

**CITY of LAGUNA WOODS  
CITY COUNCIL  
AGENDA**

Special Meeting  
Monday, December 7, 2020  
1:00 p.m.

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

Noel Hatch  
Mayor

Shari L. Horne  
Mayor Pro Tem

Cynthia Conners  
Councilmember



Carol Moore  
Councilmember

*Vacant*  
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.

REGULAR MEETING SCHEDULE

The Laguna Woods City Council meets regularly on the third Wednesday of each month at 2 p.m.

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AGENDA POSTING AND AVAILABILITY

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FOR ADDITIONAL INFORMATION

For additional information, please contact the City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535, [cityhall@cityoflagunawoods.org](mailto:cityhall@cityoflagunawoods.org), or 24264 El Toro Road, Laguna Woods, California 92637.

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AFFIDAVIT OF POSTING

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

I, Yolie Trippy, City Clerk, City of Laguna Woods, hereby certify under penalty of perjury that this agenda was posted at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City’s website ([www.cityoflagunawoods.org](http://www.cityoflagunawoods.org)); and, at other locations designated by Resolution No. 17-30, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.

  
\_\_\_\_\_  
YOLIE TRIPPY, CMC, City Clerk

12-3-20  
\_\_\_\_\_  
Date

## **NOVEL CORONAVIRUS (COVID-19) NOTICE**

**Please consider participating in this City Council meeting remotely.** Written public comments may be submitted via email ([cityhall@cityoflagunawoods.org](mailto:cityhall@cityoflagunawoods.org)) or by mail (Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637), provided that they are received by the City prior to 1 p.m. on the day of the meeting. Written public comments may be read or summarized to the City Council at the meeting, and parties submitting comments should be aware that their email addresses and any information submitted may be disclosed or become a matter of public record. No party should expect privacy of such information.

**Please exercise caution when attending City Council meetings.** If you do attend this meeting, please maintain a distance of six feet or more between yourself and others, wash your hands with soap and water before and after the meeting, and refrain from handshaking and other physical contact.

### **I. CALL TO ORDER**

### **II. ROLL CALL**

### **III. PLEDGE OF ALLEGIANCE**

### **IV. PRESENTATIONS AND CEREMONIAL MATTERS**

### **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 Fiscal Years 2019-21 Budget Adjustments

*Recommendation:* Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2019-21 BUDGET AND WORK PLAN FOR FISCAL YEAR 2019-20 COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020, AND FISCAL YEAR 2020-21 COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021, RELATED TO ADJUSTMENTS OF GENERAL FUND APPROPRIATIONS FOR THE INFORMATION TECHNOLOGY & CYBER SECURITY ACCOUNT

6.2 City Hall Refurbishment & Safety Project: Phase 2

*Recommendation:* Increase the City Manager's authorization to approve change orders for the construction of the "City Hall Refurbishment & Safety Project: Phase 2" from an amount not to exceed \$27,178 to an amount not to exceed \$40,767.

6.3 Drugs and Alcohol in the Workplace Policy

*Recommendation:* Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AMENDMENTS TO ADMINISTRATIVE POLICY 4.12 PERTAINING TO DRUGS AND ALCOHOL IN THE WORKPLACE

**VII. CITY COUNCIL BUSINESS**

7.1 City Council Vacancy

*Recommendation:*

1. Conduct interviews for the City Council vacancy.

AND

2. Appoint an individual to fill the City Council vacancy for the balance of the unexpired term of the former incumbent.

AND

3. Administer the oath or affirmation of office to the individual appointed to fill the City Council vacancy.

## 7.2 General Municipal Election

*Recommendation:*

1. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, RECITING THE FACTS OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 3, 2020 AND DECLARING THE RESULTS AND SUCH OTHER MATTERS AS PROVIDED BY LAW

AND

2. Present certificates of election to Cynthia Conners, Noel Hatch, and Shari L. Horne.

AND

3. Administer oaths or affirmations of office for Cynthia Conners, Noel Hatch, and Shari L. Horne.

## **VIII. CLOSED SESSION**

## **IX. CLOSED SESSION REPORT**

## **X. ADJOURNMENT**

Next Regular Meeting:

Wednesday, December 16, 2020 at 2 p.m.

Laguna Woods City Hall

24264 El Toro Road, Laguna Woods, California 92637

**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:** December 7, 2020 Special Meeting

**SUBJECT:** Consent Calendar Summary

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### **Recommendation**

Approve all proposed actions on the December 7, 2020 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 December 7, 2020 Consent Calendar contains the following items:

- 6.1 Adoption of a resolution amending and adopting the Fiscal Years 2019-21 Budget and Work Plan for Fiscal Year 2019-20 commencing July 1, 2019 and ending June 30, 2020, and Fiscal Year 2020-21 commencing July 1, 2020 and ending June 30, 2021, related to adjustments of General Fund appropriations for the Information Technology & Cyber Security Account. The proposed resolution would increase Fiscal Year 2020-21 appropriations for the Information Technology & Cyber Security Account by \$25,000.
- 6.2 Increase the City Manager's authorization to approve change orders for the

construction of the “City Hall Refurbishment & Safety Project: Phase 2” from an amount not to exceed \$27,178 to an amount not to exceed \$40,767. The proposed action would increase the project’s change order budget from 20% to 30% of the base amount in order to allow for additional door and COVID-19-related improvements at City Hall. Sufficient funds are available in the project’s budget and in the federal Coronavirus Aid, Relief, and Economic Security Act budgets.

- 6.3 Adoption of a resolution adopting amendments to Administrative Policy 4.12 pertaining to drugs and alcohol in the workplace. Administrative Policy 4.12 was adopted by the City Council on April 18, 2001 and is available at City Hall. The proposed amendments are generally based on a model policy provided by the California Joint Powers Insurance Authority.

**6.1**  
**FISCAL YEARS 2019-21 BUDGET**  
**ADJUSTMENTS**

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**RESOLUTION NO. 20-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2019-21 BUDGET AND WORK PLAN FOR FISCAL YEAR 2019-20 COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020, AND FISCAL YEAR 2020-21 COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021, RELATED TO ADJUSTMENTS OF GENERAL FUND APPROPRIATIONS FOR THE INFORMATION TECHNOLOGY & CYBER SECURITY ACCOUNT

**WHEREAS**, the Fiscal Years 2019-21 Budget (“Budget”) was adopted by the City Council on June 26, 2019; and

**WHEREAS**, City Council action is required to increase fund-level budget appropriations adopted as a part of the Budget; and

**WHEREAS**, the Budget includes a non-operating Information Technology & Cyber Security Account within the General Fund as follows:

“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 agreement and maintenance contract renewals beyond initial terms, are not permitted.”

; and

**WHEREAS**, \$20,000 was appropriated for the Information Technology & Cyber Security Account in Fiscal Year 2020-21; and

**WHEREAS**, Fiscal Year 2020-21 appropriations for the Information Technology & Cyber Security Account have been exhausted due, in large part, to the continued implementation of electronic permitting software; and

**WHEREAS**, staff anticipates a continuing need for expenditures from the Information Technology & Cyber Security Account; and

**WHEREAS**, it is necessary for the City Council to increase Fiscal Year 2020-21 appropriations for the General Fund in the amount of \$25,000, with the appropriations drawn from the unassigned General Fund balance, to enable the use of such funds.

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

**SECTION 1.** Section 2 of Resolution No. 19-13, as previously amended by Resolution nos. 19-22, 19-23, 20-05, 20-08, 20-12, 20-13, 20-14, 20-23, 20-30, and 20-33, 20-35, 20-40, 20-47, and 20-48 is hereby amended, in its entirety, to read as follows:

The budget appropriations authorized, on a fund level, are:

Fiscal Year 2019-20

	<i>Fiscal Year 2019-20 Adopted Budget</i>	<i>Fiscal Year 2019-20 Carryover Appropriations</i>	<i>Fiscal Year 2019-20 Approved Budget Amendments</i>	<i>Fiscal Year 2019-20 Amended Budget</i>
<i>General Fund Group (all appropriations drawn from the General Fund)</i>				
General Fund	\$5,957,243	-	\$120,603 <sup>A,G,J</sup>	\$6,077,846
General Fund (Interfund Transfers to Capital Projects Fund)	\$411,161	-	\$170,719 <sup>O</sup>	\$581,880
Capital Projects Fund	\$411,161	\$111,030 <sup>1</sup>	\$170,719 <sup>B,D,K,L</sup>	\$692,910
<i>Special Revenue Funds<sup>E</sup></i>				
Fuel Tax	\$677,769	\$35,319 <sup>2</sup>	\$59,046 <sup>H,I</sup>	\$772,134
Road Maintenance & Rehabilitation Program	\$275,000	-	-	\$275,000
Measure M2 (OC Go)	\$260,270	-	-	\$260,270
Supplemental Law Enforcement Services	\$154,100	-	-	\$154,100
Mobile Source Reduction	\$7,500	-	\$1,581 <sup>P</sup>	\$9,081

Continued from page 2	<i>Fiscal Year 2019-20 Adopted Budget</i>	<i>Fiscal Year 2019-20 Carryover Appropriations</i>	<i>Fiscal Year 2019-20 Approved Budget Amendments</i>	<i>Fiscal Year 2019-20 Amended Budget</i>
Mobile Source Reduction - Local Government Partnership	-	-	-	-
PEG/Cable Television	\$5,000	-	-	\$5,000
Senior Mobility	\$175,000	-	-	\$175,000
Community Development Block Grant (CDBG)	\$145,700	-	-	\$145,700
Proposition 68 (2018) Per Capita	\$118,884	-	-	\$118,884
Federal Grants <sup>M</sup>	-	-	\$147,095 <sup>N</sup>	\$147,095
State of California Grants <sup>C, F</sup>	-	-	-	-
Laguna Woods Civic Support Fund	\$12,025	-	-	\$12,025
<b>TOTAL</b>	<b>\$8,610,813</b>	<b>\$146,349</b>	<b>\$669,763</b>	<b>\$9,426,925*</b>

\* Includes \$581,880 in interfund transfers from the General Fund to the Capital Projects Fund.

<sup>A</sup> Fund Budget Adjustment CC-19/20-01: CalPERS Lump Sum Payments, +\$101,092 (R 19-22)

<sup>B</sup> Fund Budget Adjustment CC-19/20-02: Capital Improvements, +\$180,000 (R 19-23)

<sup>C</sup> Fund Budget Adjustment CC-19/20-03: Establish New Fund, +\$0 (R 19-23)

<sup>D</sup> Fund Budget Adjustment CC-19/20-04: Capital Improvements, +\$7,925 (R 20-05)

<sup>E</sup> Revision of Special Revenue Funds Classifications (R 20-05)

<sup>F</sup> Revision of Fund Name (R 20-05)

<sup>G</sup> Fund Budget Adjustment CC-19/20-05: Traffic Cabinets, +\$33,307 (R 20-08)

<sup>H</sup> Fund Budget Adjustment CC-19/20-06: Traffic Cabinets, +\$19,558 (R 20-08)

<sup>I</sup> Fund Budget Adjustment CC-19/20-07: Capital Improvement, +\$39,488 (R 20-12)

<sup>J</sup> Fund Budget Adjustment CC-19/20-08: Non-Operating Project, -\$13,796 (R 20-13)

<sup>K</sup> Fund Budget Adjustment CC-19/20-09: Capital Improvement, +\$27,978 (R 20-13)

<sup>L</sup> Fund Budget Adjustment CC-19/20-10: Capital Improvement, -\$45,184 (R 20-13)

<sup>M</sup> Fund Budget Adjustment CC-19/20-11: Establish New Fund, +\$0 (R 20-14)

<sup>N</sup> Fund Budget Adjustment CC-19/20-12: CARES Act, +\$147,095 (R 20-14)

<sup>O</sup> Fund Budget Adjustment CC-19/20-13: Correction to Account for Previously Approved Interfund Transfers from the General Fund to the Capital Projects Fund, +\$170,719 (R 20-23)

<sup>P</sup> Fund Budget Adjustment CC-19/20-14: Telecommuting, +\$1,581 (R 20-33)

<sup>1</sup> General Fund Carryover Appropriations: "A Place for Paws" Dog Park Relocation Project, \$26,200. City Hall Refurbishment & Safety Project: Phase 1 (Construction), \$84,830.

