safety, the environment, or community services, in order to group similar funds for ease of reference.

- Capital Projects Fund – The Capital Projects Fund is used to account for transfers from the unassigned General Fund balance that are reserved for major capital improvement purposes. The Capital Projects Fund is a separate fund for budgetary purposes, but is combined with the General Fund for reporting in the CAFR.

## **ANNUAL APPROPRIATIONS LIMIT ("GANN LIMIT")**

Proposition 4 ("Limitation of Government Appropriations"), commonly referred to as the "Gann Initiative," was approved by California voters on November 6, 1979. The Gann Initiative added Article XIII B to the California State Constitution, establishing a limit on the amount of tax proceeds that state and local governments can appropriate on an annual basis ("Gann limit"). Gann limits vary amongst agencies and are either based on the amount of tax revenue that was authorized to be spent in Fiscal Year 1978-79 or, in the case of the City of Laguna Woods and other local governments that incorporated after Fiscal Year 1978-79, on an amount established by voters. Gann limits are modified, annually, according to a methodology established by Proposition 111 ("Traffic Congestion Relief and Spending Limitation Act Of 1990").

In the event that the City's receipt of tax proceeds was to exceed a Gann limit, Article XIII B of the California State Constitution would allow the City to "carry those excess funds into the subsequent year." At the conclusion of the subsequent year, the City would be required to either return remaining excess funds to taxpayers or gain voter approval to "override" the Gann limit.

The City's Gann limit is adopted by the City Council by resolution each year (see Resolution No. 19-XX included with this budget as Appendix D). The Gann limit for Fiscal Year 2019-20 is \$10,836,559 and was calculated as shown below.

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<sup>2</sup> Government Accounting Standards Board Statement No. 61 (November 2010), Paragraph 20, defines a "component unit" as a legally separate organization for which the City Council is financially accountable or other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading.

[Gann Limit Calculation – Fiscal Year 2019-20]

Fiscal Year 2018-19 Gann Limit		\$10,404,837
Population Change (County of Orange) <sup>3</sup>	x	1.0029
Cost of Living Change (Per Capita Personal Income) <sup>3</sup>	x	1.0385
Fiscal Year 2019-20 Gann Limit		\$10,836,559
Fiscal Year 2019-20 Appropriations Subject to the Gann Limit		<u>\$4,015,798</u>
Fiscal Year 2019-20 Gann Limit over Appropriations		<u>\$6,820,761</u>

The Gann limit for Fiscal Year 2020-21 is expected to be adopted by the City Council in June 2020, once the necessary information on population and cost of living changes for Fiscal Year 2019-20 becomes available.

As in prior fiscal years, the City does not anticipate receiving or appropriating tax proceeds in excess of the Gann limit during fiscal years 2019-20 or 2020-21. As such, the Gann limit is not expected to impact the City's operations.

## DEBT SERVICE OBLIGATIONS

The California Department of Finance's *Finance Glossary of Accounting and Budgeting Terms* (2017), defines "debt service" as:

"The amount of money required to pay interest on outstanding bonds and the principal of maturing bonds."

The City has never issued bonds. Accordingly, this budget and work plan does not include any budgeted debt service obligations.

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<sup>3</sup> State of California, Department of Finance, *Price and Population Information*. May 2019. Factors are rounded to four decimal places for presentation purposes.

**CHAPTER 4.0.**  
**CITY BUDGET DETAIL,**  
**ALL FUNDS SUMMARIES**

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# 4.0. CITY BUDGET DETAIL, ALL FUNDS SUMMARIES

*This chapter is intended to summarize revenues and expenditures for the programs, projects, and services included in this budget.*

## **INTRODUCTION**

This budget accounts for financial activity using the governmental funds listed below. Additional information on fund types and individual funds, including revenue and expenditure detail, is included in chapters 5.0 and 6.0.

*[All Funds Fund Structure  
– Funds with Budgeted Expenditures in Fiscal Years 2019-21]*

### General Fund

### Special Revenue Funds

- *Transportation Funds*
  - Fuel Tax
  - Road Maintenance & Rehabilitation Program
  - Measure M2 (OC Go)
- *Public Safety Funds*
  - Supplemental Law Enforcement Services
- *Environmental Funds*
  - Mobile Source Reduction
  - Mobile Source Reduction - Local Government Partnership
- *Community Services Funds*
  - PEG/Cable Television
  - Senior Mobility
  - Community Development Block Grant (CDBG)
  - Proposition 68 (2018) Per Capita
  - Laguna Woods Civic Support Fund

### Capital Projects Fund

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**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Summary by Fund, All Funds - Fiscal Year 2019-20**

Fund	7/1/2019 Estimated Opening Fund Balance	Budgeted Revenues	Budgeted Expenditures	Inter-Fund Transfers	Changes to Reserves	Net Change in Fund Balance	6/30/2020 Projected Ending Fund Balance
<b><u>GENERAL FUND GROUP</u></b>							
<b><u>General Fund</u></b>							
General Fund - Unassigned	6,517,900	5,938,600	5,957,243	(411,161)	(282,500)	(712,304)	5,805,596
Restricted for:							
SMIP	1,497	-	-	-	-	-	1,497
SB 1473	2,205	-	-	-	-	-	2,205
Assigned for:							
Paid Leave Contingency Reserve	99,158	-	-	-	-	-	99,158
Self Insurance Contingency Reserve	50,000	-	-	-	-	-	50,000
General Fund Contingency Reserve	2,537,642	-	-	-	282,500	282,500	2,820,142
<b>Total General Fund</b>	<b>9,208,402</b>	<b>5,938,600</b>	<b>5,957,243</b>	<b>(411,161)</b>	<b>-</b>	<b>(429,804)</b>	<b>8,778,598</b>
<b><u>Capital Projects Fund</u></b>							
Capital Projects	873,867	19,769	411,161	411,161	-	19,769	893,636
<b>Total Capital Projects Fund</b>	<b>873,867</b>	<b>19,769</b>	<b>411,161</b>	<b>411,161</b>	<b>-</b>	<b>19,769</b>	<b>893,636</b>
<b>TOTAL GENERAL FUND GROUP</b>	<b>10,082,269</b>	<b>5,958,369</b>	<b>6,368,404</b>	<b>-</b>	<b>-</b>	<b>(410,035)</b>	<b>9,672,234</b>
<b><u>Special Revenue Funds</u></b>							
<i>Transportation Funds:</i>							
Fuel Tax	606,122	449,638	677,769	-	-	(228,131)	377,991
Road Maintenance & Rehabilitation Program	95,191	274,707	275,000	-	-	(293)	94,898
Measure M2 (OC Go)	75,028	325,933	260,270	-	-	65,663	140,691
Coastal Area Road Improvement and Traffic Signals (CARITS)	252,436	4,000	-	-	-	4,000	256,436
<b>Total Transportation Funds</b>	<b>1,028,778</b>	<b>1,054,278</b>	<b>1,213,039</b>	<b>-</b>	<b>-</b>	<b>(158,761)</b>	<b>870,017</b>
<i>Public Safety Funds:</i>							
Service Authority for Abandoned Vehicles	36,472	-	-	-	-	-	36,472
Supplemental Law Enforcement Services	9,887	154,100	154,100	-	-	-	9,887
<b>Total Public Safety Funds</b>	<b>46,360</b>	<b>154,100</b>	<b>154,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>46,360</b>
<i>Environmental Funds:</i>							
Mobile Source Reduction	182,217	23,000	7,500	-	-	15,500	197,717
Mobile Source Reduction - Local Government Partnership	-	-	-	-	-	-	-
Beverage Container Recycling	-	-	-	-	-	-	-
Used Oil/Oil Payment Program	5,159	-	-	-	-	-	5,159
<b>Total Environmental Funds</b>	<b>187,375</b>	<b>23,000</b>	<b>7,500</b>	<b>-</b>	<b>-</b>	<b>15,500</b>	<b>202,875</b>
<i>Community Services Funds:</i>							
PEG/Cable Television	97,334	14,900	5,000	-	-	9,900	107,234
Senior Mobility	33,139	203,442	175,500	-	-	27,942	61,081
Community Development Block Grant (CDBG)	(51,400)	145,700	145,700	-	-	-	(51,400)
Proposition 68 (2018) Per Capita	-	118,884	118,884	-	-	-	-
Laguna Woods Civic Support Fund	15,171	11,515	12,025	-	-	(510)	14,661
<b>Total Community Services Funds</b>	<b>94,245</b>	<b>494,441</b>	<b>457,109</b>	<b>-</b>	<b>-</b>	<b>37,332</b>	<b>131,577</b>
<b>CUMULATIVE TOTAL</b>	<b>\$ 11,439,026</b>	<b>\$ 7,684,188</b>	<b>\$ 8,200,152</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (515,964)</b>	<b>\$ 10,923,062</b>

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Summary by Fund, All Funds - Fiscal Year 2020-21**

Fund	7/1/2020 Estimated Opening Fund Balance	Budgeted Revenues	Budgeted Expenditures	Inter-Fund Transfers	Changes to Reserves	Net Change in Fund Balance	6/30/2021 Projected Ending Fund Balance
<b><u>GENERAL FUND GROUP</u></b>							
<b><u>General Fund</u></b>							
General Fund - Unassigned	5,805,596	6,047,100	5,885,156	(210,280)	(54,250)	(102,586)	\$ 5,703,010
Restricted for:							
SMIP	1,497	-	-	-	-	-	1,497
SB 1473	2,205	-	-	-	-	-	2,205
Assigned for:							
Paid Leave Contingency Reserve	99,158	-	-	-	-	-	99,158
Self Insurance Contingency Reserve	50,000	-	-	-	-	-	50,000
General Fund Contingency Reserve	2,820,142	-	-	-	54,250	54,250	2,874,392
<b>Total General Fund</b>	<b>8,778,598</b>	<b>6,047,100</b>	<b>5,885,156</b>	<b>(210,280)</b>	<b>-</b>	<b>(48,336)</b>	<b>8,730,262</b>
<b><u>Capital Projects Fund</u></b>							
Capital Projects	893,636	-	210,280	210,280	-	-	893,636
<b>Total Capital Projects Fund</b>	<b>893,636</b>	<b>-</b>	<b>210,280</b>	<b>210,280</b>	<b>-</b>	<b>-</b>	<b>893,636</b>
<b>TOTAL GENERAL FUND GROUP</b>	<b>9,672,234</b>	<b>6,047,100</b>	<b>6,095,436</b>	<b>-</b>	<b>-</b>	<b>(48,336)</b>	<b>9,623,898</b>
<b><u>Special Revenue Funds</u></b>							
<i>Transportation Funds:</i>							
Fuel Tax	377,991	441,900	350,974	-	-	90,926	468,917
Road Maintenance & Rehabilitation Program	94,898	289,100	275,000	-	-	14,100	108,998
Measure M2 (OC Go)	140,691	231,745	204,988	-	-	26,757	167,448
Coastal Area Road Improvement and Traffic Signals (CARITS)	256,436	4,000	-	-	-	4,000	260,436
<b>Total Transportation Funds</b>	<b>870,017</b>	<b>966,745</b>	<b>830,962</b>	<b>-</b>	<b>-</b>	<b>135,783</b>	<b>1,005,800</b>
<i>Public Safety Funds:</i>							
Service Authority for Abandoned Vehicles	36,472	-	-	-	-	-	36,472
Supplemental Law Enforcement Services	9,887	158,100	158,100	-	-	-	9,887
<b>Total Public Safety Funds</b>	<b>46,360</b>	<b>158,100</b>	<b>158,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>46,360</b>
<i>Environmental Funds:</i>							
Mobile Source Reduction	197,717	23,000	42,500	-	-	(19,500)	178,217
Mobile Source Reduction - Local Government Partnership	-	50,000	50,000	-	-	-	-
Beverage Container Recycling	-	-	-	-	-	-	-
Used Oil/Oil Payment Program	5,159	-	-	-	-	-	5,159
<b>Total Environmental Funds</b>	<b>202,875</b>	<b>73,000</b>	<b>92,500</b>	<b>-</b>	<b>-</b>	<b>(19,500)</b>	<b>183,375</b>
<i>Community Services Funds:</i>							
PEG/Cable Television	107,234	14,900	77,000	-	-	(62,100)	45,134
Senior Mobility	61,081	203,598	175,500	-	-	28,098	89,179
Community Development Block Grant (CDBG)	(51,400)	150,000	150,000	-	-	-	(51,400)
Proposition 68 (2018) Per Capita	-	81,116	81,116	-	-	-	-
Laguna Woods Civic Support Fund	14,661	-	-	-	-	-	14,661
<b>Total Community Services Funds</b>	<b>131,577</b>	<b>449,614</b>	<b>483,616</b>	<b>-</b>	<b>-</b>	<b>(34,002)</b>	<b>97,575</b>
<b>CUMULATIVE TOTAL</b>	<b>\$ 10,923,062</b>	<b>\$ 7,694,559</b>	<b>\$ 7,660,615</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,945</b>	<b>\$ 10,957,007</b>

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Revenue Summary - All Funds**

	2016-17	2017-18	2018-19		2019-20		2020-21	
	Actual Received	Actual Received	Amended Budget	Projection	Budget	% Change From 2018-19 Projection	Budget	% Change From 2019-20 Budget
<b><u>GENERAL FUND GROUP</u></b>								
<b><u>General Fund</u></b>								
Property Tax	2,311,196	2,459,239	2,543,000	2,637,854	2,718,400	3.1%	2,826,400	4.0%
Property Transfer Tax	179,988	114,180	99,600	82,883	76,000	-8.3%	74,000	-2.6%
Sales Tax	888,144	914,550	832,100	907,665	944,400	4.0%	967,800	2.5%
Franchise Fees	748,947	672,266	628,100	700,930	706,800	0.8%	712,900	0.9%
Transient Occupancy Tax	487,391	484,470	468,900	486,500	485,000	-0.3%	450,000	-7.2%
Development Processing Fees	694,316	647,008	723,900	714,275	697,200	-2.4%	704,200	1.0%
Interest	61,331	111,606	51,700	112,000	114,200	2.0%	116,500	2.0%
Miscellaneous								
Regular	186,300	251,416	194,300	195,529	196,600	0.5%	195,300	-0.7%
One-Time Rule 20A Transfer	-	-	-	326,471	-	-100.0%	-	0.0%
<b>TOTAL GENERAL FUND (ALL REVENUE)</b>	<b>5,557,613</b>	<b>5,654,735</b>	<b>5,541,600</b>	<b>6,164,107</b>	<b>5,938,600</b>	<b>-3.7%</b>	<b>6,047,100</b>	<b>1.8%</b>
Less: One-Time Rule 20A Transfer	-	-	-	(326,471)	-		-	
<b>TOTAL GENERAL FUND (ONGOING REVENUE)</b>	<b>5,557,613</b>	<b>5,654,735</b>	<b>5,541,600</b>	<b>5,837,636</b>	<b>5,938,600</b>	<b>1.7%</b>	<b>6,047,100</b>	<b>1.8%</b>
<b><u>Capital Projects Fund</u></b>								
Intergovernmental	-	56,143	-	-	19,769	100.0%	-	0.0%
Interest	617	133	-	-	-	0.0%	-	0.0%
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>617</b>	<b>56,276</b>	<b>-</b>	<b>-</b>	<b>19,769</b>	<b>100.0%</b>	<b>-</b>	<b>-100.0%</b>
<b>TOTAL GENERAL FUND GROUP (ALL REVENUE)</b>	<b>5,558,230</b>	<b>5,711,011</b>	<b>5,541,600</b>	<b>6,164,107</b>	<b>5,958,369</b>	<b>-3.3%</b>	<b>6,047,100</b>	<b>1.5%</b>

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Revenue Summary - All Funds**

	2016-17	2017-18	2018-19		2019-20		2020-21	
	Actual Received	Actual Received	Amended Budget	Projection	Budget	% Change From 2018-19 Projection	Budget	% Change From 2019-20 Budget
<b><u>SPECIAL REVENUE FUNDS</u></b>								
<b><u>Transportation Funds</u></b>								
Fuel Tax	324,388	361,613	373,000	372,640	449,638	20.7%	441,900	-1.7%
Traffic Mitigation Fees	2,160	-	-	-	-	0.0%	-	0.0%
Road Maintenance & Rehabilitation Program	-	95,622	279,500	264,669	274,707	100.0%	289,100	5.2%
Measure M2 (OC Go)	205,920	863,653	218,400	389,572	325,933	-16.3%	231,745	-28.9%
Coastal Area Road Improvement and Traffic Signals (CARITS)	1,030	1,683	-	4,417	4,000	0.0%	4,000	0.0%
<b>Total Transportation Funds</b>	<b>533,498</b>	<b>1,322,571</b>	<b>870,900</b>	<b>1,031,298</b>	<b>1,054,278</b>	<b>2.2%</b>	<b>966,745</b>	<b>-8.3%</b>
<b><u>Public Safety Funds</u></b>								
Service Authority for Abandoned Vehicles	241	434	-	672	-	0.0%	-	0.0%
Supplemental Law Enforcement Services	129,594	140,132	123,500	150,661	154,100	2.3%	158,100	2.6%
<b>Total Public Safety Funds</b>	<b>129,835</b>	<b>140,566</b>	<b>123,500</b>	<b>151,333</b>	<b>154,100</b>	<b>1.8%</b>	<b>158,100</b>	<b>2.6%</b>
<b><u>Environmental Funds</u></b>								
Mobile Source Reduction	21,529	22,524	21,500	23,641	23,000	-2.7%	23,000	0.0%
Mobile Source Reduction - Local Government Partnership	-	-	-	-	-	0.0%	50,000	100.0%
Proposition 84 Grant	-	-	-	-	-	0.0%	-	0.0%
Beverage Container Recycling	5,164	7	-	-	-	0.0%	-	0.0%
Used Oil/Oil Payment Program	5,151	61	-	95	-	-100.0%	-	0.0%
Energy Efficiency Conservation & CalRecycle Surplus	149	-	-	-	-	0.0%	-	0.0%
<b>Total Environmental Funds</b>	<b>31,993</b>	<b>22,592</b>	<b>21,500</b>	<b>23,736</b>	<b>23,000</b>	<b>-3.1%</b>	<b>73,000</b>	<b>217.4%</b>

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Revenue Summary - All Funds**

	2016-17	2017-18	2018-19		2019-20		2020-21	
	Actual Received	Actual Received	Amended Budget	Projection	Budget	% Change From 2018-19 Projection	Budget	% Change From 2019-20 Budget
<b><u>Community Services Funds</u></b>								
PEG/Cable Television	13,793	14,173	12,400	14,908	14,900	-0.1%	14,900	0.0%
Senior Mobility	245,462	242,031	316,700	213,113	203,442	-4.5%	203,598	0.1%
Community Development Block Grant (CDBG)	125,847	-	145,700	240,000	145,700	-39.3%	150,000	0.0%
Proposition 68 (2018) Per Capita	-	-	-	-	118,884	100.0%	81,116	-31.8%
Laguna Woods Civic Support Fund	1	151	10,014	16,073	11,515	-28.4%	-	-100.0%
<b>Total Community Services Funds</b>	<b>385,103</b>	<b>256,355</b>	<b>484,814</b>	<b>484,094</b>	<b>494,441</b>	<b>2.1%</b>	<b>449,614</b>	<b>-9.1%</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>1,080,429</b>	<b>1,742,084</b>	<b>1,500,714</b>	<b>1,690,461</b>	<b>1,725,819</b>	<b>2.1%</b>	<b>1,647,459</b>	<b>-4.5%</b>
<b>TOTAL ALL FUNDS (ALL REVENUE)</b>	<b>6,638,659</b>	<b>7,453,095</b>	<b>7,042,314</b>	<b>7,854,568</b>	<b>7,684,188</b>	<b>-2.2%</b>	<b>7,694,559</b>	<b>0.1%</b>

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Summary - All Funds**

	2016-17	2017-18	2018-19	2019-20		2020-21	
	Actual For Year	Actual For Year	Amended Budget/ Projection	Budget	% Change From 2018-19 Projection	Budget	% Change From 2019-20 Budget
<b><u>GENERAL FUND GROUP</u></b>							
<b><u>General Fund</u></b>							
City Council	19,072	16,925	50,119	17,657	-64.8%	17,657	0.0%
General Government	1,161,318	583,056	835,803	897,087	7.3%	929,440	3.6%
Administrative Services	680,219	634,055	673,214	502,851	-25.3%	476,760	-5.2%
Community Services	3,426	794	788	-	-100.0%	-	0.0%
Engineering & Infrastructure Services	228,898	261,451	242,696	369,351	52.2%	339,283	-8.1%
Planning & Environmental Services	942,424	961,253	986,563	1,175,439	19.1%	1,136,348	-3.3%
Public Safety Services	2,567,582	2,496,393	2,804,518	2,864,858	2.2%	2,985,669	4.2%
Information Technology & Cyber Security Account	-	-	-	130,000	100.0%	-	0.0%
<b>TOTAL GENERAL FUND</b>	<b>5,602,939</b>	<b>4,953,927</b>	<b>5,593,701</b>	<b>5,957,243</b>	<b>6.5%</b>	<b>5,885,157</b>	<b>-1.2%</b>
<b><u>Capital Projects Fund</u></b>							
Capital Projects	49,106	319,378	226,304	411,161	81.7%	210,280	-48.9%
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>49,106</b>	<b>319,378</b>	<b>226,304</b>	<b>411,161</b>	<b>81.7%</b>	<b>210,280</b>	<b>-48.9%</b>
<b>TOTAL GENERAL FUND GROUP</b>	<b>5,652,045</b>	<b>5,273,305</b>	<b>5,820,005</b>	<b>6,368,404</b>	<b>9.4%</b>	<b>6,095,437</b>	<b>-4.3%</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>							
<b><u>Transportation Funds</u></b>							
Fuel Tax	379,335	716,966	339,160	677,769	99.8%	350,974	-48.2%

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Summary - All Funds**

	2016-17	2017-18	2018-19	2019-20		2020-21	
	Actual For Year	Actual For Year	Amended Budget/ Projection	Budget	% Change From 2018-19 Projection	Budget	% Change From 2019-20 Budget
Traffic Mitigation Fees	-	-	-	-	0.0%	-	0.0%
Road Maintenance & Rehabilitation Program	-	50,000	215,100	275,000	27.8%	275,000	0.0%
Measure M2 (OC Go)	179,886	820,315	242,992	260,270	7.1%	204,988	-21.2%
Coastal Area Road Improvement and Traffic Signals (CARITS)	-	53,021	-	-	0.0%	-	0.0%
<b>Total Transportation Funds</b>	<b>559,221</b>	<b>1,640,302</b>	<b>797,252</b>	<b>1,213,039</b>	<b>52.2%</b>	<b>830,962</b>	<b>-31.5%</b>
<b><u>Public Safety Funds</u></b>							
Service Authority for Abandoned Vehicles	-	-	-	-	0.0%	-	0.0%
Supplemental Law Enforcement Services	100,000	171,707	153,500	154,100	0.4%	158,100	2.6%
<b>Total Public Safety Funds</b>	<b>100,000</b>	<b>171,707</b>	<b>153,500</b>	<b>154,100</b>	<b>0.4%</b>	<b>158,100</b>	<b>2.6%</b>
<b><u>Environmental Funds</u></b>							
Mobile Source Reduction	-	-	-	7,500	100.0%	42,500	466.7%
Mobile Source Reduction - Local Government Partnership	-	-	-	-	0.0%	50,000	100.0%
Proposition 84 Grant	-	-	-	-	0.0%	-	0.0%
Beverage Container Recycling	6,449	2,109	-	-	0.0%	-	0.0%
Used Oil/Oil Payment Program	-	-	-	-	0.0%	-	0.0%
Energy Efficiency Conservation & CalRecycle Surplus	-	-	-	-	0.0%	-	0.0%
<b>Total Environmental Funds</b>	<b>6,449</b>	<b>2,109</b>	<b>-</b>	<b>7,500</b>	<b>100.0%</b>	<b>92,500</b>	<b>1133.3%</b>
<b><u>Community Services Funds</u></b>							
PEG/Cable Television	293	-	2,047	5,000	144.3%	77,000	1440.0%

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Summary - All Funds**

	2016-17	2017-18	2018-19	2019-20		2020-21	
	Actual For Year	Actual For Year	Amended Budget/ Projection	Budget	% Change From 2018-19 Projection	Budget	% Change From 2019-20 Budget
Senior Mobility	307,664	263,510	173,495	175,500	1.2%	175,500	0.0%
Community Development Block Grant (CDBG)	116,797	16,341	145,700	145,700	0.0%	150,000	3.0%
Proposition 68 (2018) Per Capita	-	-	-	118,884	100.0%	81,116	-31.8%
Laguna Woods Civic Support Fund	1,299	1,080	3,675	12,025	227.2%	-	-100.0%
<b>Total Community Services Funds</b>	<b>426,053</b>	<b>280,931</b>	<b>324,917</b>	<b>457,109</b>	<b>40.7%</b>	<b>483,616</b>	<b>5.8%</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>1,091,723</b>	<b>2,095,049</b>	<b>1,275,669</b>	<b>1,831,748</b>	<b>43.6%</b>	<b>1,565,178</b>	<b>-14.6%</b>
<b>TOTAL ALL FUNDS</b>	<b>6,743,768</b>	<b>7,368,354</b>	<b>7,095,674</b>	<b>8,200,152</b>	<b>15.6%</b>	<b>7,660,615</b>	<b>-6.6%</b>

<b>CITY OF LAGUNA WOODS</b> <b>Fiscal Years 2019-21 Budget &amp; Work Plan</b> <b>Inter-Fund Transfers Summary - All Funds</b>
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	2016-17	2017-18	2018-19	2019-20		2020-21	
	Actual for Year	Actual for Year	Amended Budget/ Projection	Budget	% Change from 2018-19 Budget	Budget	% Change from 2019-20 Budget
<b><u>TRANSFERS OUT</u></b>							
General Fund	461,293	1,137,644	241,219	411,161	70.5%	210,280	-48.9%
<i>Other Funds:</i>							
Traffic Mitigation Fees Fund	436,555						
Beverage Container Recycling Fund	22,579						
Used Oil/Oil Payment Program Fund	21,254						
Energy Efficiency Conservation & CalRecycle Surplus	30,894						
<b>Total Other Funds</b>	<b>511,282</b>						
<b>TOTAL TRANSFERS OUT</b>	<b>972,575</b>	<b>1,137,644</b>	<b>241,219</b>	<b>411,161</b>	<b>70.5%</b>	<b>210,280</b>	<b>-48.9%</b>
<b><u>TRANSFERS IN</u></b>							
General Fund	511,282	984,534	-	-		-	
<i>Other Funds:</i>							
Capital Projects Fund	90,300		226,304	411,161	81.7%	210,280	-48.9%
Fuel Tax Fund	99,359		14,872				
Measure M2 Fund	184,506		43				
Coastal Area Road Improvement and Traffic Signals (CARITS) Fund		148,110					
Proposition 84 Grant Fund	15,733						
Senior Mobility Fund	62,202	5,000					
Community Development Block Grant (CDBG) Fund	4,193						
Laguna Woods Civic Support Fund	5,000						
<b>Total Other Funds</b>	<b>461,293</b>	<b>153,110</b>	<b>241,219</b>	<b>411,161</b>	<b>70.5%</b>	<b>210,280</b>	<b>-48.9%</b>
<b>TOTAL TRANSFERS IN</b>	<b>972,575</b>	<b>1,137,644</b>	<b>241,219</b>	<b>411,161</b>	<b>70.5%</b>	<b>210,280</b>	<b>-48.9%</b>

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**CHAPTER 5.0.**  
**CITY BUDGET DETAIL,**  
**GENERAL AND CAPITAL FUNDS**

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# 5.0. CITY BUDGET DETAIL, GENERAL AND CAPITAL FUNDS

*This chapter is intended to present revenue and expenditure detail for the programs, projects, and services included in this budget.*

## **"AT-A-GLANCE" GENERAL FUND SUMMARY**

*[General Fund Revenue over/(under) Operating Expenditures Estimate]*

	Fiscal Year 2019-20	Fiscal Year 2020-21
Total General Fund Revenue Estimate	\$5,938,600	\$6,047,100
Non-Operating Revenue Estimate	\$0	\$0
Operating Expenditures	(\$5,698,524)	(\$5,865,157)
Total General Fund Operating Revenue over/(under) Operating Expenditures	\$240,076	\$181,943

*[Total General Fund Non-Operating Expenditures and Transfers]*

	Fiscal Year 2019-20	Fiscal Year 2020-21
Non-Operating Expenditures	\$258,720	\$20,000
Transfers to Capital Projects Fund	\$411,161	\$210,280
Total	\$669,881	\$230,280

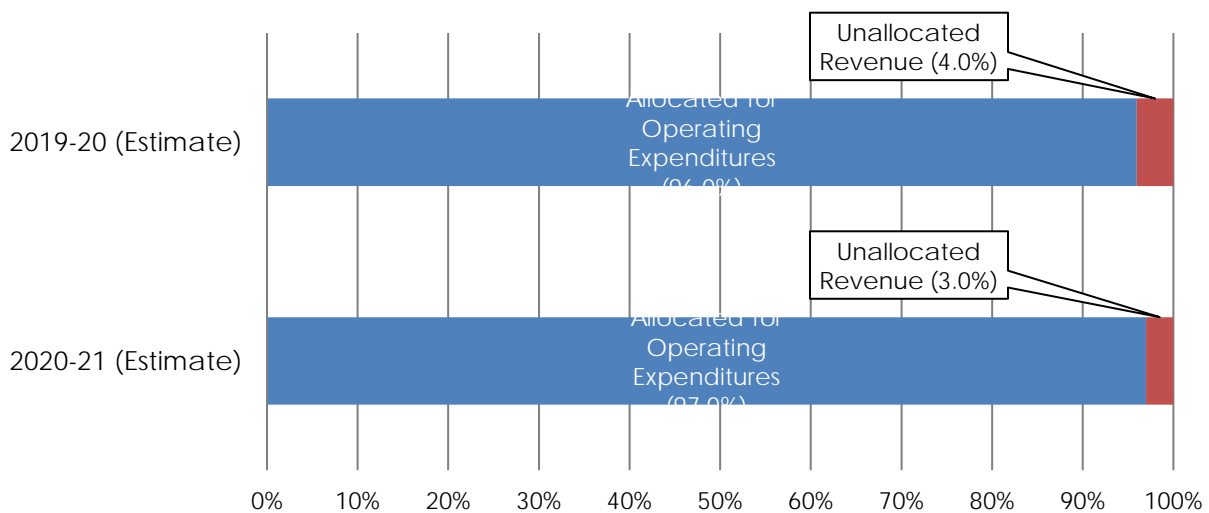
*[Total General Fund Expenditures]*

	Fiscal Year 2019-20	Fiscal Year 2020-21
Total General Fund Operating Expenditures	\$5,698,524	\$5,865,157
Total General Fund Non-Operating Expenditures and Transfers	\$669,881	\$230,280
Total	\$6,368,405	\$6,095,437

The General Fund operating budget for Fiscal Year 2019-20 is balanced and totals \$5,698,524. At year-end, it is projected that the unassigned General Fund balance will total \$5,805,596, or 102%, of the Fiscal Year 2019-20 operating budget. That unassigned fund balance would be in addition to assigned, committed, and restricted reserves totaling \$2,973,002. An additional \$669,881 is budgeted for non-operating expenditures and transfers to the Capital Projects Fund.

