

# CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting  
Wednesday, May 15, 2024  
2:00 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



Annie McCary  
Councilmember

Carol Moore  
Councilmember

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

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

Public Comments/Testimony: The City accepts public comments/testimony in-person and in writing. For more information, please refer to page three of this agenda.

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

Regular and Adjourned Regular Meetings: Pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act, the City of Laguna Woods posts agendas 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. 24-08, at least 72 hours in advance of regular and adjourned regular meetings. Agendas and agenda materials are available at Laguna Woods City Hall during normal business hours and on the City’s website. Printed copies of agendas and agenda materials are provided at no charge in advance of meetings. After meetings have occurred, a per page fee is charged for printed copies.

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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. 24-08, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.

/s/ Yolie Trippy  
YOLIE TRIPPY, CMC, City Clerk

5/10/24  
Date

## **OPTIONS FOR PUBLIC COMMENTS/TESTIMONY**

### **1. In-Person**

Members of the public wishing to address the City Council on items appearing on this agenda are advised to indicate their interest in doing so by submitting a speaker card to City staff or proceeding to the podium, one-by-one, at the time an item is considered.

Members of the public wishing to address the City Council on items *not* appearing on this agenda may do so during Item V.

Each speaker will have the opportunity to speak for up to three minutes once per agenda item, unless otherwise allowed by the City Council.

Speakers are requested, but not required, to identify themselves, both on speaker cards and in comments/testimony. Speakers are advised that their names and any information submitted on speaker cards or otherwise provided in writing to the City may be disclosed or become a matter of public record. No speaker should expect privacy of such information.

### **2. In Writing**

Written public comments/testimony may be delivered to Laguna Woods City Hall (24264 El Toro Road, Laguna Woods, CA 92637) or sent via email ([cityhall@cityoflagunawoods.org](mailto:cityhall@cityoflagunawoods.org)) provided that they are received by the City prior to 2:00 p.m. on the day of this meeting.

Written public comments/testimony will be provided to the City Council and included in the City Clerk's written record of this meeting.

Parties submitting written public comments/testimony are requested, but not required, to identify themselves. Parties are advised that their names, email addresses, and any information submitted in writing to the City may be disclosed or become a matter of public record. No party should expect privacy of such information.

## **STREAM THIS MEETING ONLINE**

This meeting will be live streamed on Zoom (audio and/or video).

- Visit [www.zoom.us](http://www.zoom.us)
- Click on "Join" toward the top right of the webpage
- Enter the following meeting ID: 879 2838 6843
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 196641
- Enter a name and email address as required by Zoom

Please note that information you enter into Zoom may be publicly visible and/or visible to the City. No party should expect privacy of such information.

## **I. CALL TO ORDER**

### Introductory Notes:

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## **II. ROLL CALL**

## **III. PLEDGE OF ALLEGIANCE**

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

- 4.1 Community Bridge Builders – First Anniversary  
(agendized by Mayor Pro Tem Horne, Councilmember McCary)

*Recommendation:* Approve and present the commendation.

- 4.2 Asian American and Pacific Islander Heritage Month – May 2024

*Recommendation:* Approve and present the proclamation.

- 4.3 Older Americans Month – May 2024

*Recommendation:* Approve and present the proclamation.

- 4.4 Drowning Prevention Awareness Period – May-August 2024

*Recommendation:* Approve and present the proclamation.

- 4.5 Presentation Regarding the Orange County Power Authority – Joe Mosca, Chief Executive Officer, Orange County Power Authority  
(agendized by Mayor Pro Tem Horne)

*Recommendation:* Receive and file.

## **V. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

About Public Comments on Non-Agenda Items: 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 ask clarifying questions of the speaker, engage in brief discussion, refer items to City staff, and/or schedule items for consideration at future meetings.

## **VI. CITY TREASURER’S REPORT**

- 6.1 City Treasurer’s Report

*Recommendation:* Receive and file the City Treasurer’s Report for the month of April 2024.

- 6.2 Quarterly Financial Report

*Recommendation:* Receive and file the Quarterly Financial Report for the third quarter of Fiscal Year 2023-24.

## **VII. 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 or City staff requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action. Members of the public may address the City Council on items appearing on the Consent Calendar regardless of whether an item is removed for separate discussion and consideration of action.

- 7.1 City Council Minutes

*Recommendation:* Approve the City Council meeting minutes for

the regular meeting on April 17, 2024 and the special meeting on April 29, 2024.

7.2 Warrant Register

*Recommendation:* Approve the warrant register dated May 15, 2024 in the amount of \$690,154.75.

7.3 Fiscal Years 2023-25 Budget Adjustments

*Recommendation:* Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2023-25 BUDGET AND WORK PLAN FOR FISCAL YEAR 2023-24 COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024, AND FISCAL YEAR 2024-25 COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025, INCREASING STATE OF CALIFORNIA GRANTS FUND APPROPRIATIONS FOR AN AWARD FROM THE STATE OF CALIFORNIA SB 1383 LOCAL ASSISTANCE GRANT PROGRAM FISCAL YEAR 2022-23

7.4 Law Enforcement Services

*Recommendation:* Approve an agreement with the County of Orange for law enforcement services and authorize the Mayor to execute the agreement, subject to approval as to form by the City Attorney.

7.5 Ridge Route Drive Drainage Repair Project Design and Support Services

*Recommendation:*

1. Waive the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding for an extension of an agreement with Geosyntec Consultants, Inc.