<sup>2</sup> Fuel Tax Fund Carryover Appropriations: Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction, \$31,151. 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), \$4,168.

## Fiscal Year 2020-21

	<i>Fiscal Year 2020-21 Adopted Budget</i>	<i>Fiscal Year 2020-21 Carryover Appropriations</i>	<i>Fiscal Year 2020-21 Approved Budget Amendments</i>	<i>Fiscal Year 2020-21 Amended Budget</i>
<i>General Fund Group (all appropriations drawn from the General Fund)</i>				
General Fund	\$5,885,157	-	(\$83,767) <sup>II, MM, OO</sup>	\$5,801,390
General Fund (Interfund Transfers to Capital Projects Fund)	\$210,280	-	\$210,000 <sup>HH, II</sup>	\$420,280
Capital Projects Fund	\$210,280	-	\$210,000 <sup>AA, II</sup>	\$420,280
<i>Special Revenue Funds<sup>DD</sup></i>				
Fuel Tax	\$350,974	-	-	\$350,974
Road Maintenance & Rehabilitation Program	\$275,000	-	-	\$275,000
Measure M2 (OC Go)	\$204,988	-	\$31,641 <sup>NN</sup>	\$236,629
Supplemental Law Enforcement Services	\$158,100	-	-	\$158,100
Mobile Source Reduction	\$42,500	-	\$50,000 <sup>JJ</sup>	\$92,500
Mobile Source Reduction - Local Government Partnership	\$50,000	-	(\$50,000) <sup>JJ</sup>	Fund Closed
PEG/Cable Television	\$77,000	-	\$24,000 <sup>LL</sup>	\$101,000
Senior Mobility	\$175,000	-	-	\$175,000
Community Development Block Grant (CDBG)	\$150,000	-	\$33,713 <sup>II</sup>	\$183,713
Proposition 68 (2018) Per Capita	\$81,116	-	(\$81,116) <sup>II</sup>	Fund Closed
Federal Grants <sup>GG</sup>	-	-	\$200,554 <sup>KK</sup>	\$200,554
State of California Grants <sup>BB, EE</sup>	-	-	\$925,000 <sup>CC, FF, II</sup>	\$925,000
Laguna Woods Civic Support Fund	-	-	\$24,408 <sup>II</sup>	\$24,408
<b>TOTAL</b>	<b>\$7,870,395</b>	<b>-</b>	<b>\$1,494,433</b>	<b>\$9,364,828*</b>

\* Includes \$210,000 in interfund transfers from the General Fund to the Capital Projects Fund.

<sup>AA</sup> Fund Budget Adjustment CC-20/21-01: Capital Improvements, +\$235,000 (R 19-23)

<sup>BB</sup> New Fund Established in Prior Fiscal Year per Fund Budget Adjustment CC-19/20-03 (R 19-23)

<sup>CC</sup> Fund Budget Adjustment CC-20/21-02: Capital Improvements, +\$500,000 (R 19-23)

<sup>DD</sup> Revision of Special Revenue Funds Classifications in Prior Fiscal Year (R 20-05)

<sup>EE</sup> Revision of Fund Name in Prior Fiscal Year (R 20-05)

<sup>FF</sup> Fund Budget Adjustment CC-20/21-03: SB 2 Planning Grants Program, +\$160,000 (R 20-05)

<sup>GG</sup> New Fund Established in Prior Fiscal Year per Fund Budget Adjustment CC-19/20-11 (R 20-23)

<sup>HH</sup> Fund Budget Adjustment CC-20/21-04: Correction to Account for Previously Approved Interfund Transfers from the General Fund to the Capital Projects Fund, +\$235,000 (R 20-23)

<sup>II</sup> Fund Budget Adjustment CC-20/21-05: Mid-Term/COVID-19 Adjustment Plan (R 20-23)  
General Fund, -\$138,737

Capital Projects Fund, -\$25,000 (with interfund transfer from General Fund)

Community Development Block Grant (CDBG) Fund, +\$33,713

Proposition 68 (2018) Per Capita Fund, -\$81,116, Fund Closed

State of California Grants Fund, +\$265,000

Laguna Woods Civic Support Fund, +\$24,408

<sup>JJ</sup> Fund Budget Adjustment CC-20/21-07: Fund Closure and Rebudgeting (R 20-30)

Mobile Source Reduction Fund, +\$50,000

Mobile Source Reduction - Local Government Partnership Fund, -\$50,000, Fund Closed

<sup>KK</sup> Fund Budget Adjustment CC-20/21-08: CARES Act, +\$200,554 (R 20-35)

<sup>LL</sup> Fund Budget Adjustment CC-20/21-09: Television Broadcast Improvement, +\$24,000 (R 20-40)

<sup>MM</sup> Fund Budget Adjustment CC-20/21-10: CalPERS Lump Sum Payments, +\$29,970 (R 20-47)

<sup>NN</sup> Fund Budget Adjustment CC-20/21-11: Capital Improvements, +\$31,641 (R 20-48)

<sup>OO</sup> Fund Budget Adjustment CC-20/21-12: IT & Cyber Security Account, +\$25,000 (R 20-XX)

The budget appropriations authorized by this section reflect the Fiscal Years 2019-21 adopted budgets, plus authorized budget adjustments approved between July 1, 2019 and the date of this amendment. The budget appropriations authorized by this section also include carryovers of approved, but unspent, budget appropriations from prior fiscal years. Such carryovers were approved by the City Council with the adoption of the current budget and/or pursuant to Administrative Policy 2.9.

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

PASSED, APPROVED AND ADOPTED on this XX day of XX 2020.

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NOEL HATCH, Mayor

ATTEST:

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YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 20-XX** was duly adopted by the City Council of the City of Laguna Woods at a special meeting thereof, held on the XX day of XX 2020, by the following vote:

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

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YOLIE TRIPPY, CMC, City Clerk

6.2  
CITY HALL REFURBISHMENT & SAFETY  
PROJECT: PHASE 2  
*(NO REPORT)*

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**6.3**  
**DRUGS AND ALCOHOL IN THE WORKPLACE**  
**POLICY**

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**RESOLUTION NO. 20-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AMENDMENTS TO ADMINISTRATIVE POLICY 4.12 PERTAINING TO DRUGS AND ALCOHOL IN THE WORKPLACE

**WHEREAS**, the City’s drugs and alcohol in the workplace policy (currently referred to as the substance abuse policy) is contained in Administrative Policy 4.12, which was adopted by the City Council on April 18, 2001; and

**WHEREAS**, staff has prepared amendments to Administrative Policy 4.12 (incorporated into the administrative policy attached hereto as Exhibit A), which are generally based on a model policy provided by the California Joint Powers Insurance Authority.

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

**SECTION 1.** The administrative policy attached hereto as Exhibit A is adopted and is a statement of the City’s drugs and alcohol in the workplace policy. The administrative policy attached hereto as Exhibit A replaces and supersedes all previous versions of Administrative Policy 4.12.

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

PASSED, APPROVED AND ADOPTED on this XX day of XX 2020.

\_\_\_\_\_  
NOEL HATCH, Mayor

ATTEST:

\_\_\_\_\_  
YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 20-XX** was duly adopted by the City Council of the City of Laguna Woods at a special meeting thereof, held on the XX day of XX 2020, by the following vote:

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

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YOLIE TRIPPY, CMC, City Clerk

**CITY OF LAGUNA WOODS  
ADMINISTRATIVE POLICY 4.12**

**DRUGS AND ALCOHOL IN THE WORKPLACE**

**4.12.01. Statement of Purpose.**

This Administrative Policy is intended to ensure that the City of Laguna Woods' workplace is free of illegal drugs and alcohol, as well as to discourage drug and alcohol abuse and impairment by employees. Inappropriate possession or use of drugs or alcohol is incompatible with the City's expectations for a healthy, safe, efficient, and successful workplace, in that they may result in dangerous conditions, property damage, substandard job performance, absenteeism, tardiness, increased workloads for other employees, delays in the completion of work, inferior service quality, and behavior that disrupts other employees or customer relations.

This Administrative Policy is also intended to promote the City's compliance with federal and state law including, but not limited to, the Drug Free Workplace Act of 1988 (Title 41 of the United States Code Section 8103) and the California Drug Free Workplace Act of 1990 (California Government Code Section 8355).

**4.12.02. Scope.**

This Administrative Policy applies to all City employees and governs all drugs and alcohol in the workplace.

Nothing in this Administrative Policy is intended to diminish the City's commitment to employ qualified disabled individuals or to provide reasonable accommodation to such individuals consistent with all federal, state, and local laws.

**4.12.03. Use of Legal Drugs.**

The City recognizes that it may be necessary for employees to use legal drugs and that employees may become impaired as a result of, or in connection with, such use of legal drugs. To accommodate employees who might be required to use legal drugs, and to help prevent adverse consequences in the workplace that could result from such use of legal drugs, employees are required to comply with the following:

1. *Duty to disclose.* Employees who operate or are responsible in any way for the operation, custody, or care of City property, equipment, or supplies ("City

property”), or for the safety of other employees or other persons, have a duty to fully disclose the nature of their job duties to the prescribing physician or pharmacist and/or to any physician or pharmacist contracted by the City, and to inquire of the physician(s) or pharmacist(s) whether use of the legal drugs prescribed might result in any adverse consequence that this Administrative Policy is intended to prevent.

2. *Duty to report and obtain consent in certain circumstances.* Employees who know or should know that their use of legal drugs might endanger their own health or safety or the health or safety of any other person, pose a risk of damage to property, or interfere with their job performance or the efficient or successful operation of the City’s business, have a duty to immediately report such use of legal drugs to the City Manager or Administrative Services Director/City Treasurer, and to obtain the City’s consent to work while using such legal drugs. The City reserves the right to have a physician contracted by the City or the employee’s own physician determine whether it is advisable for the employee to work while using such legal drugs.
3. *Duty to not work in certain circumstances.* Employees have a duty to not report for work while impaired by legal drugs if such impairment might endanger their own health or safety or the health or safety of any other person, pose a risk of damage to property, or interfere with their job performance or the efficient or successful operation of the City’s business. Such duty exists irrespective of whether an employee has obtained the City’s consent to work while using such legal drugs. In refraining from working, employees are required to comply with the City’s regular leave policies and procedures.
4. *Duty to comply with applicable restrictions.* The City reserves the right to restrict the work activities of employees who are using legal drugs if such use of legal drugs might endanger their own health or safety or the health or safety of any other person, pose a risk of damage to property, or interfere with their job performance or the efficient or successful operation of the City’s business. Such restrictions may include prohibiting employees from working entirely while using such legal drugs if reasonable accommodation cannot be provided. Employees have a duty to comply with City-mandated work restrictions.