The General Fund operating budget for Fiscal Year 2020-21 is balanced and totals \$5,865,157. At year-end, it is projected that the unassigned General Fund balance will total \$5,703,010, or 97% of the Fiscal Year 2020-21 operating budget. That unassigned fund balance would be in addition to assigned, committed, and restricted reserves totaling \$3,027,252. An additional \$230,280 is budgeted for non-operating expenditures and transfers to the Capital Projects Fund.

*[Allocation of General Fund Operating Revenue – Fiscal Years 2019-20]*



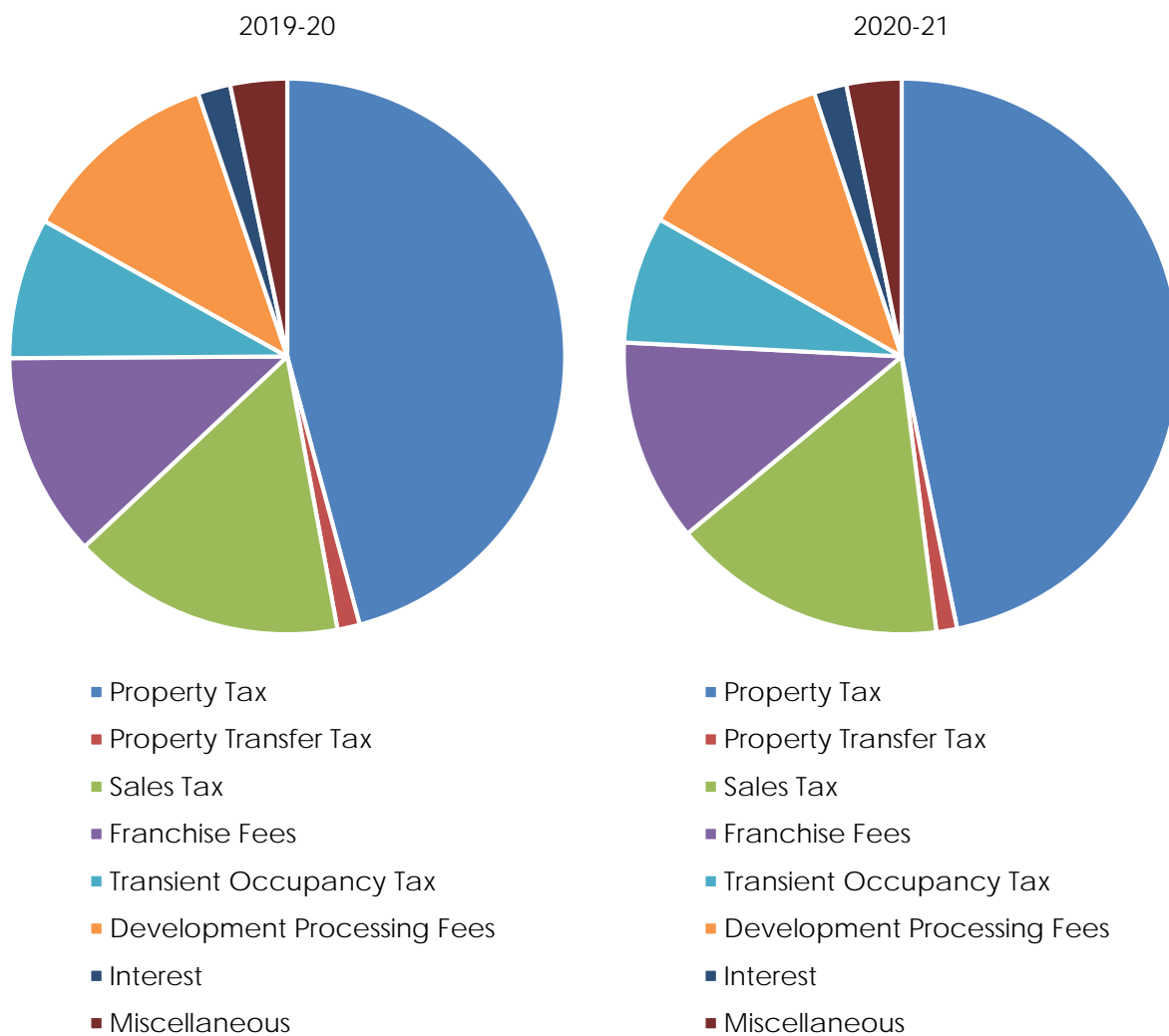
## GENERAL FUND SUMMARY – REVENUE

General Fund revenue for Fiscal Year 2019-20 is estimated to be \$5,938,600, or 1.7% more than year-end projections for Fiscal Year 2018-19 (excluding one-time revenues). In Fiscal Year 2020-21, General Fund revenue is estimated to be \$6,047,100, which reflects growth of \$108,500, or 1.8%, over the Fiscal Year 2019-20 estimate.

The differences in estimated revenue for both fiscal years are attributed to a variety of contributing factors including minimal to modest increases in the

City's two largest sources of operating revenue – property tax and sales tax – as well as continued increases in interest earnings. Taken as a whole, revenue growth is expected to remain flat and provide insufficient resources to add or expand ongoing programs, projects, or services.

*[General Fund Revenue Estimates by Source – Fiscal Years 2019-21]*



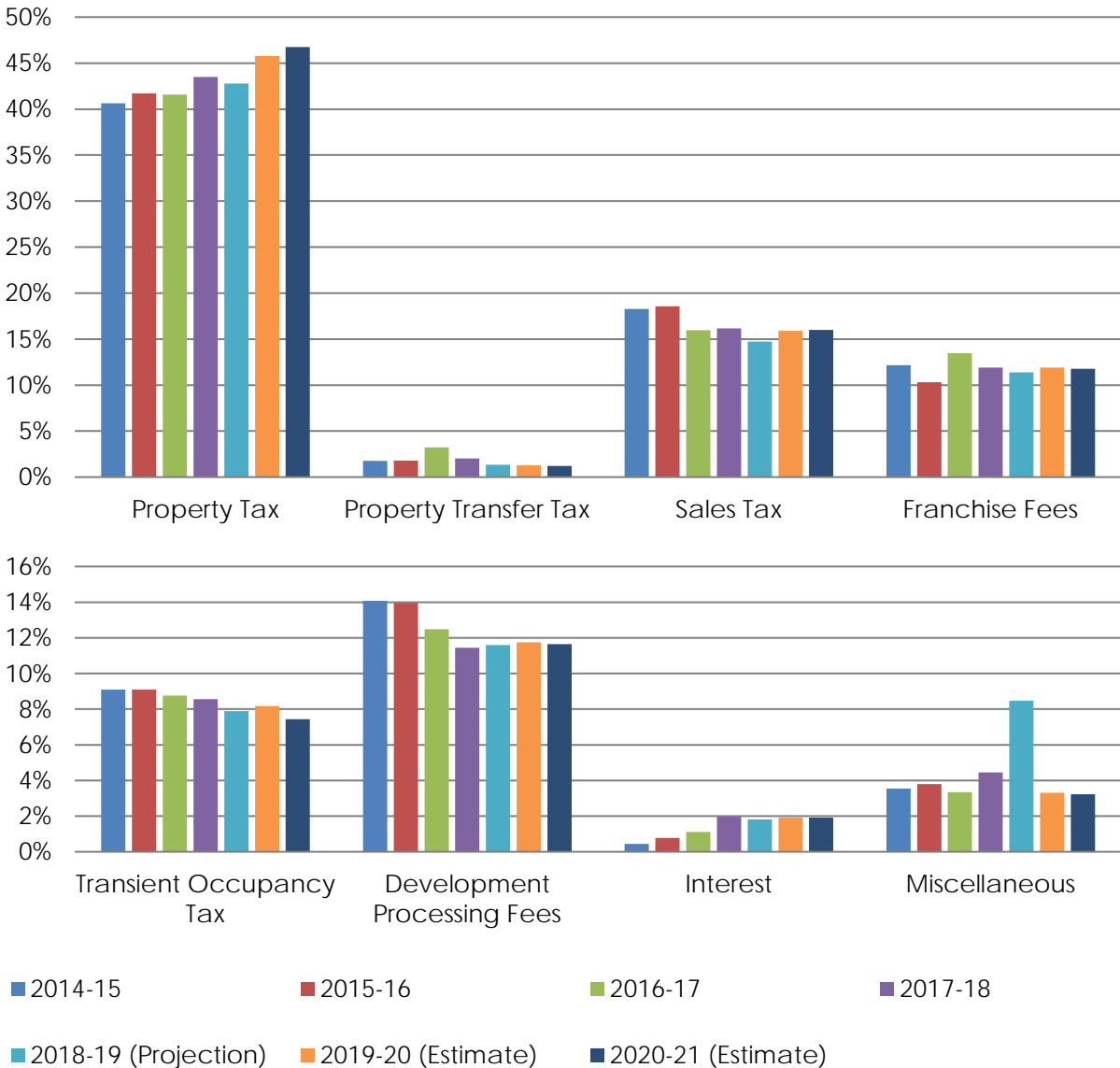
General Fund Revenue Source	Percent of Adopted Budget Estimate (Fiscal Year 2019-20)	Percent of Adopted Budget Estimate (Fiscal Year 2020-21)
Property Tax	45.8%	46.8%
Property Transfer Tax	1.3%	1.2%
Sales Tax	15.9%	16.0%
Franchise Fees	11.9%	11.8%

Transient Occupancy Tax	8.2%	7.4%
Development Processing Fees	11.7%	11.7%
Interest	1.9%	1.9%
Miscellaneous	3.3%	3.2%

Note: This budget accounts for property tax in lieu of vehicle license fees as part of general property tax revenue and property transfer tax separately.

**Historical Comparison**

*[Historical General Fund Revenue by Source  
– Fiscal Years 2014-15 through 2020-21]*



General Fund Revenue Source	Percent of Actual Year-End Receipts (Fiscal Year 2014-15)	Percent of Actual Year-End Receipts (Fiscal Year 2015-16)	Percent of Actual Year-End Receipts (Fiscal Year 2016-17)	Percent of Actual Year-End Receipts (Fiscal Year 2017-18)
Property Tax	40.5%	41.7%	41.6%	43.5%
Property Transfer Tax	1.8%	1.8%	3.2%	2.0%
Sales Tax	18.3%	18.6%	16.0%	16.2%
Franchise Fees	12.2%	10.2%	13.5%	11.9%
Transient Occupancy Tax	9.1%	9.1%	8.8%	8.6%
Development Processing Fees	14.1%	14.0%	12.5%	11.4%
Interest	0.4%	0.8%	1.0%	2.0%
Miscellaneous	3.6%	3.8%	3.4%	4.4%

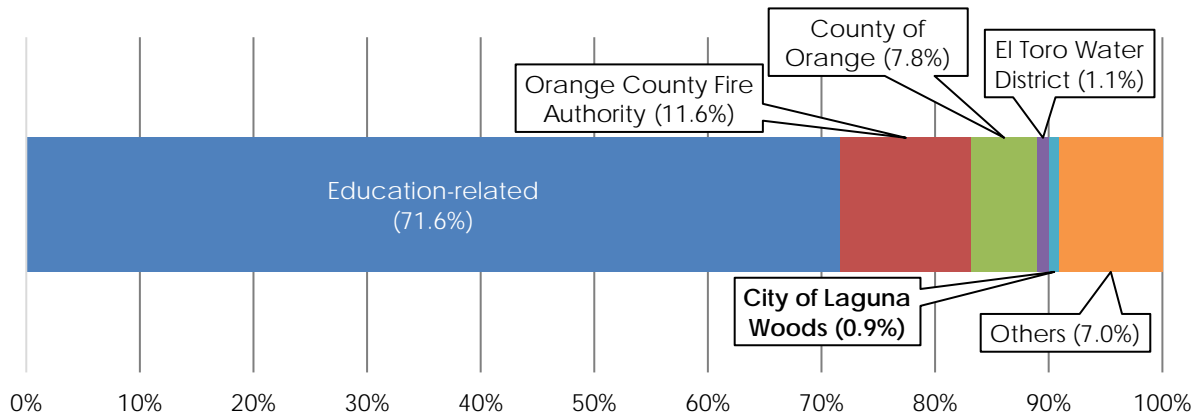
General Fund Revenue Source	Percent of Projected Year-End Receipts (Fiscal Year 2018-19)	Percent of Adopted Budget Estimate (Fiscal Year 2019-20)	Percent of Adopted Budget Estimate (Fiscal Year 2020-21)
Property Tax	42.8%	45.8%	46.8%
Property Transfer Tax	1.3%	1.3%	1.2%
Sales Tax	14.7%	15.9%	16.0%
Franchise Fees	11.4%	11.9%	11.8%
Transient Occupancy Tax	7.9%	8.2%	7.5%
Development Processing Fees	11.6%	11.7%	11.6%
Interest	1.8%	1.9%	1.9%
Miscellaneous	8.5%	3.3%	3.2%

### **Property Tax Revenue**

Property tax is a tax on certain types of real and personal property. Property tax rates are established by state law, including Proposition 13 (1978), which limits the maximum property tax rate to 1% of assessed value and the maximum annual increase to an inflationary index not to exceed 2%. The County of Orange is responsible for collecting property tax from property owners and distributing the proceeds to the various entities to whom taxes are owed.

For every dollar of property tax paid, the City receives an average of only \$0.0088. Over 70% of every property tax dollar funds education.

*[Average Property Tax Allocation – Tax Rate Area 32010]*



The Orange County Assessor’s *Local Assessment Roll of Values for Fiscal Year 2018-19* includes an inflationary index of 2.0%, equal to the prior year’s increase of 2.0%. The total value of Laguna Woods’ local assessment roll increased by \$190,536,181, or 6.46%, to \$3,141,951,322 in Fiscal Year 2018-19, slightly below the prior year’s increase of 6.48%.

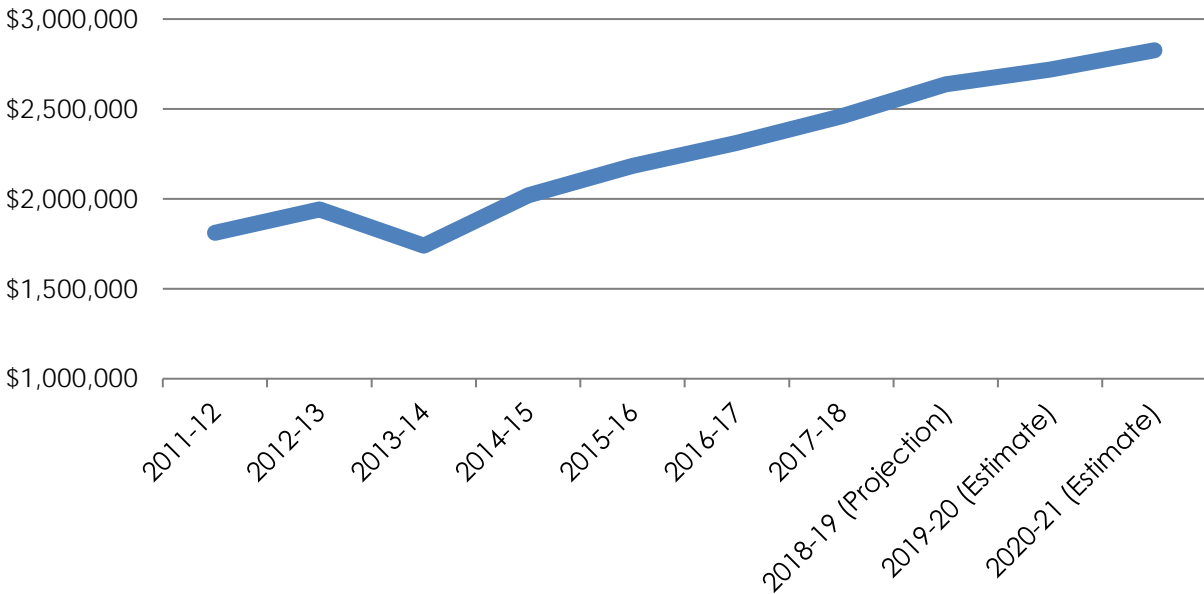
*[Surrounding Cities Local Assessment Rolls – Fiscal Year 2018-19]*

City	Total Local Assessment Roll Value	Percent Change of Local Assessment Roll Value from Fiscal Year 2017-18
<b>Laguna Woods</b>	<b>\$3,141,951,322</b>	<b>6.46%</b>
Aliso Viejo	\$10,344,474,900	6.06%
Irvine	\$78,408,326,089	9.43%
Laguna Beach	\$15,288,293,004	5.85%
Laguna Hills	\$7,159,616,191	6.11%

In Fiscal Year 2018-19, Laguna Woods had the fifth lowest local assessment roll value in Orange County, ranking above the cities of (in order) Stanton, Los Alamitos, La Palma, and Villa Park.

In Fiscal Year 2018-19, Laguna Woods had the sixth largest percent change of local assessment roll value from Fiscal Year 2017-18, ranking below the cities of (in order) Irvine, Lake Forest, Costa Mesa, Buena Park, and Newport Beach.

[Property Tax Revenue – Fiscal Years 2011-12 through 2020-21]



Budget Estimate (Fiscal Year 2019-20)	Percent Change from Projected Year-End Receipts (Fiscal Year 2018-19)	Budget Estimate (Fiscal Year 2020-21)	Percent Change from Projected Year-End Receipts (Fiscal Year 2019-20)
\$2,718,400	3.1%	\$2,826,400	4.0%

Summary of Significant Trends and Observations

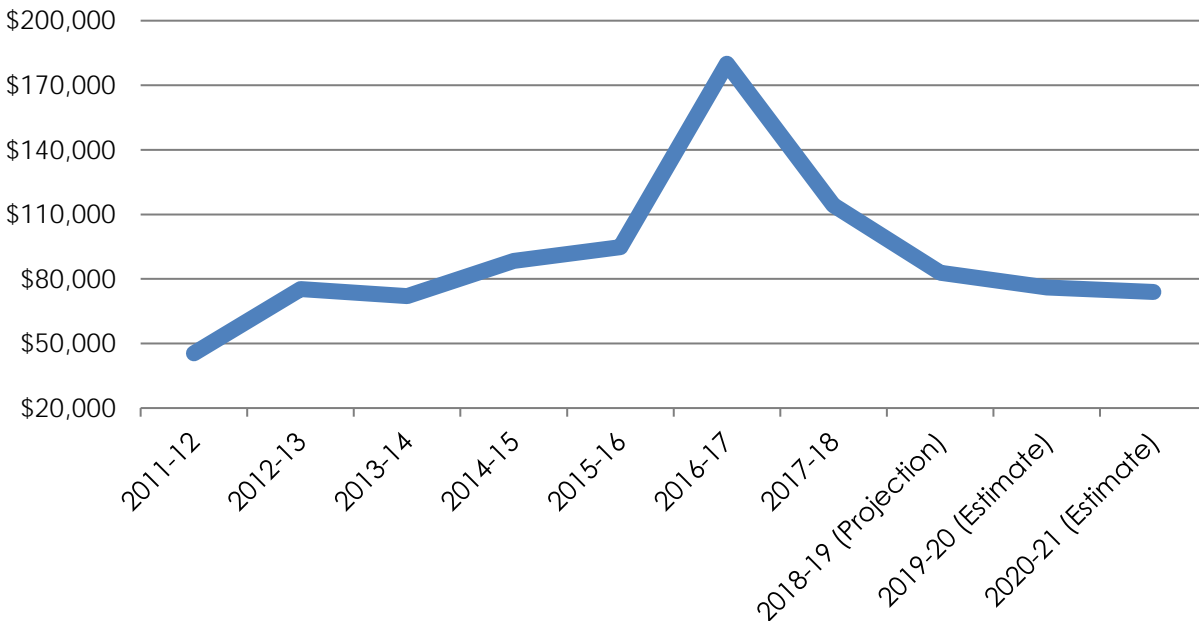
- Increases in estimated property tax revenue are due, in part, to growth in home sale prices, continued recapture of assessed property valuations that had been temporarily reduced pursuant to Proposition 8’s (1978) tax relief program, and anticipated increases in the Consumer Price Index used to calculate assessed property valuations.
- Property tax revenue has realized slow and steady growth since 2010. A “leveling off” or slowing of economic growth, could have a potentially significant impact on future revenue.

Property Transfer Tax Revenue

Property transfer tax is a tax on the recordation of documents transferring ownership of land or real property. Property transfer tax is established by cities and counties and is collected by the County of Orange at a rate of \$1.10 per

\$1,000 of the assessed value of the real estate being transferred. The City and the County each receive 50% of the property transfer taxes collected.

*[Property Transfer Tax Revenue – Fiscal Years 2011-12 through 2020-21]*



Budget Estimate (Fiscal Year 2019-20)	Percent Change from Projected Year-End Receipts (Fiscal Year 2018-19)	Budget Estimate (Fiscal Year 2020-21)	Percent Change from Projected Year-End Receipts (Fiscal Year 2019-20)
\$76,000	-8.3%	\$74,000	-2.6%

Summary of Significant Trends and Observations

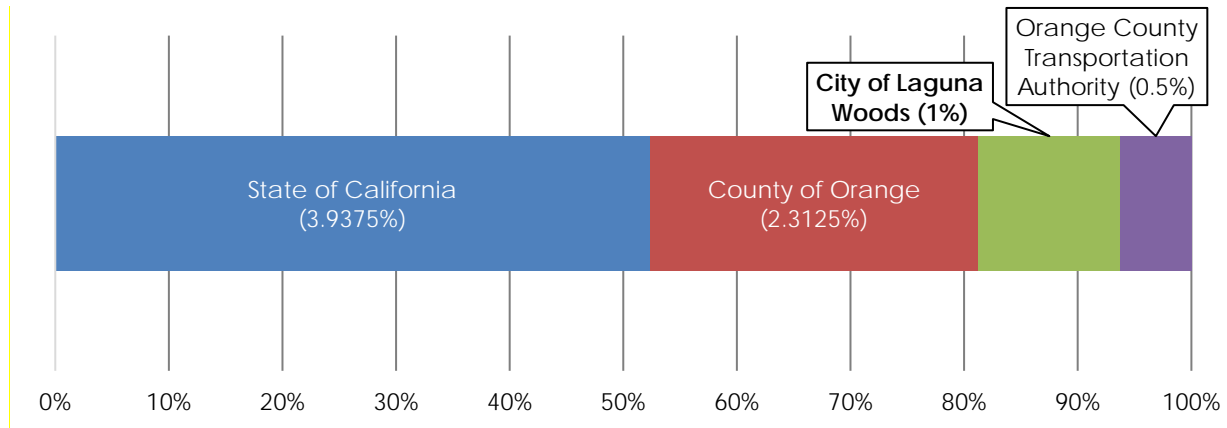
- Property transfer tax revenue is projected to remain relatively consistent with prior years. Revenue in Fiscal Year 2016-17 was higher than typical as a result of ownership transfers of two assisted living facilities. Staff does not believe that those transfers are indicative of future trends.

Sales Tax Revenue

Of the 7.75% local sales tax rate, the City receives only 1% of tax proceeds. The majority of sales tax revenue is paid to the State of California and the County of Orange. The City receives a portion of the half-cent sales tax collected by

the Orange County Transportation Authority pursuant to Measure M2, which is accounted for in the Special Revenue Funds section of this budget.

*[Sales Tax Allocation]*



*[Surrounding Cities Per Capita Sales Tax Revenue – Calendar Year 2018<sup>1</sup>]*

City	Per Capita Sales Tax Revenue for Calendar 2018
<b>Laguna Woods</b>	<b>\$56</b>
Aliso Viejo	\$118
Irvine	\$236
Laguna Beach	\$240
Laguna Hills	\$185

On a per capita basis, sales tax revenue for Laguna Woods was the second lowest in Orange County in 2018, ranking above only the City of Villa Park.

*[Top 25 Sales Tax Producers – 2018 Calendar Year<sup>2</sup>]*

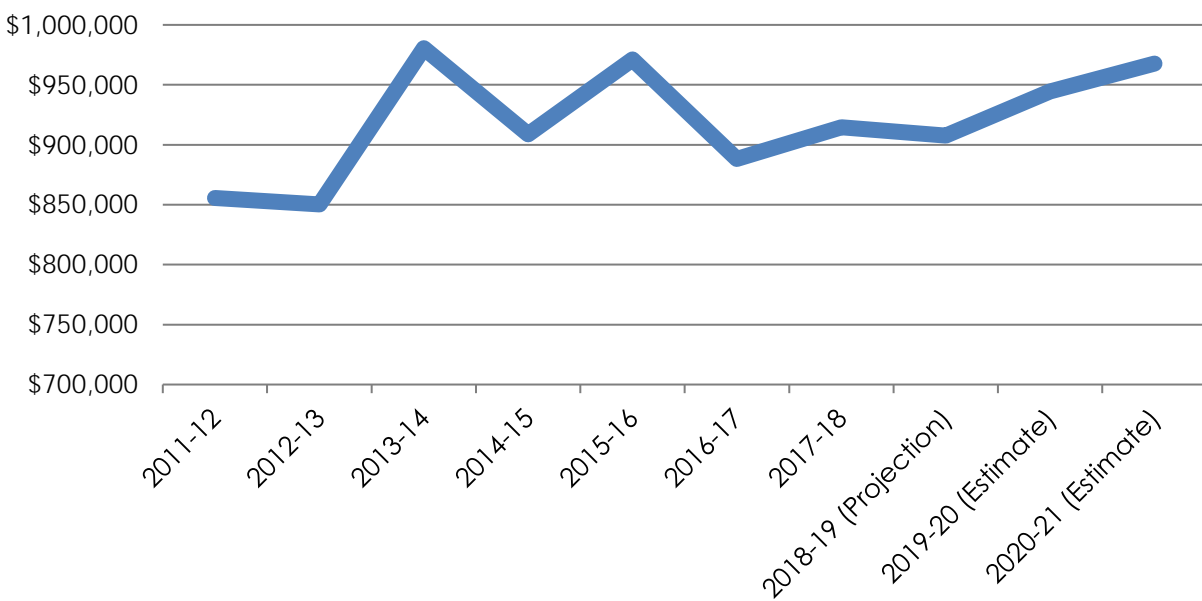
19 Restaurant & Lounge	Okon Dental Lab
Adapt 2 It	Olive Garden
ALDI	Papa John’s Pizza
CVS Pharmacy	PrestineHydro
Dollar Tree	Rite Aid

<sup>1</sup> Sales Tax Per Capita, Calendar Year 2018, Hinderliter, de Llamas & Associates. Based on information from the California Department of Tax and Fee Administration.

<sup>2</sup> Sales Tax Allocations Adjusted for Economic Data, January 2018 through December 2018, Hinderliter, de Llamas & Associates. Based on information from the California Department of Tax and Fee Administration. Sales tax producers are presented alphabetically in accordance with state law.

Firehouse Subs	Sabrosada
<del>Fortune Cookies since closed</del>	Saddleback Golf Cars
Golden Rain Foundation	Stage 21 Bikes
Home Depot	Starbucks (three locations)
Jack in the Box	Stater Bros.
Mobil Station	<del>Thaitanium since closed</del>
Mother's Market	Tomo Sushi
Moulton Arco AM/PM	

[Sales Tax Revenue – Fiscal Years 2011-12 through 2020-21]



Budget Estimate (Fiscal Year 2019-20)	Percent Change from Projected Year-End Receipts (Fiscal Year 2018-19)	Budget Estimate (Fiscal Year 2020-21)	Percent Change from Projected Year-End Receipts (Fiscal Year 2019-20)
\$944,400	4.0%	\$967,800	2.5%

Summary of Significant Trends and Observations

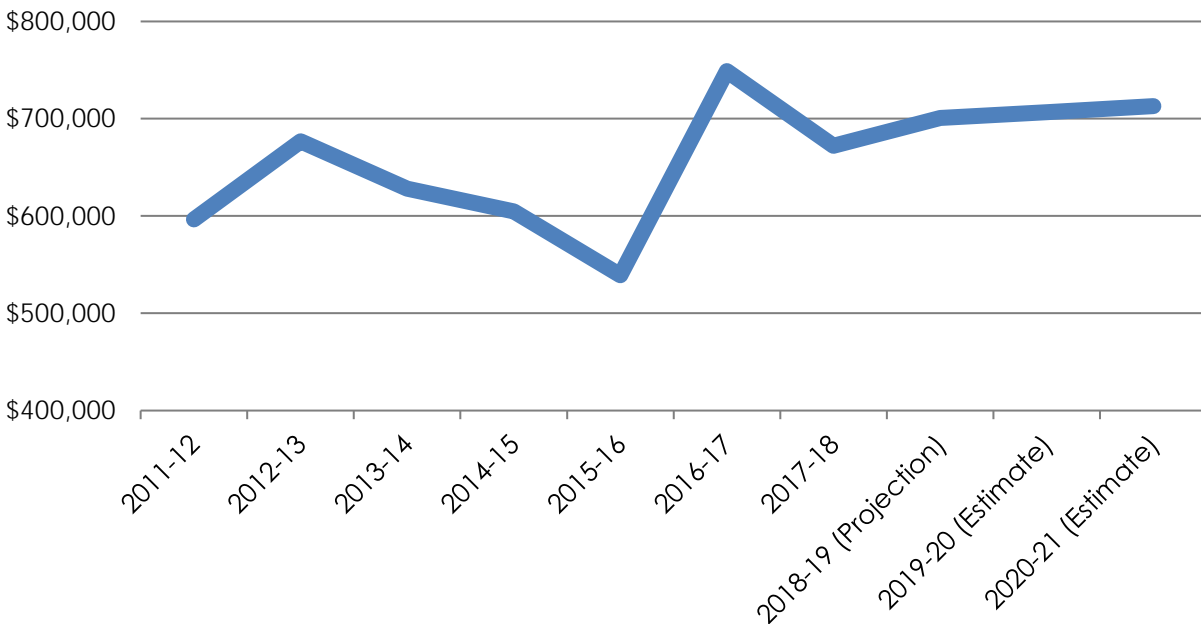
- The City’s sales tax base continues to be limited in size and lacking in diversity with the top 25 sales tax producing businesses accounting for approximately 96% of total sales tax revenue in the 2018 calendar year. This over-reliance on a narrow subset of sales tax producers means that the City is particularly vulnerable to significant revenue fluctuations.

- Increases in estimated sales tax revenue are due, in part, to consumer confidence, as well as anticipated growth in consumer spending, aided by the opening of new businesses (e.g., ALDI Food Market, Dollar Tree, Sabrosada, the City’s third Starbucks, and Trident Society).
- The City’s sales tax base has been physically and monetarily reduced by the replacement of previously sales tax-generating uses with lesser or non-sales tax-generating uses (“goods-to-service conversion”) (e.g., the replacement of a portion of the former Vons site with Anytime Fitness and the replacement of the former Hometown Buffet site with Goldfish Swim School). Continued “erosion” of revenue generating potential may result in significant revenue loss over both the near- and long-term.
- Sales tax fluctuates with changes in the economy, as well as consumer confidence. A “leveling off” or slowing of economic growth, could have a potentially significant, negative impact on future revenue.