AND

2. Approve an agreement with Geosyntec Consultants, Inc. for Ridge Route Drive Drainage Repair Project design and support services and authorize the City Manager to execute the agreement, subject to approval as to form by the City Attorney.

7.6 General Municipal Election

*Recommendation:*

1. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATED TO GENERAL LAW CITIES

AND

2. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF ORANGE TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024 WITH THE GENERAL ELECTION TO BE HELD ON THE SAME DATE, PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10403

AND

3. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE STATEMENTS SUBMITTED TO THE VOTERS AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024

AND

4. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, PROVIDING FOR TIE VOTES AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024 TO BE RESOLVED BY LOT, IN ACCORDANCE WITH CALIFORNIA ELECTIONS CODE SECTION 15651

## **VIII. PUBLIC HEARINGS**

### 8.1 Business Registration Regulations

*Recommendation:*

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Approve the introduction and first reading of an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADDING CHAPTER 6.03 TO TITLE 6 (BUSINESSES) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO BUSINESS REGISTRATION, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

## 8.2 Accessory Dwelling Unit Regulations

*Recommendation:*

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Continue the public hearing to the adjourned regular meeting of the City Council on June 26, 2024 at 2 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

## **IX. CITY COUNCIL BUSINESS**

- 9.1 Fiscal Years 2023-25 Budget and Work Plan & Fiscal Years 2023-34 Capital Improvement Program

*Recommendation:*

1. Adopt a new Chapter 8.0 (City Capital Projects) for the Fiscal Years 2023-25 Budget & Work Plan reflecting projects completed; changes in the scope, timing, cost and/or funding of projects; and, other amendments.

AND

2. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2023-25 BUDGET AND WORK PLAN FOR FISCAL YEAR 2023-24 COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024, AND FISCAL YEAR 2024-25 COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025, INCREASING GENERAL FUND AND CAPITAL PROJECTS FUND APPROPRIATIONS FOR THE “CITY HALL REFURBISHMENT AND SAFETY PROJECT: PHASE 4,” REALLOCATING EXISTING ROAD MAINTENANCE & REHABILITATION PROGRAM FUND APPROPRIATIONS TO THE “PAVEMENT MANAGEMENT PLAN PROJECT (WESTBOUND EL TORO ROAD BETWEEN CALLE CORTA AND CITY LIMITS),” INCREASING STATE OF CALIFORNIA GRANTS FUND APPROPRIATIONS FOR THE “PAVEMENT MANAGEMENT PLAN PROJECT (WESTBOUND EL TORO ROAD BETWEEN CALLE CORTA AND CITY LIMITS)” FOR AN AWARD OF CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT OF 2021 – NON-STIP PROGRAM FUNDING, DECREASING ROAD MAINTENANCE & REHABILITATION PROGRAM FUND APPROPRIATIONS FOR THE “PAVEMENT MANAGEMENT PLAN PROJECT (WESTBOUND EL TORO ROAD BETWEEN CALLE CORTA AND CITY LIMITS),” UNALLOCATING EXISTING FEDERAL GRANTS FUND (AMERICAN RESCUE PLAN ACT (CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS)) APPROPRIATIONS FOR THE “TRANSIT SHELTER AND

STREET FURNITURE REPLACEMENT PROJECT,” INCREASING THE ALLOCATION OF EXISTING FEDERAL GRANTS FUND (AMERICAN RESCUE PLAN ACT (CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS)) APPROPRIATIONS TO THE “EL TORO ROAD AND MOULTON PARKWAY WATER QUALITY TREATMENT PROJECT,” AND INCREASING GENERAL FUND AND CAPITAL PROJECTS FUND APPROPRIATIONS FOR THE “PASEO DE VALENCIA - MOULTON PARKWAY CONFLUENCE BYPASS CORRIDOR PROJECT”

AND

3. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A NEW 11-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2023-24 THROUGH 2033-34, IN CONFORMANCE WITH MEASURE M2 (OC GO) REQUIREMENTS AND APPLICABLE CITY POLICIES AND DISCRETION

9.2 Road Repair and Accountability Act of 2017 Project List

*Recommendation:* Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A LIST OF FISCAL YEAR 2024-25 PROJECTS PROPOSED TO RECEIVE FUNDING FROM THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017’S LOCAL STREETS AND ROADS FUNDING PROGRAM (ROAD MAINTENANCE AND REHABILITATION ACCOUNT), AS REQUIRED BY CALIFORNIA STREETS AND HIGHWAYS CODE SECTION 2034(A)(1), AND MAKING RELATED AUTHORIZATIONS

### 9.3 City Council Meeting Schedule

*Recommendation:* Schedule an adjourned regular meeting of the City Council to be held in June 2024 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

## X. CITY COUNCIL REPORTS AND COMMENTS

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

### 10.1 Coastal Greenbelt Authority

Councilmember McCary, First Alternate: Mayor Pro Tem Horne, Second Alternate: Councilmember Conners

### 10.2 Orange County Fire Authority

Mayor Hatch

### 10.3 Orange County Library Advisory Board

Councilmember Moore; Alternate: Councilmember McCary

### 10.4 Orange County Mosquito and Vector Control District

Mayor Pro Tem Horne

### 10.5 San Joaquin Hills Transportation Corridor Agency

Councilmember Conners; Alternate: Mayor Hatch

### 10.6 South Orange County Watershed Management Area

Councilmember Moore; Alternate: Mayor Pro Tem Horne

### 10.7 Liaisons to Community Bridge Builders

Mayor Pro Tem Horne and Councilmember McCary

### 10.8 Other Comments and Reports

- Orange County Sheriff's Advisory Council Annual Medal of Valor Awards Luncheon – April 25, 2024 (Mayor Hatch, Councilmember McCary, and Councilmember Moore)

- Other Comments and Reports

## **XI. CLOSED SESSION**

Closed Session Note: While members of the public are not permitted to attend closed session, prior to convening in closed session, the City Council will accept public comments on items appearing on the closed session agenda.