#### **4.12.04. Prohibited Conduct.**

The prohibitions established by this section apply whenever the interests of the City may be adversely affected including, but not limited to, any time an employee is:

- (a) On City premises or in City uniform;
- (b) Conducting or performing City business, regardless of location;
- (c) Operating or responsible in any way for the operation, custody, or care of City property; or
- (d) Responsible in any way for the safety of other persons associated with the City including, but not limited to, elected or appointed boards, officials, officers, agents, employees, volunteers, vendors, residents, or visitors.

Employees are prohibited from engaging in any of the following conduct. Engaging in prohibited conduct may result in discipline up to and including termination.

- (i) Using, possessing, purchasing, manufacturing, transporting, distributing, selling, or dispensing any illegal drug or other controlled substance or drug paraphernalia.
- (ii) Having any illegal drug or other controlled substance in the body.
- (iii) Abusing any legal drug.
- (iv) Using, possessing, purchasing, manufacturing, transporting, distributing, selling, or dispensing any legal drug in a manner inconsistent with law.
- (v) Working while impaired by the use of any legal drug whenever such impairment might endanger their own health or safety or the health or safety of any other person, pose a risk of damage to property, or interfere with their job performance or the efficient or successful operation of the City's business in violation of Section 4.12.03.
- (vi) Using, possessing, purchasing, manufacturing, transporting, distributing, selling, or dispensing alcohol in an unauthorized manner.
- (vii) Being under the influence of alcohol as defined by applicable state law.

#### **4.12.05. Criminal Convictions.**

Employees are required to notify the City Manager or Administrative Services Director/City Treasurer of any conviction under a federal or state criminal drug or

alcohol statute for a violation that occurred in the workplace, while conducting or performing City business regardless of location, or during any City-related activity or event, within five calendar days after any such conviction. For purposes of this Administrative Policy, a conviction includes a finding of guilt, a plea of no contest, and/or an imposition of sentence by any judicial tribunal or officer charged with determining violations of federal or state criminal drug or alcohol statutes.

**4.12.06. Testing.**

*Employees*

Employees may be required to undergo drug and/or alcohol testing if they:

- (a) Report to work or, while conducting or performing City business regardless of location, are directly observed or reasonably suspected of being under the influence of drugs or alcohol or exhibiting abnormal behavior or performance difficulties reasonably associated with abuse of the same;
- (b) Are involved in a work-related accident or injury that provides a reasonable basis to believe that the accident or injury was likely to have been caused in whole or in part by impairment from drugs or alcohol;
- (c) Are subject to return to duty or follow-up testing under an alternative to discipline agreement entered into pursuant to Section 4.12.07; or
- (d) Are subject to testing authorized or required by federal or state regulations.

No such test shall be administered without written approval of the City Manager or, in their absence, the Administrative Services Director/City Treasurer.

*Job Applicants*

Individuals seeking employment in a safety-sensitive position with the City may be required to undergo drug and/or alcohol testing as a condition of employment. No such test shall be administered prior to the applicant receiving a conditional offer of employment and without written approval of the City Manager.

**4.12.07. Effect of Violation.**

Violation of any provision contained within this Administrative Policy may result in

discipline up to and including termination. At a minimum, disciplinary mandates for safety-sensitive positions, as required under federal and state law, will be followed for individuals holding safety-sensitive positions.

*Alternative to Discipline Agreements*

At the City Manager's discretion, and as an alternative either in whole or in part to the discipline allowed for by this Administrative Policy, the City may enter into agreements with employees requiring their participation in drug or alcohol treatment programs, return to duty testing, and/or follow-up testing.

*Effect of Testing Positive for Drugs or Alcohol*

An employee who tests positive for drugs or alcohol will be in violation of this Administrative Policy and subject to discipline up to and including termination.

A job applicant who tests positive for drugs or alcohol may have their conditional offer of employment rescinded and may not be hired.

*Effect of Refusing to Test for Drugs or Alcohol*

An employee or job applicant who refuses to undergo a drug or alcohol test when required by the City shall be treated as if a positive test result was received. For purposes of this Administrative Policy, refusal to undergo a drug or alcohol test includes, but is not limited to, any of the following:

- (a) Failing to appear at the test collection site in the time allotted.
- (b) Leaving the test collection site before the testing process is completed.
- (c) Failing to provide a urine, breath, saliva, or other specimen.
- (d) Failing to permit the observation or monitoring of specimen collection when it is required.
- (e) Failing to provide a sufficient amount of specimen without a valid medical explanation.
- (f) Providing a false specimen.

- (g) Adulterating or diluting a specimen.
- (h) Failing or refusing to take a second or subsequent test when required.
- (i) Failing to fully cooperate with any part of the testing process (e.g., refusing to sign a testing form when required).

**4.12.08. Treatment.**

Employees who suspect that they may have a drug or alcohol problem are encouraged to voluntarily seek diagnosis and to follow through with treatment as prescribed by qualified professionals. Employees who wish to voluntarily enter and participate in a drug or alcohol treatment program are encouraged to contact the City Manager or Administrative Services Director/City Treasurer to discuss whether the City is able to provide unpaid leave for the time necessary to complete the program.

**4.12.09. Privacy and Confidentiality.**

Employee privacy does not extend to the use of City property, whether communal or issued to a specific employee for the performance of their job duties. Employees do not have a reasonable expectation of privacy with respect to any City property, which may be searched at any time, with or without notice. Employees are advised that the terms of this Administrative Policy limit their privacy in the workplace.

Disclosures made by employees to the City Manager or Administrative Services Director/City Treasurer regarding their use of legal drugs or participation in drug or alcohol treatment programs will be treated with as much confidentiality as the City is permitted by law. Information related to such matters will generally be provided on a “need to know” basis in order to protect individual privacy rights and encourage the disclosure of such circumstances.

Employees are advised that failure to keep information related to a matter covered by this Administrative Policy confidential, except as expressly authorized by the City Manager or Administrative Services Director/City Treasurer, or permitted or required by law, such as in discussion with a legal representative, may result in discipline up to and including termination.

Test results and other documentation related to drug and alcohol testing will be filed in a confidential medical file separate from general personnel files.

**4.12.10. Administrative Policy Dissemination.**

All employees shall be provided with and acknowledge receipt of a copy of this Administrative Policy within 10 calendar days of the adoption of this Administrative Policy or as part of their initial orientation with the City, whichever occurs later.

**4.12.11. Attachments.**

The following attachments are incorporated by reference:

Attachment A, “Glossary of Terms and Acronyms”

Attachment B, “Safety-Sensitive Positions”

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City Council Adoption: December XX, 2020

**Attachment A, “Glossary of Terms and Acronyms”**

*Please contact the City Manager or Administrative Services Director/City Treasurer if you have questions regarding these terms or acronyms, or if you are uncertain about the meaning of any portion of this Administrative Policy.*

**ABUSE OF ANY LEGAL DRUG:** The use of any legal drug (1) for any purpose other than the purpose for which it was prescribed or manufactured; or (2) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

**CONTROLLED SUBSTANCES:** Any drug or substance that is considered a controlled substance under the federal Controlled Substances Act. The schedules containing lists of all controlled substances are published annually in Title 21 of the Code of Federal Regulations sections 1308.11 through 1308.15.

**DRUG PARAPHERNALIA:** Any device or instrument used for injecting, smoking, consuming, or otherwise administering a legal drug, illegal drug, or controlled substance, which includes, but is not limited to, the items set forth in California Health and Safety Code Section 11364.

**ILLEGAL DRUGS OR OTHER CONTROLLED SUBSTANCES:** Any drug or substance that (1) is not legally obtainable under federal or state law; or (2) is legally obtainable but has not been legally obtained; or (3) has been legally obtained but is being sold or distributed unlawfully.

**LEGAL DRUGS:** Any drug, including prescription drugs and over the-counter drugs, that has been legally obtained under federal and state law and that is not unlawfully sold or distributed.

**POSSESSION:** An employee has the item on his/her/their person or otherwise under his/her/their control.

**REASONABLE SUSPICION:** A belief based on objective facts, evidence, or other indicators sufficient to lead a reasonably prudent person to suspect that an employee is under the influence of drugs or alcohol so that the employee’s ability to perform the functions or duties of their job is impaired or so that the employee’s ability to perform their job is reduced. Conditions which, alone or in combination, may constitute reasonable suspicion include, but are not limited to, the following:

1. Slurred speech.
2. Alcohol odor on breath.
3. Cannabis odor on breath or person.
4. Unsteady walking or movement.
5. Physical impairment (e.g., glassy eyes, bloodshot eyes, eye dilation, shaking, or erratic movement).
6. An accident involving City property that provides a reasonable basis to believe that the accident was likely to have been caused by impairment from drugs or alcohol.
7. Physical altercation.
8. Verbal altercation.
9. Erratic behavior.
10. Job impairment.
11. Possession of drugs or alcohol.
12. Physically observed information obtained from a reliable source with personal knowledge.

**SAFETY-SENSITIVE POSITIONS:** Those positions with duties that are fraught with such risks to others that even a momentary lapse of attention can have disastrous consequences including, but not limited to, the following:

1. Positions in which employees are directly responsible for protecting children or have continuous interaction or supervision that puts them in a position of influence over children.
2. Positions that are subject to the federal Omnibus Transportation Employee Testing Act of 1991 are classified as “safety-sensitive” as that term is defined in federal Department of Transportation regulations and federal law.

The City has analyzed its job classifications and determined that the positions listed in Attachment B are safety-sensitive for purposes of this Administrative Policy.

UNDER THE INFLUENCE: The condition of having drugs and/or alcohol in an employee's system as evidenced by applicable testing procedures, and/or exhibiting conduct or behavior demonstrating that an employee is impaired by drugs or alcohol including, but not limited to, legal drugs.

**Attachment B, “Safety-Sensitive Positions”**

N/A

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**7.1**  
**CITY COUNCIL VACANCY**

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# City of Laguna Woods Agenda Report

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Christopher Macon, City Manager  
**FOR:** December 7, 2020 Special Meeting  
**SUBJECT:** City Council Vacancy

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## **Recommendation**

1. Conduct interviews for the City Council vacancy.

AND

2. Appoint an individual to fill the City Council vacancy for the balance of the unexpired term of the former incumbent.

AND

3. Administer the oath or affirmation of office to the individual appointed to fill the City Council vacancy.

## **Background**

Due to health reasons, Joe Rainey resigned from the City Council on October 13, 2020. A vacancy now exists for the balance of the unexpired term formerly held by Mr. Rainey (through November 2022).

At the regular meeting on October 21, 2020, the City Council unanimously voted to fill the vacancy by appointment and to accept applications from November 2, 2020 through November 16, 2020. California Government Code Section 36512(b) requires that such appointment be made “within 60 days from the commencement of the vacancy” which, in this case, results in a deadline of December 12, 2020.

Applications were received from Prakash (Cash) M. Achrekar, Edward Hong-Ting Tao, Judith P. Troutman, and Frances M. Williams prior to the application deadline. Each application is attached hereto (attachments A through D). The accompanying Fair Political Practices Commission (FPPC) Form 700s (Statements of Economic Interest) are available for review at or from City Hall.

### **Discussion**

Today's meeting is an opportunity for City Council action, as well as public input, on the matter of filling the City Council vacancy. At the regular meeting on November 18, 2020, the City Council determined that all four applicants would be interviewed at today's meeting. At the City Council's discretion, an appointment may also be made at today's meeting.