**Franchise Fees Revenue**

Franchise fees are collected by the City in accordance with agreements with various advertising, cable television, solid waste, and utility providers.

*[Franchise Fees Revenue – Fiscal Years 2011-12 through 2020-21]*



Budget Estimate (Fiscal Year 2019-20)	Percent Change from Projected Year-End Receipts (Fiscal Year 2018-19)	Budget Estimate (Fiscal Year 2020-21)	Percent Change from Projected Year-End Receipts (Fiscal Year 2019-20)
\$706,800	0.8%	\$712,900	0.9%

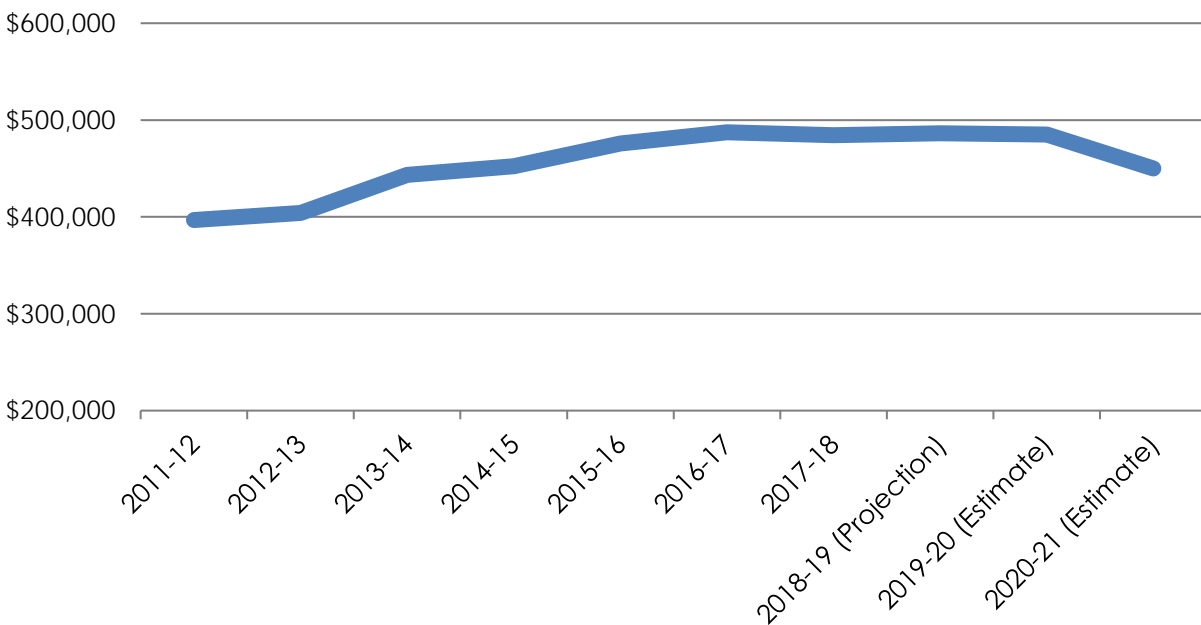
Summary of Significant Trends and Observations

- Franchise fees revenue is projected to remain relatively consistent with Fiscal Year 2018-19. No new franchise agreements or material changes to existing franchise agreements are anticipated.

Transient Occupancy Tax Revenue

Transient occupancy tax is levied at a rate of 10% of the rent charged for most hotel stays and short-term rentals. Transient occupancy tax is collected by the operators of hotels and short-term rentals, and then paid to the City.

*[Transient Occupancy Tax Revenue – Fiscal Years 2011-12 through 2020-21]*



Budget Estimate (Fiscal Year 2019-20)	Percent Change from Projected Year-End Receipts (Fiscal Year 2018-19)	Budget Estimate (Fiscal Year 2020-21)	Percent Change from Projected Year-End Receipts (Fiscal Year 2019-20)
\$485,000	-0.3%	\$450,000	-7.2%

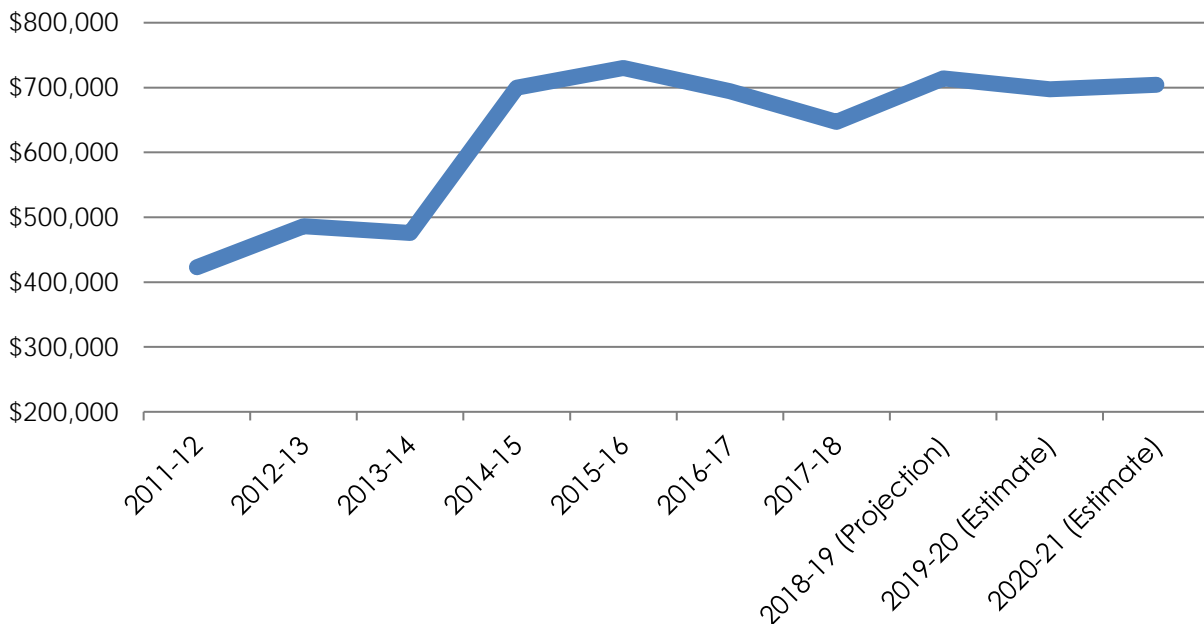
Summary of Significant Trends and Observations

- Transient occupancy tax revenue has realized slow and steady growth since 2011. Fiscal Year 2020-21 receipts are estimated to decrease due to anticipated additional competition from new hotels that are currently planned or under construction in surrounding cities.
- The City’s transient occupancy tax base continues to be limited in size. This over-reliance on a single transient occupancy tax producer means that the City is particularly vulnerable to significant revenue fluctuations.

Development Processing Fees Revenue

Development processing fees are collected by the City in order to recover the City’s reasonable costs of providing building, planning, and related services.

*[Development Processing Fees Revenue  
– Fiscal Years 2011-12 through 2020-21]*



Budget Estimate (Fiscal Year 2019-20)	Percent Change from Projected Year-End Receipts (Fiscal Year 2018-19)	Budget Estimate (Fiscal Year 2020-21)	Percent Change from Projected Year-End Receipts (Fiscal Year 2019-20)
\$697,200	-2.4%	\$704,200	1.0%

Summary of Significant Trends and Observations

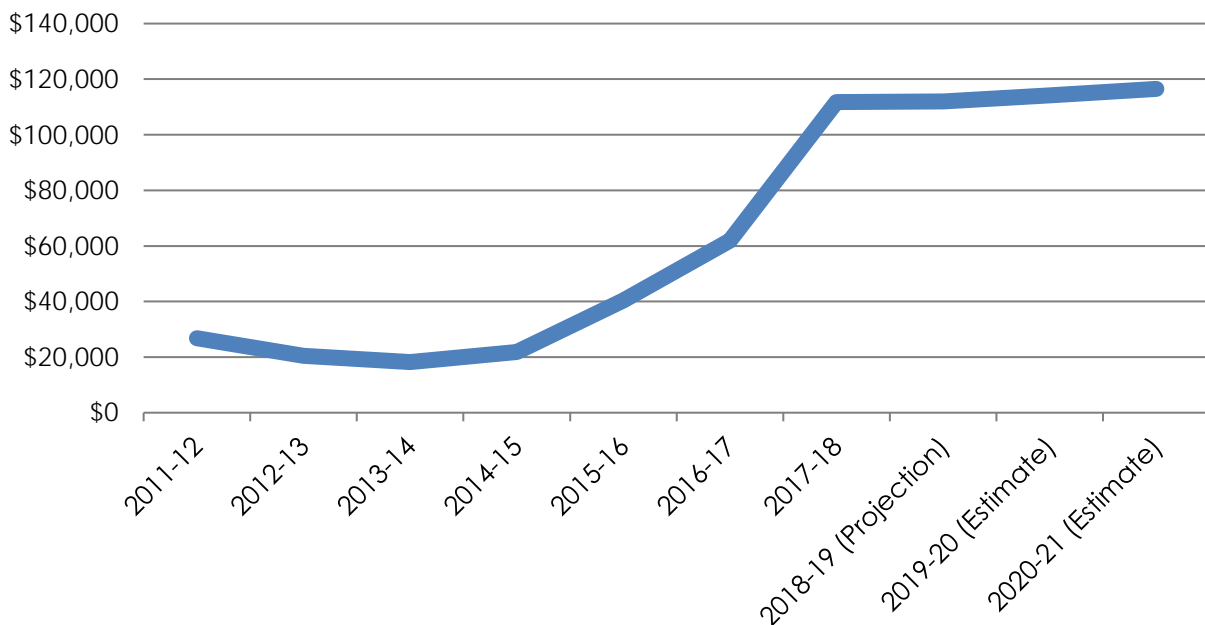
- Development processing fees revenue will continue to cover the City’s reasonable costs of providing services. Since Fiscal Year 2014-15, the City has conducted an annual evaluation of the adequacy and rationality of its fees, including its reasonable costs of providing services.

Interest Revenue

Interest revenue is comprised of earnings from financial investments made in accordance with the City’s Investment of Financial Assets Policy.

The Investment of Financial Assets Policy is intended to assist the City with the investment of financial assets in a manner that ensures adequate safety and liquidity, while maximizing yield (return) and complying with the requirements of California Government Code sections 5921 and 53600 et seq.

*[Interest Revenue – Fiscal Years 2011-12 through 2020-21]*



Budget Estimate (Fiscal Year 2019-20)	Percent Change from Projected Year-End Receipts (Fiscal Year 2018-19)	Budget Estimate (Fiscal Year 2020-21)	Percent Change from Projected Year-End Receipts (Fiscal Year 2019-20)
\$114,200	2.0%	\$116,500	2.0%

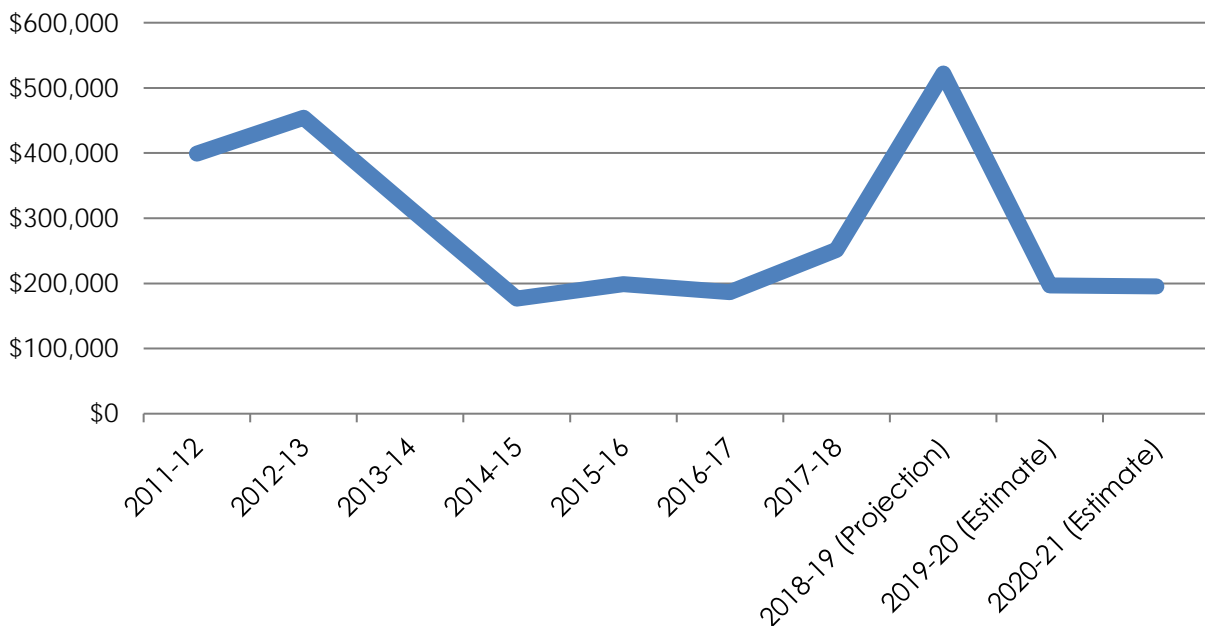
Summary of Significant Trends and Observations

- The City adopted significant modifications to its Investment of Financial Assets Policy in Fiscal Year 2015-16. As the City continues to implement the policy, it is anticipated that interest revenue will continue to increase; however, growth will be moderated by capital and other non-operating expenditures that reduce the total funds available for investment.
- Increases in interest revenue since Fiscal Year 2014-15 are attributable to regular investments in certificates of deposit and growth in interest rates. Interest rates are expected to gradually level off over time.

Miscellaneous Revenue

Miscellaneous revenue is collected by the City as a result of agreements not accounted for in other revenue categories, reimbursements, and fines.

*[Miscellaneous Revenue – Fiscal Years 2011-12 through 2020-21]*



Budget Estimate (Fiscal Year 2019-20)	Percent Change from Projected Year-End Receipts (Fiscal Year 2018-19)	Budget Estimate (Fiscal Year 2020-21)	Percent Change from Projected Year-End Receipts (Fiscal Year 2019-20)
\$196,600	-62.3%	\$195,300	-0.7%

Summary of Significant Trends and Observations

- In Fiscal Year 2018-19, the City received a payment of \$326,470.65 from the City of Laguna Beach as part of a transfer of the City’s California Public Utilities Commission Tariff Rule 20A allocation balance as of April 5, 2018. That one-time revenue accounts for the significant increase in miscellaneous revenue in Fiscal Year 2018-19, as well as the projected reduction in miscellaneous revenue in Fiscal Year 2019-20. Miscellaneous revenue is otherwise expected to remain consistent with prior years.

**GENERAL FUND SUMMARY – EXPENDITURES**

General Fund operating expenditures for Fiscal Year 2019-20 are projected to be \$5,698,524, or 4.5% more than the amended budget/projection for Fiscal Year 2018-19. In Fiscal Year 2020-21, General Fund operating expenditures are projected to be \$5,865,157, which reflects growth of \$166,633, or 2.9%, over the Fiscal Year 2019-20 estimate.

An additional \$669,881 for Fiscal Year 2019-20 and \$230,280 for Fiscal Year 2020-21 is budgeted to support the following non-operating expenditures and transfers to the Capital Projects Fund:

Fiscal Year 2019-20

- Building Permitting Records Digitization
- El Toro Road Drainage/Localized Flooding Analysis
- Golf Cart Path/Low-Speed Vehicle Crossing Zone Signage
- General Plan Comprehensive Update
- “A Place for Paws” Dog Park Relocation Project
- City Hall Refurbishment and Safety Project: Phase 2 (Design and Construction)
- City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Design)
- City-maintained Catch Basins Full Capture Systems Retrofit Project

- El Toro Road Traffic Signal Synchronization Project
- Moulton Parkway Traffic Signal Synchronization Project

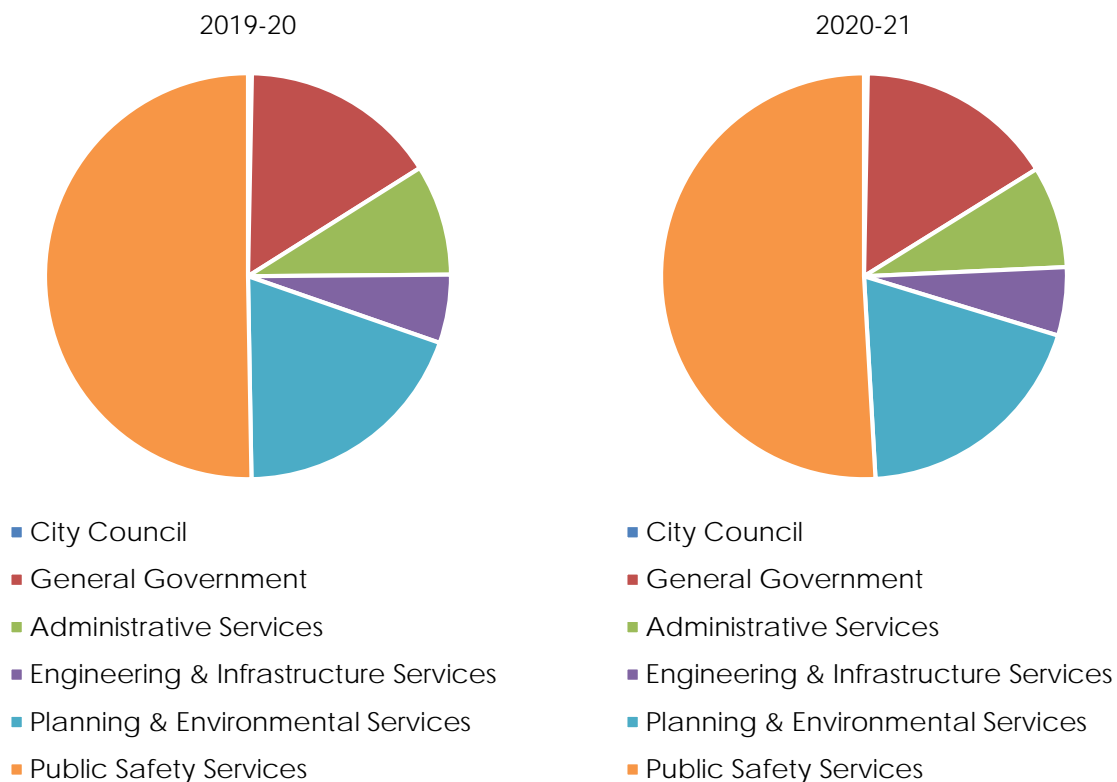
Fiscal Year 2020-21

- Right-of-Way Accessibility Survey
- City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Construction)
- Water Efficient Median Improvement Project (Santa Maria Avenue between Via Vista and Moulton Parkway) (Design and Construction)
- Woods End Wilderness Preserve Trail Drainage and Improvement Project

The primary causes of General Fund operating expenditure increases for both fiscal years are modest, inflationary-type increases for most line items and more significant increases for law enforcement services.

Note: Non-operating expenditures and transfers to the Capital Projects Fund are excluded from the "operating expenditures" calculations in this budget.

*[General Fund Operating Expenditure Projections by Department  
– Fiscal Years 2019-21]*



General Fund Department	Percent of Adopted Budget Estimate (Fiscal Year 2019-20)	Percent of Adopted Budget Estimate (Fiscal Year 2020-21)
City Council	0.3%	0.3%
General Government	15.7%	15.9%
Administrative Services	8.8%	8.1%
Engineering & Infrastructure Services	5.5%	5.4%
Planning & Environmental Services	19.4%	19.4%
Public Safety Services	50.3%	50.9%

### **Employee Salaries, Benefits, and Taxes**

While employee salaries, benefits, and taxes relate to multiple departments within the General Fund, discussion is consolidated in this section for ease of reference. Additional organizational information is included in Chapter 2.0.

#### **Salaries and Benefits**

Compensation schedules and benefits are approved by the City Council at duly noticed public meetings. In addition to base salaries, full-time employees generally receive a monthly benefit allowance (which, irrespective of the cost to employees, limits the City's contributions toward medical, dental, and vision coverage), paid time off, paid holidays, and retirement benefits.

During Fiscal Years 2017-19, employee benefits were modified as follows:

- Discontinued the ability for full-time employees to accrue additional paid time off when they reach the accrual limit of 480 hours, thereby ending the practice of providing compensation for excess paid time off accrued at calendar year-end. Accrual of paid time off now resumes in the first pay period following the pay period in which an employee's balance of paid time off falls below 480 hours.
- Discontinued the ability for full-time employees to contribute a portion of their monthly benefit allowances to deferred compensation plans. Employees continue to be able to contribute to deferred compensation plans through salary reductions at their sole expense.
- Allowing full-time employees hired before January 1, 2019 to choose to receive a taxable benefit option (up to \$500 in cash per month) from their flexible benefit plans. The maximum amount that is available for full-

time employees to allocate to their flexible benefits plans (\$1,000 per month, less a mandatory employee assistance program contribution) did not change, only the manner in which allocations can be used.

- Discontinued the ability for full-time employees to purchase up to 40 hours of additional paid time off per calendar year, with the addition of two floating holidays (16 hours) per calendar year.
- Specified that when January 1 falls on a Thursday, the December Holiday will be observed through that Friday, January 2.

The City's annual base salary ranges, most recent employee compensation and benefits resolutions, and the City Manager's employment agreement are available at City Hall and on the City's website ([www.cityoflagunawoods.org](http://www.cityoflagunawoods.org) > click on "Transparency & Public Records").

This budget does not envision any changes to the compensation schedule or benefits for non-contract employees, nor to the terms of the City Manager's employment agreement. It does not include any new positions and allows for only minimal ability for movement by employees within salary ranges.

#### California Public Employees' Retirement System

The City maintains defined benefit pension plans that are administered by the California Public Employees' Retirement System ("CalPERS"). The plans provide benefits to qualified employees based on their number of years of service, age at retirement, and final compensation (average salary for a defined period of employment). Qualified employees hired prior to January 1, 2013, or otherwise eligible in accordance with the Public Employees' Pension Reform Act of 2013 ("PEPRA"), are considered "classic" members and are enrolled in a "2% at age 55" plan. Classic members contribute 7% of their annual covered salary. Qualified employees hired on or after January 1, 2013, and not considered "classic" members ("new/PEPRA members"), are enrolled in a "2% at age 62" plan and contribute a variable percentage of their annual covered salary, in accordance with PEPRA. The new/PEPRA employee contribution rate is 6.75% for Fiscal Year 2019-20 and may increase for Fiscal Year 2020-21.

CalPERS produces an annual valuation report for each city's pension plans based on information available as of June 30 of the preceding year. The City's expenditure appropriations for employer contributions to CalPERS are based on the information contained in the most current valuation reports. Current and prior valuation reports are available at City Hall and on CalPERS' website ([www.calpers.ca.gov](http://www.calpers.ca.gov) > search "Public Agency Actuarial Valuation Reports" > search "Laguna Woods City" in the "Name" field). A link to CalPERS's website

is also provided on the City's website ([www.cityoflagunawoods.org](http://www.cityoflagunawoods.org) > click on "Transparency & Public Records" > click on "CalPERS Pension Plans Actuarial Valuation Reports").

The City makes annual required contributions to CalPERS that are based on a variety of assumptions including, but not limited to, rates of return on pooled investments managed by CalPERS. The difference between the sum of the City's accumulated plan assets and the total projected cost of earned pension benefits is referred to as "unfunded accrued liability" ("UAL").

The City's most current valuation reports are based on information as of June 30, 2017. The City's total UAL was calculated at \$144,692. In September 2018, the City made lump sum payments to pay off the entirety of its then-calculated UAL, less the annual required contributions for Fiscal Year 2018-19 (\$137,455). Those lump sum payments followed earlier lump sum payments in May 2017 to pay off the entirety of the City's then-calculated UAL, less the annual required contributions for Fiscal Year 2016-17 (\$483,069).

On December 21, 2016, the CalPERS Board of Administration voted to lower CalPERS' assumed rate of return on pooled investments from 7.5 to 7%, over a three-year period, beginning in Fiscal Year 2017-18. CalPERS advised that cities should anticipate increases of up to 3% in annual required contributions over that three-year period, as well as increases of up to 40% in unfunded accrued liability. It has also been suggested that the assumed rate of return may be further reduced, resulting in even greater increases. The City's lump sum UAL payments will significantly mitigate the associated fiscal impacts. The City's budget policies call for consideration of additional UAL payments at least as often as each two-year budget development process.

This budget and work plan does not include any new UAL payments. CalPERS' next valuation reports will be released in August 2019, after which the City Council may consider making additional UAL payments.

#### Payroll Taxes – Employment Training Tax

The City is required to pay the State of California's Employment Training Tax, which provides funds to train employees in targeted industries to improve the competitiveness of California businesses. The City pays a rate established by the State, which for calendar year 2019 is 0.1% on the first \$7,000 of earnings.

#### Payroll Taxes – Social Security and Medicare

The City participates in Social Security and Medicare programs, which provide retirement and health benefits to qualified employees beginning as early as

age 62. All employees (full-time, part-time, and limited part-time) pay the full employee contribution and the City pays an equivalent employer contribution, which for calendar year 2019 is 6.2% on the first \$132,900 of earnings for Social Security and 1.45% on all earnings for Medicare. Social Security and Medicare contributions account for approximately 86% of total payroll taxes paid by the City. Total costs for Social Security and Medicare are projected to be \$55,089 for Fiscal Year 2019-20 and \$55,755 for Fiscal Year 2020-21.

#### Payroll Taxes – State Unemployment Insurance

The City participates in the State of California’s Unemployment Insurance program, which provides temporary financial assistance to qualified persons who have separated from employment. The City pays a rate established by the State, which for calendar year 2019 is 1.5% on the first \$7,000 of earnings.

#### Other-Post Employment Benefits (Retiree Medical)

As a member of the CalPERS health insurance program, the City is statutorily required to offset a portion of the cost of CalPERS health insurance premiums for qualified, retired employees (“other post-employment benefits” or “OPEB”) at a minimum rate, adjusted annually. Rates are established by state law with the monthly cost for the 2019 calendar year set at \$129.20 per qualified, retired employee. Retired employees pay the remainder of their premium costs.

In Fiscal Year 2015-16, the City established an irrevocable OPEB Trust Fund to prefund OPEB liabilities. The OPEB Trust Fund was established with an initial prefunding level equal to 80% of the then-current unfunded liability (\$60,511). While many employers use a “pay-as-you-go” formula to minimally fund OPEB liabilities, the establishment of an interest-bearing OPEB trust fund allows the City to proactively manage future costs and reduce unfunded liabilities.

An actuarial valuation completed in May 2018 calculated the City’s unfunded OPEB liability at \$75,638 as of July 1, 2017. In June 2018, the City made a supplemental contribution to the OPEB Trust Fund in the amount of \$23,812 in order to maintain a prefunding level equal to 80% of the projected benefits.

This budget and work plan does not include any new contributions to the OPEB Trust Fund. The next actuarial study will be completed in Fiscal Year 2019-20, after which additional contributions may be necessary to maintain a funding level equal to at least 80% of the recalculated projected benefits.

#### Law Enforcement Retirement and Post-Employment Benefits

Agreements for law enforcement services with the County of Orange include certain employee retirement and OPEB-related expenses. While the City is not

responsible for the County of Orange's long-term retirement or OPEB liabilities, changes in the County of Orange's contribution rates and actuarial valuations for the Orange County Employees Retirement System ("OCERS") create a year-to-year budgetary risk exposure for the City. While retirement and OPEB-related expenses have a material and generally upward impact on the City's costs, the City does not have a vote in either the County of Orange's or OCERS' decision-making. The City's ability to project future law enforcement costs is further limited as the County of Orange does not provide long-term projections that separately identify pension costs with amortized unfunded liabilities.

## **GENERAL FUND EXPENDITURES BY DEPARTMENT**

For additional information on the role, responsibilities, and staffing for each City department, please refer to Chapter 2.0.

### **City Council Department**

#### **Notes and Notable Changes from Prior Years**

- Monthly compensation has been reduced to reflect current elections by City Councilmembers. Compensation is fixed at \$300 per month, but may be waived at the discretion of each City Councilmember.
- No budget is provided for City Council air travel.
- As cost control measures:
  - All City-paid lodging costs for the California Joint Powers Insurance Authority's ("CJPIA") Annual Risk Management Educational Forum have been eliminated, with the exception of City-paid lodging for either the City's CJPIA director or alternate;
  - All City-paid registration/lodging costs for the League of California Cities' Annual Conference have been eliminated; and
  - The City Council Contingency line item has been eliminated. The City Council Contingency line item was most recently budgeted in the amount of \$50,000 in non-City Council election years and \$25,000 in City Council election years (with the balance used to offset expenses related to the City Council election).

### **General Government Department**

#### **Notes and Notable Changes from Prior Years**

- In addition to routine community outreach activities, funds are included to provide for enhanced electronic mailing list management, as well as

activities related to promoting awareness and understanding of the 2020 Census. For additional information, please refer to Chapter 5.0.

- Prior to Fiscal Year 2019-20, expenses related to the City Clerk's Office were allocated to the Administrative Services Department. Beginning with Fiscal Year 2019-20, expenses related to the City Clerk's Office were reallocated to the newly separated City Clerk's Office, which is included in the General Government expenditures section of this budget.
- Insurance costs vary from year-to-year based on actuarial studies of the California Joint Powers Insurance Authority's claims experience. Total funding requirements are allocated to each member of the insurance pool using loss experience and payroll, relative to other members.
- Funds are included for the City's annual dues for the Southern California Association of Governments, Orange County Council of Governments, and Orange County Local Agency Formation Commission.
- Funds are included for various City staff memberships in professional organizations, including the Government Finance Officers Association, California Municipal Treasurers Association, International Institute of Municipal Clerks, City Clerks Association of California, National Notary Association, Orange County City Managers' Association, and American Planning Association.
- No budget is provided for City staff air travel.
- As cost control measures:
  - Funds for the City's annual dues for the League of California Cities have been eliminated; and
  - The City Manager has waived his membership in the International City/County Management Association.
- No budget is provided for City staff air travel, lodging costs for the California Joint Powers Insurance Authority's Annual Risk Management Educational Forum, or registration/lodging costs for the League of California Cities' Annual Conference.
- Maintenance costs for City Hall continue to increase, with most of the increase attributable to deterioration of the facility over time. Several capital improvement projects are included in the capital improvement program with the intention of making necessary repairs and ensuring that City Hall remains accessible, functional, safe, and secure. For additional information, please refer to Chapter 8.0.

- Prior to Fiscal Year 2019-20, expenses related to the maintenance of City Hall's catch basins were allocated to the Engineering & Infrastructure Services Department. Beginning with Fiscal Year 2019-20, expenses related to the maintenance of City Hall's catch basins were reallocated to the General Government expenditures section of this budget.

### **Administrative Services Department**

#### **Notes and Notable Changes from Prior Years**

- Prior to Fiscal Year 2019-20, expenses related to the City Clerk's Office were allocated to the Administrative Services Department. Beginning with Fiscal Year 2019-20, expenses related to the City Clerk's Office were reallocated to the newly separated City Clerk's Office, which is included in the General Government expenditures section of this budget
- The Fiscal Years 2019-21 Budget and Work Plan includes significant new investments in information technology, particularly related to the City's ongoing implementation of electronic permitting software and actions to enhance cyber security. Expenses related to routine ("day-to-day") information technology consulting services and general software license agreement and maintenance contract renewals beyond initial terms are budgeted in the Administrative Services Department.
- Increased funds are included to support continued improvement of the City's website with a focus on tools and resources to complement future electronic permitting capabilities.