## **XII. CLOSED SESSION REPORT**

## **XIII. ADJOURNMENT**

No meeting on Wednesday, July 19, 2024 (Juneteenth National Independence Day)

Next Adjourned Regular Meeting: Wednesday, June 26, 2024 at 2 p.m.  
Laguna Woods City Hall  
24264 El Toro Road, Laguna Woods, California 92637

Next Regular Meeting: Wednesday, July 17, 2024 at 2 p.m.  
Laguna Woods City Hall  
24264 El Toro Road, Laguna Woods, California 92637

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**4.1**  
**COMMUNITY BRIDGE BUILDERS**  
**– FIRST ANNIVERSARY**

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# Certificate of Commendation City of Laguna Woods Community Bridge Builders First Anniversary

**WHEREAS**, Community Bridge Builders was formed in May 2023 in response to rising hate incidents of antisemitism and the fatal shooting at the Taiwanese Presbyterian Church; and

**WHEREAS**, Community Bridge Builders has purchased and shown anti-bias training materials and taught people how to speak up for themselves or others, and not be a bystander, without creating conflict; and

**WHEREAS**, Community Bridge Builders has held programs bringing together diverse groups through fashion, food, music, and holiday festivities, learning and sharing cultural differences with others; and

**WHEREAS**, Community Bridge Builders has created cards to express gratitude to others for the way someone made them feel; and

**WHEREAS**, Community Bridge Builders brought the community together for “One Song”, with choruses sung in various languages like Hindi, Spanish, Korean, German, and Farsi, and the participants wearing the clothing representing their heritage; and

**WHEREAS**, Community Bridge Builders has had a positive effect on the whole community and created a ripple effect to other clubs and activities throughout the community; and

**WHEREAS**, Community Bridge Builders’ role is to combat hate and prejudice through education, advocacy, and sharing of cultural experiences and personal stories or poems.

**NOW, THEREFORE, BE IT RESOLVED** that the Laguna Woods City Council does hereby commend Community Bridge Builders on the occasion of its first anniversary, as well as its accomplishments and ongoing contributions to the Laguna Woods community.

Dated this 15<sup>th</sup> day of May, 2024

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Noel Hatch  
Mayor

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Attest: Yolie Trippy, CMC  
City Clerk

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**4.2**  
**ASIAN AMERICAN AND PACIFIC ISLANDER**  
**HERITAGE MONTH – MAY 2024**

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**Proclamation**  
**City of Laguna Woods**  
**Asian American and Pacific Islander**  
**Heritage Month**  
**May 2024**

**WHEREAS**, Asian Americans and Pacific Islanders have played a critical role in the social, economic, and political development of the United States; and

**WHEREAS**, Asian Americans and Pacific Islanders are one of the fastest growing ethnic populations in the state of California; and

**WHEREAS**, Cantonese, Chinese, Indian, Iranian, Japanese, Korean, Taiwanese, and other Asian Americans and Pacific Islanders represent more than 20 percent of the population of Laguna Woods; and

**WHEREAS**, Asian American and Pacific Islander clubs and communities throughout Laguna Woods actively promote cultural heritage and understanding; and

**WHEREAS**, Asian Americans and Pacific Islanders have a proud legacy of service and dedication to our community, state, and country.

**NOW, THEREFORE, BE IT RESOLVED** that the Laguna Woods City Council does hereby proclaim May 2024 as “Asian American and Pacific Islander Heritage Month” in the City of Laguna Woods and encourages reflection on the accomplishments that Asian Americans and Pacific Islanders have made throughout history.

Dated this 15<sup>th</sup> day of May, 2024

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Noel Hatch  
Mayor

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Attest: Yolie Trippy, CMC  
City Clerk

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**4.3**  
**OLDER AMERICANS MONTH**  
**– MAY 2024**

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**Proclamation  
City of Laguna Woods  
Older Americans Month  
May 2024**

**WHEREAS**, Laguna Woods is a unique community with an average age of 75; and

**WHEREAS**, throughout their lives, the residents of Laguna Woods have made countless contributions and sacrifices to ensure a better life for future generations; and

**WHEREAS**, the City of Laguna Woods recognizes that older adults are trailblazers — advocating for themselves, their peers, and their communities — and paving the way for future generations; and

**WHEREAS**, the City of Laguna Woods is committed to raising awareness about issues facing older adults and helping older adults to thrive in communities of their choice for as long as possible; and

**WHEREAS**, our community can provide opportunities to enrich the lives of individuals of all ages by promoting and engaging in activity, wellness, and social involvement; emphasizing home- and community-based services that support independent living; and, ensuring that others can benefit from the contributions and experience of older adults.

**NOW, THEREFORE, BE IT RESOLVED** that the Laguna Woods City Council does hereby proclaim May 2024 as “Older Americans Month” in the City of Laguna Woods and encourages the recognition of older adults and the people who serve them as being powerful and vital to the fabric of our country.