#### *Potential Meeting Structure*

1. Introductory Comments
2. Opening Statements – Each applicant has been advised to prepare an opening statement not to exceed three minutes in length. Applicants could deliver their opening statements in an order to be selected by random lot.
3. Questions from Councilmembers – Councilmembers could alternate asking questions of the applicants. Questions could be asked in the same randomly determined order as opening statements were delivered, beginning with a different applicant to provide the first answer for each question.

Questions should be directed to all applicants with all applicants given an opportunity to respond, unless there are specific questions pertaining to an individual applicant's background, experience, or qualifications.

Question should not:

- Require applicants to pre-judge issues under consideration or likely to be under consideration by the City Council.
- Pertain to any one or more protected classes [race, color, ancestry, national origin, religion, creed, age (40 and over), disability (mental or physical), sex, gender (including pregnancy, childbirth, breastfeeding,

or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, and military or veteran status].

4. Closing Comments – Applicants could be given an opportunity to make brief closing comments. Applicants could deliver their closing comments in reverse of the randomly determined order as opening statements were delivered.
5. Public Comments
6. City Council Discussion
7. Voting for the Appointment – Should the City Council decide to take action on the appointment, Councilmembers could participate in one or more informal polls prior to a motion being made. Polls could be conducted via the chat function within the video conferencing software. All polling, like voting, is a matter of public record and would be read publicly without anonymity.
8. Oath or Affirmation of Office – Following a successful vote of the City Council to make an appointment, the City Clerk will administer the oath or affirmation of office. With interviews conducted remotely, each applicant will be provided with a written copy of the oath or affirmation of office for use in the event of their appointment. The appointed Councilmember may enter upon the duties of such office upon the filing of the oath or affirmation of office with the City Clerk.

### **Fiscal Impact**

Expenses related to filling the vacancy by appointment will be accommodated in the City's budget.

Attachments: A – Application from Prakash (Cash) M. Achrekar  
B – Application from Edward Hong-Ting Tao  
C – Application from Judith P. Troutman  
D – Application from Frances M. Williams

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ITEM 7.1 - Attachment A

Positions of employment and positions on governmental bodies that have only advisory powers are not subject to the incompatible public offices prohibition.

The consequence of holding an incompatible public office is that the person is "deemed to have forfeited the first office upon acceding to the second."

If you have questions about the compatibility of public offices that you hold or seek to hold, please contact the California Attorney General's Office at (916) 322-3360 or visit <https://oag.ca.gov/>.

**Application**

NAME: PRAKASH (CASH) M. ACHREKAR

TELEPHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

REGISTERED VOTER IN THE CITY OF LAGUNA WOODS: YES  NO

OCCUPATION: Retired

NAME/ADDRESS OF PRESENT EMPLOYER (if applicable): \_\_\_\_\_

DO YOU HAVE ANY INTERESTS OR ASSOCIATIONS WHICH MIGHT PRESENT A CONFLICT OF INTEREST OR CREATE AN INCOMPATIBLE OFFICE? IF YES, PLEASE EXPLAIN.

N/A

LIST ANY COMMUNITY ACTIVITIES IN WHICH YOU ARE CURRENTLY INVOLVED OR HAVE BEEN INVOLVED IN THE LAST TWELVE MONTHS.

Volunteer Director on the United Laguna Woods Mutual organisation that supervises the Co-Op section of the Laguna Woods Homes. I can easily accomplish my remaining goals as an outsider to the Board without spending extra time away from my duties as a Councilman, if selected.

WHAT DO YOU BELIEVE TO BE THE MAIN RESPONSIBILITIES OF THE CITY COUNCIL?

A City council, votes on legislation, rules, bylaws, that run the City. As a group, the City Council analyzes the City's health and works at making a better future for the City as well as all its residents. The City Council also supervises the administrative arm of the City and makes sure the City functions productively for all its residents. City Council is the eyes, ears, and voice for its citizens. The Council is responsible for the health of the City and to insure safety of its residents. A strong and progressive City Council can make significant improvements in the City's jurisdiction and make the City a more desirable choice to live in. Thus City Council can improve the quality of life of its citizens.

WHAT DO YOU BELIEVE ARE YOUR MOST IMPORTANT QUALIFICATIONS FOR A CITY COUNCIL POSITION?

I am a hard working, people person, always trying to make a better tomorrow. I am a good listener and pursues goals until the results are achieved. I have been complemented for my exceptional and unique problem solving abilities all through my career. I have resolved many complex problems in the shortest time, under extreme program and schedule pressures, and saved my employers from grave consequences. My reinstating the Handyman program for Village demonstrates my abilities to work the best from Team efforts.

A volunteer contribution of salvaging a small community when land slide needed relief by involving the Mayor and FEMA also shows my ingenuity to accomplish results for the common good.

WHY DO YOU WISH TO SERVE AS A MEMBER OF THE CITY COUNCIL?

My experiences as a resident in the Village, and as a director on the Board of the United Laguna Woods Mutual for almost four years, are valuable as a City Council member. Establishing communication between the City and the Village is very important and I know the village well. The first hand access to City & State Governing laws and opportunity to work with State and local organisations and politicians will be beneficial to serve our citizens better.

WHAT WOULD YOU BRING BY WAY OF PERSPECTIVE OR EXPERIENCE TO THE CITY COUNCIL AND WHAT ARE YOUR GOALS FOR THE CITY DURING YOUR TERM?

My unique problem solving abilities, all-round education, as well as practical knowledge in many business acumen, will assist in strengthening the City's position on the map as the best place for senior living. My ability to pull valuable resources together for massive progress on path for resolutions has been proven over and over again. I am sure, as a member of the City Council, I will make some exceptional strides for our City and benefit our residents by leaps and bounds.

YOU MAY USE THE BACK OF THIS APPLICATION OR ADDITIONAL PAGES TO COMPLETE YOUR ANSWERS TO THE ABOVE QUESTIONS.

PLEASE ATTACH YOUR RESUME, LETTER OF INTEREST, OR ANY ADDITIONAL INFORMATION OR STATEMENTS THAT YOU FEEL WOULD BE HELPFUL TO THE CITY COUNCIL IN REVIEWING YOUR QUALIFICATIONS.

THIS APPLICATION MUST BE ACCOMPANIED BY A COMPLETED AND SIGNED FAIR POLITICAL PRACTICES COMMISSION (FPPC) FORM 700. FOR MORE INFORMATION, PLEASE CONTACT THE FPPC AT (866) ASK-FPPC OR VISIT <http://www.fppc.ca.gov/Form700.html>.

**AUTHORIZATION AND RELEASE**

I understand that in connection with this application for appointment, all information contained herein and attached hereto will be made available to the general public. I further understand that if appointed, I will be required to take the oath of office and file additional financial disclosure statements.

PRINT NAME: PRARASH (CASH) ACHREKAR

SIGNATURE: \_\_\_\_\_ DATE: 11/5/2020

## RESUME

***Prakash (Cash) Achrekar***

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**INTRODUCTION:**

*A hard working, people oriented, selfless, World traveled team player, Retired Aerospace Engineer, with exceptional history of many unique accomplishments throughout his career is looking for challenging position, to improve the quality of life for everyone in his neighborhood.*

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**EDUCATION:**

<i>MSTM (Pepperdine) Technology Management</i>	2000
<i>CMfgE (Philadelphia) Manufacturing</i>	1987
<i>MBA (West Coast Univ) Business</i>	1985
<i>MS (Mich State Univ) Metallurgy</i>	1968
<i>B.Tech (Indian Inst. Of Technology) Metallurgical Engineering</i>	1967

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**POSITIONS:**

<i>Director, United Mutual of Laguna Woods Inc.</i>	2016 -- Present
<i>Real Estate Agent &amp; Owner/Broker Licensee, Professional's Broker</i>	1980 -- Present
<i>Material Science &amp; Manufacturing Forensics, Achrekar Consultants</i>	2001 -- 2016
<i>Materials &amp; Processes, The Boeing Company</i>	1984 -- 2001
<i>Materials &amp; Processes, Rockwell International</i>	1980 -- 1984
<i>Materials &amp; Processes, ORMCO Orthodontics</i>	1977 -- 1980
<i>Quality Control Manager, Industrial Alloys</i>	1975 -- 1977
<i>Metallurgical Engineer, J &amp; L Steel Company</i>	1969 -- 1975
<i>Metallurgical Engineer, Diamond Chain Company</i>	1968 -- 1969

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**ACCOMPLISHMENTS:**

*As a Director, credited for the Handyman Program for the Laguna Woods Village, Chair/member for several United Mutual's Committees, member of GRF Disaster Preparedness.*

*Credited for numerous timely & critical problem resolutions including 1<sup>st</sup> MX Missile, Space Shuttle Turbopump hardware, under severe program schedule and time constraints.*

*Led recovery of a community involved in a land slide. Owner of three US Patents*

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**GOALS:**

*Assist in making City of Laguna Woods to be known as "The best place for Senior Living."*

*Investigate innovative ways to make the City financially healthy.*

*Reduce logjams between the City and the Village in various areas by improving communication.*

LETTER OF INTEREST

Laguna Woods is one of the most unique cities in the World. It is probably the only city in the USA, where more than 95% of the population is over the age of 75. The seniors, from all echelons of life and from every corner of the World, come to reside here, occupying one of the 12,743 manors, and blend in the community of 18,900. A community such as Laguna Woods is extremely rare.

These retirees bring with them more than 500,000 many years of very diversified experiences in all areas of life. We have amongst us CEOs, CFOs, lawyers, mayors, Colonels, Artists, Actors, successful tradesmen, musicians, chefs, and so many other fields. Unfortunately, these talents end with them when they finally check out of this Gateway to Heaven.

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Most seniors want to leave a legacy, share with the next generation how they handled difficult situations. Yet, individually such knowledge transfer is difficult and rarely achieved. Yet, given a platform whereby such dissemination could be possible, this vast knowledgebase is a vast National Resource, that is yet untapped. If properly funneled, maybe such knowledge could be utilized to increase GDP at a local level. A win-win situation could be possible.

I would like to investigate how this can be achieved so that Laguna Woods' unique assets could be utilized.

Cash Achrekar

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Positions of employment and positions on governmental bodies that have only advisory powers are not subject to the incompatible public offices prohibition.

The consequence of holding an incompatible public office is that the person is "deemed to have forfeited the first office upon acceding to the second."

If you have questions about the compatibility of public offices that you hold or seek to hold, please contact the California Attorney General's Office at (916) 322-3360 or visit <https://oag.ca.gov/>.

**Application**

NAME: Edward Hong-Ting Tao

TELEPHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

REGISTERED VOTER IN THE CITY OF LAGUNA WOODS: YES  NO

OCCUPATION: Retired

NAME/ADDRESS OF PRESENT EMPLOYER (if applicable): \_\_\_\_\_

DO YOU HAVE ANY INTERESTS OR ASSOCIATIONS WHICH MIGHT PRESENT A CONFLICT OF INTEREST OR CREATE AN INCOMPATIBLE OFFICE? IF YES, PLEASE EXPLAIN.

None

LIST ANY COMMUNITY ACTIVITIES IN WHICH YOU ARE CURRENTLY INVOLVED OR HAVE BEEN INVOLVED IN THE LAST TWELVE MONTHS.