### **Community Services Department**

#### **Notes and Notable Changes from Prior Years**

- Prior to Fiscal Year 2019-20, the Community Services Department was used to budget for expenses related to the City's cable television channel, community recreation events, and related programs and services. Due to the negligible amount of expenditures budgeted in recent years (less than \$1,000 in each of the preceding fiscal years), the Community Services Department budget is no longer used; expenses have been included elsewhere in the General Fund budget.

### **Engineering & Infrastructure Services Department**

#### **Notes and Notable Changes from Prior Years**

- Funds are included to provide for as-needed engineering services that are not related to transportation infrastructure.

- Non-Operating Expenditures: The Fiscal Year 2019-20 Budget and Work Plan includes \$28,720 for an El Toro Road Drainage/Localized Flooding Analysis and \$30,000 for Golf Cart Path/Low-Speed Vehicle Crossing Zone Signage. For additional information, please refer to Chapter 7.0.
- Non-Operating Expenditures: The Fiscal Year 2020-21 Budget and Work Plan includes \$20,000 for a Right-of-Way Accessibility Survey. For additional information, please refer to Chapter 7.0.
- Landscaping costs for the City's parks continue to increase, with most of the increase attributable to the newly relocated "A Place for Paws" Dog Park, implementation of the City's revised Weed Control and Integrated Pest Management Policy, and the prevailing cost of routine ("day-to-day") landscape maintenance services.
- The City's required Maintenance of Effort expenditures to remain eligible to receive Measure M2 funds will increase from \$89,705 in Fiscal Year 2019-20 to an unknown amount in Fiscal Year 2020-21. Staff has assumed an increase of five percent for budget purposes. It is anticipated that Maintenance of Effort requirements will be satisfied with expenditures including direct administration, public street sweeping services, right-of-way tree pruning services, right-of-way irrigation electricity, and right-of-way catch basin maintenance services.
- Prior to Fiscal Year 2019-20, expenses related to the maintenance of City Hall's catch basins were allocated to the Engineering & Infrastructure Services Department. Beginning with Fiscal Year 2019-20, expenses related to the maintenance of City Hall's catch basins were reallocated to the General Government expenditures section of this budget

### **Planning & Environmental Services Department**

#### Notes and Notable Changes from Prior Years

- Contract staffing for building permitting and inspection continues to be enhanced to meet demand. Information on contract staffing levels and costs is available in the *Building and Planning Services Fee Study*.
- Non-Operating Expenditures: The Fiscal Year 2019-20 Budget and Work Plan includes \$20,000 for Building Permitting Records Digitization. For additional information, please refer to Chapter 7.0.
- Additional funds are included to provide for as-needed planning services that are not related to reimbursable planning projects.

- Non-Operating Expenditures: The Fiscal Year 2019-20 Budget and Work Plan includes \$50,000 to complete the General Plan Comprehensive Update Project. For additional information, please refer to Chapter 7.0.
- Community waste events and collection costs have increased, with most of the increase attributable to increased costs for the household hazardous waste door-to-door collection program, anticipated increased use of the waste drop-off programs offered at City Hall, and increased costs for document shredding events (offset by the reduction of two document shredding events per year).
- Additional funds are included to provide for technical assistance related to the Solid Waste Handling Services Performance Evaluation in Fiscal Year 2020-21. For additional information, please refer to Chapter 7.0.
- Water quality (stormwater) costs continue to increase, with most of the increase attributable to activities required in order to comply with orders related to the State Water Resources Control Board's Statewide Water Quality Control Plans for Trash. A related capital improvement project is included in the capital improvement program. For additional information, please refer to Chapter 8.0.

### **Public Safety Services Department**

#### **Notes and Notable Changes from Prior Years**

- Fiscal Year 2019-20 is the final year of the City's current agreement with the City of Laguna Beach for animal control and shelter services. Staff will work with the City of Laguna Beach to develop a new agreement for the City Council's consideration prior to Fiscal Year 2020-21.
- Projections continue to show that law enforcement services costs are increasing at an unsustainable rate in excess of the City's General Fund operating revenue primarily due to labor agreements approved by the Orange County Board of Supervisors, operational decisions made by the Orange County Sheriff's Department, and unfunded pension liabilities associated with the Orange County Employees Retirement System.
- The City's agreement with the County of Orange for law enforcement services in Fiscal Year 2019-20 includes an annual cost of \$2,765,274 (an increase of approximately 0.32% from Fiscal Year 2018-19). Notably absent from the Fiscal Year 2019-20 cost are salary and wage increases; the County of Orange has not provided projections for either due to the expiration of all bargaining unit memorandums of understanding by June 30, 2019. After the Orange County Board of Supervisors approves new bargaining unit memorandums of understanding (likely during

Fiscal Year 2019-20), increased costs will be charged to the City. As a result, funds are included to anticipate increased costs of approximately four percent for both fiscal years 2019-20 and 2020-21.

- The budget assumes a funding offset from the State of California's Supplemental Law Enforcement Services Account ("SLESA") of \$154,100 in Fiscal Year 2019-20 and \$158,100 in Fiscal Year 2020-21. SLESA funds are accounted for in the Special Revenue Funds section of the budget (see Chapter 6.0).
- The budget assumes a cost savings of one-half of one percent of each fiscal year's base law enforcement services agreement cost, due to early payment discounts offered by the County of Orange.
- Funds continue to be included for the emotional and practical support services provided by Trauma Intervention Programs, Inc.

### **Information Technology & Cyber Security Account**

#### **Notes and Notable Changes from Prior Years**

- The Information Technology & Cyber Security Account is a new addition to the budget beginning in Fiscal Year 2019-20 with an initial budget of \$130,000. Funds that are unspent at the close of a fiscal year will be automatically carried over to the following fiscal year. Expenditures from the Information Technology & Cyber Security Account are intended to address limited-term and extraordinary information technology and cyber security needs. For additional information, please refer to the description provided in this chapter on page 5.0-37.

## **CAPITAL PROJECTS FUND REVENUE**

The Capital Projects Fund is used to account for transfers from the General Fund that are reserved for either current- or future-year capital improvement purposes. All Capital Projects Fund revenue is transferred from the unassigned General Fund balance.

Capital Projects Fund revenue for Fiscal Year 2019-20 is estimated to be \$411,161, or 81.7% more than year-end projections for Fiscal Year 2018-19. In Fiscal Year 2020-21, Capital Projects Fund revenue is estimated to be \$210,280, which reflects a reduction of \$200,881, or 48.9%, over the Fiscal Year 2019-20 estimate.

Additional funding for capital improvement purposes is budgeted in Special Revenue Funds and discussed separately in Chapter 6.0.

## **CAPITAL PROJECTS FUND EXPENDITURES**

Capital Projects Fund expenditures are considered to be non-operating and projected to be \$411,161 for Fiscal Year 2019-20 and \$210,280 for Fiscal Year 2020-21. All expenditures relate to the implementation of the City's Capital Improvement Program, specifically, the capital improvement projects listed below. For additional information, please refer to Chapter 8.0.

### Fiscal Year 2019-20

- "A Place for Paws" Dog Park Relocation Project
- City Hall Refurbishment and Safety Project: Phase 2 (Design and Construction)
- City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Design)
- City-maintained Catch Basins Full Capture Systems Retrofit Project
- El Toro Road Traffic Signal Synchronization Project
- Moulton Parkway Traffic Signal Synchronization Project

### Fiscal Year 2020-21

- City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Construction)
- Water Efficient Median Improvement Project (Santa Maria Avenue between Via Vista and Moulton Parkway) (Design and Construction)
- Woods End Wilderness Preserve Trail Drainage and Improvement Project

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Revenue Summary - General Fund**

Line Item	Fiscal Year 2018-19 Amended Budget	Fiscal Year 2018-19 Projection	Fiscal Year 2019-20 Budget	Percent Change from Prior Year	Fiscal Year 2020-21 Budget	Percent Change from Prior Year
<b><u>GENERAL FUND GROUP</u></b>						
<b><u>General Fund</u></b>						
Property Tax	2,543,000	2,637,854	2,718,400	3.1%	2,826,400	4.0%
Property Transfer Tax	99,600	82,883	76,000	-8.3%	74,000	-2.6%
Sales Tax	832,100	907,665	944,400	4.0%	967,800	2.5%
Franchise Fees	628,100	700,930	706,800	0.8%	712,900	0.9%
Transient Occupancy Tax	468,900	486,500	485,000	-0.3%	450,000	-7.2%
Development Processing Fees	723,900	714,275	697,200	-2.4%	704,200	1.0%
Interest	51,700	112,000	114,200	2.0%	116,500	2.0%
Miscellaneous:						
Regular	194,300	195,529	196,600	0.5%	195,300	-0.7%
One-Time Rule 20A Transfer	-	326,471	-	-100.0%	-	-
<b>TOTAL GENERAL FUND (ALL REVENUE)</b>	<b>5,541,600</b>	<b>6,164,107</b>	<b>5,938,600</b>	<b>-3.7%</b>	<b>6,047,100</b>	<b>1.8%</b>
Less: One-Time Rule 20A Transfer	-	(326,471)	-	-100%	-	-
<b>TOTAL GENERAL FUND (ONGOING REVENUE)</b>	<b>5,541,600</b>	<b>5,837,636</b>	<b>5,938,600</b>	<b>1.7%</b>	<b>6,047,100</b>	<b>1.8%</b>
<b><u>Capital Projects Fund</u></b>						
Intergovernmental	-	-	19,769	0.0%	-	0.0%
Interest	-	-	-	-	-	-

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Revenue Summary - General Fund**

Line Item	Fiscal Year 2018-19 Amended Budget	Fiscal Year 2018-19 Projection	Fiscal Year 2019-20 Budget	Percent Change from Prior Year	Fiscal Year 2020-21 Budget	Percent Change from Prior Year
TOTAL CAPITAL PROJECTS FUND	-	-	19,769	100%	-	-100%
TOTAL GENERAL FUND GROUP (ALL REVENUE)	5,541,600	6,164,107	5,958,369	-3.3%	6,047,100	1.5%

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Detail - General Fund**

Line Item	Fiscal Year 2018-19 Amended Budget/ Projection	Fiscal Year 2019-20 Budget	Fiscal Year 2020-21 Budget
<b><u>GENERAL FUND</u></b>			
<b>City Council</b>			
<u>General Expenses</u>			
Mileage and Parking	500	500	500
Travel, Conferences, and Meetings	5,067	1,655	1,655
<u>City Council Contingency</u>			
City Council Contingency	25,000	-	-
<u>Compensation</u>			
Monthly Compensation	18,000	14,400	14,400
Payroll Taxes	1,552	1,102	1,102
<b>Total City Council</b>	<b>50,119</b>	<b>17,657</b>	<b>17,657</b>
<b>General Government</b>			
<u>General Expenses</u>			
Community Outreach	2,559	9,500	2,000
Insurance	91,951	66,476	72,526
Legal Services	153,900	151,800	151,800
Meeting Accessibility Services	5,508	5,650	5,650
Memberships and Dues	17,887	11,430	11,649
Mileage and Parking	1,000	1,000	1,000
Office Equipment & Maintenance	13,960	7,670	7,794
Non-Operating (see detail below)	-	-	-
Office Supplies & Activities	9,865	5,000	5,250
Postage	3,500	800	800
Printing	1,036	1,200	1,200
Public Notices	5,680	8,500	8,500
Records Management Services	-	12,810	12,810
Travel, Conferences, and Meetings	900	1,580	1,592
Other Projects and Services	2,500	44,120	44,120

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Detail - General Fund**

Line Item	Fiscal Year 2018-19 Amended Budget/ Projection	Fiscal Year 2019-20 Budget	Fiscal Year 2020-21 Budget
Non-Operating ( <i>see detail below</i> )	137,455	-	-
<u>Election Expenses</u>			
City Council Election	25,000	-	25,000
<u>City Hall Expenses</u>			
Janitorial Services, City Hall	11,464	12,077	12,318
Maintenance, City Hall	42,780	56,542	54,777
Non-Operating	-	-	-
Telephones, City Hall	18,009	21,193	21,617
Utilities, Electric, City Hall	17,714	20,383	20,791
Utilities, Gas, City Hall	801	775	798
Utilities, Water, City Hall	1,920	2,024	2,105
<u>Compensation &amp; Benefits</u>			
Salaries, Full-time	176,821	310,872	317,089
Salaries, Part-time	39,886	39,886	39,886
Fringe Benefits	12,000	36,000	36,000
Supplemental Allowances	3,708	1,800	1,800
Payroll Taxes	13,839	27,673	27,941
Non-Operating ( <i>see detail below</i> )	-	-	-
Retirement (Employer Contribution)	17,682	31,724	34,025
Benefit Administration	1,942	2,400	2,400
Long-term Disability	-	-	-
Retiree Medical (Employer Contribution)	4,536	6,202	6,202
Non-Operating - OPEB Trust Contribution	-	-	-
<b>Total General Government</b>	<b>835,803</b>	<b>897,087</b>	<b>929,440</b>
<b>Administrative Services</b>			
<u>General Expenses</u>			
Audit Services	21,960	23,000	25,000
Information Technology Services	24,927	37,464	37,980
Finance and Payroll Services	74,967	85,000	85,485

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Detail - General Fund**

Line Item	Fiscal Year 2018-19 Amended Budget/ Projection	Fiscal Year 2019-20 Budget	Fiscal Year 2020-21 Budget
Non-Operating (see detail below)	-	-	-
Records Management Services	11,660	-	-
Website Services	3,600	8,058	8,058
Other Projects & Services	3,500	5,000	5,000
<u>Compensation &amp; Benefits</u>			
Salaries, Full-time	403,714	262,366	264,506
Salaries, Part-time	-	-	-
Fringe Benefits	60,000	36,000	3,600
Payroll Taxes	31,451	21,267	21,452
Retirement (Employer Contribution)	37,435	24,696	25,679
Long-term Disability	-	-	-
<b>Total Administrative Services</b>	<b>673,214</b>	<b>502,851</b>	<b>476,760</b>
<b>Community Services</b>			
<u>General Expenses</u>			
Channel 31 Programming	-	-	-
Community Recreation Events	250	-	-
<u>Civic Support Fund</u>			
Civic Support Fund Establishment	-	-	-
<u>Compensation &amp; Benefits</u>			
Salaries	500	-	-
Payroll Taxes	38	-	-
Retirement (Employer Contribution)	-	-	-
<b>Total Community Services</b>	<b>788</b>	<b>-</b>	<b>-</b>
<b>Engineering &amp; Infrastructure Services</b>			
<u>General Expenses</u>			
Engineering Services	-	30,000	30,000
Non-Operating (see detail below)	-	58,720	20,000
Landscaping Services	40,656	74,130	75,883

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Detail - General Fund**

Line Item	Fiscal Year 2018-19 Amended Budget/ Projection	Fiscal Year 2019-20 Budget	Fiscal Year 2020-21 Budget
Landscaping Services, M2 Maintenance of Effort	93,008	-	-
M2 Maintenance of Effort	-	89,705	94,190
Maintenance, Catch Basins	2,819	-	-
<u>Utilities</u>			
Utilities, Street Lights, Residential	34,304	35,000	35,700
<u>Compensation &amp; Benefits</u>			
Salaries, Full-time	48,184	80,700	82,314
Less: M2 Maintenance of Effort	-	(18,891)	(18,965)
Fringe Benefits	12,000	12,000	12,000
Less: M2 Maintenance of Effort	-	(2,809)	(2,765)
Supplemental Allowances	-	954	954
Less: M2 Maintenance of Effort	-	(223)	(220)
Payroll Taxes	6,165	7,093	7,232
Less: M2 Maintenance of Effort	-	(1,660)	(1,666)
Retirement (Employer Contribution)	5,560	6,048	6,009
Less: M2 Maintenance of Effort	-	(1,416)	(1,384)
Long-term Disability	-	-	-
<b>Total Engineering &amp; Infrastructure Services</b>	<b>242,696</b>	<b>369,351</b>	<b>339,283</b>
<b>Planning &amp; Environmental Services</b>			
<u>General Expenses</u>			
Building Services	636,196	686,313	696,578
Non-Operating (see detail below)	-	20,000	-
Building Services, Printing	1,000	5,000	5,000
Building Services, Publications	1,800	1,800	1,800
Code Enforcement Services	36,428	38,700	39,474
Community Waste Events and Collections	38,174	54,060	54,060
Planning Services	15,000	35,000	35,000
Non-Operating (see detail below)	-	50,000	-
Waste Management Services	35,000	32,500	47,500

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Detail - General Fund**

Line Item	Fiscal Year 2018-19 Amended Budget/ Projection	Fiscal Year 2019-20 Budget	Fiscal Year 2020-21 Budget
Water Quality Services	106,406	134,041	136,191
<u>Compensation &amp; Benefits</u>			
Salaries, Full-time	86,213	88,716	90,490
Community Events	2,745	-	-
Fringe Benefits	12,000	12,000	12,000
Payroll Taxes	6,770	7,786	7,939
Community Events	210	-	-
Retirement (Employer Contribution)	8,621	9,523	10,316
Community Events	-	-	-
Long-term Disability	-	-	-
<b>Total Planning &amp; Environmental Services</b>	<b>986,563</b>	<b>1,175,439</b>	<b>1,136,348</b>
<b>Public Safety Services</b>			
<u>General Expenses</u>			
Animal Services	113,909	116,100	121,755
Law Enforcement Services	2,683,444	2,745,908	2,861,064
Non-Operating (see detail below)	4,817	-	-
Other Public Safety Services	2,348	2,850	2,850
<b>Total Public Safety Services</b>	<b>2,804,518</b>	<b>2,864,858</b>	<b>2,985,669</b>
<b>Information Technology &amp; Cyber Security Account</b>			
<u>General Expenses</u>			
Non-Operating (see detail below)	-	130,000	-
<b>Total Information Technology &amp; Cyber Security Account</b>	<b>-</b>	<b>130,000</b>	<b>-</b>
Subtotal Operating Expenditures	5,451,429	5,698,524	5,865,157
Subtotal Non-Operating Expenditures	142,272	258,720	20,000
<b>TOTAL GENERAL FUND (ALL EXPENDITURES)</b>	<b>5,593,701</b>	<b>5,957,243</b>	<b>5,885,157</b>

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Detail - General Fund**

Line Item	Fiscal Year 2018-19 Amended Budget/ Projection	Fiscal Year 2019-20 Budget	Fiscal Year 2020-21 Budget
<b><u>CAPITAL PROJECTS FUND</u></b>			
Capital Projects (see detail below)	226,304	411,161	210,280
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>226,304</b>	<b>411,161</b>	<b>210,280</b>
<b>TOTAL ALL GENERAL FUND GROUP (ALL EXPENDITURES)</b>	<b>5,820,005</b>	<b>6,368,404</b>	<b>6,095,437</b>

<u>Non-Operating Detail</u>	<u>Fiscal Year 2018-19</u>	<u>Fiscal Year 2019-20</u>	<u>Fiscal Year 2020-21</u>
GENERAL GOVERNMENT			
CalPERS Retirement Unfunded Accrued Liability Lump Sum Payments	137,455	-	-
ENGINEERING & INFRASTRUCTURE SERVICES			
El Toro Road Drainage/Localized Flooding Analysis	-	28,720	-
Golf Cart Path/Low-Speed Vehicle Crossing Zone Signage	-	30,000	-
Right-of-Way Accessibility Survey	-	-	20,000
PLANNING & ENVIRONMENTAL SERVICES			
Building Permitting Records Digitization	-	20,000	-
General Plan Comprehensive Update	-	50,000	-
PUBLIC SAFETY SERVICES			
800 MHz Countywide Coordinated Communications System Upgrades	2,907	-	-
Automated Fingerprint Identification System Reserve Contribution	1,910	-	-

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Detail - General Fund**

Line Item	Fiscal Year 2018-19 Amended Budget/ Projection	Fiscal Year 2019-20 Budget	Fiscal Year 2020-21 Budget
INFORMATION TECHNOLOGY & CYBER SECURITY ACCOUNT Expenditures are intended to address limited-term and extraordinary information technology and cyber security needs. Expenditures may include, but are not necessarily limited to, hardware, software, and equipment purchase and installation; network, data, and physical asset protection, redundancy, connectivity, and interoperability improvement; software optimization and workflow improvement; strategic planning; policy and procedure development; cyber security assessment; and, incident response and recovery. Expenditures for routine ("day-to-day") information technology consulting services, routine Internet and telecommunications services, and software license	-	130,000	-
<b>TOTAL</b>	<b>142,272</b>	<b>258,720</b>	<b>20,000</b>

<u>Transfer to Capital Projects Fund Detail for Capital Projects</u>	<u>Fiscal Year 2018-19</u>	<u>Fiscal Year 2019-20</u>	<u>Fiscal Year 2020-21</u>
"A Place for Paws" Dog Park Relocation Project	61,304	29,721	-
City Hall Refurbishment and Safety Project: Phase 1 (Construction)	165,000	-	-
City Hall Refurbishment and Safety Project: Phase 2 (Design and Construction)	-	275,000	-
City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Design)	-	25,000	-
City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Construction)	-	-	165,000
City-maintained Catch Basins Full Capture Systems Retrofit Project	-	56,480	-
El Toro Road Traffic Signal Synchronization Project	-	7,200	-
Moulton Parkway Traffic Signal Synchronization Project	-	17,760	-
Water Efficient Median Improvement Project (Santa Maria Avenue between Via Vista and Moulton Parkway) (Design and Construction) Project	-	-	25,000
	-	-	20,280
<b>TOTAL</b>	<b>226,304</b>	<b>411,161</b>	<b>210,280</b>

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**CHAPTER 6.0.**  
**CITY BUDGET DETAIL,**  
**SPECIAL REVENUE FUNDS**

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# 6.0. CITY BUDGET DETAIL, SPECIAL REVENUE FUNDS

*This chapter is intended to present revenue and expenditure detail for the programs, projects, and services included in this budget.*

## **SPECIAL REVENUE FUNDS SUMMARY**

The City uses Special Revenue Funds to account for the proceeds of revenue sources that are legally restricted or committed to expenditures for specified purposes. The City also accounts for the Laguna Woods Civic Support Fund, a separate non-profit public benefit corporation, as a Special Revenue Fund for financial reporting purposes, because it meets the criteria of a “component unit”<sup>1</sup> as that term is defined by the Governmental Accounting Standards Board (“GASB”). The City classifies Special Revenue Funds as primarily relating to transportation, public safety, the environment, or community services, in order to group similar funds for ease of reference.

This budget accounts for financial activity within Special Revenue Funds using the following 11 individual funds:

*[Special Revenue Funds Structure  
– Funds with Budgeted Expenditures in Fiscal Years 2019-21]*

Fund Classification	Fund Title
Transportation	Fuel Tax
Transportation	Road Maintenance & Rehabilitation Program
Transportation	Measure M2 (OC Go)
Public Safety	Supplemental Law Enforcement Services
Environmental	Mobile Source Reduction
Environmental	Mobile Source Reduction – Local Government Partnership
Community Services	PEG/Cable Television

<sup>1</sup> Government Accounting Standards Board Statement No. 61 (November 2010), Paragraph 20, defines a “component unit” as a legally separate organization for which the City Council is financially accountable or other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City’s financial statements to be misleading.

Community Services	Senior Mobility
Community Services	Community Development Block Grant (CDBG)
Community Services	Proposition 68 (2018) Per Capita
Community Services	Laguna Woods Civic Support Fund

## **SPECIAL REVENUE FUNDS SUMMARY – REVENUE**

Total revenue for Special Revenue Funds for Fiscal Year 2019-20 is estimated to be \$1,725,819, or 2.1% more than year-end projections for Fiscal Year 2018-19. In Fiscal Year 2020-21, total revenue for Special Revenue Funds is estimated to be \$1,647,459, which reflects a reduction of \$78,360, or 4.5%, from the Fiscal Year 2019-20 estimate.

The estimated increase in revenue from Fiscal Year 2018-19 to Fiscal Year 2019-20 is primarily attributable to growth in Fuel Tax Fund and Road Maintenance & Rehabilitation Program Fund revenues, as well as the first of two installments of limited-term revenue for the new Proposition 68 (2018) Per Capita Fund. Relatively significant reductions are estimated for Measure M2 (OC Go) Fund and Community Development Block Grant (CDBG) Fund revenues due to the timing of capital improvement project-related revenue.

The estimated increase in revenue from Fiscal Year 2019-20 to Fiscal Year 2020-21 is primarily attributable to growth in Road Maintenance & Rehabilitation Program Fund, as well as one-time Mobile Source Reduction - Local Government Partnership Fund revenue. Relatively significant reductions are estimated for Measure M2 (OC Go) Fund and Proposition 68 (2018) Per Capita Fund revenues due to the timing of capital improvement project-related revenue. In the case of the limited-term revenue for the Proposition 68 (2018) Per Capita Fund revenue, the second installment of revenue will be less than the first installment in Fiscal Year 2019-20. The Laguna Woods Civic Support Fund budget is adopted annually and, as a result, while revenue is anticipated for Fiscal Year 2020-21, no estimate is currently available or included.

## **SPECIAL REVENUE FUNDS SUMMARY – EXPENDITURES**

Special Revenue Funds expenditures for Fiscal Year 2019-20 are projected to be \$1,831,748, or 43.6% more than the amended budget for Fiscal Year 2018-19. In Fiscal Year 2019-20, Special Revenue Funds expenditures are projected to be \$1,565,178, which reflects a reduction of \$266,570, or 14.6%, from the Fiscal Year 2019-20 budget.

The estimated increase in expenditures from Fiscal Year 2019-20 to Fiscal Year 2020-21 is primarily attributable to capital improvement project expenditures from the Fuel Tax Fund, Road Maintenance & Rehabilitation Program Fund, Measure M2 (OC Go) Fund, and new Proposition 68 (2018) Per Capita Fund, as well as increased ongoing and limited-term street maintenance expenditures from the Fuel Tax Fund.

The estimated reduction in expenditures from Fiscal Year 2019-20 to Fiscal Year 2020-21 is primarily attributable to the anticipated completion of capital improvement projects funded from the Fuel Tax Fund, Measure M2 (OC Go) Fund, and Proposition 68 (2018) Per Capita Fund, as well as the present lack of an expenditures budget for the Laguna Woods Civic Support Fund. Relatively significant increases in capital improvement project expenditures are estimated for the Mobile Source Reduction Fund, Mobile Source Reduction - Local Government Partnership Fund, and PEG/Cable Television Fund.

## **SPECIAL REVENUE FUNDS BY FUND CLASSIFICATION**

Note: Special Revenue Funds are self-balancing. In the following charts/tables, expenditures may exceed revenue as a result of limited-term non-operating and capital improvement project expenditures, as well as expenditures for projects that utilize revenues received in prior fiscal years.

*[Special Revenue Funds with Budgeted Expenditures in Fiscal Years 2019-21]*

Fund Title	Page
Fuel Tax	6.0-4
Road Maintenance & Rehabilitation Program	6.0-5
Measure M2 (OC Go)	6.0-7
Supplemental Law Enforcement Services	6.0-8
Mobile Source Reduction	6.0-9
Mobile Source Reduction - Local Government Partnership	6.0-10
PEG/Cable Television	6.0-12
Senior Mobility	6.0-13
Community Development Block Grant (CDBG)	6.0-14
Proposition 68 (2018) Per Capita	6.0-15
Laguna Woods Civic Support Fund	6.0-16

[Special Revenue Funds with No Budgeted Expenditures in Fiscal Years 2019-21]

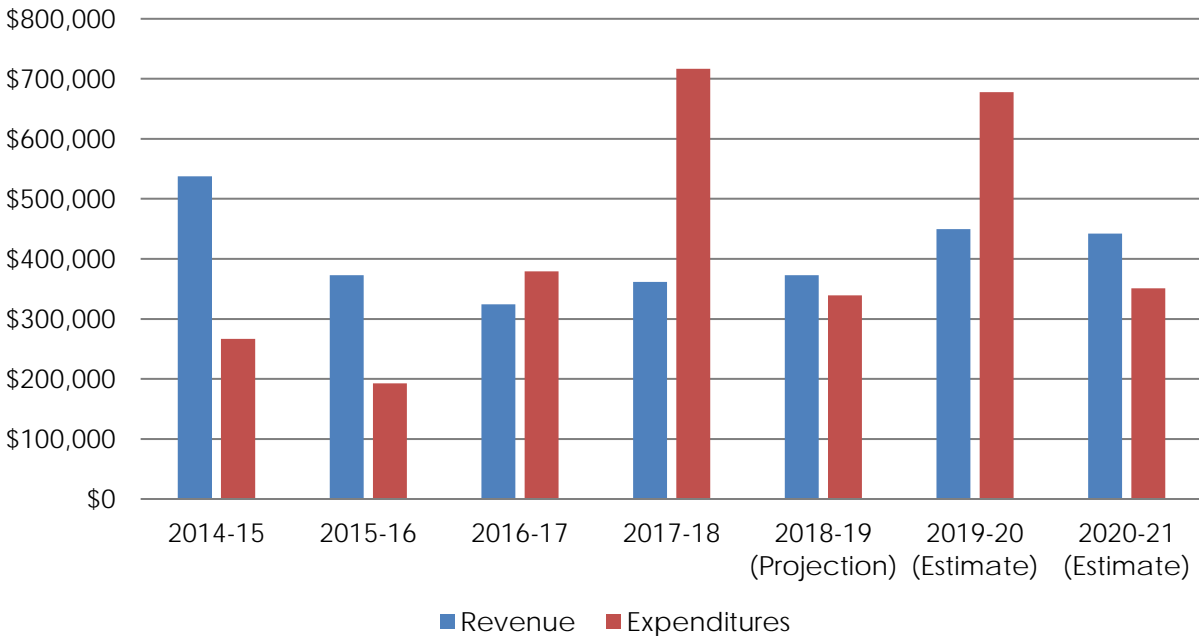
Fund Title	Page
Service Authority for Abandoned Vehicles Fund	6.0-9
Beverage Container Recycling	6.0-12
Used Oil/Oil Payment Program	6.0-12

## SPECIAL REVENUE FUNDS SUMMARY – TRANSPORTATION

### Fuel Tax Fund

Fuel Tax is generated by a per gallon excise tax on fuel used to propel motor vehicles or aircraft pursuant to California Constitution Article XIX Section 1; Revenue and Tax Code sections 7301 – 8404 and 8601 – 9355; and, Streets and Highways Code sections 2100 et seq. The City uses Fuel Tax revenue to support the maintenance, operation, and construction of roads and right-of-way.