Dated this 15<sup>th</sup> day of May, 2024

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Noel Hatch  
Mayor

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Attest: Yolie Trippy, CMC  
City Clerk

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**4.4**  
**DROWNING PREVENTION AWARENESS**  
**PERIOD – MAY-AUGUST 2024**

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**Proclamation  
City of Laguna Woods  
Drowning Prevention Awareness Period  
May-August 2024**

**WHEREAS**, in the United States, an average of 3,5000 to 4,000 people drown each year; and

**WHEREAS**, drowning is the leading cause of death and disability in California for children under five years of age; and

**WHEREAS**, for every child who dies from drowning, another seven receive emergency care for non-fatal submersion injuries; and

**WHEREAS**, fatal and non-fatal drowning can be a silent event, occurring in as little as two inches of water, including inflatable and built-in swimming pools, spas, bath tubs, buckets, the ocean, lakes, and anywhere else there is water; and

**WHEREAS**, the themes of the Orange County Fire Authority’s 2024 water safety campaign are “Always Watch the Water” and “Never Swim Alone”; and

**WHEREAS**, the Orange County Fire Authority’s “ABCs of Water Safety” program is intended to increase public awareness regarding proper procedures to prevent the needless tragedy of drowning.

**NOW, THEREFORE, BE IT RESOLVED** that the Laguna Woods City Council does hereby proclaim May-August 2024 as “Drowning Awareness Prevention Period” in the City of Laguna Woods and encourages all residents, businesses, and homeowners associations to become partners in preparedness by increasing their knowledge of proper safety measures in drowning prevention.

Dated this 15<sup>th</sup> day of May, 2024

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Noel Hatch  
Mayor

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Attest: Yolie Trippy, CMC  
City Clerk

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**4.5**

**PRESENTATION REGARDING THE ORANGE  
COUNTY POWER AUTHORITY  
– JOE MOSCA,  
CHIEF EXECUTIVE OFFICER, ORANGE  
COUNTY POWER AUTHORITY  
(AGENDIZED BY MAYOR PRO TEM HORNE)**

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An aerial photograph of a city at sunset. The sun is low on the horizon, creating a warm orange glow and long shadows. The city features a mix of modern and older buildings, streets, and green spaces. A large white text overlay is centered on the image.

**Welcome to a new way to  
power your community**



A growing movement.

**14 million people in 200 communities** are currently benefiting from community choice aggregation.





# Benefits of Community Energy

- Bring choice and competition to the energy market
- Competitive energy costs
- Local control over power, programs, and rates
- Local economic development, job creation, training
- Local reinvestment, designing programs that respond specifically to local need
- Putting more renewable energy onto the grid at a faster rate than for-profit utilities





# How it works.



ENERGY SOURCED (OCPA) → ENERGY DELIVERED (Utility Company) → ENERGY USED (Customer)



# Current Member Cities & Enrollment Plans

**IRVINE**  
**100% Renewable Choice**

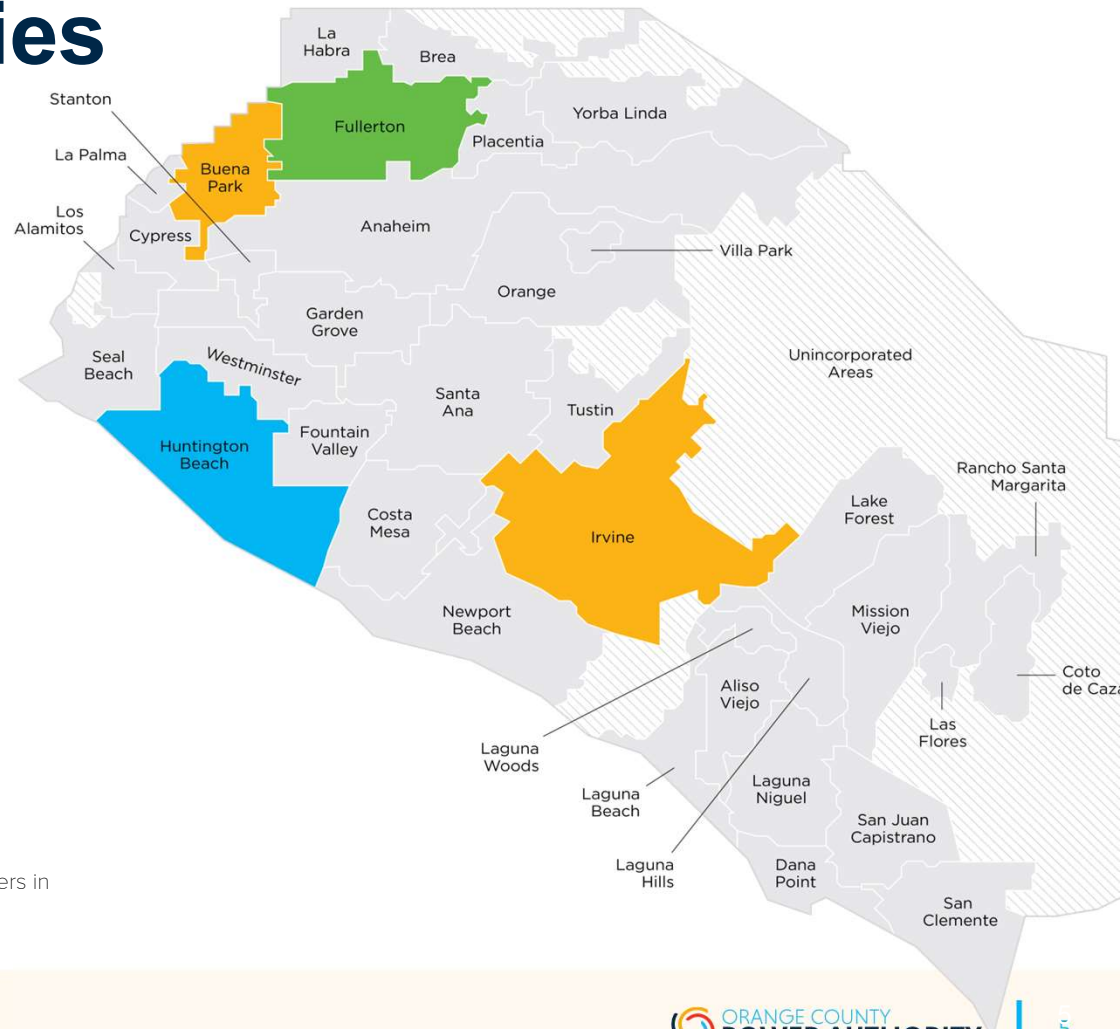
**BUENA PARK**  
**100% Renewable Choice**