I was appointed to the Board of Directors of the Laguna Woods Civic Support Fund as a resident member. I am also a current member of the Chinese American Club of Laguna Woods Village and serve on the Board.  
Volunteer Taichi Class instructor at Florence Sylvester Center and LW Clubhous 7, now teaching on Zoom.  
In 2013, I co-started a Club (ACC: Association of Condos & Co-ops) with my wife Wei-Ming and some very experienced friends. Our main goals were to provide a platform to educate and improve the governance and attract good candidates to run or support the GRF/ Mutual Boards.

WHAT DO YOU BELIEVE TO BE THE MAIN RESPONSIBILITIES OF THE CITY COUNCIL?

I believe the City Council's main responsibilities are to appoint and supervise a City Manager and also appoint a City legal counsel. The City Council provides oversight to ensure the City Manager effectively executes the day-to-day administration of the City and implements the City Council's ordinances, regulations, and policy direction.

Others include to review and approve Budget and work plan, Investment of financial assets policy, Pavement Management Plan, and Treasurer's report; Review Employee Benefit plan; Coordinate with other agencies for various projects (i.e. Orange County Fire Authority, Library, Mosquito and Vector Control, water efficient median improvement, coastal greenbelt authority)

WHAT DO YOU BELIEVE ARE YOUR MOST IMPORTANT QUALIFICATIONS FOR A CITY COUNCIL POSITION?

I think my most important qualification is my upbringing, education, experience, training, and a positive mind set which enabled me to have the confidence that we can improve any systems for the betterment of its intended purposes provided that we trust & respect each other while working together as a team. I am amazed at the diversity and multi-cultural talents living here in our Community and would love to see more expanded cultural interfaces, sharing the best practices in the areas of city governance, as well as other areas impacting the quality of lives for the residents. With ACC, to date, we had many good candidates that contributed well to the entire Community. It is this intangible human networking system which will continue to flourish.

WHY DO YOU WISH TO SERVE AS A MEMBER OF THE CITY COUNCIL?

After the hectic, painful time with immense losses brought about by the Covid-19 Pandemic, plus the highly contested US Presidential election, I think our lives are so vulnerable, and our earth is at such a critical crossroads, it's the right time to contribute toward the healing and reconstruction of this beautiful land we call home for ourselves and the future generations. City Council can be a great place to help out.

WHAT WOULD YOU BRING BY WAY OF PERSPECTIVE OR EXPERIENCE TO THE CITY COUNCIL AND WHAT ARE YOUR GOALS FOR THE CITY DURING YOUR TERM?

I have used many tools during my work experience which can help bring about steady continuous improvement (Best Practice, Benchmarking, Kaizen/ Balance Score Cards, etc.) or quantum jump (Malcolm Baldrige Nat'l award/Six Sigma). With my MBA background, I was hoping I can contribute to the budgeting process and investment subcommittee in terms of balancing better yield with risks.

I am familiar with how this community operates. I am still running ACC Club and also on Chinese American Club board and have strong support in networking with Korean American Club for the betterment of our community for the past 10 years. I am confident our future will continue to improve when we work together as one unified diverse community

YOU MAY USE THE BACK OF THIS APPLICATION OR ADDITIONAL PAGES TO COMPLETE YOUR ANSWERS TO THE ABOVE QUESTIONS.

PLEASE ATTACH YOUR RESUME, LETTER OF INTEREST, OR ANY ADDITIONAL INFORMATION OR STATEMENTS THAT YOU FEEL WOULD BE HELPFUL TO THE CITY COUNCIL IN REVIEWING YOUR QUALIFICATIONS.

THIS APPLICATION MUST BE ACCOMPANIED BY A COMPLETED AND SIGNED FAIR POLITICAL PRACTICES COMMISSION (FPPC) FORM 700. FOR MORE INFORMATION, PLEASE CONTACT THE FPPC AT (866) ASK-FPPC OR VISIT <http://www.fppc.ca.gov/Form700.html>.

**AUTHORIZATION AND RELEASE**

I understand that in connection with this application for appointment, all information contained herein and attached hereto will be made available to the general public. I further understand that if appointed, I will be required to take the oath of office and file additional financial disclosure statements.

PRINT NAME: Edward Hong-Ting Tao

SIGNATURE: \_\_\_\_\_ DATE: 11/13 2020

## EDWARD TAO

### QUALIFICATIONS SUMMARY

Creative, results-focused **Quality Management Professional** with a proven record of responsiveness to the needs of operating units and a thorough understanding of customer satisfaction and process / product quality. 20+ years diversified quality and industrial engineering experience in the manufacturing environment. Expertise includes: supplier management ; Lean / Six Sigma; advanced quality planning & deployment; quality improvement; quality systems development (ISO/TS16949, QS-9000/ISO 9000, Baldrige)

### PROFESSIONAL EXPERIENCE

**APEX / Omnex CONSULTING**, Shanghai, China (starting Feb., 2006) 2003 - 2008  
*Comprehensive quality management consulting company*

**Senior Consultant / VP China Operations**

- Collaborated with clients to achieve results through continuous improvements, reductions in total cost of quality, new program launch enhancement, effective problem solving, and design / process FMEA, Lean systems, Six Sigma, TS16949 deployment, and other proven quality management tools.

**ARVINMERITOR**, Troy, Michigan 2001 – 2002  
*Global provider of integrated automotive systems, modules, and components for light vehicle, commercial truck, trailer, and specialty original equipment manufacturers (OEMs) and related aftermarkets*

**Director, Quality, CVS – Trailer, Suspension, Specialty Products, and Ride Control (\$240M)**

- Managed overall quality functions for company-wide quality and process improvements in 10 facilities in 5 countries.
- Reduced specialty customer defect PPM level from 40,000+ to less than 500 in under six months; recognized by a key customer as the most improved supplier.
- Revamped warranty tracking systems, partnering with European operations, to achieve reduction of warranty costs, resulting in annual savings of \$460,000.
- Managed Product Safety related campaigns, along with U.S. / Canadian operations, key customers, and suppliers, leading to improved product design and reliability, avoiding future recalls and potential costly fines.
- Improved North American product launch systems by enhancing APQP processes and conducting lessons learned sessions, resulting in more robust products and processes and reduction of internal and external failure costs.
- Organized and facilitated cross-functional workshops to apply Six Sigma processes to reduce costs and improve quality and reliability in design, manufacturing, and customer services.

**HOWARD PLATING**, Madison Heights, Michigan 2000 – 2001  
*Global leader in automotive plating technologies*

**Director, Quality Improvement (\$87M)**

- Reorganized and managed overall quality functions aimed at company-wide quality and process improvements.
- Reduced customer concerns by 45% and reduced rework hours by 28% in eight months; substantial improvements were recognized by major customers such as Honda and Toyota.

**DANA**, Auburn Hills and Rochester Hills, Michigan 1995 – 2000  
*Global leader in design, engineering, and manufacture of products for vehicle manufacturers*

**Director, Quality – Fluid System Products (\$210M) (1997-2000)**

- Managed overall quality, as change agent, working with manufacturing facilities, Customer Representatives, and management at all levels for 6 facilities in 3 countries.
- Planned and implemented continuous improvement strategies using quality as a strategic tool.

- Enhanced QS-9000 systems at all locations, including the coordination of company-wide QOS systems, and consolidation of Supplier Development Systems; participated as internal Baldrige examiner.
- Organized corporate process improvement teams to continuously enhance product and process quality to support quality improvement activities utilizing Six Sigma principles.

**Manager – Quality Systems, Echlin Automotive (1995-1997)**

- Worked with customer representatives, registrar, and management team at all levels on the planning, development, and implementation of QS-9000 based quality systems for 14 facilities in 6 countries.
- Achieved QS-9000 registration for five facilities in the PTG Division.
- Developed and conducted Internal Audit training workshops to ensure effective quality systems implementation.
- Participated with Corporate Task Force Team in the design and deployment of Cost of Quality.
- Improved training and deployment in key quality areas, including APQP and problem solving.

ABB POWER T&D COMPANY, Raleigh, North Carolina

1993 – 1994

*Global leader in power and automation technologies*

**Advisory Engineer / P.E.M.P Manager – Transmission Technology Institute (\$190M)**

- Served as senior internal consultant engaged in Six Sigma defect reduction program for 8 facilities across the U.S.; organized teams to improve business / operation process flows.
- Worked closely with key personnel in Overhead Transformer Division to reduce defects by 57%.
- Developed on-line manufacturing information systems to document key process parameters to accommodate J.I.T. conversion.

TENNECO AUTOMOTIVE, INC., Grass Lake, Michigan

1986 – 1993

*Global Tier 1 automotive supplier of ride control and emission control products and systems*

**Manufacturing Quality Manager – Walker Manufacturing Division (\$410M) (1988-1993)**

- Conducted corporate quality engineering to improve quality systems for 12 manufacturing facilities in 4 countries; coordinated company-wide ISO 9000 registration and Malcolm Baldrige national quality award application.
- Achieved FORD Q-1 rating for 2 manufacturing facilities.
- Accomplished GM's top quality rating for Canadian operations.
- Obtained ISO 9002 for a North American facility.

**Supplier Quality Assurance Manager (1986-1988)**

- Reduced purchase components defect rates by 70%; reduced supplier base by 32%.
- Achieved cost savings of \$220,000 on purchased components traceable to quality improvement.

FARLEY INDUSTRY, INC., Toledo, Ohio

1983 – 1986

*Aluminum die casting manufacturer primarily serving the automotive industry*

**Quality Engineering Supervisor / Product Manager – Doehler Jarvis Division (1985-1986)**

**Senior Industrial Engineer (1983-1985)**

## EDUCATION

**Master of Business Administration**, University of Toledo, Toledo, Ohio

**Master of Industrial Engineering**, Auburn University, Auburn, Alabama

**Bachelor of Science in Industrial Engineering**, Tunghai University, Taichung, Taiwan

## CERTIFICATES & TRAINING

- Certified Quality Engineer (CQE-178530 )
- RAB ISO 9000 Lead Auditor (Certification Q03557)
- Dana Corporation certified Malcolm Baldrige National Quality Award Examiner (1997-2000)

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Positions of employment and positions on governmental bodies that have only advisory powers are not subject to the incompatible public offices prohibition.

The consequence of holding an incompatible public office is that the person is "deemed to have forfeited the first office upon acceding to the second."

If you have questions about the compatibility of public offices that you hold or seek to hold, please contact the California Attorney General's Office at (916) 322-3360 or visit <https://oag.ca.gov/>.

RECEIVED

**Application**

NOV 16 2020

NAME: Judith P. TROUTMAN

City Clerk  
City of Laguna Woods

TELEPHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

REGISTERED VOTER IN THE CITY OF LAGUNA WOODS: YES  NO

OCCUPATION: Community Volunteer

NAME/ADDRESS OF PRESENT EMPLOYER (if applicable): N/A

DO YOU HAVE ANY INTERESTS OR ASSOCIATIONS WHICH MIGHT PRESENT A CONFLICT OF INTEREST OR CREATE AN INCOMPATIBLE OFFICE? IF YES, PLEASE EXPLAIN.

[Empty box for conflict of interest explanation]

LIST ANY COMMUNITY ACTIVITIES IN WHICH YOU ARE CURRENTLY INVOLVED OR HAVE BEEN INVOLVED IN THE LAST TWELVE MONTHS.