[Fuel Tax Fund Historical Revenue and Expenditures Comparison  
– Fiscal Years 2014-15 through 2020-21]



Fiscal Year	Revenue	Expenditures
2014-15	\$537,418	\$266,924
2015-16	\$372,739	\$192,889

2016-17	\$324,388	\$379,335
2017-18	\$361,613	\$716,966
2018-19 (Projection)	\$372,640	\$339,160
2019-20 (Estimate)	\$449,638	\$677,769
2020-21 (Estimate)	\$441,900	\$350,974

Summary of Significant Trends and Observations

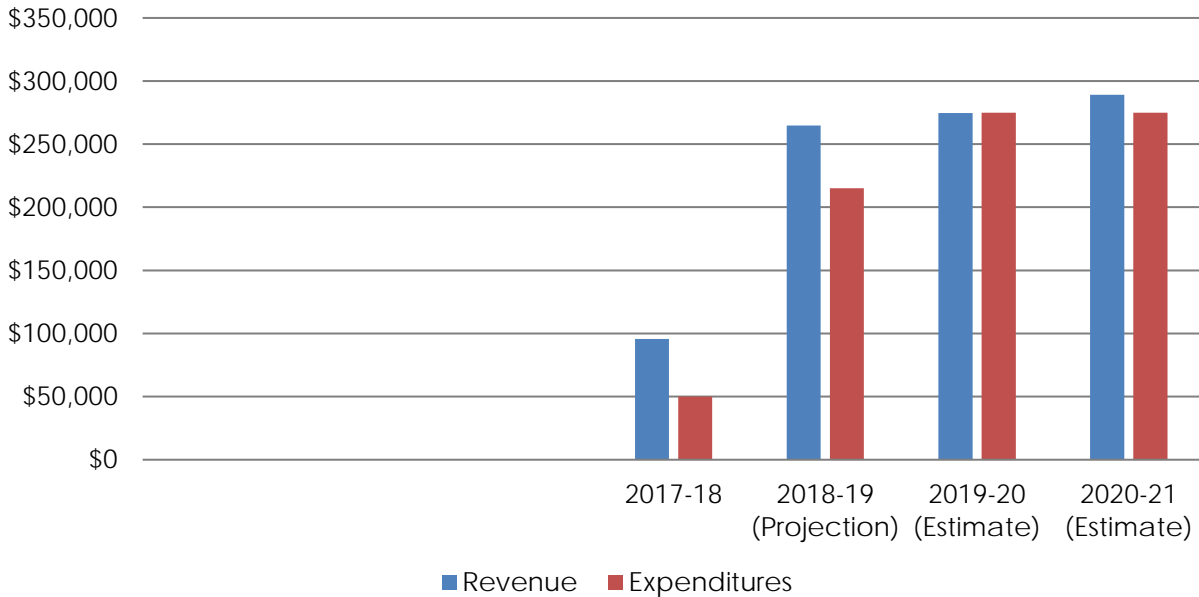
- While statewide fuel consumption is expected to remain relatively flat, per gallon rates collected on fuel sales will change annually beginning in July 2020, pursuant to the Road Repair and Accountability Act of 2017 (“Senate Bill 1”). Due in large part to Senate Bill 1, Fuel Tax revenue is expected to remain strong and experience stable growth over time.
- Fiscal Year 2019-20 is the third and final year of the State of California’s commitment under Senate Bill 1 to repay previous loans of transportation fund revenue (“TCRF Loan Repayment”), which is expected to result in a slight reduction of Fuel Tax revenue in Fiscal Year 2020-21, followed by a resumption of the strong and stable growth discussed previously. While authorized by Senate Bill 1, TCRF Loan Repayment revenue is reported with Fuel Tax revenue due to the repayment period’s relation to previous loans of Fuel Tax revenue and commonality in expenditure guidelines.
- The significant increase in Fuel Tax expenditures from Fiscal Year 2018-19 to Fiscal Year 2019-20, as well as the reduction in expenditures from Fiscal Year 2019-20 to Fiscal Year 2020-21, is primarily attributable to water efficient median-related capital improvement project expenditures, as well as increased ongoing and limited-term street maintenance expenditures (e.g., extensive street restriping work).

**Road Maintenance & Rehabilitation Program Fund**

In April 2017, Governor Brown signed the Road Repair and Accountability Act of 2017 (“Senate Bill 1”) into law, which increased the funds available to cities for public road maintenance and rehabilitation. The City accounts for Senate Bill 1 revenue in the Road Maintenance & Rehabilitation Program Fund, which is used to support the maintenance and operation of roads and right-of-way.

Proposition 69 (“Transportation Taxes and Fees Lockbox and Appropriations Limit Exemption Amendment”) is a ballot measure and amendment of the California State Constitution that California voters approved in 2018 to restrict the California Legislature’s ability to spend Senate Bill 1 revenues for purposes other than originally intended.

*[Road Maintenance & Rehabilitation Fund Revenue and Expenditures Comparison – Fiscal Years 2019-21]*



Fiscal Year	Revenue	Expenditures
2014-15	-	-
2015-16	-	-
2016-17	-	-
2017-18	\$95,622	\$50,000
2018-19 (Projection)	\$264,669	\$215,100
2019-20 (Estimate)	\$274,707	\$275,000
2020-21 (Estimate)	\$289,100	\$275,000

Summary of Significant Trends and Observations

- The first Senate Bill 1 revenue measures took effect on November 1, 2017, with additional measures effective as of January 1, 2018. As a result, the City received its first full year of funding in Fiscal Year 2018-19. A final new vehicle registration tax enacted by Senate Bill 1 will take effect on July 1, 2020 with an anticipated positive effect on revenue.
- The City’s Senate Bill 1 expenditures are focused on annual pavement management plan-related capital improvement projects.



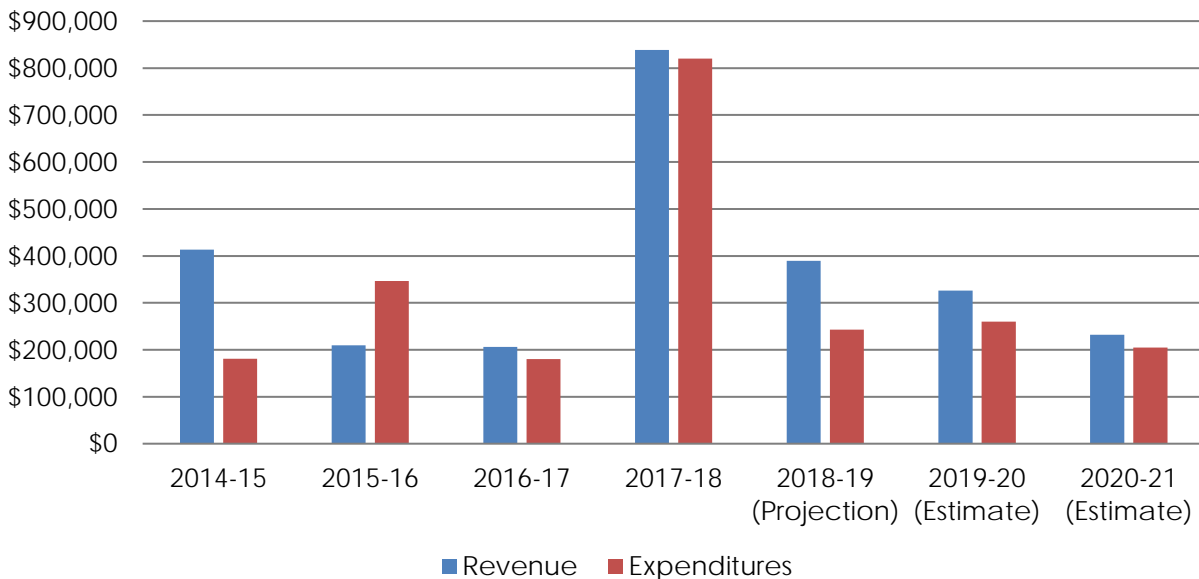
For additional information on how the City is using Senate Bill 1 funds to improve local roads, please visit the State of California’s Rebuilding CA website (<http://rebuildingca.ca.gov>).

**Measure M2 (OC Go) Fund**

Measure M2 is a ballot measure that Orange County voters approved in 2006 to increase the countywide sales tax rate through 2041 by one-half cent for the purpose of funding transportation projects and activities. It was preceded by Measure M, a ballot measure that Orange County voters approved for similar purposes in 1990. The City uses Measure M2 revenue to support the maintenance, operation, and construction of roads and right-of-way.

In 2017, the Orange County Transportation Authority rebranded Measure M2 as “OC Go.” In the interest of clarity and due to the program having been historically identified as “Measure M2,” the City continues to use “Measure M2,” now in conjunction with “OC Go.”

*[Measure M2 Fund Historical Revenue and Expenditures Comparison  
– Fiscal Years 2014-15 through 2019-21]*



Fiscal Year	Revenue	Expenditures
2014-15	\$413,378	\$181,148
2015-16	\$209,333	\$346,434
2016-17	\$205,920	\$179,886
2017-18	\$863,653	\$820,315
2018-19 (Projection)	\$389,572	\$242,992
2019-20 (Estimate)	\$325,933	\$260,270
2020-21 (Estimate)	\$231,745	\$204,988

Summary of Significant Trends and Observations

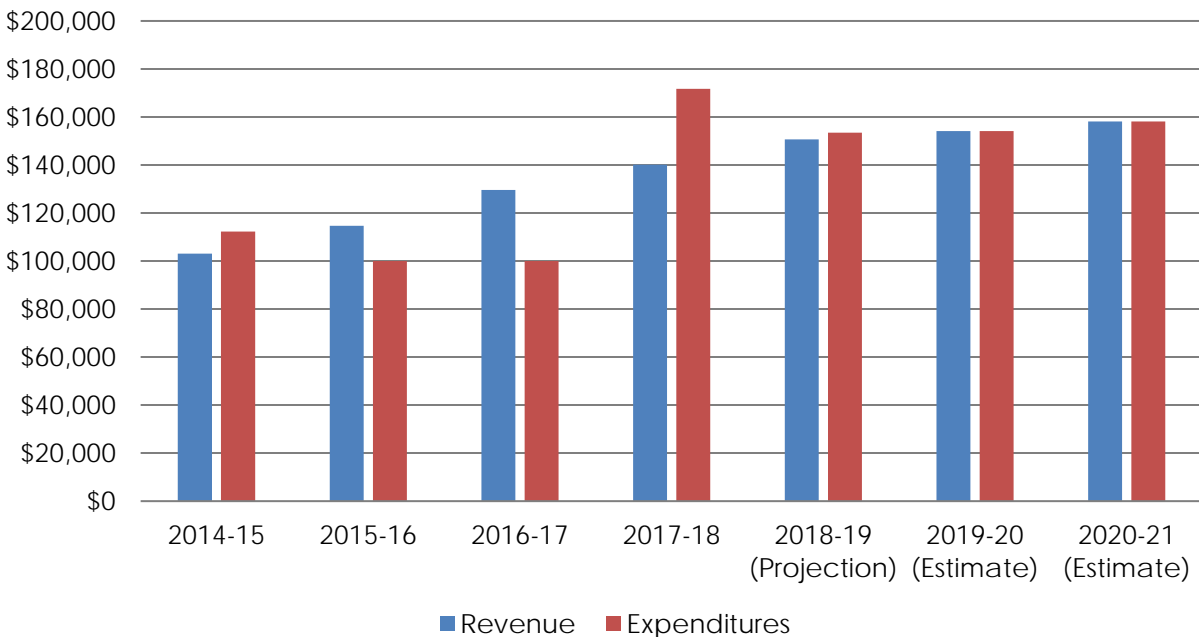
- Measure M2 revenue is tied to countywide sales tax receipts. Revenue is expected to experience modest growth over the next two fiscal years.
- The significant increase in Measure M2 revenue and expenditures from Fiscal Year 2016-17 to Fiscal Year 2017-18, as well as the reduction in revenue and expenditures from Fiscal Year 2017-18 to Fiscal Year 2018-19, is primarily attributable to substantial progress on two traffic signal synchronization-related capital improvement projects. Revenue and expenditures in fiscal years 2018-19 and 2019-20 are also affected by the final two years of monitoring and reporting for both projects.

**SPECIAL REVENUE FUNDS SUMMARY – PUBLIC SAFETY**

Supplemental Law Enforcement Services Fund

The Supplemental Law Enforcement Services Fund was included in the State of California’s Local Law Enforcement Services Act of 2011, which realigned a variety of formerly state law enforcement programs by shifting responsibilities to local authorities. The City receives a minimum of \$100,000 in Supplemental Law Enforcement Services revenue each year, which it uses to offset a portion of qualifying law enforcement costs.

*[Supplemental Law Enforcement Services Fund Historical Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2020-21]*



Fiscal Year	Revenue	Expenditures
2014-15	\$103,064	\$112,226
2015-16	\$114,687	\$100,000
2016-17	\$129,595	\$100,000
2017-18	\$140,133	\$171,707
2018-19 (Projection)	\$150,661	\$153,500
2019-20 (Estimate)	\$154,100	\$154,100
2020-21 (Estimate)	\$158,100	\$158,100

Summary of Significant Trends and Observations

- Supplemental Law Enforcement Services revenue continues to increase, although still at a rate less than increases in law enforcement costs.

Service Authority for Abandoned Vehicles Fund

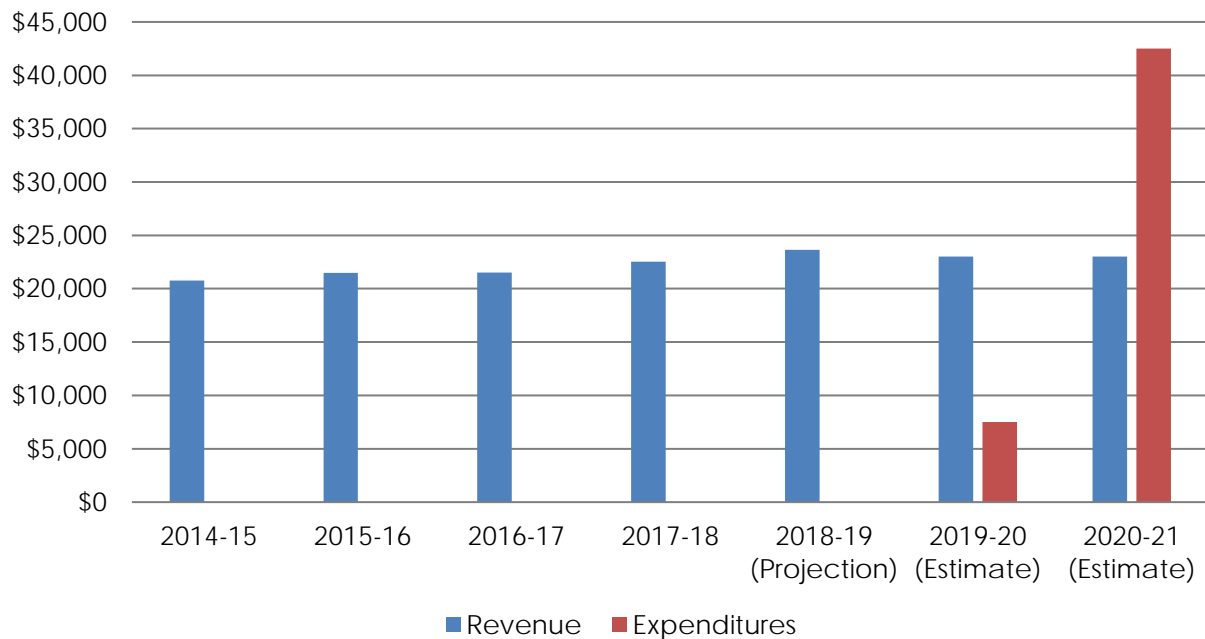
In addition to the active funds discussed in this section, the City also maintains a balance in its Service Authority for Abandoned Vehicles Fund to assist with the abatement of abandoned vehicles. Service Authority for Abandoned Vehicles revenue was generated as a result of the City’s former membership in the now defunct Orange County Service Authority for Abandoned Vehicles, which operated between 1991 and 2012, pursuant to California Vehicle Code Section 22710(a). During its operation, the Orange County Service Authority for Abandoned Vehicles imposed and collected a \$1 per vehicle registration fee (\$2 for commercial vehicles) for use in offsetting member agencies’ costs of abating abandoned vehicles. No Service Authority for Abandoned Vehicles Fund activity is anticipated for fiscal years 2019-20 or 2020-21.

**SPECIAL REVENUE FUNDS SUMMARY – ENVIRONMENTAL**

Mobile Source Reduction Fund

The City receives funding from the State of California’s Assembly Bill 2766 (1991) Subvention Program, which remits a portion of a motor vehicle registration fee surcharge to counties and cities to support efforts to meet requirements of federal and state Clean Air Acts, and for the implementation of motor vehicle emission reduction measures in the South Coast Air Quality Management District’s Air Quality Management Plan. The City accounts for Assembly Bill 2766 (1991) Subvention Program revenue in the Mobile Source Reduction Fund.

*[Mobile Source Reduction Fund Historical Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2020-21]*



Fiscal Year	Revenue	Expenditures
2014-15	\$20,753	\$0
2015-16	\$21,473	\$0
2016-17	\$21,528	\$0
2017-18	\$22,524	\$0
2018-19 (Projection)	\$23,641	\$0
2019-20 (Estimate)	\$23,000	\$7,500
2020-21 (Estimate)	\$23,000	\$42,500

Summary of Significant Trends and Observations

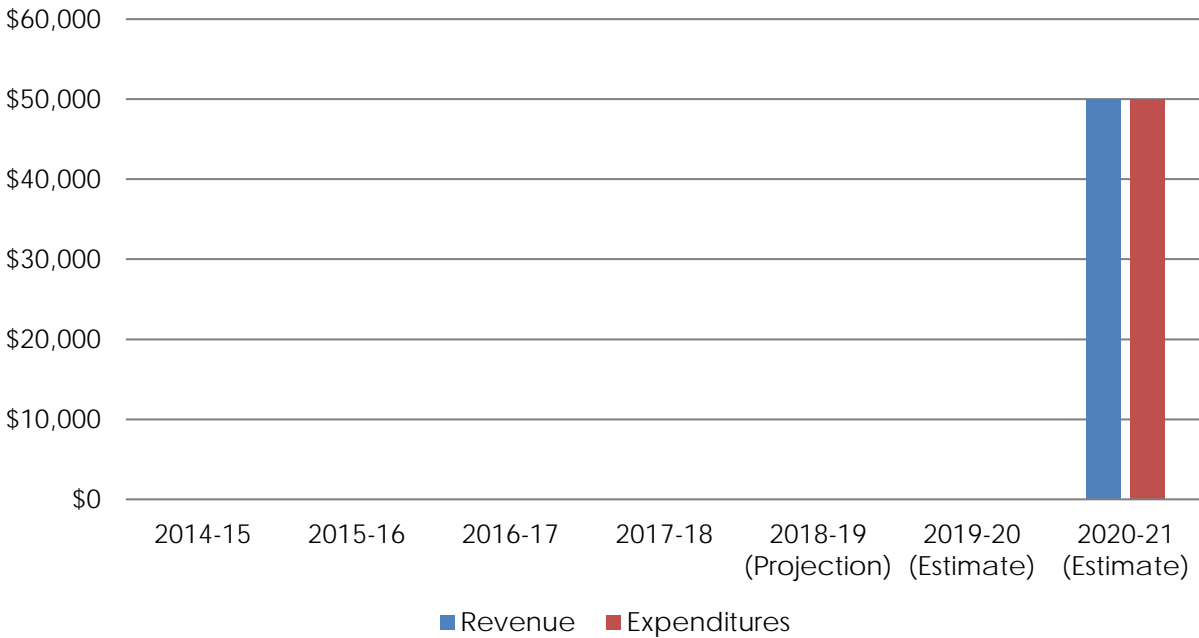
- Mobile Source Reduction revenue is expected to remain relatively flat over the coming years without any significant variation.
- The City will use a portion of its Mobile Source Reduction funds to support an electric vehicle charging-related capital improvement project in fiscal years 2019-20 and 2020-21.

**Mobile Source Reduction - Local Government Partnership Fund**

The Mobile Source Air Pollution Reduction Review Committee’s (“MSRC”) Clean Transportation Funding™ 2017 Local Government Partnership Program

is intended to fund clean air projects to “jumpstart” implementation of the South Coast Air Quality Management District’s 2016 Air Quality Management Plan. The City accounts for MSRC Clean Transportation Funding™ 2017 Local Government Partnership Program revenue in the Mobile Source Reduction - Local Government Partnership Fund. The City’s allocation will total \$50,000.

*[Mobile Source Reduction - Local Government Partnership Fund Historical Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2020-21]*



Fiscal Year	Revenue	Expenditures
2014-15	-	-
2015-16	-	-
2016-17	-	-
2017-18	-	-
2018-19 (Projection)	-	-
2019-20 (Estimate)	\$0	\$0
2020-21 (Estimate)	\$50,000	\$50,000

Summary of Significant Trends and Observations

- The City will use its Mobile Source Reduction - Local Government Partnership funds to support an electric vehicle charging-related capital improvement project in Fiscal Year 2020-21.

### **Beverage Container Recycling Fund**

The State of California’s Beverage Container Recycling and Litter Reduction Act of 1987 established the California Redemption Value (“CRV”) for certain bottles and cans to promote beverage container recycling. The City is eligible to apply for \$5,000 in CRV revenue each year. No Beverage Container Recycling Fund activity is anticipated for fiscal years 2019-20 or 2020-21.

### **Used Oil/Oil Payment Program Fund**

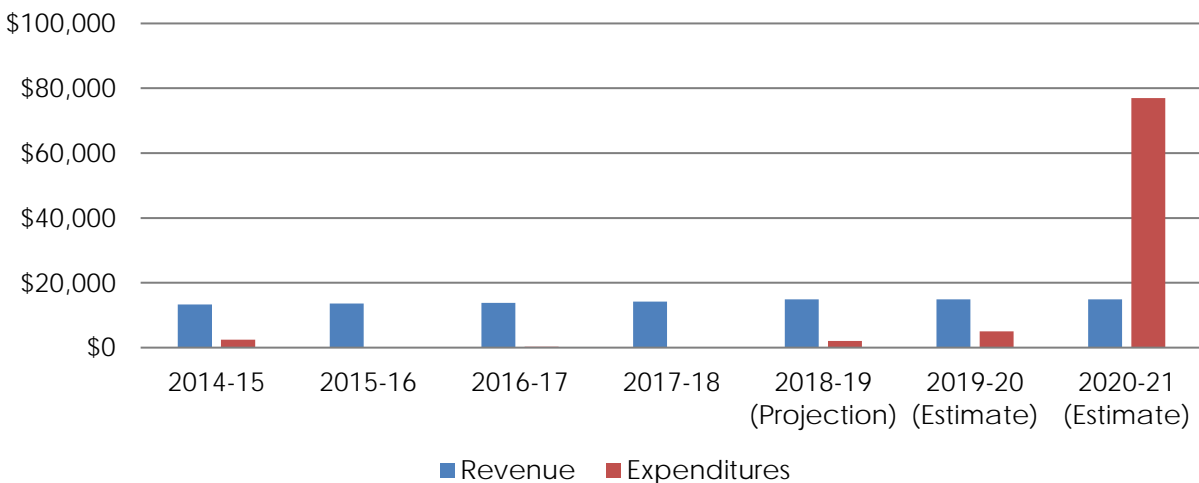
In addition to the active funds discussed in this section, the City also maintains a balance in its Used Oil/Oil Payment Program Fund, generated by payments from oil manufacturers, as required by the California Public Resources Code, to promote used oil recycling. The City is eligible to apply for \$5,000 in used oil/oil payment program revenue each year. No Used Oil/Oil Payment Program Fund activity is anticipated for fiscal years 2019-20 or 2020-21.

## **SPECIAL REVENUE FUNDS SUMMARY – COMMUNITY SERVICES**

### **PEG/Cable Television Fund**

The City collects a Public, Educational, and Governmental (“PEG”) fee from franchised video service providers operating within the City. The City uses PEG fee revenue to support PEG-related purposes consistent with federal and state law, including operation and maintenance of the City’s television channel.

*[PEG/Cable Television Fund Historical Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2020-21]*



Fiscal Year	Revenue	Expenditures
2014-15	\$13,349	\$2,455
2015-16	\$13,605	\$0
2016-17	\$13,794	\$293
2017-18	\$14,173	\$0
2018-19 (Projection)	\$14,908	\$2,047
2019-20 (Estimate)	\$14,900	\$5,000
2020-21 (Estimate)	\$14,900	\$77,000

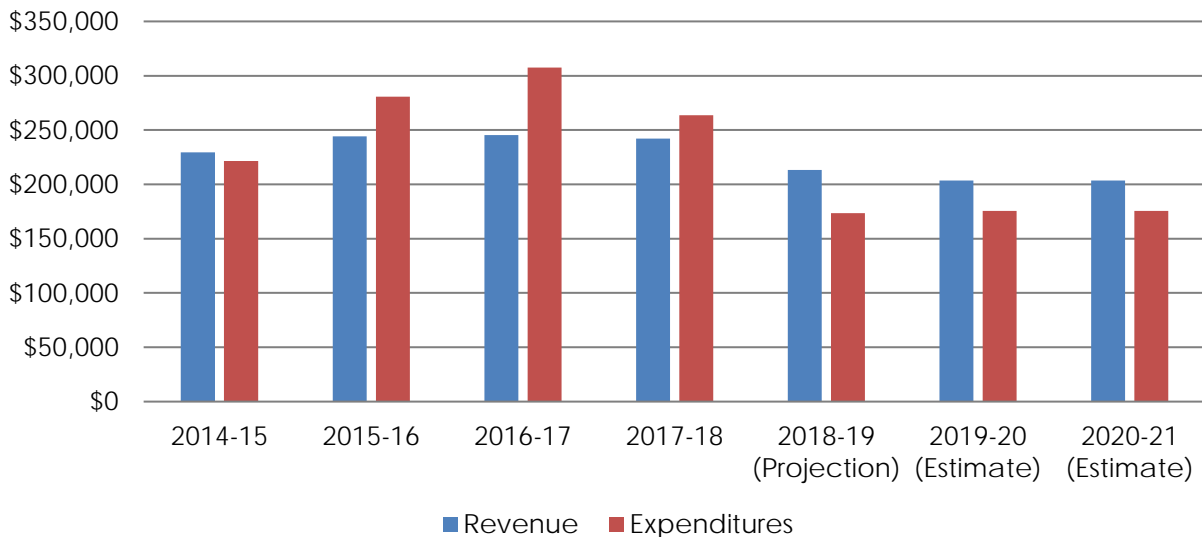
Summary of Significant Trends and Observations

- PEG fee revenue is expected to remain relatively flat over the coming years without any significant variation.
- The significant increase in PEG/Cable Television expenditures from Fiscal Year 2019-20 to Fiscal Year 2020-21 is primarily attributable to a City Hall television broadcast-related capital improvement project.

**Senior Mobility Fund**

The City uses the Senior Mobility Fund to account for revenues that are used to support the Senior Mobility Program, including Measure M2 Senior Mobility funds, Transportation Development Act funds, fees paid by participants, and any transfers from the General Fund to offset unanticipated expenditures (e.g., costs associated with higher than projected demand).

*[Senior Mobility Fund Historical Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2020-21]*



Fiscal Year	Revenue	Expenditures
2014-15	\$229,453	\$221,460
2015-16	\$244,187	\$280,639
2016-17	\$245,462	\$307,664
2017-18	\$242,031	\$263,510
2018-19 (Projection)	\$213,113	\$173,495
2019-20 (Estimate)	\$203,442	\$175,500
2020-21 (Estimate)	\$203,598	\$175,500

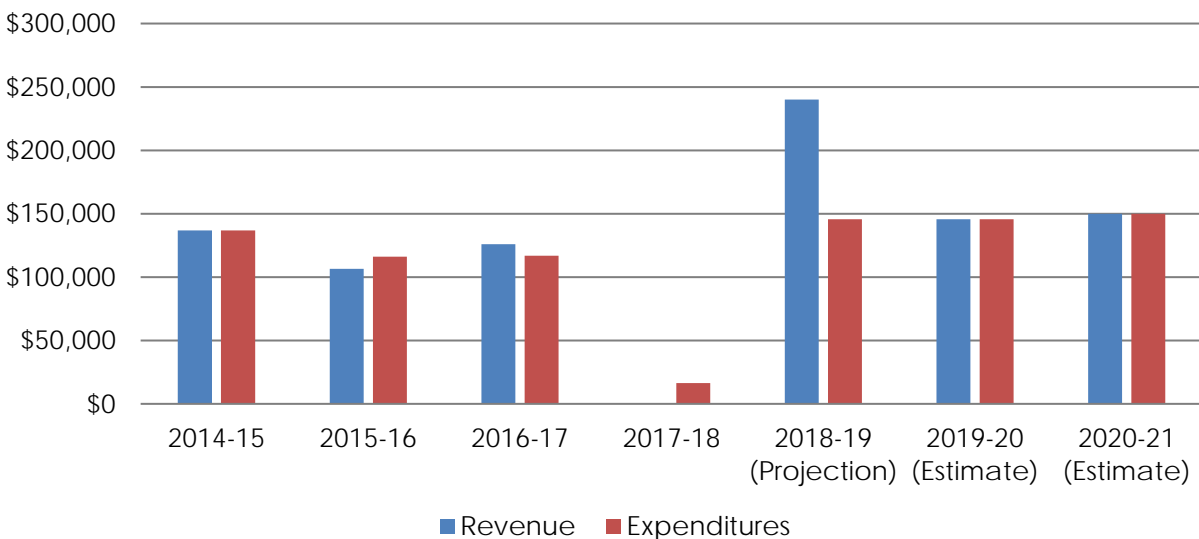
Summary of Significant Trends and Observations

- Current projections and estimates suggest that the City has succeeded in stabilizing the Senior Mobility Fund such that transfers from the General Fund are not anticipated in fiscal years 2019-20 or 2020-21.

**Community Development Block Grant (CDBG) Fund**

Community Development Block Grant (“CDBG”) funding is subject to federal appropriation and intended to assist cities and counties with a variety of local community development needs. The City competes for CDBG funds through the Urban County CDBG Program administered by the County of Orange.