**FULLERTON**  
**72% Smart Choice**

(Muni accounts are defaulted to 44% Basic Choice)

**HUNTINGTON BEACH**  
**44% Basic Choice**

(100% Renewable at launch in 2022, changed to Basic Choice for new customers in 2023; transitioning out of OCPA in 2024)



Our first year in review

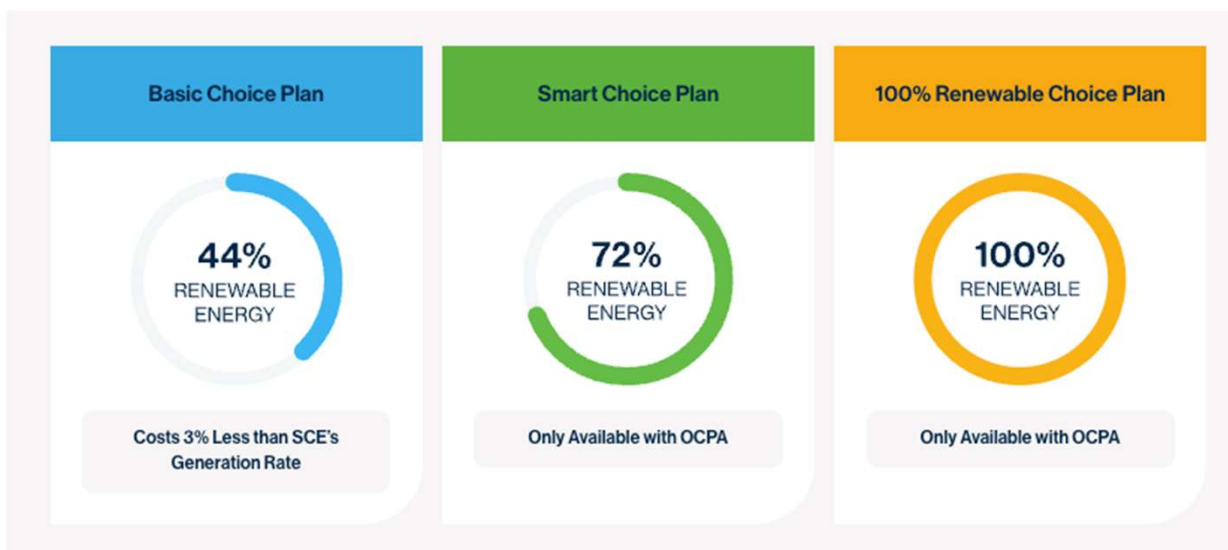
# What a difference a year makes

- Launched service – municipal and commercial (April 2022) residential (October 2022)
- One of the largest and greenest CCAs in California
- More than 200,000 residential and 31,000 commercial customers
- Basic Choice energy plan costs 3% less than SCE's equivalent generation rate
- Initiated renewable energy project development: Grace Orchard Energy Center, LLC
- Produced first Power Content Label



# Reduced Rates & Increased Clean Energy

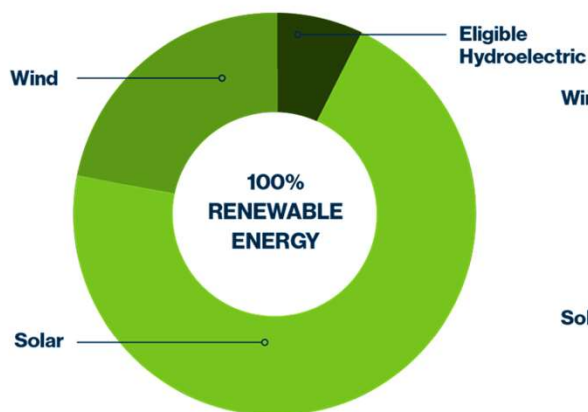
Effective February 2024, OCPA's new rate design offers a 3% discount on the Basic Choice renewable energy plan generation rate compared to SCE's equivalent generation rate, providing significant relief to all customers. Discount to increase to 4% in October 2024, if certain conditions are met.