- GRF BOARD OF DIRECTORS  
- LAGUNA WOODS VILLAGE DISASTER PREPAREDNESS TASK FORCE - Sub Committee CHAIR ON Cyber-Terrorism  
- SALSA CLUB PRESIDENT (Seniors for Active Living)  
- HOSPICE VOLUNTEER CARE SOCIAL ACTIVITY  
MEMORIAL CARE  
- EUCHARISTIC MINISTER - ST NICHOLAS CHURCH AND SADDLEBACK MC

WHAT DO YOU BELIEVE TO BE THE MAIN RESPONSIBILITIES OF THE CITY COUNCIL?

Council Members represent its constituents by preparing, passing and ratifying laws and ordinances that support the needs of the City. They balance the City Budget, work with partnered agencies and neighboring cities when needed. The Council is **responsible to protect the City as a whole** by overseeing the commercial entities that serve the community, making sure our residents, constituents and city visitors are safe and protected, while feeling welcome to live and visit here.

WHAT DO YOU BELIEVE ARE YOUR MOST IMPORTANT QUALIFICATIONS FOR A CITY COUNCIL POSITION?

One important qualification is my experience serving the public. I have been serving on governing Boards in the Village for nine years. I am experienced at functioning as part of a legislative body that makes decisions to improve and protect the health and wellbeing of its citizens. **The most important** qualification is that I am a **Team Player**. A Military Veteran knows what it takes to complete a mission. I believe in synergy. I believe in equality for all. My race or gender should not define me or be considered over my qualifications.

WHY DO YOU WISH TO SERVE AS A MEMBER OF THE CITY COUNCIL?

I would be humbled at the opportunity to continue to serve this community from a different perspective. I believe this would complete the nurturing of the community as a whole, using both perspectives. I know I am qualified. I want to be a part of this professional team that loves this City as much as I do. I want to work with you. I hope you will want to work with me.

WHAT WOULD YOU BRING BY WAY OF PERSPECTIVE OR EXPERIENCE TO THE CITY COUNCIL AND WHAT ARE YOUR GOALS FOR THE CITY DURING YOUR TERM?

Working closely with the residents and governing bodies all these years may give me an advantage over most. Being an independent thinker, analyst and successful communicator allows me to look at all sides of any issue. I know how to serve the people from inside the gates. Now, I would like to balance that ability to serve, by using that knowledge to work from the commercial side. Past knowledge and experience coupled with city governance is a winning combination.

YOU MAY USE THE BACK OF THIS APPLICATION OR ADDITIONAL PAGES TO COMPLETE YOUR ANSWERS TO THE ABOVE QUESTIONS.

PLEASE ATTACH YOUR RESUME, LETTER OF INTEREST, OR ANY ADDITIONAL INFORMATION OR STATEMENTS THAT YOU FEEL WOULD BE HELPFUL TO THE CITY COUNCIL IN REVIEWING YOUR QUALIFICATIONS.

THIS APPLICATION MUST BE ACCOMPANIED BY A COMPLETED AND SIGNED FAIR POLITICAL PRACTICES COMMISSION (FPPC) FORM 700. FOR MORE INFORMATION, PLEASE CONTACT THE FPPC AT (866) ASK-FPPC OR VISIT <http://www.fppc.ca.gov/Form700.html>.

**AUTHORIZATION AND RELEASE**

**I understand that in connection with this application for appointment, all information contained herein and attached hereto will be made available to the general public. I further understand that if appointed, I will be required to take the oath of office and file additional financial disclosure statements.**

PRINT NAME: Judith P. Troutman

SIGNATURE: [Handwritten Signature] DATE: NOV 13, 2020

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ITEM 7.1 - Attachment D

The consequence of holding an incompatible public office is that the person is "deemed to have forfeited the first office upon acceding to the second."

If you have questions about the compatibility of public offices that you hold or seek to hold, please contact the California Attorney General's Office at (916) 322-3360 or visit <https://oag.ca.gov/>.

Application

NAME: Dr. Frances M. Williams

TELEPHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

REGISTERED VOTER IN THE CITY OF LAGUNA WOODS: YES  NO

OCCUPATION: College Professor/Psychotherapist - Retired

NAME/ADDRESS OF PRESENT EMPLOYER (if applicable): N/A

DO YOU HAVE ANY INTERESTS OR ASSOCIATIONS WHICH MIGHT PRESENT A CONFLICT OF INTEREST OR CREATE AN INCOMPATIBLE OFFICE? IF YES, PLEASE EXPLAIN.

None

LIST ANY COMMUNITY ACTIVITIES IN WHICH YOU ARE CURRENTLY INVOLVED OR HAVE BEEN INVOLVED IN THE LAST TWELVE MONTHS.

1. Civic Support Fund Board of Directors L.W.
2. African American Heritage Club - Founder
3. Democrat Club of Laguna Woods
4. Orange County Grand Jury
5. Alpha Kappa Alpha Sorority Inc.
6. National Coalition of 100 Black Women - OC

WHAT DO YOU BELIEVE TO BE THE MAIN RESPONSIBILITIES OF THE CITY COUNCIL?

Main responsibilities of City Council

1. Oversee all municipal functions
2. Represent residents in all government matters
3. Maintain principal role in maintaining communities
4. Support community development.

WHAT DO YOU BELIEVE ARE YOUR MOST IMPORTANT QUALIFICATIONS FOR A CITY COUNCIL POSITION?

My most important qualifications:

1. Ability to communicate with diverse populations both within and outside our community.
2. Extensive knowledge and experience working in OC government.
3. Willingness and capacity to lead or follow as needed for the good of community.

WHY DO YOU WISH TO SERVE AS A MEMBER OF THE CITY COUNCIL?

I wish to serve as a continuation of my passion to be a part of local government. It is my wish also to insure our city has as broad a perspective in its governance as possible.

WHAT WOULD YOU BRING BY WAY OF PERSPECTIVE OR EXPERIENCE TO THE CITY COUNCIL AND WHAT ARE YOUR GOALS FOR THE CITY DURING YOUR TERM?

I would bring a body of work and experience that gives added dimension and perspective to decision making to the municipal body.

Goals for the city are basically twofold:

1. Help residents distinguish between Laguna Woods City and Laguna Woods Village.
2. Help city become national model for harmonious living among diverse population of residents.

ITEM 7.1 - Attachment D

PLEASE ATTACH YOUR RESUME, LETTER OF INTEREST, OR ANY ADDITIONAL INFORMATION OR STATEMENTS THAT YOU FEEL WOULD BE HELPFUL TO THE CITY COUNCIL IN REVIEWING YOUR QUALIFICATIONS.

THIS APPLICATION MUST BE ACCOMPANIED BY A COMPLETED AND SIGNED FAIR POLITICAL PRACTICES COMMISSION (FPPC) FORM 700. FOR MORE INFORMATION, PLEASE CONTACT THE FPPC AT (866) ASK-FPPC OR VISIT <http://www.fppc.ca.gov/Form700.html>.

AUTHORIZATION AND RELEASE

I understand that in connection with this application for appointment, all information contained herein and attached hereto will be made available to the general public. I further understand that if appointed, I will be required to take the oath of office and file additional financial disclosure statements.

PRINT NAME: Frances Marabou Williams

SIGNATURE: \_\_\_\_\_ DATE: Nov. 12, 2020

Resume

From: frances williams

To:

Date: Wednesday, November 11, 2020, 07:49 PM PST

Community Service Vitae

Personal

Dr. Frances M. Williams

Education

B.A. Psychology; M.S. Community Clinical Psychology; CSULB  
Ed.D. Higher Education; Nova Southeastern University; Ft. Lauderdale, Fla.

Licenses/Certifications with California State:

University and College Instructor, Life  
Community College Administrator, Life  
Community College Counselor, Life  
Foster Care Administration

Orange County Work Experience:

Dean Weekend College; Rancho Santiago Community College  
Psychology Professor; Santa Ana College; CSULB; Chapman University;  
Owner/Executive Director Williams Institute, Residential treatment center,  
Owner/Principal Consultant Marabou, Creative Experiences in Education.

Community Service Appointments:

Santiago Library System, appointed by Supervisor Roger Stanton  
Multicultural Committee, appointed by Supervisor Harriett Weider  
Bowers Museum Board of Directors Black Cultural Council  
City of Santa Ana Personnel Board  
City of Santa Ana Planning Commission  
OC Human Relations Commission  
Los Rancho Presbytery Committee on Representation  
Member, Geneva Presbyterian Church  
Sorooptimist International Santa Ana Tustin  
Alpha Kappa Alpha Sorority Inc.

OC Mental Health Board of Directors  
Founded African American Heritage Club of Laguna Woods  
Served one term on OC Grand Jury and one term with California  
State Grand Jury Association.

#### Publications

Multicultural Resource Guide, Santiago Library System, OC  
Profiles in Culture, Diversity Handbook, Rancho Santiago College  
Fostering Children of Ethnic Backgrounds Different from Your Own,  
California State Department of Social Service

Dr. Fran, widowed by her Aerospace husband of 35 years,  
presently lives in Laguna Woods and dedicates most of  
her time entertaining family of one son and daughter and  
her two grandkids one granddaughter, and one grandson.  
A former Opera Singer, Dr. Fran is passionate about music,  
board games, concerts, reading, community service and travel.

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## 7.2 GENERAL MUNICIPAL ELECTION

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**RESOLUTION NO. 20-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, RECITING THE FACTS OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 3, 2020 AND DECLARING THE RESULTS AND SUCH OTHER MATTERS AS PROVIDED BY LAW

**WHEREAS**, a General Municipal Election was held and conducted in the City of Laguna Woods, California, on Tuesday, November 3, 2020 (“Election”), in accordance with applicable law; and

**WHEREAS**, notice of the Election was given in time, form, and manner as provided by law; voting precincts were properly established; election officers were appointed; and, in all respects the Election was held and conducted and the votes were cast, received, and canvassed and the returns made and declared in time, form, and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

**WHEREAS**, the County of Orange Registrar of Voters canvassed the returns of the Election and has certified the results to this City Council, which are attached and made a part hereof as exhibits A, B, and C.

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

**SECTION 1.** The total number of ballots cast in the General Municipal Election held on November 3, 2020 (“Election”) was as follows:

Election Day Vote Center Ballots Cast:	947
Vote-by-Mail Ballots Cast:	12,915
Total Ballots Cast:	13,862

**SECTION 2.** The names of persons voted for at the Election for Member of the City Council were as follows:

Judith P. Troutman  
Noel Hatch  
Shari L. Horne

Cynthia Conners  
Kathryn Robbins

**SECTION 3.** The City Council does declare and determine as follows:

1. That Cynthia Conners was elected as Member of the City Council for the full term of four years;
2. That Noel Hatch was elected as Member of the City Council for the full term of four years; and
3. That Shari L. Horne was elected as Member of the City Council for the full term of four years.

The number of votes given at each precinct and the number of votes given in the city to each of the persons named in Section 2 for the respective offices for which the persons were candidates are listed in exhibits A and B.

**SECTION 4.** The City Clerk shall enter on the records of the City Council of the City, a statement of the results of the Election, showing:

1. The whole number of votes cast in the city;
2. The names of the persons voted for;
3. For what office each person was voted for;
4. The number of votes given at each precinct to each person; and
5. The number of votes given in the city to each person.