*[Community Development Block Grant (CDBG) Fund Historical Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2020-21]*



Fiscal Year	Revenue	Expenditures
2014-15	\$136,815	\$136,815

2015-16	\$106,581	\$116,190
2016-17	\$125,847	\$116,797
2017-18	\$0	\$16,341
2018-19 (Projection)	\$240,000	\$145,700
2019-20 (Estimate)	\$145,700	\$145,700
2020-21 (Estimate)	\$150,000	\$150,000

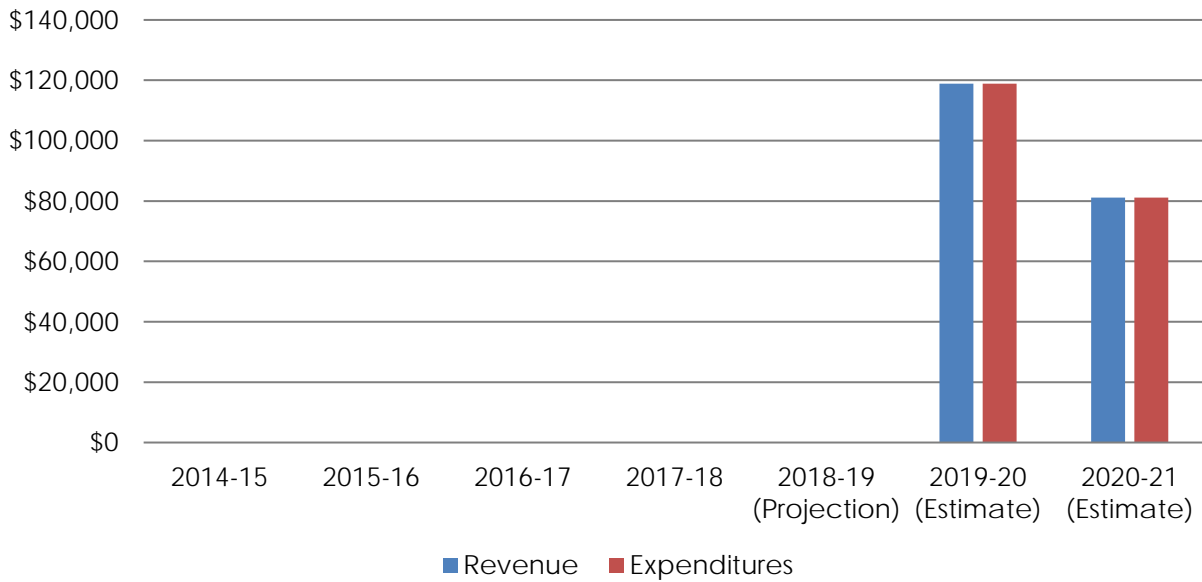
Summary of Significant Trends and Observations

- The significant increase in CDBG revenue from Fiscal Year 2017-18 to Fiscal Year 2018-19, as well as the reduction in revenue from Fiscal Year 2018-19 to Fiscal Year 2019-20, is the result of a timing issue related to the completion of a CDBG-funded capital improvement project and the receipt of reimbursing revenue from the County of Orange.
- Prior to Fiscal Year 2017-18, the City’s primary use of CDBG funding was to offer the Residential Energy Efficiency Improvement Program, which installed replacement windows, doors, and other energy efficient improvements in the homes of qualifying low-income residents, at no charge. The program was suspended beginning in Fiscal Year 2017-18 due to uncertainty surrounding the future availability of CDBG funds, as well as the impacts of increasing compliance requirements and law enforcement costs on City resources. The City’s costs to administer the program had exceeded 35% of the costs of the improvements that were made. Reinstatement of the program may be considered for future CDBG applications, should circumstances change.
- Beginning in Fiscal Year 2017-18, the City embarked on a long-term pedestrian accessibility-related capital improvement project with annual phases contingent on the receipt of CDBG funds. The City has received a notice of award to fund construction in Fiscal Year 2019-20 and anticipates applying for additional CDBG funds for construction in Fiscal Year 2020-21. No expenditures will be made, nor costs incurred, until funding agreements are in place.

Proposition 68 (2018) Per Capita Fund

Proposition 68 (“California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018”) is a ballot measure that California voters approved in 2018 to authorize the issuance of bonds in an amount of \$4.0 billion to finance a drought, water, parks, climate, coastal protection, and outdoor access for all program. A portion of bond proceeds is available to cities for local park rehabilitation, creation, and improvement grants on a per capita basis. The City’s allocation will total \$200,000.

*[Proposition 68 (2018) Per Capita Fund Historical Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2020-21]*



Fiscal Year	Revenue	Expenditures
2014-15	-	-
2015-16	-	-
2016-17	-	-
2017-18	-	-
2018-19 (Projection)	-	-
2019-20 (Estimate)	\$118,884	\$118,884
2020-21 (Estimate)	\$81,116	\$81,116

Summary of Significant Trends and Observations

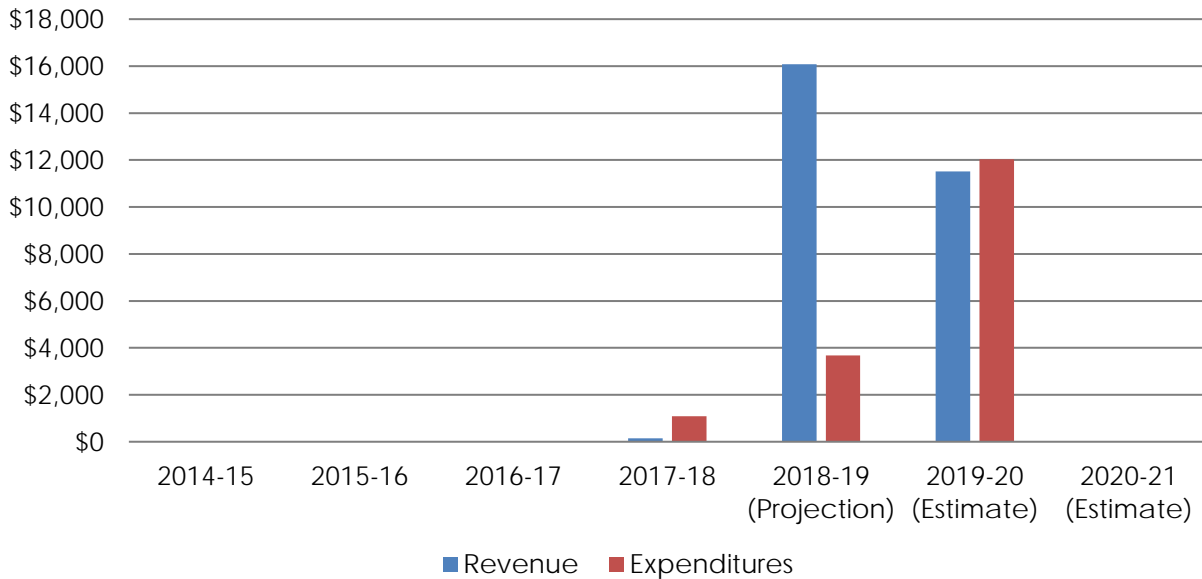
- The City will use its Proposition 68 (2018) Per Capita funds to support “A Place for Paws” Dog Park- and Woods End Wilderness Preserve-related capital improvement projects in fiscal years 2019-20 and 2020-21.

**Laguna Woods Civic Support Fund**

The Laguna Woods Civic Support Fund is a separate non-profit public benefit corporation with a specific and primary purpose of raising and distributing funds to support programs, projects, and services of the City, as well as functioning as a “friends of the library” group in support of the Laguna Woods branch of the County of Orange’s public library system. A Board of Directors appointed by the City Council governs the Laguna Woods Civic Support Fund

with administrative support provided by City personnel. Due to the Laguna Woods Civic Support Fund meeting the criteria of a “component unit” as that term is defined by the Governmental Accounting Standards Board (“GASB”), the Laguna Woods Civic Support Fund’s budget is included in the City’s budget and work plan, as well as annual financial reporting.

*[Laguna Woods Civic Support Fund Fund Historical Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2020-21]*



Fiscal Year	Revenue	Expenditures
2014-15	-	-
2015-16	-	-
2016-17	-	-
2017-18	\$151	\$1,080
2018-19 (Projection)	\$16,073	\$3,675
2019-20 (Estimate)	\$11,515	\$12,025
2020-21 (Estimate)	\$0	\$0

The Laguna Woods Civic Support Fund budget is adopted annually and, as a result, while revenue is anticipated for Fiscal Year 2020-21, no estimate is currently available or included in this budget.

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**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Revenue Summary - Special Revenue Funds**

Line Item	Fiscal Year 2018-19 Amended Budget	Fiscal Year 2018-19 Projection	Fiscal Year 2019-20 Budget	Percent Change from Prior Year	Fiscal Year 2020-21 Budget	Percent Change from Prior Year
<b><u>SPECIAL REVENUE FUNDS</u></b>						
<b><u>Transportation Funds</u></b>						
Fuel Tax	373,000	372,640	449,638	20.7%	441,900	-1.7%
Road Maintenance & Rehabilitation Program	279,500	264,669	274,707	3.8%	289,100	5.2%
Measure M2 (OC Go)	218,400	389,572	325,933	-16.3%	231,745	-28.9%
Coastal Area Road Improvement and Traffic Signals (CARITS)	-	4,417	4,000	-9.4%	4,000	0.0%
<b>Total Transportation Funds</b>	<b>870,900</b>	<b>1,031,298</b>	<b>1,054,278</b>	<b>2.2%</b>	<b>966,745</b>	<b>-8.3%</b>
<b><u>Public Safety Funds</u></b>						
Service Authority for Abandoned Vehicles	-	672	-	-	-	-
Supplemental Law Enforcement Services	123,500	150,661	154,100	2.3%	158,100	2.6%
<b>Total Public Safety Funds</b>	<b>123,500</b>	<b>151,333</b>	<b>154,100</b>	<b>1.8%</b>	<b>158,100</b>	<b>2.6%</b>
<b><u>Environmental Funds</u></b>						
Mobile Source Reduction	21,500	23,641	23,000	-2.7%	23,000	0.0%
Mobile Source Reduction - Local Government Partnership	-	-	-	-	50,000	100.0%
Beverage Container Recycling	-	-	-	-	-	-
Used Oil/Oil Payment Program	-	95	-	-	-	-
<b>Total Environmental Funds</b>	<b>21,500</b>	<b>23,736</b>	<b>23,000</b>	<b>-3.1%</b>	<b>73,000</b>	<b>217.4%</b>
<b><u>Community Services Funds</u></b>						
PEG/Cable Television	12,400	14,908	14,900	-0.1%	14,900	0.0%
Senior Mobility	316,700	213,113	203,442	-4.5%	203,598	0.1%

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Revenue Summary - Special Revenue Funds**

Line Item	Fiscal Year 2018-19 Amended Budget	Fiscal Year 2018-19 Projection	Fiscal Year 2019-20 Budget	Percent Change from Prior Year	Fiscal Year 2020-21 Budget	Percent Change from Prior Year
Community Development Block Grant (CDBG)	145,700	240,000	145,700	-39.3%	150,000	3.0%
Proposition 68 (2018) Per Capita	-	-	118,884	100.0%	81,116	-31.8%
Laguna Woods Civic Support Fund	10,014	16,073	11,515	-28.4%	-	-100.0%
<b>Total Community Services Funds</b>	<b>484,814</b>	<b>484,094</b>	<b>494,441</b>	<b>2.1%</b>	<b>449,614</b>	<b>-9.1%</b>
<b>TOTAL SPECIAL REVENUE FUNDS (ALL REVENUE)</b>	<b>1,500,714</b>	<b>1,690,461</b>	<b>1,725,819</b>	<b>2.1%</b>	<b>1,647,459</b>	<b>-4.5%</b>

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Detail - Special Revenue Funds**

Line Item	Fiscal Year 2018-19 Amended Budget/ Projection	Fiscal Year 2019-20 Budget	Fiscal Year 2020-21 Budget
<b><u>TRANSPORTATION FUNDS</u></b>			
<b>Fuel Tax</b>			
Contract - Landscaping	163,396	207,769	211,924
Contract - Street Maintenance	115,824	170,000	139,050
Contract - Street Sweeping	1,632	-	-
El Toro Water Efficient Median Improvement Project (Between Calle Sonora and Moulton Parkway, Moulton Parkway between South City Limit and Calle Aragon) (Design)	25,000	-	-
Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction	33,308	-	-
Water Efficient Median Improvement Project (El Toro Road between Calle Sonora and Moulton Parkway, Moulton Parkway between South City Limit and Calle Aragon, Santa Maria Avenue Shared Median) (Construction)	-	300,000	-
<b>Total Fuel Tax</b>	<b>339,160</b>	<b>677,769</b>	<b>350,974</b>
<b>Road Maintenance &amp; Rehabilitation Program</b>			
Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction	215,100	-	-
Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Willow Tree Center)	-	275,000	-
Pavement Management Plan Project (Eastbound El Toro Road between Church Intersection and Moulton Parkway, Westbound El Toro Road between Willow Tree Center and Moulton Parkway)	-	-	275,000

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Detail - Special Revenue Funds**

Line Item	Fiscal Year 2018-19 Amended Budget/ Projection	Fiscal Year 2019-20 Budget	Fiscal Year 2020-21 Budget
<b>Total Road Maintenance &amp; Rehabilitation Program</b>	215,100	275,000	275,000
<b>Measure M2 (OC Go)</b>			
Street Lighting - Public Right-of-Way	26,367	27,422	28,519
Contract - Traffic Engineering	163,600	113,971	118,530
Contract - Traffic Signal Maintenance	52,325	54,941	57,139
Allowable Overhead Costs	700	800	800
El Toro Road Traffic Signal Synchronization Project	-	15,225	-
Moulton Parkway Traffic Signal Synchronization Project	-	47,911	-
<b>Total Measure M2 (OC Go)</b>	<b>242,992</b>	<b>260,270</b>	<b>204,988</b>
<b>Coastal Area Road Improvement &amp; Traffic Signals (CARITS)</b>			
Program Activity	-	-	-
<b>Total Coastal Area Road Improvement &amp; Traffic Signals (CARITS)</b>	-	-	-
<b><u>PUBLIC SAFETY FUNDS</u></b>			
<b>Service Authority for Abandoned Vehicles</b>			
Program Activity	-	-	-
<b>Total Service Authority for Abandoned Vehicles (SAAV)</b>	-	-	-
<b>Supplemental Law Enforcement Services Act (SLESA)</b>			
Law Enforcement Services	153,500	154,100	158,100
<b>Total Supplemental Law Enforcement Services Act (SLESA)</b>	<b>153,500</b>	<b>154,100</b>	<b>158,100</b>
<b><u>ENVIRONMENTAL FUNDS</u></b>			

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Detail - Special Revenue Funds**

Line Item	Fiscal Year 2018-19 Amended Budget/ Projection	Fiscal Year 2019-20 Budget	Fiscal Year 2020-21 Budget
<b>Mobile Source Reduction</b>			
City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Design)	-	7,500	-
City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Construction)	-	-	42,500
<b>Total Mobile Source Reduction</b>	<b>-</b>	<b>7,500</b>	<b>42,500</b>
<b>Mobile Source Reduction - Local Government Partnership</b>			
City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Construction)	-	-	50,000
<b>Total Mobile Source Reduction - Local Government Partnership</b>	<b>-</b>	<b>-</b>	<b>50,000</b>
<b>Beverage Container Recycling</b>			
Grant Activities	-	-	-
<b>Total Beverage Container Recycling</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Used Oil/Oil Payment Program</b>			
Grant Activities	-	-	-
<b>Total Used Oil/Oil Payment Program</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>COMMUNITY SERVICES FUNDS</u></b>			
<b>PEG/Cable Television</b>			
Equipment & Maintenance	2,047	5,000	2,000
City Hall Television Broadcast Improvement Project	-	-	75,000
<b>Total PEG/Cable Television</b>	<b>2,047</b>	<b>5,000</b>	<b>77,000</b>

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-21 Budget & Work Plan**  
**Expenditures Detail - Special Revenue Funds**

Line Item	Fiscal Year 2018-19 Amended Budget/ Projection	Fiscal Year 2019-20 Budget	Fiscal Year 2020-21 Budget
<b>Senior Mobility</b>			
Printing	3,800	5,500	5,500
Contract - Transportation	62,620	60,000	60,000
Contract - Taxi Voucher NEMT	107,075	110,000	110,000
<b>Total Senior Mobility</b>	<b>173,495</b>	<b>175,500</b>	<b>175,500</b>
<b>Community Development Block Grant (CDBG)</b>			
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 2 (El Toro Road and Moulton Parkway)	145,700	-	-
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 3	-	145,700	-
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4	-	-	150,000
<b>Total Community Development Block Grant (CDBG)</b>	<b>145,700</b>	<b>145,700</b>	<b>150,000</b>
<b>Proposition 68 (2018) Per Capita</b>			
"A Place for Paws" Dog Park Relocation Project	-	118,884	-
Project	-	-	81,116
<b>Total Proposition 68 (2018) Per Capita</b>	<b>-</b>	<b>118,884</b>	<b>81,116</b>
<b>Laguna Woods Civic Support Fund</b>			
Nonprofit Activities	3,675	12,025	-
<b>Total Laguna Woods Civic Support Fund</b>	<b>3,675</b>	<b>12,025</b>	<b>-</b>
<b>TOTAL SPECIAL REVENUE FUNDS (ALL EXPENDITURES)</b>	<b>1,275,669</b>	<b>1,831,748</b>	<b>1,565,178</b>

**CHAPTER 7.0.**  
**CITY WORK PLAN**

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# 7.0. CITY WORK PLAN

*This chapter describes the programs, projects, and services included in this budget and work plan and their alignment with the City Council's priority focus areas.*

## CONTINUED PROGRAMS, PROJECTS, AND SERVICES

In general, this budget and work plan includes the continuation of programs, projects, and services that were either ongoing or underway as of the close of Fiscal Year 2018-19, including all core municipal functions such as:

Law Enforcement	Animal Control and Animal Shelter	Development Permitting, Plan Review, Inspection, and Enforcement
City Hall Operations and Maintenance	Public Park Operations and Maintenance	Public Road and Right-of-Way Operations and Maintenance
Traffic Signal and Control Operations and Maintenance	Solid Waste Handling Services Regulatory Compliance	Water Quality (Stormwater) Regulatory Compliance

Continuing services also include:

- The **Senior Mobility Program**, which subsidizes the cost of taxi travel for residents who are 60 years of age or older.
- The **Residential Bulky Item Collection Program**, which allows residents to have unwanted appliances, clothing, electronic waste, furniture, and certain types of residential waste removed from inside of their homes, at no charge. Bulky items are also collected from trash enclosures and designated curbside locations, at no charge.
- The **Household Hazardous Waste Door-to-Door Collection Program**, which allows residents to safely and easily dispose of unwanted paint, light bulbs, aerosols, chemicals, motor oil, vehicle batteries, and other household hazardous waste, at no charge.

- The ***City Hall Waste Drop-Off Collection Program***, which allows residents to safely and easily dispose of medications, home-generated sharps waste, non-vehicle batteries, and certain other items by dropping them off at City Hall, at no charge.
- ***Twice Annual Goods Exchange/Drop-Off Events***, which allow residents to donate unwanted appliances, clothing, electronic waste, furniture, books, and other items to others, or to charity, at no charge. Inoperable electronic waste is also collected for salvage or safe disposal.
- ***National Prescription Drug Take Back Day Events***, which allow residents to safely and easily dispose of most unwanted, unused, and expired prescription medications, at no charge. These events are typically held twice annually as set by the federal Drug Enforcement Administration.
- ***Other community functions***, which in recent fiscal years have included art, culture, health, public safety, transportation, and small business workshops, as well as pet vaccination clinics and legislative office hours for federal and state elected representatives.

## **LAW ENFORCEMENT SERVICES**

This budget and work plan continues the City's contract relationship with the Orange County Sheriff's Department for law enforcement services, including proactive patrol, 911 emergency response, investigation, and related support services (e.g., crime scene analysis, custody/jail services, coroner operations, and missing persons). Under the direction of the City's Chief of Police Services, the City's sworn peace officers will continue to work with private security and property management to maintain a high level of personal safety.

## **ANIMAL CONTROL & SHELTER SERVICES**

This budget and work plan continues the City's contract relationship with the City of Laguna Beach for animal control and shelter services. Residents and their pets will continue to enjoy the high quality of services provided by the Laguna Beach/Laguna Woods Animal Services Division, including access to a humane animal shelter located in nearby Laguna Canyon.

## **SIGNIFICANT CHANGES IN SERVICE LEVELS**

The significant changes in service levels that are included in this budget and work plan are necessary in order to ensure the long-term solvency of the City in light of increasing law enforcement costs.

- **Document shredding events**, which allow residents to safely and easily dispose of unwanted, sensitive personal records (e.g., bank statements, tax returns, and mortgage documents), at no charge, will be held twice annually. Four document shredding events were budgeted for each of the previous two fiscal years; however, due to various scheduling issues, three document shredding events were held each fiscal year.
- **Notary services and foreign pension acknowledgements** will continue to be provided to residents; however, fees will begin to be charged for notary services that are provided for real estate transactions and oil, gas, and/or mineral leases. Notaries of all other documents (including trusts and powers of attorney) and foreign pension acknowledgements will continue to be provided to residents at no charge.

Additional changes in service levels are described in the Significant Work Plan Items tables beginning on page 7.0-5, as well as in the City Capital Projects chapter beginning on page 8.0-1.

## **SIGNIFICANT WORK PLAN ITEMS**

For ease of reference and to assist with implementation, programs, projects, and services that represent substantial new and/or limited-term undertakings by the City are presented in tables beginning on page 7.0-5.

The following information is included in the Significant Work Plan Items tables:

- ID – A numerical designation for reference purposes only
- Description – A brief summary of the significant work plan item
- Priority Alignment – A visual representation of the City Council’s priority focus areas that are addressed by the significant work plan item; while many priority focus areas may be directly or indirectly addressed by a single significant work plan item, only the primary priority focus areas are shown in the table
- Lead Department – Designation of the City personnel who are primarily responsible for implementing the significant work plan item
- Scheduling Consideration – Notes regarding any timing requirements or other factors that affect when a significant work plan item must be undertaken or completed







The Significant Work Plan Items tables are presented alphabetically by lead department. Where the Planning & Environmental Services Department is the


lead department, the Significant Work Plan Items tables are further presented alphabetically by service area – building, planning, or waste.


Please note that the City Council retains the ability to modify this budget and work plan throughout the fiscal year. Significant work plan items that are not completed within the current fiscal year will be carried over to a future fiscal year or, subject to City Council direction, reconsidered at a later date.


This work plan replaces all previous work plans approved for the City.


[Significant Work Plan Items]


<p align="center"><b>Priority Alignment Legend</b>                      THE CITY OF LAGUNA WOODS SEEKS TO CREATE A CITY THAT IS...</p>					
 Healthy and safe	 High in quality of life	 Environmentally conscious	 Economically prosperous	 Fiscally responsible	 Professionally and efficiently served


ID	Description	Priority Alignment
1	<p><b>Grading Permit Fee Study</b> – Expand the scope of the City’s annual building, planning, and encroachment permit fee study to also include calculations of how grading permit fees would need to be established in order to recover the City’s reasonable costs of providing grading permit-related services.</p>	
Lead Department:		Administrative Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
2	<p><b>Information Technology Strategic Plan Development</b> – Develop an information technology strategic plan in order to align business goals and budgetary constraints with long-term plans for information technology-related asset acquisition, system architecture, system development, licensing, leasing, and related matters.</p>	
Lead Department:		Administrative Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
3	<b>Strategic Financial Plan Update</b> – Review and update the City’s five-year strategic financial plan in order to help ensure that the City’s financial resources are sufficient to sustain core programs, projects, and services over a term greater than the two-year period considered in immediate budget and work planning.	
Lead Department:		Administrative Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
4	<b>Building Permitting Records Digitization</b> – Convert paper records to digital files in order to facilitate greater long-term preservation, enhance ease of reference, and reduce physical storage needs. While the City’s digitization goals extend to all departments, the current work effort is focused on building permitting records.	
Lead Department:		City Clerk’s Office
Scheduling Consideration:		-


ID	Description	Priority Alignment
5	<b>Document Retention Policy Update</b> – Review and update the City’s document retention policy in order to efficiently and effectively manage the maintenance, preservation, and disposal of City records in a manner that complies with applicable federal, state, and local laws, as well as contractual obligations.	
Lead Department:		City Clerk’s Office
Scheduling Consideration:		-



ID	Description	Priority Alignment
6	<p><b>2020 Census Community Engagement</b> – Promote awareness and understanding of the 2020 Census amongst residents and community groups in order to encourage widespread participation. Efforts will include public outreach and education, as well as the provision of related technical assistance, as necessary.</p>	
Lead Department:		City Manager’s Office
Scheduling Consideration:		Census 2020 is April 1, 2020



ID	Description	Priority Alignment
7	<p><b>Requests for Proposals</b> – Conduct competitive processes to select contract providers for the following services:  <u>Fiscal Year 2019-20</u></p> <ul style="list-style-type: none"> <li>• Building Inspection, Permit Counter, and Building Official Services</li> <li>• Certified Access Specialist (CAsp) and Building Plan Review Services</li> <li>• Catch Basin Maintenance Services</li> <li>• City Hall Janitorial Services</li> <li>• City Engineering and Traffic Operations Services</li> <li>• Senior Mobility Transportation Services</li> <li>• Tree Pruning and Removal Services</li> </ul> <p><u>Fiscal Year 2020-21</u></p> <ul style="list-style-type: none"> <li>• Audit Services</li> <li>• Household Hazardous, Sharps, and Medicine Waste Disposal Services</li> <li>• Street Sweeping Services</li> <li>• Tree Pruning and Removal Services</li> </ul>	
Lead Department:		City Manager’s Office
Scheduling Consideration:		See “Description” above



ID	Description	Priority Alignment
8	<b>El Toro Road Drainage/Localized Flooding Analysis</b> – Complete a study to analyze existing drainage conditions, identify causes of periodic localized flooding, and propose potential remedies thereof, on eastbound El Toro Road between the St. Nicholas Church/Lutheran Church of the Cross intersection and the Valencia Center.	
Lead Department:		Engineering & Infrastructure Services
Scheduling Consideration:		Fiscal Year 2019-20


ID	Description	Priority Alignment
9	<b>Golf Cart Path and Low-Speed Vehicle Crossing Zone Signage</b> – Review and update the City’s golf cart path and low-speed vehicle crossing zone signs and markings in order to comply with the California Vehicle Code or explain the regulations set forth in the California Vehicle Code and Laguna Woods Municipal Code.	
Lead Department:		Engineering & Infrastructure Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
10	<b>Pavement Management Plan Update for Fiscal Years 2020-30</b> – Review and update the City’s pavement management plan in order to plan for and manage the long-term preservation, rehabilitation, and maintenance of public streets. This item is also a biennial requirement for the receipt of Measure M2 (OC Go) funds.	
Lead Department:		Engineering & Infrastructure Services
Scheduling Consideration:		Fiscal Year 2019-20


ID	Description	Priority Alignment
11	<b>Right-of-Way Accessibility Survey</b> – Complete a right-of-way accessibility survey in order to identify improvements to public streets and sidewalks that would enhance ease of travel and promote compliance with the Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.	 
Lead Department:		Engineering & Infrastructure Services
Scheduling Consideration:		Fiscal Year 2020-21 (every five fiscal years)


ID	Description	Priority Alignment
12	<b>2019 Triennial California Building Standards Code Adoption</b> – Adopt regulations implementing the 2019 Triennial California Building Standards Code, including any local amendments that express findings demonstrate are reasonably necessary due to local climatic, geological, topographic, or environmental conditions.	 
Lead Department:		Planning & Environmental Services (Building)
Scheduling Consideration:		2019 Code is effective January 1, 2020


ID	Description	Priority Alignment
13	<b>Permitting Software Implementation</b> – Implement permitting software in order to increase operational efficiencies, automate certain workflows, increase digitization of records, add new internal controls, and enable future online customer service opportunities. The initial implementation will be for building permitting.	 
Lead Department:		Planning & Environmental Services (Building)
Scheduling Consideration:		-


ID	Description	Priority Alignment
14	<b>Commercial Zoning Regulations</b> – Review and update the City’s commercial zoning regulations in order to better align zoning districts with local needs, permitted uses, and off-street parking standards. This item is consistent with the City’s goal of providing residents with access to high quality goods and services close to home.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		-


ID	Description	Priority Alignment
15	<b>County Easement and City Boundary Clarification</b> – Review and correct property records for easements that were transferred from the County of Orange to the City upon incorporation. Adjust City boundaries to improve the provision of maintenance services. This item may also include the vacation or transfer of easements.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		-


ID	Description	Priority Alignment
16	<b>Discretionary Zoning Permits and Procedures Regulations</b> – Review and update the City’s discretionary zoning permits and procedures regulations in order to better align zoning activities with local needs, as well as to enhance the efficiency and effectiveness of the discretionary review and permitting process.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		-


ID	Description	Priority Alignment
17	<b>General Plan Comprehensive Update</b> – Review and update the City’s General Plan to establish a long-range vision for the future of Laguna Woods. The General Plan is required by state law and reflects the community’s intentions about land use and its relationship to conservation, housing, mobility, noise, safety, and wellness.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		-



ID	Description	Priority Alignment
18	<b>Local California Environmental Quality Act Guidelines Update</b> – Review and update the City’s Local California Environmental Quality Act (“CEQA”) Guidelines in order to ensure compliance with state law, create new public education materials, and ensure the efficient, effective, and economical conduct of City business.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		-




ID	Description	Priority Alignment
19	<b>Water Conscious Development Regulations</b> – Review and update the City’s development regulations in order to reduce potable water use. Regulations to be reviewed and potentially updated include, but are not limited to, tree maintenance and removal, water conservation, and water efficient landscapes.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		-





ID	Description	Priority Alignment
20	<b>Construction and Demolition Materials Management Regulations</b> – Review and update the City’s construction and demolition materials management regulations in order to enhance the efficiency and effectiveness of the permitting process for covered projects, as well as to ensure compliance state law.	
Lead Department:		Planning & Environmental Services (Waste)
Scheduling Consideration:		-


ID	Description	Priority Alignment
21	<b>Solid Waste Handling Services Franchise Performance Review</b> – Review Waste Management Collection and Recycling, Inc.’s performance under the solid waste handling services franchise agreement in advance of a potential term extension. The scope of the performance review will be determined by the City Council.	
Lead Department:		Planning & Environmental Services (Waste)
Scheduling Consideration:		Fiscal Year 2020-21

ID	Description	Priority Alignment
22	<b>Animal Regulations</b> – Review and update the City’s animal regulations in order to strengthen enforcement related to nuisance, potentially dangerous, and vicious animals, as well as feeding of wildlife. Animal regulations will also be reviewed and updated as necessary to ensure efficiency and effectiveness.	
Lead Department:		Public Safety Services
Scheduling Consideration:		-

ID	Description	Priority Alignment
23	<b>Crime Prevention through Environmental Design Regulations</b> – Adopt Crime Prevention through Environmental Design (“CPTED”) regulations related to the design and maintenance of the built environment (new development, redevelopment, and existing properties) in order to prevent criminal activity and enhance quality of life.	 
Lead Department:		Public Safety Services
Scheduling Consideration:		-

ID	Description	Priority Alignment
24	<b>Emergency Operations Plan Update</b> – Review and update the City’s emergency operations plan in order to enhance collaboration with public and private stakeholders, incorporate the City’s Local Hazard Mitigation Plan, prepare for updates in the City’s Climate Adaptation Plan, and reflect organizational changes.	  
Lead Department:		Public Safety Services
Scheduling Consideration:		-

ID	Description	Priority Alignment
25	<b>Local Hazard Mitigation Plan Update</b> – Review and update the City’s local hazard mitigation plan in order to support the City’s long-term strategy to reduce disaster losses and prevent cycles of disaster damage, reconstruction, and repeated damage. This item is also a requirement for the receipt of certain federal disaster assistance funds.	   
Lead Department:		Public Safety Services
Scheduling Consideration:		-

ID	Description	Priority Alignment
26	<p><b>Sidewalk Vending Regulations</b> – Due to changes in state law (Senate Bill 946, 2018), adopt sidewalk vending regulations in order to promote health, safety, and welfare, as well as for other purposes authorized by Senate Bill 946. The City is unable to regulate sidewalk vending except as authorized by Senate Bill 946.</p>	
Lead Department:	Public Safety Services	
Scheduling Consideration:	-	

**CHAPTER 8.0.**  
**CITY CAPITAL PROJECTS**

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## 8.0. CITY CAPITAL PROJECTS

*This chapter describes major capital improvement projects that are included in this budget, as well as projects that are currently unfunded, but may be considered in the future.*

### **CAPITAL IMPROVEMENT PROGRAM**

The City Council adopts an 11-year Capital Improvement Program (“CIP”) on an annual basis in order to assist with the long-term development of funding for major capital improvement projects. The City is required to adopt an at least seven-year CIP in order to receive funding from Orange County’s Measure M2 (OC Go) half-cent sales tax, which voters approved in 2006 to fund transportation projects and activities. While the first two years of the CIP are included in this budget and work plan, the City Council retains the ability to modify the CIP at its discretion and no funding commitment is created by the inclusion of unfunded projects or projects planned for future years.