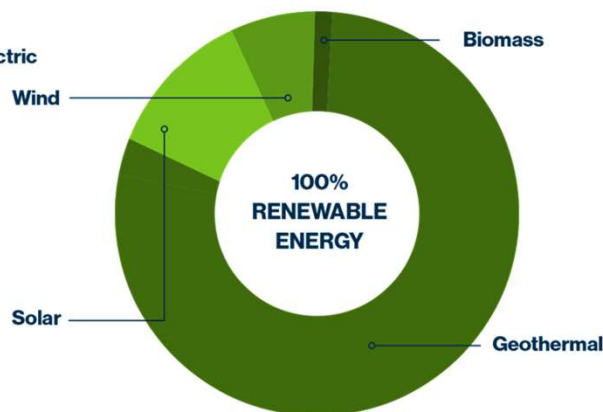


# Renewable Energy Mix 2022 Power Purchases

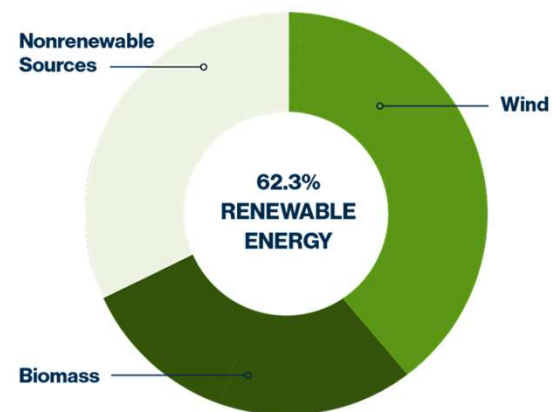
**100% Renewable Choice**



**Smart Choice**



**Basic Choice**



The energy mixes represented above are based on purchases made in 2022.



# 709 million lbs. of CO2 emissions were reduced through renewable energy procurement

That's like removing

**71,565**

Gas-powered vehicles off the road

Equivalent to switching

**12 Million**

Incandescent lightbulbs to LEDs

Or if we had added

**5.3 Million**

Tree seedlings grown for 10 years



FY 23-24 Budget

# Our books are in the green

## Mid-Year Operating Budget

- FY 2023-24 operating budget projects \$382 million in net revenues and \$311 million in total operating and non-operating expenses
- Contribution to reserves of \$71 million, with projected growth to \$110 million in the Rate Stabilization Reserve Fund – 35% of its operating expenses – by June 30, 2024



## **On-track to apply for and receive a credit A rating in FY2026/27**

- Credit A rating will support lower energy rates for OCPA customers



# Reinvesting in the community

- Community Power Plan – *Starting soon!*
- Bright Futures Grant
- Grid Resilience and Innovation Partnerships (GRIP) grant for EV charging stations
- SoCalREN Heat Pump Water Heater Program
- OhmConnect Partnership
- OCPA Marketplace – online site to purchase significantly discounted energy-efficient products
- Low-income customer programs (CARE, FERA, Medical Baseline, etc.)





# OhmConnect & OCPA Marketplace

LIMITED TIME OFFER

**Our customers  
are eligible to  
receive \$50  
for joining  
OhmConnect**



**SAVINGS  
MADE SIMPLE  
IN EVERY  
SEASON.**

Get a Google Nest thermostat for as low as \$7.99\* from the new OCPA Marketplace. They're ENERGY STAR certified and can save an average of 10-12% on heating bills and 15% on cooling bills\*.





# Awards & Recognition

- Top U.S. Green Power Provider (National Renewable Energy Laboratory)
- Environmental Social, Governance Honoree (Orange County Business Council)
- Sustainability Advocate of the Year (Asian Business Association of Orange County)
- Elevate Award for empowering and supporting the Filipino business community (Filipino American Chamber of Commerce)

## Executive Recognition

- 125 Most Influential People in Orange County (Southern California News Group) - Joe Mosca, CEO
- CFO of the Year nominee (Orange County Business Journal) - Tiffany Law, CFO
- CFO Leadership Award nominee (Los Angeles Times) - Tiffany Law, CFO



QUESTIONS?

**6.1**  
**CITY TREASURER'S REPORT**

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# City Treasurer's Report

## Monthly Financial Snapshot

### Financial Assets IN THE BANK as of April 30, 2024

#### BY FUND

**General Fund** **\$10,509,249**

*This is the City of Laguna Woods' primary operating fund and is used to account for the proceeds of revenue sources that are not legally restricted or committed to expenditures for specified purposes.*

*Reserves for paid leave, self-insurance, and general contingencies (collectively totaling \$3,667,800) are also included in this fund.*

**Special Revenue Funds** **\$3,380,177**

*These funds are used to account for the proceeds of revenue sources that are legally restricted or committed to expenditures for specified purposes.*

*Most of these funds are legally restricted for public street purposes.*

**Total (All Funds)** **\$13,889,426**

#### BY INVESTMENT TYPE

**Cash and Cash Equivalents** **\$908,669**  
6.54% of portfolio

**Pooled Money Investment Accounts** **\$7,615,637**  
54.83% of portfolio

*This includes investments in state and county (local) government investment pools.*

**Investments - Earning** **\$5,365,120**  
38.63% of portfolio

*This includes certificates of deposit.*

**Total (All Funds)** **\$13,889,426**

### Financial Assets HELD IN TRUST FUNDS as of April 30, 2024

**California Employers' Pension Prefunding Trust Fund (CEPPT)** **\$162,762**

• **New Contributions** **\$0**

• **Gain/(Loss) from Month Prior** **[\$5,454]**

*The CEPPT is used to prefund employee pension obligations.*

**California Employers' Retiree Benefit Trust Fund (CERBT)** **\$133,458**

• **New Contributions** **\$0**

• **Gain/(Loss) from Month Prior** **[\$4,857]**

*The CERBT is used to prefund statutorily required retiree medical benefits.*

**Notes:** The City of Laguna Woods uses a modified accrual basis of accounting, which generally means that revenues are recognized when a transaction occurs, and expenditures are recognized when obligations are created. As such, this monthly financial snapshot reflects only revenue known and expenditures paid for the month referenced as of the date prepared. In some cases, financial statements from financial dealers, depositories, and institutions may not have been received as of the date prepared and, therefore, some revenue and expenditures may not be reflected. Certificates of deposit may also have accrued interest that is not reflected because it is not yet vested. For more information on the specific information included in this monthly financial snapshot, please refer to the full City Treasurer's Report.