**SECTION 5.** The City Clerk shall immediately make and deliver to each of the persons so elected a Certificate of Election signed by the City Clerk and authenticated. The City Clerk, or his/her/their designee, shall also administer to each person elected the oath of office prescribed in the Constitution of the State of California and shall have them subscribe to it and file it in the office of the City Clerk. Each and all of the persons so elected shall be inducted into the respective office to which they have been elected following the administration of the oath of office, and may enter upon the duties of such office upon the filing of the prescribed oath with the City Clerk, as provided under California Government Code Section 36507.

**SECTION 6.** At the Election, ballots were also cast in response to Measure V (City of Laguna Woods Advisory Measure on Marijuana Dispensaries), an advisory measure (advisory vote) that asked: “Should the City of Laguna Woods allow the establishment and operation of marijuana dispensaries offering the retail

sale of medical and non-medical marijuana in commercial zoning districts within the City of Laguna Woods city limits?" Possible responses were "Yes" or "No."

**SECTION 7.** With respect to Measure V (City of Laguna Woods Advisory Measure on Marijuana Dispensaries), the City Council does declare and determine as follows:

1. That 6,651 ballots were cast for "Yes"; and
2. That 6,426 ballots were cast for "No."

The number of votes given at each precinct and the number of votes given in the city for and against Measure V are listed in exhibits A and C.

In accordance with California Elections Code Section 9603(c), the results of Measure V are an indication of general voter opinion regarding the ballot proposal and are in no manner controlling on the City Council.

**SECTION 8.** With respect to Measure V (City of Laguna Woods Advisory Measure on Marijuana Dispensaries), the City Clerk shall enter on the records of the City Council of the City, a statement of the results of the Election, showing:

1. The whole number of votes cast in the city;
2. The measures voted upon;
3. The number of votes given at each precinct for and against each measure; and
4. The number of votes given in the city for and against each measure.

**SECTION 9.** The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2020.

---

NOEL HATCH, Mayor

ATTEST:

---

YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 20-XX** was duly adopted by the City Council of the City of Laguna Woods at a special meeting thereof, held on the XX day of XX 2020, by the following vote:

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

---

YOLIE TRIPPY, CMC, City Clerk

CERTIFIED STATEMENT OF THE VOTES CAST

at the

PRESIDENTIAL GENERAL ELECTION

NOVEMBER 3, 2020

in the

County of Orange, State of California

FILED \_\_\_\_\_, 2020

ALEX PADILLA, SECRETARY OF STATE

BY \_\_\_\_\_ DEPUTY

State of California)

) ss

County of Orange)

*I, Neal Kelley, Registrar of Voters of Orange County, do hereby certify that, in pursuance to the provisions of Elections Code Section 15300, et. seq., the within is a true and correct statement of the votes cast in this county at the Presidential General Election, as determined by the canvass of the returns of said election.*

WITNESS my hand and Official Seal

THIS 25th DAY OF November 2020

, REGISTRAR OF VOTERS





CITY OF LAGUNA WOODS Member, City Council

Cumulative Totals								
Precinct	Registration	Ballots Cast	Turnout (%)	JUDITH P. TROUTMAN	NOEL HATCH	SHARI L HORNE	CYNTHIA CONNERS	KATHRYN ROBBINS
25230	1,255	1,181	94.1	342	633	557	547	340
25231	2,267	2,138	94.3	646	1,059	982	1,008	580
25234	3,024	2,816	93.1	774	1,230	1,146	1,161	812
25237	245	221	90.2	64	113	95	98	48
25282	3,242	2,998	92.5	893	1,362	1,318	1,235	880
25371	69	50	72.5	10	19	17	17	7
25377	142	124	87.3	42	64	57	55	34
25381	0	0	0.0	0	0	0	0	0
25382	653	579	88.7	162	250	211	241	146
25385	3,527	3,260	92.4	896	1,380	1,301	1,188	990
25391	532	495	93.0	155	233	232	242	123
<b>Early Vote Center Totals</b>	14,956	0	0.0	0	0	0	0	0
<b>Election Day Vote Center Totals</b>	14,956	947	6.3	250	336	274	232	434
<b>Vote by Mail Totals</b>	14,956	12,915	86.4	3,734	6,007	5,642	5,560	3,526
<b>Grand Totals</b>	14,956	13,862	92.7	3,984	6,343	5,916	5,792	3,960

CITY OF LAGUNA WOODS Member, City Council

Early Vote Center Totals

District	Registration	Ballots Cast	Turnout (%)	JUDITH P. TROUTMAN	NOEL HATCH	SHARI L HORNE	CYNTHIA CONNERS	KATHRYN ROBBINS
Orange County	14,956	0	0.0	0	0	0	0	0
Orange County	14,956	0	0.0	0	0	0	0	0
45th Congressional District	14,956	0	0.0	0	0	0	0	0
48th Congressional District	0	0	0.0	0	0	0	0	0
37th Senate District	14,956	0	0.0	0	0	0	0	0
74th Assembly District	14,956	0	0.0	0	0	0	0	0
5th Supervisorial District	14,956	0	0.0	0	0	0	0	0
Laguna Woods	14,956	0	0.0	0	0	0	0	0
State Board of Equalization (4th District)	14,956	0	0.0	0	0	0	0	0
County Board of Education Trustee Area 5	14,956	0	0.0	0	0	0	0	0
South Orange County Community College District	14,956	0	0.0	0	0	0	0	0
South Orange County Community College District Trustee Area 3	0	0	0.0	0	0	0	0	0
South Orange County Community College District Trustee Area 5	14,956	0	0.0	0	0	0	0	0
Capistrano Unified School District	142	0	0.0	0	0	0	0	0
Capistrano Unified School District Trustee Area 5	142	0	0.0	0	0	0	0	0
Laguna Beach Unified School District	532	0	0.0	0	0	0	0	0
Saddleback Valley Unified School District	14,282	0	0.0	0	0	0	0	0
Saddleback Valley Unif Sch Dist Trustee Area 1	7,947	0	0.0	0	0	0	0	0
Saddleback Valley Unif Sch Dist Trustee Area 2	6,335	0	0.0	0	0	0	0	0
Municipal Water District of Orange County	14,956	0	0.0	0	0	0	0	0
Municipal Water District of Orange County Div 5	14,956	0	0.0	0	0	0	0	0
El Toro Water District	14,956	0	0.0	0	0	0	0	0
Irvine Ranch Water District	0	0	0.0	0	0	0	0	0
Irvine Ranch Water Dist - Div 3	0	0	0.0	0	0	0	0	0
<b>Early Vote Center Totals</b>	<b>14,956</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

CITY OF LAGUNA WOODS Member, City Council

Election Day Vote Center Totals

District	Registration	Ballots Cast	Turnout (%)	JUDITH P. TROUTMAN	NOEL HATCH	SHARI L HORNE	CYNTHIA CONNERS	KATHRYN ROBBINS
Orange County	14,956	947	6.3	250	336	274	232	434
Orange County	14,956	947	6.3	250	336	274	232	434
45th Congressional District	14,956	947	6.3	250	336	274	232	434
48th Congressional District	0	0	0.0	0	0	0	0	0
37th Senate District	14,956	947	6.3	250	336	274	232	434
74th Assembly District	14,956	947	6.3	250	336	274	232	434
5th Supervisorial District	14,956	947	6.3	250	336	274	232	434
Laguna Woods	14,956	947	6.3	250	336	274	232	434
State Board of Equalization (4th District)	14,956	947	6.3	250	336	274	232	434
County Board of Education Trustee Area 5	14,956	947	6.3	250	336	274	232	434
South Orange County Community College District	14,956	947	6.3	250	336	274	232	434
South Orange County Community College District Trustee Area 3	0	0	0.0	0	0	0	0	0
South Orange County Community College District Trustee Area 5	14,956	947	6.3	250	336	274	232	434
Capistrano Unified School District	142	8	5.6	4	2	1	2	4
Capistrano Unified School District Trustee Area 5	142	8	5.6	4	2	1	2	4
Laguna Beach Unified School District	532	31	5.8	7	12	9	9	16
Saddleback Valley Unified School District	14,282	908	6.4	239	322	264	221	414
Saddleback Valley Unif Sch Dist Trustee Area 1	7,947	500	6.3	125	181	138	117	224
Saddleback Valley Unif Sch Dist Trustee Area 2	6,335	408	6.4	114	141	126	104	190
Municipal Water District Of Orange County	14,956	947	6.3	250	336	274	232	434
Municipal Water District of Orange County Div 5	14,956	947	6.3	250	336	274	232	434
El Toro Water District	14,956	947	6.3	250	336	274	232	434
Irvine Ranch Water District	0	0	0.0	0	0	0	0	0
Irvine Ranch Water Dist - Div 3	0	0	0.0	0	0	0	0	0
<b>Election Day Vote Center Totals</b>	14,956	947	6.3	250	336	274	232	434

CITY OF LAGUNA WOODS Member, City Council

Vote by Mail Totals

District	Registration	Ballots Cast	Turnout (%)	JUDITH P. TROUTMAN	NOEL HATCH	SHARI L HORNE	CYNTHIA CONNERS	KATHRYN ROBBINS
Orange County	14,956	12,915	86.4	3734	6007	5642	5560	3526
Orange County	14,956	12,915	86.4	3734	6007	5642	5560	3526
45th Congressional District	14,956	12,915	86.4	3734	6007	5642	5560	3526
48th Congressional District	0	0	0.0	0	0	0	0	0
37th Senate District	14,956	12,915	86.4	3734	6007	5642	5560	3526
74th Assembly District	14,956	12,915	86.4	3734	6007	5642	5560	3526
5th Supervisorial District	14,956	12,915	86.4	3734	6007	5642	5560	3526
Laguna Woods	14,956	12,915	86.4	3734	6007	5642	5560	3526
State Board of Equalization (4th District)	14,956	12,915	86.4	3734	6007	5642	5560	3526
County Board of Education Trustee Area 5	14,956	12,915	86.4	3734	6007	5642	5560	3526
South Orange County Community College District	14,956	12,915	86.4	3734	6007	5642	5560	3526
South Orange County Community College District Trustee Area 3	0	0	0.0	0	0	0	0	0
South Orange County Community College District Trustee Area 5	14,956	12,915	86.4	3734	6007	5642	5560	3526
Capistrano Unified School District	142	116	81.7	38	62	56	53	30
Capistrano Unified School District Trustee Area 5	142	116	81.7	38	62	56	53	30
Laguna Beach Unified School District	532	464	87.2	148	221	223	233	107
Saddleback Valley Unified School District	14,282	12,335	86.4	3548	5724	5363	5274	3389
Saddleback Valley Unif Sch Dist Trustee Area 1	7,947	6,879	86.6	1985	3254	3008	2965	1880
Saddleback Valley Unif Sch Dist Trustee Area 2	6,335	5,456	86.1	1563	2470	2355	2309	1509
Municipal Water District Of Orange County	14,956	12,915	86.4	3734	6007	5642	5560	3526
Municipal Water District of Orange County Div 5	14,956	12,915	86.4	3734	6007	5642	5560	3526
El Toro Water District	14,956	12,915	86.4	3734	6007	5642	5560	3526
Irvine Ranch Water District	0	0	0.0	0	0	0	0	0
Irvine Ranch Water Dist - Div 3	0	0	0.0	0	0	0	0	0
<b>Vote by Mail Totals</b>	<b>14,956</b>	<b>12,915</b>	<b>86.4</b>	<b>3,734</b>	<b>6,007</b>	<b>5,642</b>	<b>5,560</b>	<b>3,526</b>