The City considers a “major capital improvement project” to be any project that meets the definition of a “public project” in California Public Contract Code Section 22002, including “construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work” of facilities owned, leased, or operated by the City, as well as any non-minor “painting or repainting.” Maintenance is not considered a public project. A “major capital improvement project” also includes pavement management work included in the City’s 10-year Pavement Management Plan and work that is required to be included in the CIP for Measure M2 eligibility.

The City classifies major capital improvement projects as primarily relating to transportation (e.g., streets and traffic control devices), green spaces (e.g., landscaping and parks), and/or buildings (e.g., City Hall), in order to group similar projects for ease of reference. Throughout the CIP, projects are color-coded **blue** for transportation projects, **green** for green spaces projects, and **purple** for building projects. When a project is included in multiple classifications, the color-coding is blended (e.g., transportation/green spaces projects are color-coded **blue/green**).

Major capital improvement projects are further categorized as either funded, partially funded, or unfunded. Partial funding of projects is not unusual, as full

funding may be developed over the course of several fiscal years, as grants and other federal, state, and county funds are obtained in order to reduce impacts to the General Fund. In other cases, funding from the General Fund may be set aside for projects over multiple fiscal years in the interest of fiscal prudence. The preparation of design documents and construction drawings may also precede the allocation of construction funding.

## **SIGNIFICANT CHANGES IN CAPITAL IMPROVEMENT PROJECTS**

The following significant changes have been made to the CIP since the most recent amendments were approved by the City Council on June 20, 2018.

### Fiscal Year 2019-20

- *“Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Willow Tree Center)”* – This project’s budget and funding have been increased following an internal review of estimated costs for the anticipated work.
- *“City-maintained Catch Basins Full Capture Systems Retrofit Project”* – This project has been added as a funded project.
- *“Water Efficient Median Improvement Project (El Toro Road between Calle Sonora and Moulton Parkway, Moulton Parkway between South City Limit and Calle Aragon)”* – This project’s budget and funding have been increased following the completion of design documents and construction drawings. This project’s title and scope have also been revised to include tree replacements and irrigation improvements on the Santa Maria Avenue Shared Median. The new project title is *“Water Efficient Median Improvement Project (El Toro Road between Calle Sonora and Moulton Parkway, Moulton Parkway between South City Limit and Calle Aragon, Santa Maria Avenue Shared Median)”*.
- *“ ‘A Place for Paws’ Dog Park Relocation Project”* – This project’s budget and funding have been increased for additional work primarily related to the design and construction of a separate small dog area.

### Fiscal Year 2020-21

- *“Pavement Management Plan Project (Eastbound El Toro Road between Church Intersection and Moulton Parkway, Westbound El Toro Road between Willow Tree Center and Moulton Parkway)”* – This

project's budget and funding have been increased following an internal review of estimated costs for the anticipated work.

- *"Water Efficient Median Improvement Project (Santa Maria Avenue between Via Vista and Moulton Parkway)"* – This project has been added as a partially funded project with design scheduled in Fiscal Year 2020-21 and construction anticipated in Fiscal Year 2021-22. It is anticipated that the City Council will consider funding for construction as a part of the Fiscal Years 2021-23 Budget & Work Plan.

#### Fiscal Years 2019-21

- *"City Hall Refurbishment and Safety Project"* – An additional phase of this project has been added in Fiscal Year 2019-20 under the title of "Phase 2". As a result, the *"City Hall Refurbishment and Safety Project: Phase 2 and Electric Vehicle Charging Infrastructure (Design)"* in Fiscal Year 2019-20, and the subsequent construction in Fiscal Year 2020-21, have been retitled "Phase 3."
- *"City Hall Television Broadcast Improvement Project"* – This project has been deferred from Fiscal Year 2019-20 to Fiscal Year 2020-21 in order to ensure that the PEG/Cable Television fund balance is sufficient to support both the project and reasonably anticipated future expenditures that may arise from the PEG/Cable Television Fund.

#### Fiscal Years 2019-30

- *"Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project"* – Beginning in Fiscal Year 2019-20, the titles of each phase of this project have been modified to omit references to specific areas where work is anticipated to occur. This will allow for greater flexibility to prioritize work in the areas of greatest need and to complete work on streets in advance of pavement management plan work included in the City's 10-year Pavement Management Plan.

Beginning in Fiscal Year 2020-21, the projected costs for each phase of this project have been increased in order to allow for increased funding request applications for Community Development Block Grant ("CDBG") funds. Each phase of the project remains contingent on the receipt of CDBG funds.

- *New Unfunded Projects* – The projects identified in the following table have been added to the CIP as unfunded projects for the fiscal years noted. It is anticipated that the City Council will consider funding as a part of the respective fiscal years budgets, work plans, and CIPs.

*[Capital Projects Summary – Changes for Future Fiscal Years]*

Fiscal Year	Project Title
2023-24	City Hall Refurbishment and Safety Project: Phase 4
2027-28	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 11
2028-29	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 12
2028-29	Pavement Management Plan Project <i>(to be determined following adoption of the Fiscal Years 2020-2030 Pavement Management Plan in Fiscal Year 2019-20)</i>
2029-30	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 13
2029-30	Pavement Management Plan Project <i>(to be determined following adoption of the Fiscal Years 2020-2030 Pavement Management Plan in Fiscal Year 2019-20)</i>

## **FUTURE OUTLOOK FOR CAPITAL IMPROVEMENT PROJECTS**

The City's 10-year Pavement Management Plan will undergo its regular biennial update in Fiscal Year 2019-20 for a term spanning fiscal years 2020-30. It is anticipated that additional pavement management plan projects will be identified through that effort. New project placeholders have been included in this CIP for fiscal years 2028-29 and 2029-30.

A study to analyze existing drainage conditions, identify causes of periodic localized flooding, and propose potential remedies thereof, on eastbound El Toro Road between the St. Nicholas Church/Lutheran Church of the Cross intersection and the Valencia Center, will be completed in Fiscal Year 2019-20. It is anticipated that additional capital improvement projects may be identified through that effort.

Pedestrian accessibility improvements will continue to be necessary on an ongoing basis, as even well-maintained and presently accessible hardscape may crack, lift, or otherwise degrade over time. A right-of-way accessibility survey will be completed during Fiscal Year 2020-21 and every five years

thereafter in order to identify future capital improvement projects. The City completed its first comprehensive accessibility survey in Fiscal Year 2015-16.

Staff continues to explore the feasibility of a possible expansion of public library facilities, which may have future implications on this CIP, in the event that the City Council elects to proceed with such an expansion.

## FUNDED AND PARTIALLY FUNDED CAPITAL IMPROVEMENT PROJECTS

*[Funded and Partially Funded Capital Projects – Fiscal Years 2019-21]*

Project Title	Page
El Toro Road Traffic Signal Synchronization Project	8.0-9
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**CAPITAL IMPROVEMENT PROGRAM  
PROJECT WORKSHEETS**

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**FISCAL YEAR 2019-20**

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# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**El Toro Road Traffic Signal Synchronization Project**

Classification: **Transportation**

Funding Status: Funded (Multiple Prior Years)

Priority

Alignment:



Healthy and safe



High in quality of life



Environmentally conscious

## Project Description

This project is a multi-city undertaking with the City acting as the lead agency with support from the City of Aliso Viejo, City of Laguna Hills, and the California Department of Transportation ("Caltrans"). The project includes synchronization work and the installation of traffic detection, monitoring, and backup power equipment at certain intersections on El Toro Road from Bells Vireo Lane (in Aliso Viejo) to Bridger Road (in Laguna Hills).

## Purpose

This project will help improve the flow of traffic by modifying timing plans and installing various equipment to reduce congestion. Minimization of the time motor vehicles spend idling at red lights will also improve air quality and new uninterrupted power supplies will help sustain the operation of traffic signals during energy shortages and disruptions.

## Construction and Implementation Costs

This project was initially awarded \$514,000 in funding from the Orange County Transportation Authority's Measure M2 program which, after changes to the scope of work, was subsequently revised to \$478,000. The City will match the award with in-kind services and up to \$89,066 in General Fund monies. The total project cost, including matches from all involved agencies, is projected to be \$536,945 (as of June 2019; subject to project completion). In previous years, larger amounts have been budgeted with lesser actual expenditures.

# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**Moulton Parkway Traffic Signal Synchronization Project**

Classification: **Transportation**

Funding Status: Funded (Multiple Prior Years)

Priority

Alignment:



Healthy and safe



High in quality of life



Environmentally conscious

## Project Description

This project is a multi-city undertaking with the City acting as the lead agency with support from the City of Laguna Hills, City of Laguna Niguel, and the California Department of Transportation ("Caltrans"). The project includes synchronization work and the installation of traffic detection, monitoring, and backup power equipment at certain intersections on Moulton Parkway from Lake Forest Drive (in Laguna Hills) to Camino del Avion (in Laguna Niguel).

## Purpose

This project will help improve the flow of traffic by modifying timing plans and installing various equipment to reduce congestion. Minimization of the time motor vehicles spend idling at red lights will also improve air quality and new uninterrupted power supplies will help sustain the operation of traffic signals during energy shortages and disruptions.

## Construction and Implementation Costs

This project was initially awarded \$645,440 in funding from the Orange County Transportation Authority's Measure M2 program which, after changes to the scope of work, was subsequently revised to \$610,440. The City will match the award with in-kind services and up to \$55,777 in General Fund monies. The total project cost, including matches from all involved agencies, is projected to be \$576,933 (as of June 2019; subject to project completion). In previous years, larger amounts have been budgeted with lesser actual expenditures.

# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Willow Tree Center)**

Classification: **Transportation**

Funding Status: Funded (2019-20)

Priority

Alignment:



Healthy and safe



High in quality of life

Estimated Useful Life: 15 years

## Project Description

This project involves the rehabilitation of deteriorated pavement along the specified street section(s), including cold milling/repaving and/or application of a surface seal of crack sealant and rubberized slurry. The work may also include reconstruction of curbs; adjustment of utility manholes and water valves to grade; re-establishment of survey monuments; and/or, replacement of existing painted striping and pavement markings.

## Purpose

This project is part of the City's 10-year Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index ("PCI") below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement. As of March 2018, the specified street sections had a blended PCI of 75.5.

## Construction and Implementation Costs

The one-time cost of designing and constructing this project is estimated at \$275,000 (as of March 2019). Road Maintenance and Rehabilitation Program monies will be used to fund this project.

# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement  
Project: Phase 3**

Classification:     **Transportation**

Funding Status:     Contingent on the receipt of external funding (2019-20)

Priority

Alignment:



Healthy and safe



High in quality of life

## Project Description

This project involves the improvement of pedestrian paths-of-travel, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings; and/or, replacement of detectable warnings. The work may also include modification of right-of-way to increase navigable area and clearances.

## Purpose

This project is based on the findings of an accessibility survey of City sidewalks and curb ramps. The improvements are intended to enhance ease of travel and promote compliance with the Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

## Construction and Implementation Costs

The one-time cost of designing and constructing this project is estimated at \$145,700 (as of January 2017; subject to the completion of design documents, construction drawings, and competitive bids). This project is contingent on the receipt of external funding. The City anticipates receiving Community Development Block Grant ("CDBG") funding.

# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**Water Efficient Median Improvement Project (El Toro Road between Calle Sonora and Moulton Parkway, Moulton Parkway between South City Limit and Calle Aragon, Santa Maria Avenue Shared Median) (Construction)**

Classification:     **Transportation/Green Spaces**

Funding Status:     Funded (2019-20)

Priority

Alignment:



Healthy and safe



High in quality of life

## Project Description

This project involves retrofitting two medians on El Toro Road and one partial median on Santa Maria Avenue (the Laguna Woods portion of the median that is shared by the cities of Laguna Woods and Laguna Hills) with drought-tolerant landscaping and water efficient irrigation systems. Irrigated area in the medians will be limited to 25% of the pervious surface area. All existing turf grass and overhead spray irrigation will be eliminated.

## Purpose

This project is intended to enhance streetscape aesthetics, reduce irrigation-related water consumption, and enable the future use of recycled water for irrigation. As available, the use of recycled water will help conserve potable water, thereby reducing demand for imported water.

## Design Costs

The one-time cost of designing and constructing this project is estimated at \$300,000 (as of June 2019; subject to the completion of design documents, construction drawings, and competitive bids). Fuel Tax monies will be used to fund this project.

# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**"A Place for Paws" Dog Park Relocation Project**

Classification: **Green Spaces**

Funding Status: Funded (2017-20)

Priority

Alignment:



Healthy and safe



High in quality of life

## Project Description

This project involves relocating "A Place for Paws" Dog Park from Ridge Route Drive east of the eastbound public parking lot to a new location west of the eastbound public parking lot. The relocated dog park will include facilities and amenities similar to the former dog park. Due to the intensity of use and limited area of the dog park, as well as the on-going operations and maintenance requirements associated with natural turf grass, an artificial turf grass designed for use by dogs will be the primary recreational surface.

## Purpose

This project is intended to provide continued local access to a public dog park in a new location with improved facilities and amenities.

## Construction and Implementation Costs

The one-time cost of designing and constructing this project is estimated at \$704,909 (as of May 2019; subject to the completion of design documents, construction drawings, and competitive bids). \$586,025 in unassigned General Fund balance and \$118,884 in Proposition 68 (2018) Per Capita monies will be used to fund this project.

## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**City Hall Refurbishment and Safety Project: Phase 2 (Design and Construction)**

Classification: **Buildings**

Funding Status: Funded (2019-20)

Priority

Alignment:



Healthy and safe

### Project Description

This project involves refurbishments and safety improvements at City Hall, including the replacement of doors, windows, carpet, and baseboards, as well as work related to accessibility, functionality, and security.

### Purpose

This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City's only public building and seat of government.

### Design Costs

The one-time cost of designing and constructing this project is estimated at \$275,000 (as of March 2019; subject to the completion of design documents, construction drawings, and competitive bids). Unassigned General Fund balance will be used to fund this project.

# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure Project (Design)**

Classification: **Buildings**

Funding Status: Funded (2019-20)

Priority

Alignment:



Healthy and safe



Environmentally conscious

## Project Description

This project involves refurbishments and safety improvements at City Hall, including paint, the replacement of exterior signage, and the addition of a high-density filing system, as well as work related to accessibility, functionality, and security. This project also includes the purchase and/or installation of electric vehicle charging infrastructure at a publicly accessible location at or in the vicinity of City Hall, generally consisting of two charging stations.

## Purpose

This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City's only public building and seat of government. The addition of electric vehicle charging infrastructure will support the expanded use of alternatively fueled vehicles in and around Laguna Woods.

## Construction and Implementation Costs

The one-time cost of designing this project is estimated at \$32,500 (as of May 2017). \$25,000 in unassigned General Fund balance and \$7,500 in Mobile Source Reduction monies will be used to fund this project.

**CAPITAL IMPROVEMENT PROGRAM  
PROJECT WORKSHEETS**

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**FISCAL YEAR 2020-21**

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# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**Pavement Management Plan Project (Eastbound El Toro Road between Church Intersection and Moulton Parkway, Westbound El Toro Road between Willow Tree Center and Moulton Parkway)**

Classification:     **Transportation**

Funding Status:     Funded (2020-21)

Priority

Alignment:



Healthy and safe



High in quality of life

Estimated Useful Life:     15 years

## Project Description

This project involves the rehabilitation of deteriorated pavement along the specified street section(s), including cold milling/repaving and/or application of a surface seal of crack sealant and rubberized slurry. The work may also include reconstruction of curbs; adjustment of utility manholes and water valves to grade; re-establishment of survey monuments; and/or, replacement of existing painted striping and pavement markings.

## Purpose

This project is part of the City's 10-year Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index ("PCI") below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement. As of March 2018, the specified street sections had a blended PCI of 78.7.

## Construction and Implementation Costs

The one-time cost of designing and constructing this project is estimated at \$275,000 (as of March 2019; subject to the completion of design documents, construction drawings, and competitive bids). Road Maintenance and Rehabilitation Program monies will be used to fund this project.

# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement  
Project: Phase 4**

Classification: **Transportation**

Funding Status: Contingent on the receipt of external funding (2020-21)

Priority

Alignment:



Healthy and safe



High in quality of life

## Project Description

This project involves the improvement of pedestrian paths-of-travel, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings; and/or, replacement of detectable warnings. The work may also include modification of right-of-way to increase navigable area and clearances.

## Purpose

This project is based on the findings of an accessibility survey of City sidewalks and curb ramps. The improvements are intended to enhance ease of travel and promote compliance with the Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

## Construction and Implementation Costs

The one-time cost of designing and constructing this project is estimated at \$150,000 (as of March 2019; subject to the completion of design documents, construction drawings, and competitive bids). This project is contingent on the receipt of external funding. The City anticipates applying for Community Development Block Grant ("CDBG") funding.

# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**Water Efficient Median Improvement Project (Santa Maria Avenue between Via Vista and Moulton Parkway) (Design and Construction)**

Classification:     **Transportation/Green Spaces**

Funding Status:    Partially Funded (2020-21; for design)

Priority

Alignment:



Healthy and safe



High in quality of life

Projected Funding Plan:     2021-22; for construction

## Project Description

This project involves retrofitting three medians on Santa Maria Avenue with drought-tolerant landscaping and water efficient irrigation systems. Irrigated area in the medians will be limited to 25% of the pervious surface area. All existing turf grass and overhead spray irrigation will be eliminated.

## Purpose

This project is intended to enhance streetscape aesthetics, reduce irrigation-related water consumption, and enable the future use of recycled water for irrigation. As available, the use of recycled water will help conserve potable water, thereby reducing demand for imported water.

## Construction and Implementation Costs

The one-time cost of designing and constructing this project is estimated at \$250,000 (as of March 2019; subject to the completion of design documents, construction drawings, and competitive bids). Fuel Tax monies will be used to fund this project.

# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**Woods End Wilderness Preserve Trail Drainage and Improvement Project**

Classification: **Green Spaces**

Funding Status: Funded (2020-21)

Priority

Alignment:



Healthy and safe



High in quality of life

## Project Description

This project involves the construction and refurbishment of drainage and entry facilities, as well as work related to accessibility, safety, and security, at Woods End Wilderness Preserve.

## Purpose

This project is intended to improve drainage and prevent stormwater runoff from the Woods End Wilderness Preserve trail (fire road). It will also enhance the safety and condition of City-maintained park areas.

## Construction and Implementation Costs

The one-time cost of constructing this project is estimated at \$101,396 (as of May 2017; subject to competitive bids). \$20,280 in unassigned General Fund balance and \$81,116 in Proposition 68 (2018) Per Capita monies will be used to fund this project.

# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure Project (Construction)**

Classification: **Buildings**

Funding Status: Funded (2020-21)

Priority

Alignment:



Healthy and safe



Environmentally conscious

## Project Description

This project involves refurbishments and safety improvements at City Hall, including paint, the replacement of exterior signage, and the addition of a high-density filing system, as well as work related to accessibility, functionality, and security. This project also includes the purchase and/or installation of electric vehicle charging infrastructure at a publicly accessible location at or in the vicinity of City Hall, generally consisting of two charging stations.

## Purpose

This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City's only public building and seat of government. The addition of electric vehicle charging infrastructure will support the expanded use of alternatively fueled vehicles in and around Laguna Woods.

## Construction and Implementation Costs

The one-time cost of constructing this project is estimated at \$257,500 (as of May 2017; subject to the completion of design documents, construction drawings, and competitive bids). \$165,000 in unassigned General Fund balance, \$50,000 in Mobile Source Air Pollution Reduction Review Committee ("MSRC") monies, and \$42,500 in Mobile Source Reduction monies will be used to fund this project.

# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**City Hall Television Broadcast Improvement Project**

Classification: **Buildings**

Funding Status: Funded (2020-21)

Priority

Alignment:



High in quality of life

## Project Description

This project involves the replacement of analog video equipment in the City Council Chambers at City Hall with digital video equipment.

## Purpose

This project is intended to improve the broadcast quality of the City's local government television channel. Currently, individuals who use digital or high-definition televisions to view the City's local government channel experience low picture quality as a result of existing analog video equipment.

## Construction and Implementation Costs

The one-time cost of designing and constructing this project is estimated at \$75,000 (as of May 2017; subject to the completion of design documents, construction drawings, and competitive bids). PEG/Cable Television monies will be used to fund this project.

**CAPITAL IMPROVEMENT PROGRAM  
PROJECT WORKSHEETS**

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**FUTURE FISCAL YEARS**

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## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:       **Americans with Disabilities Act (ADA) Pedestrian  
Accessibility Improvement Project – Additional Phases**

Classification:    **Transportation**        Funding Status:    Unfunded

Projected Funding Plan:    See Table Below

### Project Description

This project involves the improvement of pedestrian paths-of-travel, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings; and/or, replacement of detectable warnings. The work may also include modification of right-of-way to increase navigable area and clearances.

### Purpose

This project is based on the findings of an accessibility survey of City sidewalks and curb ramps. The improvements are intended to enhance ease of travel and promote compliance with the Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

### Construction and Implementation Costs

Over the course of fiscal years 2021-22 through 2029-30, the one-time cost of designing and constructing these projects is estimated at \$1,350,000 (as of March 2019; subject to the completion of design documents, construction drawings, and competitive bids). These projects are contingent on the receipt of external funding. The City anticipates applying for Community Development Block Grant (“CDBG”) funding.

Phase	Anticipated Fiscal Year	Total
5	2021-22	\$150,000
6	2022-23	\$150,000
7	2023-24	\$150,000
8	2024-25	\$150,000
9	2025-26	\$150,000
10	2026-27	\$150,000
11	2027-28	\$150,000
12	2028-29	\$150,000
13	2029-30	\$150,000
Total		\$1,350,000

## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:           **Pavement Management Plan Project – Additional Phases**

Classification:       **Transportation**           Funding Status:       Unfunded

Projected Funding Plan:       See Table Below

### Project Description

This project involves the rehabilitation of deteriorated pavement along the specified street section(s), including cold milling/repaving and/or application of a surface seal of crack sealant and rubberized slurry. The work may also include reconstruction of curbs; adjustment of utility manholes and water valves to grade; re-establishment of survey monuments; and/or, replacement of existing painted striping and pavement markings.

### Purpose

This project is part of the City's 10-year Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index ("PCI") below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement.

### Construction and Implementation Costs

Over the course of fiscal years 2021-22 through 2029-30, the one-time cost of constructing these projects is estimated at \$1,317,380 (as of June 2016; subject to the completion of design documents, construction drawings, and competitive bids). It is anticipated that Road Maintenance and Rehabilitation Program revenue will be used to fund these projects.

Street Section(s)	Blended PCI as of March 2018	Anticipated Fiscal Year	Total
Southbound Moulton Parkway between Via Campo Verde and Calle Cortez	77	2021-22	\$267,000
Westbound El Toro Road between Aliso Creek Road and West City Limit, Eastbound and Westbound Santa Maria between Moulton Parkway and Commercial Driveway	77.7	2022-23	\$146,436
Northbound Moulton Parkway between South City Limit and Calle Cortez	83	2023-24	\$152,872

Northbound Moulton Parkway between Calle Cortez and El Toro Road	89.5	2024-25	\$180,000
Southbound Moulton Parkway between South City Limit and Calle Cortez, and between Via Campo Verde and El Toro Road	93.25	2025-26	\$199,350
Westbound El Toro Road between Tanager Lane and Aliso Creek Road	85.5	2026-27	\$164,837
Eastbound El Toro Road between Tanager Lane and West City Limit	88.7	2027-28	\$206,885
To be determined following adoption of the Fiscal Years 2020-2030 Pavement Management Plan in FY 2019-20	TBD	2028-29	TBD
To be determined following adoption of the Fiscal Years 2020-2030 Pavement Management Plan in FY 2019-20	TBD	2029-30	TBD
Total			\$1,317,380

## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:        **City Hall Refurbishment and Safety Project: Phase 4 (Design and Construction)**

Classification:     **Buildings**                      Funding Status:     Unfunded

Projected Funding Plan:        Fiscal Year 2023-24

### Project Description

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This project involves refurbishments and safety improvements at City Hall, including modernization of the elevator's electrical and lift systems, as well as work related to accessibility, functionality, and security.

### Purpose

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This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City's only public building and seat of government.

### Design Costs

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The one-time cost of designing and constructing this project is estimated at \$200,000 (as of April 2019; subject to the completion of design documents, construction drawings, and competitive bids). It is anticipated that unassigned General Fund balance will be used to fund this project.

## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:        **City Centre Park Lighting Improvement Project**

Classification:    **Green Spaces**        Funding Status:    Unfunded

Projected Funding Plan:    Fiscal Year 2026-27

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### Project Description

This project involves using existing conduit to install low-level walkway lighting along the serpentine walking path and hardscape areas in City Centre Park.

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### Purpose

This project is intended to improve the utility and function of City Centre Park. Light fixtures were part of the initial design for City Centre Park; however, only conduit to allow for future lighting was installed during construction.

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### Construction and Implementation Costs

The one-time cost of designing and constructing this project is estimated at \$115,000 (as of May 2016; subject to the completion of design documents, construction drawings, and competitive bids). No funding source has been identified; however, City personnel will continue to seek grant opportunities.

## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:           **City Hall Emergency Backup Generator Project (Design)**

Classification:       **Buildings**                      Funding Status:       Unfunded

Projected Funding Plan:       Fiscal Year 2021-22

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### Project Description

This project involves the installation of an emergency backup generator and automatic transfer switch at City Hall. The emergency backup generator will be capable of providing sufficient power to allow City Hall to function for a period of not less than 24 hours of continuous use.

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### Purpose

This project is intended to ensure the security, reliability, and functionality of City Hall during emergencies. The installation of an appropriately sized and configured emergency backup generator will support continuity of City Hall's operations during energy shortages and disruptions.

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### Design Costs

The one-time cost of designing this project is estimated at \$60,000 (as of May 2017). It is anticipated that unassigned General Fund balance will be used to fund this project.

## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:        **City Hall Emergency Backup Generator Project  
(Construction)**

Classification:    **Buildings**                      Funding Status:    Unfunded

Projected Funding Plan:    Fiscal Year 2022-23

### Project Description

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This project involves the installation of an emergency backup generator and automatic transfer switch at City Hall. The emergency backup generator will be capable of providing sufficient power to allow City Hall to function for a period of not less than 24 hours of continuous use.

### Purpose

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This project is intended to ensure the security, reliability, and functionality of City Hall during emergencies. The installation of an appropriately sized and configured emergency backup generator will support continuity of City Hall's operations during energy shortages and disruptions.

### Construction and Implementation Costs

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The one-time cost of constructing this project is estimated at \$385,000 (as of May 2017; subject to the completion of design documents, construction drawings, and competitive bids). It is anticipated that unassigned General Fund balance will be used to fund this project.