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**City of Laguna Woods**  
**City Treasurer's Report**  
**For the Month Ended April 30, 2024**

ITEM 6.1

**CASH AND INVESTMENTS**

	Beginning Balances As of 3/31/24	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 4/30/24	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
<b>Cash and Cash Equivalents</b>							
Analyzed Checking Account (Note 1)	\$ 203,464	\$ 1,100,453	\$ (692,130)	\$ 245,000	\$ 856,786	6.17%	
Cash Balances, Multi-Bank Securities (MBS) Account (Note 2 and 4)	\$ 8,925	\$ 33,496	\$ (17,405)	\$ -	\$ 25,017	0.18%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	\$ 30,822	\$ 26,981	\$ (33,496)	\$ -	\$ 24,307	0.18%	
Petty Cash	\$ 800	\$ -	\$ -	\$ -	\$ 800	0.01%	
Laguna Woods Civic Support Fund Checking Account	\$ 44,793	\$ 0.02	\$ (43,032)	\$ -	\$ 1,760	0.01%	
Total Cash and Cash Equivalents	\$ 288,803	\$ 1,160,930	\$ (786,063)	\$ 245,000	\$ 908,669	6.54%	100.00%
<b>Pooled Money Investment Accounts</b>							
Local Agency Investment Fund (LAIF - fair value) (Notes 2 and 3)	\$ 804,092	\$ 8,802	\$ -	\$ -	\$ 812,894	5.85%	
Orange County Investment Pool (OCIP - fair value) (Notes 2 and 3)	\$ 6,802,743	\$ -	\$ -	\$ -	\$ 6,802,743	48.98%	
Total Pooled Money Investment Accounts	\$ 7,606,836	\$ 8,802	\$ -	\$ -	\$ 7,615,637	54.83%	90.00%
<b>Investments - Interest and Income Bearing</b>							
Certificates of Deposit - non-negotiable (fair value) (Note 2)	\$ 5,630,903	\$ -	\$ -	\$ (265,783)	\$ 5,365,120	38.63%	
Total Investments - Interest and Income Bearing	\$ 5,630,903	\$ -	\$ -	\$ (265,783)	\$ 5,365,120	38.63%	90.00%
<b>TOTAL</b>	<b>\$ 13,526,541</b>	<b>\$ 1,169,731</b>	<b>\$ (786,063)</b>	<b>\$ (20,783)</b>	<b>\$ 13,889,426</b>	<b>100.00%</b>	

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

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	\$ (2,521,631)	\$ 3,378,417	\$ 856,786
Cash Balances, MBS Account	\$ 25,017	\$ -	\$ 25,017
Earned Interest in Transit and Accrued Interest, MBS Account	\$ 24,307	\$ -	\$ 24,307
Petty Cash	\$ 800	\$ -	\$ 800
LAIF	\$ 812,894	\$ -	\$ 812,894
OCIP	\$ 6,802,743	\$ -	\$ 6,802,743
Certificates of Deposit	\$ 5,365,120	\$ -	\$ 5,365,120
Laguna Woods Civic Support Fund Checking Account	\$ -	\$ 1,760	\$ 1,760
<b>Totals</b>	<b>\$ 10,509,249</b>	<b>\$ 3,380,177</b>	<b>\$ 13,889,426</b>

(See **NOTES** on Page 4 of 4)