CITY OF LAGUNA WOODS Member, City Council

Grand Totals

District	Registration	Ballots Cast	Turnout (%)	JUDITH P. TROUTMAN	NOEL HATCH	SHARI L HORNE	CYNTHIA CONNERS	KATHRYN ROBBINS
Orange County	14,956	13,862	92.7	3984	6343	5916	5792	3960
Orange County	14,956	13,862	92.7	3984	6343	5916	5792	3960
45th Congressional District	14,956	13,862	92.7	3984	6343	5916	5792	3960
48th Congressional District	0	0	0.0	0	0	0	0	0
37th Senate District	14,956	13,862	92.7	3984	6343	5916	5792	3960
74th Assembly District	14,956	13,862	92.7	3984	6343	5916	5792	3960
5th Supervisorial District	14,956	13,862	92.7	3984	6343	5916	5792	3960
Laguna Woods	14,956	13,862	92.7	3984	6343	5916	5792	3960
State Board of Equalization (4th District)	14,956	13,862	92.7	3984	6343	5916	5792	3960
County Board of Education Trustee Area 5	14,956	13,862	92.7	3984	6343	5916	5792	3960
South Orange County Community College District	14,956	13,862	92.7	3984	6343	5916	5792	3960
South Orange County Community College District Trustee Area 3	0	0	0.0	0	0	0	0	0
South Orange County Community College District Trustee Area 5	14,956	13,862	92.7	3984	6343	5916	5792	3960
Capistrano Unified School District	142	124	87.3	42	64	57	55	34
Capistrano Unified School District Trustee Area 5	142	124	87.3	42	64	57	55	34
Laguna Beach Unified School District	532	495	93.0	155	233	232	242	123
Saddleback Valley Unified School District	14,282	13,243	92.7	3787	6046	5627	5495	3803
Saddleback Valley Unif Sch Dist Trustee Area 1	7,947	7,379	92.9	2110	3435	3146	3082	2104
Saddleback Valley Unif Sch Dist Trustee Area 2	6,335	5,864	92.6	1677	2611	2481	2413	1699
Municipal Water District Of Orange County	14,956	13,862	92.7	3984	6343	5916	5792	3960
Municipal Water District of Orange County Div 5	14,956	13,862	92.7	3984	6343	5916	5792	3960
El Toro Water District	14,956	13,862	92.7	3984	6343	5916	5792	3960
Irvine Ranch Water District	0	0	0.0	0	0	0	0	0
Irvine Ranch Water Dist - Div 3	0	0	0.0	0	0	0	0	0
<b>Early Vote Center Totals</b>	14,956	0	0.0	0	0	0	0	0
<b>Election Day Vote Center Totals</b>	14,956	947	6.3	250	336	274	232	434
<b>Vote by Mail Totals</b>	14,956	12,915	86.4	3,734	6,007	5,642	5,560	3,526
<b>Grand Totals</b>	14,956	13,862	92.7	3,984	6,343	5,916	5,792	3,960

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V-City of Laguna Woods

Cumulative Totals					
Precinct	Registration	Ballots Cast	Turnout (%)	Yes	No
25230	1,255	1,181	94.1	554	563
25231	2,267	2,138	94.3	1,049	995
25234	3,024	2,816	93.1	1,359	1,286
25237	245	221	90.2	115	86
25282	3,242	2,998	92.5	1,470	1,369
25371	69	50	72.5	15	23
25377	142	124	87.3	64	55
25381	0	0	0.0	0	0
25382	653	579	88.7	252	279
25385	3,527	3,260	92.4	1,523	1,548
25391	532	495	93.0	250	222
<b>Early Vote Center Totals</b>	14,956	0	0.0	0	0
<b>Election Day Vote Center Totals</b>	14,956	947	6.3	363	526
<b>Vote by Mail Totals</b>	14,956	12,915	86.4	6,288	5,900
<b>Grand Totals</b>	14,956	13,862	92.7	6,651	6,426

V-City of Laguna Woods

Early Vote Center Totals

District	Registration	Ballots Cast	Turnout (%)	Yes	No
Orange County	14,956	0	0.0	0	0
Orange County	14,956	0	0.0	0	0
45th Congressional District	14,956	0	0.0	0	0
48th Congressional District	0	0	0.0	0	0
37th Senate District	14,956	0	0.0	0	0
74th Assembly District	14,956	0	0.0	0	0
5th Supervisorial District	14,956	0	0.0	0	0
Laguna Woods	14,956	0	0.0	0	0
State Board of Equalization (4th District)	14,956	0	0.0	0	0
County Board of Education Trustee Area 5	14,956	0	0.0	0	0
South Orange County Community College District	14,956	0	0.0	0	0
South Orange County Community College District Trustee Area 3	0	0	0.0	0	0
South Orange County Community College District Trustee Area 5	14,956	0	0.0	0	0
Capistrano Unified School District	142	0	0.0	0	0
Capistrano Unified School District Trustee Area 5	142	0	0.0	0	0
Laguna Beach Unified School District	532	0	0.0	0	0
Saddleback Valley Unified School District	14,282	0	0.0	0	0
Saddleback Valley Unif Sch Dist Trustee Area 1	7,947	0	0.0	0	0
Saddleback Valley Unif Sch Dist Trustee Area 2	6,335	0	0.0	0	0
Municipal Water District Of Orange County	14,956	0	0.0	0	0
Municipal Water District of Orange County Div 5	14,956	0	0.0	0	0
El Toro Water District	14,956	0	0.0	0	0
Irvine Ranch Water District	0	0	0.0	0	0
Irvine Ranch Water Dist - Div 3	0	0	0.0	0	0
<b>Early Vote Center Totals</b>	14,956	0	0.0	0	0

V-City of Laguna Woods

Election Day Vote Center Totals

District	Registration	Ballots Cast	Turnout (%)	Yes	No
Orange County	14,956	947	6.3	363	526
Orange County	14,956	947	6.3	363	526
45th Congressional District	14,956	947	6.3	363	526
48th Congressional District	0	0	0.0	0	0
37th Senate District	14,956	947	6.3	363	526
74th Assembly District	14,956	947	6.3	363	526
5th Supervisorial District	14,956	947	6.3	363	526
Laguna Woods	14,956	947	6.3	363	526
State Board of Equalization (4th District)	14,956	947	6.3	363	526
County Board of Education Trustee Area 5	14,956	947	6.3	363	526
South Orange County Community College District	14,956	947	6.3	363	526
South Orange County Community College District Trustee Area 3	0	0	0.0	0	0
South Orange County Community College District Trustee Area 5	14,956	947	6.3	363	526
Capistrano Unified School District	142	8	5.6	3	5
Capistrano Unified School District Trustee Area 5	142	8	5.6	3	5
Laguna Beach Unified School District	532	31	5.8	15	15
Saddleback Valley Unified School District	14,282	908	6.4	345	506
Saddleback Valley Unif Sch Dist Trustee Area 1	7,947	500	6.3	196	279
Saddleback Valley Unif Sch Dist Trustee Area 2	6,335	408	6.4	149	227
Municipal Water District Of Orange County	14,956	947	6.3	363	526
Municipal Water District of Orange County Div 5	14,956	947	6.3	363	526
El Toro Water District	14,956	947	6.3	363	526
Irvine Ranch Water District	0	0	0.0	0	0
Irvine Ranch Water Dist - Div 3	0	0	0.0	0	0
<b>Election Day Vote Center Totals</b>	14,956	947	6.3	363	526

V-City of Laguna Woods

Vote by Mail  
Totals

District	Registration	Ballots Cast	Turnout (%)	Yes	No
Orange County	14,956	12,915	86.4	6288	5900
Orange County	14,956	12,915	86.4	6288	5900
45th Congressional District	14,956	12,915	86.4	6288	5900
48th Congressional District	0	0	0.0	0	0
37th Senate District	14,956	12,915	86.4	6288	5900
74th Assembly District	14,956	12,915	86.4	6288	5900
5th Supervisorial District	14,956	12,915	86.4	6288	5900
Laguna Woods	14,956	12,915	86.4	6288	5900
State Board of Equalization (4th District)	14,956	12,915	86.4	6288	5900
County Board of Education Trustee Area 5	14,956	12,915	86.4	6288	5900
South Orange County Community College District	14,956	12,915	86.4	6288	5900
South Orange County Community College District Trustee Area 3	0	0	0.0	0	0
South Orange County Community College District Trustee Area 5	14,956	12,915	86.4	6288	5900
Capistrano Unified School District	142	116	81.7	61	50
Capistrano Unified School District Trustee Area 5	142	116	81.7	61	50
Laguna Beach Unified School District	532	464	87.2	235	207
Saddleback Valley Unified School District	14,282	12,335	86.4	5992	5643
Saddleback Valley Unif Sch Dist Trustee Area 1	7,947	6,879	86.6	3297	3192
Saddleback Valley Unif Sch Dist Trustee Area 2	6,335	5,456	86.1	2695	2451
Municipal Water District Of Orange County	14,956	12,915	86.4	6288	5900
Municipal Water District of Orange County Div 5	14,956	12,915	86.4	6288	5900
El Toro Water District	14,956	12,915	86.4	6288	5900
Irvine Ranch Water District	0	0	0.0	0	0
Irvine Ranch Water Dist - Div 3	0	0	0.0	0	0
<b>Vote by Mail Totals</b>	14,956	12,915	86.4	6,288	5,900

V-City of Laguna Woods

Grand Totals

District	Registration	Ballots Cast	Turnout (%)	Yes	No
Orange County	14,956	13,862	92.7	6651	6426
Orange County	14,956	13,862	92.7	6651	6426
45th Congressional District	14,956	13,862	92.7	6651	6426
48th Congressional District	0	0	0.0	0	0
37th Senate District	14,956	13,862	92.7	6651	6426
74th Assembly District	14,956	13,862	92.7	6651	6426
5th Supervisorial District	14,956	13,862	92.7	6651	6426
Laguna Woods	14,956	13,862	92.7	6651	6426
State Board of Equalization (4th District)	14,956	13,862	92.7	6651	6426
County Board of Education Trustee Area 5	14,956	13,862	92.7	6651	6426
South Orange County Community College District	14,956	13,862	92.7	6651	6426
South Orange County Community College District Trustee Area 3	0	0	0.0	0	0
South Orange County Community College District Trustee Area 5	14,956	13,862	92.7	6651	6426
Capistrano Unified School District	142	124	87.3	64	55
Capistrano Unified School District Trustee Area 5	142	124	87.3	64	55
Laguna Beach Unified School District	532	495	93.0	250	222
Saddleback Valley Unified School District	14,282	13,243	92.7	6337	6149
Saddleback Valley Unif Sch Dist Trustee Area 1	7,947	7,379	92.9	3493	3471
Saddleback Valley Unif Sch Dist Trustee Area 2	6,335	5,864	92.6	2844	2678
Municipal Water District Of Orange County	14,956	13,862	92.7	6651	6426
Municipal Water District of Orange County Div 5	14,956	13,862	92.7	6651	6426
El Toro Water District	14,956	13,862	92.7	6651	6426
Irvine Ranch Water District	0	0	0.0	0	0
Irvine Ranch Water Dist - Div 3	0	0	0.0	0	0
<b>Early Vote Center Totals</b>	14,956	0	0.0	0	0
<b>Election Day Vote Center Totals</b>	14,956	947	6.3	363	526
<b>Vote by Mail Totals</b>	14,956	12,915	86.4	6,288	5,900
<b>Grand Totals</b>	14,956	13,862	92.7	6,651	6,426

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