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**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-20 and 2020-21 Capital Improvement Program**  
**Funding Plan**

EXPENDITURES			FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Year 1				Year 2				
#	Project Title	Project Complete	Estimated Project Cost	Funded FY 14-15	Funded FY 15-16	Funded FY 16-17	Funded FY 17-18	Funded FY 18-19	Budget FY 19-20 (General Fund)	Budget FY 19-20 (Transportation Funds)	Proposed FY 19-20 (Other)	Amount Unfunded (If Partially Funded)	Budget FY 20-21 (General Fund)	Budget FY 20-21 (Transportation Funds)	Budget FY 20-21 (Other)	Amount Unfunded (If Partially Funded)
<b>TRANSPORTATION PROJECTS</b>																
1	El Toro Road Traffic Signal Synchronization Project		\$ 734,971	\$ 720	\$ 611,800	\$ 29,980	\$ 70,046	\$ -	\$ 7,200	\$ 15,225 (A)	-	-	-	-	-	-
2	Moulton Parkway Traffic Signal Synchronization Project		\$ 873,721	\$ 1,440	\$ 736,850	\$ 69,760	-	-	\$ 17,760	\$ 47,911 (B)	-	-	-	-	-	-
3	Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Paseo de Valencia), inclusive of additional sidewalk repairs on El Toro Road and pavement work at City Hall	✓	<del>X</del>	-	-	-	\$ 271,792	-	-	-	-	-	-	-	-	-
4	Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction	✓	<del>X</del>	-	-	-	-	\$ 248,408	-	-	-	-	-	-	-	-
5	Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Willow Tree Center)		\$ 275,000	-	-	-	-	-	-	\$ 275,000 (C)	-	-	-	-	-	-
6	Pavement Management Plan Project (Eastbound El Toro Road between Church Intersection and Moulton Parkway, Westbound El Toro Road between Willow Tree Center and Moulton Parkway)		\$ 275,000	-	-	-	-	-	-	-	-	-	-	\$ 275,000 (C)	-	-
7	Pavement Management Plan Project (Southbound Moulton Parkway between Via Campo Verde and Calle Cortez)		\$ 267,000	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Pavement Management Plan Project (Westbound El Toro Road between Aliso Creek Road and West City Limit, Eastbound and Westbound Santa Maria between Moulton Parkway and Commercial Driveway)		\$ 146,436	-	-	-	-	-	-	-	-	-	-	-	-	-
9	Pavement Management Plan Project (Northbound Moulton Parkway between South City Limit and Calle Cortez)		\$ 152,872	-	-	-	-	-	-	-	-	-	-	-	-	-
10	Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and El Toro Road)		\$ 180,000	-	-	-	-	-	-	-	-	-	-	-	-	-

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-20 and 2020-21 Capital Improvement Program**  
**Funding Plan**

EXPENDITURES			FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Year 1				Year 2				
#	Project Title	Project Complete	Estimated Project Cost	Funded FY 14-15	Funded FY 15-16	Funded FY 16-17	Funded FY 17-18	Funded FY 18-19	Budget FY 19-20 (General Fund)	Budget FY 19-20 (Transportation Funds)	Proposed FY 19-20 (Other)	Amount Unfunded (If Partially Funded)	Budget FY 20-21 (General Fund)	Budget FY 20-21 (Transportation Funds)	Budget FY 20-21 (Other)	Amount Unfunded (If Partially Funded)
11	Pavement Management Plan Project (Southbound Moulton Parkway between South City Limit and Calle Cortez, and between Via Campo Verde and El Toro Road)		\$ 199,350	-	-	-	-	-	-	-	-	-	-	-	-	-
12	Pavement Management Plan Project (Westbound El Toro Road between Tanager Lane and Aliso Creek Road)		\$ 164,837	-	-	-	-	-	-	-	-	-	-	-	-	-
13	Pavement Management Plan Project (Eastbound El Toro Road between Tanager Lane and West City Limit)		\$ 206,885	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Pavement Management Plan Project (to be determined following adoption of the Fiscal Years 2020-2030 Pavement Management Plan in FY 2019-20)		TBD	-	-	-	-	-	-	-	-	-	-	-	-	-
15	Pavement Management Plan Project (to be determined following adoption of the Fiscal Years 2020-2030 Pavement Management Plan in FY 2019-20)		TBD	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 1 (Moulton Parkway)	✓	<del>X</del>	-	-	-	\$ 145,700	-	-	-	-	-	-	-	-	-
17	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 2 (El Toro Road and Moulton Parkway)	✓	<del>X</del>	-	-	-	-	\$ 145,700	-	-	-	-	-	-	-	-
18	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 3		\$ 145,700	-	-	-	-	-	-	\$ 145,700 (D)	-	-	-	-	-	-
19	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	\$ 150,000 (D)	-
20	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 5		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-
21	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 6		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-20 and 2020-21 Capital Improvement Program**  
**Funding Plan**

EXPENDITURES			FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Year 1				Year 2				
#	Project Title	Project Complete	Estimated Project Cost	Funded FY 14-15	Funded FY 15-16	Funded FY 16-17	Funded FY 17-18	Funded FY 18-19	Budget FY 19-20 (General Fund)	Budget FY 19-20 (Transportation Funds)	Proposed FY 19-20 (Other)	Amount Unfunded (If Partially Funded)	Budget FY 20-21 (General Fund)	Budget FY 20-21 (Transportation Funds)	Budget FY 20-21 (Other)	Amount Unfunded (If Partially Funded)
22	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-
23	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-
24	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-
25	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 10		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-
26	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 11		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-
27	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 12		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-
28	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 13		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-
29	Drainage Improvement Project (Moulton Parkway at Santa Maria Avenue)	✓	<del>X</del>	-	-	-	\$ 91,195	-	-	-	-	-	-	-	-	-
<b>TRANSPORTATION / GREEN SPACES PROJECTS</b>																
30	Moulton Parkway Water Efficient Median Improvement Project (Design)	✓	<del>X</del>	-	\$ 52,250	-	-	-	-	-	-	-	-	-	-	-
	Moulton Parkway Water Efficient Median Improvement Project (Construction)	✓	<del>X</del>	-	-	\$ 273,914	-	-	-	-	-	-	-	-	-	-

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-20 and 2020-21 Capital Improvement Program**  
**Funding Plan**

EXPENDITURES			FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Year 1				Year 2				
#	Project Title	Project Complete	Estimated Project Cost	Funded FY 14-15	Funded FY 15-16	Funded FY 16-17	Funded FY 17-18	Funded FY 18-19	Budget FY 19-20 (General Fund)	Budget FY 19-20 (Transportation Funds)	Proposed FY 19-20 (Other)	Amount Unfunded (If Partially Funded)	Budget FY 20-21 (General Fund)	Budget FY 20-21 (Transportation Funds)	Budget FY 20-21 (Other)	Amount Unfunded (If Partially Funded)
31	Water Efficient Median Improvement Project (El Toro Road between Calle Sonora and Moulton Parkway, Moulton Parkway between South City Limit and Calle Aragon, Santa Maria Avenue Shared Median) (Design)	✓	<del>300,000</del>	-	-	-	-	25,000	-	-	-	-	-	-	-	-
	Water Efficient Median Improvement Project (El Toro Road between Calle Sonora and Moulton Parkway, Moulton Parkway between South City Limit and Calle Aragon, Santa Maria Avenue Shared Median) (Construction)		\$ 300,000	-	-	-	-	-	-	\$ 300,000 (E)	-	-	-	-	-	-
32	Water Efficient Median Improvement Project (Santa Maria Avenue between Via Vista and Moulton Parkway) (Design and Construction)		\$ 250,000	-	-	-	-	-	-	-	-	-	\$ 25,000	-	-	\$ 225,000
<b>TRANSPORTATION / BUILDING PROJECTS</b>																
33	City-maintained Catch Basins Full Capture Systems Retrofit Project		\$ 56,480	-	-	-	-	-	\$ 56,480.00	-	-	-	-	-	-	-
<b>GREEN SPACES PROJECTS</b>																
34	"A Place for Paws" Dog Park Relocation Project		\$ 704,909	-	-	-	495,000	61,304	\$ 29,721	-	\$ 118,884 (F)	-	-	-	-	-
35	City Centre Park Lighting Improvement Project		\$ 115,000	-	-	-	-	-	-	-	-	-	-	-	-	-
36	Woods End Wilderness Preserve Trail Drainage and Improvement Project		\$ 101,396	-	-	-	-	-	-	-	-	-	\$ 20,280	-	\$ 81,116 (G)	-
<b>BUILDING PROJECTS</b>																
37	City Hall Restroom Repair and Improvement Project (Construction)	✓	<del>283,363</del>	-	-	-	\$ 283,363	\$ 75,000	-	-	-	-	-	-	-	-
38	City Hall Refurbishment and Safety Project: Phase 1 (Design)	✓	<del>24,100</del>	-	-	-	\$ 24,100	-	-	-	-	-	-	-	-	-
	City Hall Refurbishment and Safety Project: Phase 1 (Construction)	✓	<del>90,000</del>	-	-	-	-	\$ 90,000	-	-	-	-	-	-	-	-

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-20 and 2020-21 Capital Improvement Program**  
**Funding Plan**

EXPENDITURES			FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Year 1				Year 2				
#	Project Title	Project Complete	Estimated Project Cost	Funded FY 14-15	Funded FY 15-16	Funded FY 16-17	Funded FY 17-18	Funded FY 18-19	Budget FY 19-20 (General Fund)	Budget FY 19-20 (Transportation Funds)	Proposed FY 19-20 (Other)	Amount Unfunded (If Partially Funded)	Budget FY 20-21 (General Fund)	Budget FY 20-21 (Transportation Funds)	Budget FY 20-21 (Other)	Amount Unfunded (If Partially Funded)
39	City Hall Refurbishment and Safety Project: Phase 2 (Design and Construction)		\$ 275,000	-	-	-	-	-	\$ 275,000	-	-	-	-	-	-	-
40	City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Design)		\$ 32,500	-	-	-	-	-	\$ 25,000	-	\$ 7,500 (H)	-	-	-	-	-
	City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Construction)		\$ 257,500	-	-	-	-	-	-	-	-	-	\$ 165,000	-	\$ 92,500 (I)	-
41	City Hall Refurbishment and Safety Project: Phase 4 (Design and Construction)		\$ 200,000	-	-	-	-	-	-	-	-	-	-	-	-	-
42	City Hall Emergency Backup Generator Project (Design)		\$ 60,000	-	-	-	-	-	-	-	-	-	-	-	-	-
	City Hall Emergency Backup Generator Project (Construction)		\$ 385,000	-	-	-	-	-	-	-	-	-	-	-	-	-
43	City Hall Television Broadcast Improvement Project		\$ 75,000	-	-	-	-	-	-	-	-	-	-	-	\$ 75,000 (J)	-
<b>TOTAL (ALL PROJECTS)</b>			<b>\$ 7,934,556</b>	<b>\$ 2,160</b>	<b>\$ 1,400,900</b>	<b>\$ 373,654</b>	<b>\$ 1,381,196</b>	<b>\$ 645,412</b>	<b>\$ 411,161</b>	<b>\$ 638,136</b>	<b>\$ 272,084</b>	<b>\$ -</b>	<b>\$ 210,280</b>	<b>\$ 275,000</b>	<b>\$ 398,616</b>	<b>\$ 225,000</b>

TRANSPORTATION-RELATED OPERATIONS & MAINTENANCE (K)																
M2 Measure M2 Fair Share Expenditures																
	Street Lighting - Public Right-of-Way		\$ 22,501	\$ 27,006	\$ 25,329	\$ 25,761	\$ 26,367	-	\$ 27,422	-	-	-	-	\$ 28,519	-	-
	Contract - Traffic Engineering		\$ 119,429	\$ 122,126	\$ 165,600	\$ 163,600	\$ 163,600	-	\$ 113,971	-	-	-	-	\$ 118,530	-	-
	Contract - Traffic Signal Maintenance		\$ 35,502	\$ 23,843	\$ 41,505	\$ 51,983	\$ 52,325	-	\$ 54,941	-	-	-	-	\$ 57,139	-	-
	Vendor Reimbursements (Prior Year Charges)		\$ (9,495)	-	-	-	-	-	-	-	-	-	-	-	-	-
	Allowable Overhead Costs		\$ 1,535	\$ 600	\$ 600	\$ 700	\$ 700	-	\$ 800	-	-	-	-	\$ 800	-	-
<b>TOTAL</b>			<b>\$ 169,472</b>	<b>\$ 173,575</b>	<b>\$ 233,034</b>	<b>\$ 242,044</b>	<b>\$ 242,992</b>	<b>\$ -</b>	<b>\$ 197,134</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 204,988</b>	<b>\$ -</b>	<b>\$ -</b>

- (A) This project will be funded using \$7,200 in General Fund monies (including payments from other participating cities) and \$15,225 in Measure M2 (OC Go) Fund monies (Fiscal Year 2019-20).
- (B) This project will be funded using \$17,760 in General Fund monies (including payments from other participating cities) and \$47,911 in Measure M2 (OC Go) Fund monies (Fiscal Year 2019-20).
- (C) This project will be funded using Road Maintenance and Rehabilitation Program Fund monies.
- (D) This project is contingent on the City receiving external funding. The City anticipates receiving Community Development Block Grant (CDBG) funding.
- (E) This project will be funded using Fuel Tax Fund monies.
- (F) This project is contingent on the City receiving external funding. The City anticipates receiving Proposition 68 (2018) funding. This project would be funded using \$29,721 in General Fund monies and \$118,884 in Proposition 68 (2018) Per Capita Fund monies (Fiscal Year 2019-20).
- (G) This project is contingent on the City receiving external funding. The City anticipates receiving Proposition 68 (2018) funding, as well as a contribution from the El Toro Water District related to the Oso Lift Station Lot Line Adjustment LLA-1309. This project would be

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2019-20 and 2020-21 Capital Improvement Program**  
**Funding Plan**

EXPENDITURES			FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Year 1				Year 2				
#	Project Title	Project Complete	Estimated Project Cost	Funded FY 14-15	Funded FY 15-16	Funded FY 16-17	Funded FY 17-18	Funded FY 18-19	Budget FY 19-20 (General Fund)	Budget FY 19-20 (Transportation Funds)	Proposed FY 19-20 (Other)	Amount Unfunded (If Partially Funded)	Budget FY 20-21 (General Fund)	Budget FY 20-21 (Transportation Funds)	Budget FY 20-21 (Other)	Amount Unfunded (If Partially Funded)

funded using \$20,280 in General Fund monies (including a \$2,009 contribution from the El Toro Water District) and \$81,116 in Proposition 68 (2018) Per Capita Fund monies.

(H) This project will be funded using \$25,000 in General Fund monies and \$7,500 in Mobile Source Reduction Fund monies.

(I) This project will be funded using \$165,000 in General Fund monies, \$50,000 in Mobile Source Air Pollution Reduction Review Committee (MSRC) funding, and \$42,500 in Mobile Source Reduction Fund monies.

(J) This project will be funded using Public, Educational, and Governmental ("PEG")/Cable Television Fund monies.

(K) This information is provided at the direction of the Orange County Transportation Authority. Operations and maintenance expenses are not capital improvement projects.

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2021-22 through 2025-26 Capital Improvement Program**  
**Projected Funding Plan**

EXPENDITURES		Year 3				Year 4				Year 5				Year 6				Year 7						
		Project Complete	Estimated Project Cost	Projected FY 21-22 (General Fund)	Projected FY 21-22 (Transportation Funds)	Projected FY 21-22 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 22-23 (General Fund)	Projected FY 22-23 (Transportation Funds)	Projected FY 22-23 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 23-24 (General Fund)	Projected FY 23-24 (Transportation Funds)	Projected FY 23-24 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 24-25 (General Fund)	Projected FY 24-25 (Transportation Funds)	Projected FY 24-25 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 25-26 (General Fund)	Projected FY 25-26 (Transportation Funds)	Projected FY 25-26 (Other)	Amount Unfunded (If Partially Funded)	
<b>TRANSPORTATION PROJECTS</b>																								
1	El Toro Road Traffic Signal Synchronization Project		\$ 734,971	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	Moulton Parkway Traffic Signal Synchronization Project		\$ 873,721	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Paseo de Valencia), inclusive of additional sidewalk repairs on El Toro Road and pavement work at City Hall	✓	<del>X</del>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction	✓	<del>X</del>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Willow Tree Center)		\$ 275,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	Pavement Management Plan Project (Eastbound El Toro Road between Church Intersection and Moulton Parkway, Westbound El Toro Road between Willow Tree Center and Moulton Parkway)		\$ 275,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	Pavement Management Plan Project (Southbound Moulton Parkway between Via Campo Verde and Calle Cortez)		\$ 267,000	-	\$ 267,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Pavement Management Plan Project (Westbound El Toro Road between Aliso Creek Road and West City Limit, Eastbound and Westbound Santa Maria between Moulton Parkway and Commercial Driveway)		\$ 146,436	-	-	-	-	-	\$ 146,436	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	Pavement Management Plan Project (Northbound Moulton Parkway between South City Limit and Calle Cortez)		\$ 152,872	-	-	-	-	-	-	-	-	\$ 152,872	-	-	-	-	-	-	-	-	-	-	-	-
10	Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and El Toro Road)		\$ 180,000	-	-	-	-	-	-	-	-	-	-	-	\$ 180,000	-	-	-	-	-	-	-	-	-
11	Pavement Management Plan Project (Southbound Moulton Parkway between South City Limit and Calle Cortez, and between Via Campo Verde and El Toro Road)		\$ 199,350	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 199,350	-	-	-	-
12	Pavement Management Plan Project (Westbound El Toro Road between Tanager Lane and Aliso Creek Road)		\$ 164,837	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	Pavement Management Plan Project (Eastbound El Toro Road between Tanager Lane and West City Limit)		\$ 206,885	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Pavement Management Plan Project (to be determined following adoption of the Fiscal Years 2020-2030 Pavement Management Plan in FY 2019-20)		TBD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	Pavement Management Plan Project (to be determined following adoption of the Fiscal Years 2020-2030 Pavement Management Plan in FY 2019-20)		TBD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2021-22 through 2025-26 Capital Improvement Program**  
**Projected Funding Plan**

EXPENDITURES																							
#	Project Title	Project Complete	Estimated Project Cost	Year 3				Year 4				Year 5				Year 6				Year 7			
				Projected FY 21-22 (General Fund)	Projected FY 21-22 (Transportation Funds)	Projected FY 21-22 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 22-23 (General Fund)	Projected FY 22-23 (Transportation Funds)	Projected FY 22-23 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 23-24 (General Fund)	Projected FY 23-24 (Transportation Funds)	Projected FY 23-24 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 24-25 (General Fund)	Projected FY 24-25 (Transportation Funds)	Projected FY 24-25 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 25-26 (General Fund)	Projected FY 25-26 (Transportation Funds)	Projected FY 25-26 (Other)	Amount Unfunded (If Partially Funded)
16	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 1 (Moulton Parkway)	✓	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 2 (El Toro Road and Moulton Parkway)	✓	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 3		\$ 145,700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 5		\$ 150,000	-	-	\$ 150,000 (A)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 6		\$ 150,000	-	-	-	-	-	-	\$ 150,000 (A)	-	-	-	-	-	-	-	-	-	-	-	-	-
22	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7		\$ 150,000	-	-	-	-	-	-	-	-	-	-	\$ 150,000 (A)	-	-	-	-	-	-	-	-	-
23	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 150,000 (A)	-	-	-	-	-
24	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 150,000 (A)	-
25	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 10		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 11		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 12		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
28	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 13		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
29	Drainage Improvement Project (Moulton Parkway at Santa Maria Avenue)	✓	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRANSPORTATION / GREEN SPACES PROJECTS																							
30	Moulton Parkway Water Efficient Median Improvement Project (Design)	✓	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2021-22 through 2025-26 Capital Improvement Program**  
**Projected Funding Plan**

EXPENDITURES		Year 3				Year 4				Year 5				Year 6				Year 7					
		Project Complete	Estimated Project Cost	Projected FY 21-22 (General Fund)	Projected FY 21-22 (Transportation Funds)	Projected FY 21-22 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 22-23 (General Fund)	Projected FY 22-23 (Transportation Funds)	Projected FY 22-23 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 23-24 (General Fund)	Projected FY 23-24 (Transportation Funds)	Projected FY 23-24 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 24-25 (General Fund)	Projected FY 24-25 (Transportation Funds)	Projected FY 24-25 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 25-26 (General Fund)	Projected FY 25-26 (Transportation Funds)	Projected FY 25-26 (Other)	Amount Unfunded (If Partially Funded)
30	Moulton Parkway Water Efficient Median Improvement Project (Construction)	✓	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
31	Water Efficient Median Improvement Project (El Toro Road between Calle Sonora and Moulton Parkway, Moulton Parkway between South City Limit and Calle Aragon, Santa Maria Avenue Shared Median) (Design)	✓	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Water Efficient Median Improvement Project (El Toro Road between Calle Sonora and Moulton Parkway, Moulton Parkway between South City Limit and Calle Aragon, Santa Maria Avenue Shared Median) (Construction)		\$ 300,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
32	Water Efficient Median Improvement Project (Santa Maria Avenue between Via Vista and Moulton Parkway) (Design and Construction)		\$ 250,000	\$ 225,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TRANSPORTATION / BUILDING PROJECTS</b>																							
33	City-maintained Catch Basins Full Capture Systems Retrofit Project		\$ 56,480	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>GREEN SPACES PROJECTS</b>																							
34	"A Place for Paws" Dog Park Relocation Project		\$ 704,909	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
35	City Centre Park Lighting Improvement Project		\$ 115,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
36	Woods End Wilderness Preserve Trail Drainage and Improvement Project		\$ 101,396	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>BUILDING PROJECTS</b>																							
37	City Hall Restroom Repair and Improvement Project (Construction)	✓	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
38	City Hall Refurbishment and Safety Project: Phase 1 (Design)	✓	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	City Hall Refurbishment and Safety Project: Phase 1 (Construction)	✓	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
39	City Hall Refurbishment and Safety Project: Phase 2 (Design and Construction)		\$ 275,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
40	City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Design)		\$ 32,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Construction)		\$ 257,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
41	City Hall Refurbishment and Safety Project: Phase 4 (Design and Construction)		\$ 200,000	-	-	-	-	-	-	-	\$ 200,000	-	-	-	-	-	-	-	-	-	-	-	-

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2021-22 through 2025-26 Capital Improvement Program**  
**Projected Funding Plan**

EXPENDITURES		Year 3				Year 4				Year 5				Year 6				Year 7					
#	Project Title	Project Complete	Estimated Project Cost	Projected FY 21-22 (General Fund)	Projected FY 21-22 (Transportation Funds)	Projected FY 21-22 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 22-23 (General Fund)	Projected FY 22-23 (Transportation Funds)	Projected FY 22-23 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 23-24 (General Fund)	Projected FY 23-24 (Transportation Funds)	Projected FY 23-24 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 24-25 (General Fund)	Projected FY 24-25 (Transportation Funds)	Projected FY 24-25 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 25-26 (General Fund)	Projected FY 25-26 (Transportation Funds)	Projected FY 25-26 (Other)	Amount Unfunded (If Partially Funded)
42	City Hall Emergency Backup Generator Project (Design)		\$ 60,000	\$ 60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	City Hall Emergency Backup Generator Project (Construction)		\$ 385,000	-	-	-	-	\$ 385,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
43	City Hall Television Broadcast Improvement Project		\$ 75,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL (ALL PROJECTS)</b>			<b>\$ 7,934,556</b>	<b>\$ 285,000</b>	<b>\$ 267,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 385,000</b>	<b>\$ 146,436</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 152,872</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 180,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 199,350</b>	<b>\$ 150,000</b>	<b>\$ -</b>
<b>TRANSPORTATION-RELATED OPERATIONS &amp; MAINTENANCE (B)</b>																							
M2 Measure M2 Fair Share Expenditures																							
Street Lighting - Public Right-of-Way				\$ 29,089	-	-	-	-	\$ 29,671	-	-	-	\$ 30,265	-	-	-	\$ 30,870	-	-	-	\$ 31,487	-	-
Contract - Traffic Engineering				\$ 120,901	-	-	-	-	\$ 123,319	-	-	-	\$ 125,785	-	-	-	\$ 128,301	-	-	-	\$ 130,867	-	-
Contract - Traffic Signal Maintenance				\$ 58,282	-	-	-	-	\$ 59,447	-	-	-	\$ 60,636	-	-	-	\$ 61,849	-	-	-	\$ 63,086	-	-
Vendor Reimbursements (Prior Year Charges)				\$ -	-	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-
Allowable Overhead Costs				\$ 816	-	-	-	-	\$ 832	-	-	-	\$ 849	-	-	-	\$ 866	-	-	-	\$ 883	-	-
<b>TOTAL</b>				<b>\$ 209,088</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 213,270</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 217,535</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 221,886</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 226,323</b>	<b>\$ -</b>	<b>\$ -</b>

(A) This project is contingent on the City receiving external funding. The City anticipates receiving Community Development Block Grant (CDBG) funding.  
(B) This information is provided at the direction of the Orange County Transportation Authority. Operations and maintenance expenses are not capital improvement projects.

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2026-27 through 2029-30 Capital Improvement Program**  
**Projected Funding Plan**

EXPENDITURES		Year 8						Year 9				Year 10				Year 11			
#	Project Title	Project Complete	Estimated Project Cost	Projected FY 26-27 (General Fund)	Projected FY 26-27 (Transportation Funds)	Projected FY 26-27 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 27-28 (General Fund)	Projected FY 27-28 (Transportation Funds)	Projected FY 27-28 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 28-29 (General Fund)	Projected FY 28-29 (Transportation Funds)	Projected FY 28-29 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 29-30 (General Fund)	Projected FY 29-30 (Transportation Funds)	Projected FY 29-30 (Other)	Amount Unfunded (If Partially Funded)
<b>TRANSPORTATION PROJECTS</b>																			
1	El Toro Road Traffic Signal Synchronization Project		\$ 734,971	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	Moulton Parkway Traffic Signal Synchronization Project		\$ 873,721	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Paseo de Valencia), inclusive of additional sidewalk repairs on El Toro Road and pavement work at City Hall	✓	<del>X</del>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction	✓	<del>X</del>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Willow Tree Center)		\$ 275,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	Pavement Management Plan Project (Eastbound El Toro Road between Church Intersection and Moulton Parkway, Westbound El Toro Road between Willow Tree Center and Moulton Parkway)		\$ 275,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	Pavement Management Plan Project (Southbound Moulton Parkway between Via Campo Verde and Calle Cortez)		\$ 267,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Pavement Management Plan Project (Westbound El Toro Road between Aliso Creek Road and West City Limit, Eastbound and Westbound Santa Maria between Moulton Parkway and Commercial Driveway)		\$ 146,436	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	Pavement Management Plan Project (Northbound Moulton Parkway between South City Limit and Calle Cortez)		\$ 152,872	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and El Toro Road)		\$ 180,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	Pavement Management Plan Project (Southbound Moulton Parkway between South City Limit and Calle Cortez, and between Via Campo Verde and El Toro Road)		\$ 199,350	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	Pavement Management Plan Project (Westbound El Toro Road between Tanager Lane and Aliso Creek Road)		\$ 164,837	-	\$ 164,837	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2026-27 through 2029-30 Capital Improvement Program**  
**Projected Funding Plan**

EXPENDITURES		Project Complete	Estimated Project Cost	Year 8				Year 9				Year 10				Year 11			
				Projected FY 26-27 (General Fund)	Projected FY 26-27 (Transportation Funds)	Projected FY 26-27 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 27-28 (General Fund)	Projected FY 27-28 (Transportation Funds)	Projected FY 27-28 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 28-29 (General Fund)	Projected FY 28-29 (Transportation Funds)	Projected FY 28-29 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 29-30 (General Fund)	Projected FY 29-30 (Transportation Funds)	Projected FY 29-30 (Other)	Amount Unfunded (If Partially Funded)
13	Pavement Management Plan Project (Eastbound El Toro Road between Tanager Lane and West City Limit)		\$ 206,885	-	-	-	-	-	\$ 206,885	-	-	-	-	-	-	-	-	-	-
14	Pavement Management Plan Project (to be determined following adoption of the Fiscal Years 2020-2030 Pavement Management Plan in FY 2019-20)		TBD	-	-	-	-	-	-	-	-	-	-	TBD	-	-	-	-	-
15	Pavement Management Plan Project (to be determined following adoption of the Fiscal Years 2020-2030 Pavement Management Plan in FY 2019-20)		TBD	-	-	-	-	-	-	-	-	-	-	-	-	TBD	-	-	-
16	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 1 (Moulton Parkway)	✓	<del>X</del>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 2 (El Toro Road and Moulton Parkway)	✓	<del>X</del>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 3		\$ 145,700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 5		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 6		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 10		\$ 150,000	-	-	\$ 150,000 (A)	-	-	-	-	-	-	-	-	-	-	-	-	-

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2026-27 through 2029-30 Capital Improvement Program**  
**Projected Funding Plan**

EXPENDITURES		Project Complete	Estimated Project Cost	Year 8				Year 9				Year 10				Year 11			
				Projected FY 26-27 (General Fund)	Projected FY 26-27 (Transportation Funds)	Projected FY 26-27 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 27-28 (General Fund)	Projected FY 27-28 (Transportation Funds)	Projected FY 27-28 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 28-29 (General Fund)	Projected FY 28-29 (Transportation Funds)	Projected FY 28-29 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 29-30 (General Fund)	Projected FY 29-30 (Transportation Funds)	Projected FY 29-30 (Other)	Amount Unfunded (If Partially Funded)
26	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 11		\$ 150,000	-	-	-	-	-	-	\$ 150,000 (A)	-	-	-	-	-	-	-	-	
27	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 12		\$ 150,000	-	-	-	-	-	-	-	-	-	\$ 150,000 (A)	-	-	-	-	-	
28	Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 13		\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 150,000 (A)	-	
29	Drainage Improvement Project (Moulton Parkway at Santa Maria Avenue)	✓	<del>X</del>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TRANSPORTATION / GREEN SPACES PROJECTS</b>																			
30	Moulton Parkway Water Efficient Median Improvement Project (Design)	✓	<del>X</del>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Moulton Parkway Water Efficient Median Improvement Project (Construction)	✓	<del>X</del>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
31	Water Efficient Median Improvement Project (El Toro Road between Calle Sonora and Moulton Parkway, Moulton Parkway between South City Limit and Calle Aragon, Santa Maria Avenue Shared Median) (Design)	✓	<del>X</del>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Water Efficient Median Improvement Project (El Toro Road between Calle Sonora and Moulton Parkway, Moulton Parkway between South City Limit and Calle Aragon, Santa Maria Avenue Shared Median) (Construction)		\$ 300,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
32	Water Efficient Median Improvement Project (Santa Maria Avenue between Via Vista and Moulton Parkway) (Design and Construction)		\$ 250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TRANSPORTATION / BUILDING PROJECTS</b>																			
33	City-maintained Catch Basins Full Capture Systems Retrofit Project		\$ 56,480	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>GREEN SPACES PROJECTS</b>																			
34	"A Place for Paws" Dog Park Relocation Project		\$ 704,909	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
35	City Centre Park Lighting Improvement Project		\$ 115,000	\$ 115,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2026-27 through 2029-30 Capital Improvement Program**  
**Projected Funding Plan**

EXPENDITURES		Year 8						Year 9				Year 10				Year 11			
#	Project Title	Project Complete	Estimated Project Cost	Projected FY 26-27 (General Fund)	Projected FY 26-27 (Transportation Funds)	Projected FY 26-27 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 27-28 (General Fund)	Projected FY 27-28 (Transportation Funds)	Projected FY 27-28 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 28-29 (General Fund)	Projected FY 28-29 (Transportation Funds)	Projected FY 28-29 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 29-30 (General Fund)	Projected FY 29-30 (Transportation Funds)	Projected FY 29-30 (Other)	Amount Unfunded (If Partially Funded)
36	Woods End Wilderness Preserve Trail Drainage and Improvement Project		\$ 101,396	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>BUILDING PROJECTS</b>																			
37	City Hall Restroom Repair and Improvement Project (Construction)	✓	<del> </del>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
38	City Hall Refurbishment and Safety Project: Phase 1 (Design)	✓	<del> </del>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	City Hall Refurbishment and Safety Project: Phase 1 (Construction)	✓	<del> </del>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
39	City Hall Refurbishment and Safety Project: Phase 2 (Design and Construction)		\$ 275,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
40	City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Design)		\$ 32,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Construction)		\$ 257,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
41	City Hall Refurbishment and Safety Project: Phase 4 (Design and Construction)		\$ 200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
42	City Hall Emergency Backup Generator Project (Design)		\$ 60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	City Hall Emergency Backup Generator Project (Construction)		\$ 385,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
43	City Hall Television Broadcast Improvement Project		\$ 75,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL (ALL PROJECTS)</b>			<b>\$ 7,934,556</b>	<b>\$ 115,000</b>	<b>\$ 164,837</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 206,885</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>

TRANSPORTATION-RELATED OPERATIONS & MAINTENANCE (B)																				
M2 Measure M2 Fair Share Expenditures																				
Street Lighting - Public Right-of-Way				\$	32,117	-	-	-	-	\$	32,759	-	-	-	-	-	-	-	-	-
Contract - Traffic Engineering				\$	133,484	-	-	-	-	-	\$	136,154	-	-	-	-	-	-	-	-
Contract - Traffic Signal Maintenance				\$	64,348	-	-	-	-	-	-	\$	65,635	-	-	-	-	-	-	-
Vendor Reimbursements (Prior Year Charges)				\$	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**CITY OF LAGUNA WOODS**  
**Fiscal Years 2026-27 through 2029-30 Capital Improvement Program**  
**Projected Funding Plan**

EXPENDITURES			Year 8				Year 9				Year 10				Year 11				
#	Project Title	Project Complete	Estimated Project Cost	Projected FY 26-27 (General Fund)	Projected FY 26-27 (Transportation Funds)	Projected FY 26-27 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 27-28 (General Fund)	Projected FY 27-28 (Transportation Funds)	Projected FY 27-28 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 28-29 (General Fund)	Projected FY 28-29 (Transportation Funds)	Projected FY 28-29 (Other)	Amount Unfunded (If Partially Funded)	Projected FY 29-30 (General Fund)	Projected FY 29-30 (Transportation Funds)	Projected FY 29-30 (Other)	Amount Unfunded (If Partially Funded)
	Allowable Overhead Costs			\$ 901	-	-	-	\$ 919	-	-	-	\$ 937	-	-	-	\$ 956	-	-	-
			<b>TOTAL</b>	<b>\$ 230,849</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 235,466</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 240,176</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 244,979</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

(A) This project is contingent on the City receiving external funding. The City anticipates receiving Community Development Block Grant (CDBG) funding.  
(B) This information is provided at the direction of the Orange County Transportation Authority. Operations and maintenance expenses are not capital improvement projects.