**City of Laguna Woods**  
**City Treasurer's Report**  
**For the Month Ended April 30, 2024**

**CASH AND INVESTMENTS**

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate (Note 4)	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
<b>Money Funds and Certificate of Deposits (CDs, Federal Deposit Insurance Corporation [FDIC] Insured)</b>														
38150VBG3	2022-2	GOLDMAN SACHS BK USA	24 months	05/24/22	06/01/22	245,000	244,449	245,000	2.900	Semi-Annual	12/01/22	Green*	2.900	06/03/24
89841MAV9	2023-11	TRUSTONE FINL CR UN	12 months	12/05/23	12/13/23	245,000	244,924	245,000	5.350	Monthly	01/13/24	Green***	5.350	12/12/24
98138MBA7	2022-8	WORKERS FED CR UN	24 months	12/09/22	12/16/22	245,000	244,488	245,000	4.950	Monthly	01/16/23	Yellow**	4.950	12/16/24
75472RBB6	2020-1	RAYMOND JAMES BK NATL ASSN	60 months	02/06/20	02/14/20	245,000	238,412	245,000	1.750	Semi-Annual	08/14/20	Green***	1.750	02/14/25
219873AB2	2024-3	CORPORATE AMERICA FAMILY CR UN	12 months	03/14/24	03/27/24	245,000	245,078	245,000	5.250	Monthly	04/27/24	Green***	5.250	03/27/25
59013KGJ9	2020-2	MERRICK BANK	60 months	03/24/20	03/31/20	100,000	96,982	100,000	1.800	Monthly	05/01/20	Green***	1.800	03/31/25
14042TGG6	2022-1	CAPITAL ONE BK USA NATL ASSN	36 months	05/24/22	05/25/22	245,000	239,816	245,000	3.100	Semi-Annual	11/25/22	Green*	3.100	05/27/25
75102EAP3	2023-6	RAIZ FED CR UN	24 months	05/17/23	05/24/23	245,000	244,780	245,000	5.050	Monthly	06/24/23	Yellow**	5.050	05/27/25
37424PAG9	2023-9	GESA CR UN	24 months	07/19/23	07/31/23	245,000	246,164	245,000	5.500	Monthly	08/31/23	Green***	5.500	07/31/25
130162BJ8	2023-12	CALIFORNIA CR UN	24 months	12/06/23	12/15/23	245,000	245,287	245,000	5.150	Semi-Annual	06/15/24	Green***	5.150	12/15/25
00782JAD4	2023-13	ADVIA CR UN	24 months	12/22/23	12/29/23	245,000	243,971	245,000	4.800	Semi-Annual	06/29/24	Green***	4.800	12/29/25
59524LAA4	2023-1	MID CAROLINA CR UN	36 months	03/07/23	03/13/23	200,000	199,958	200,000	4.850	Monthly	04/13/23	Green***	4.850	03/13/26
23204HNV6	2023-4	CUSTOMERS BK	36 months	03/30/23	03/31/23	245,000	244,919	245,000	5.000	Semi-Annual	09/30/23	Green**	5.000	03/31/26
87868YAQ6	2023-7	TECHNOLOGY CR UN	36 months	05/19/23	05/30/23	245,000	245,211	245,000	5.000	Monthly	07/01/23	Green***	5.000	05/29/26
32022RRG4	2022-4	1ST FINL BK USA	48 months	06/15/22	06/24/22	245,000	236,035	245,000	3.150	Monthly	07/24/22	Green*	3.150	06/24/26
2546733P9	2023-5	DISCOVER BK	48 months	03/30/23	04/05/23	245,000	245,000	245,000	4.800	Semi-Annual	10/05/23	Green***	4.800	04/05/27
50625LBN2	2022-3	LAFAYETTE FED CR	60 months	05/24/22	06/15/22	245,000	234,303	245,000	3.250	Monthly	07/15/22	Green***	3.250	06/15/27
14042RUX7	2022-5	CAPITAL ONE NATL ASSN	60 months	10/06/22	10/13/22	245,000	243,202	245,000	4.500	Semi-Annual	04/13/23	Green*	4.500	10/13/27
22282XAB6	2024-1	COVANTAGE CR UN	48 months	01/12/24	01/24/24	245,000	239,635	245,000	4.050	Quarterly	04/24/24	Green***	4.050	01/24/28
90355GCE4	2023-2	UBS BANK USA	60 months	03/07/23	03/08/23	200,000	199,466	200,000	4.600	Monthly	04/08/23	Green*	4.600	03/08/28
89854LAD5	2023-8	TTCU FED CR UN	60 months	07/19/23	07/26/23	245,000	248,450	245,000	5.000	Monthly	08/26/23	Green***	5.000	07/26/28
01882MAH5	2023-10	ALLIAN CR UN	60 months	11/07/23	11/15/23	245,000	252,522	245,000	5.350	Monthly	12/15/23	Green***	5.350	11/15/28
61690DMB1	2024-2	MORGAN STANLEY BANK NA	60 months	03/14/24	03/18/24	245,000	242,070	245,000	4.300	Semi-Annual	09/13/24	Green***	4.300	03/13/29
		Accrued Interest - Month End					24,307							
<b>Total CDs</b>						<b>5,400,000</b>	<b>5,389,426</b>	<b>5,400,000</b>						

(\*) CDs are ranked using the Veribanc Rating System, a two-part color code and star classification system which tests the present standing and future outlook by reviewing an institution's capital strength, asset quality, management ability, earnings sufficiency, liquidity, and sensitivity to market risk. The table below summarizes the Veribanc color rankings. Veribanc star ratings of one to three, with three being best, are used to help review a possible future trend of an institutions health based on metrics from ten prior quarters. A rating of one, two, or three, are not necessarily an indicator of risk or an undesirable investment. The City reviews other rating systems and issuer financials before choosing any investment.

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

<b>Government Pooled Money Investment Accounts (PMIA) (Notes 2 and 3)</b>														
N/A	N/A	Local Agency Investment Fund (LAIF)	N/A	Various	Various	832,562	812,894	832,562	Note 3	Quarterly	N/A	N/A	N/A	N/A
N/A	N/A	Orange County Investment Pool (OCIP)	N/A	Various	Various	6,879,622	6,802,743	6,879,622	Note 3	Monthly	N/A	N/A	N/A	N/A
<b>Total PMIA</b>						<b>7,712,185</b>	<b>7,615,637</b>	<b>7,712,185</b>						

(See NOTES on Page 4 of 4)



**City of Laguna Woods**  
**City Treasurer's Report**  
**For the Month Ended April 30, 2024**

ITEM 6.1

**CASH AND INVESTMENTS**

	<b>Beginning Balances As of 3/31/24</b>	<b>Contributions / (Withdrawals)</b>	<b>Administrative Fees &amp; Investment Expense</b>	<b>Unrealized Gain / (Loss)</b>	<b>Ending Balances As of 4/30/24</b>
<b>Other Post-Employment Benefits (OPEB) Trust</b>					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (Note 2) (CERBT holds all assets and administers the OPEB Trust)	\$ 138,314	\$ -	\$ (9)	\$ (4,847)	\$ 133,458
<b>Employer Pension Contributions Trust</b>					
CalPERS California Employers' Pension Prefunding Trust (CEPPT) (Note 2) (CEPPT holds all assets and administers the Employer Pension Contributions Trust)	<u>\$ 168,216</u>	<u>\$ -</u>	<u>\$ (31)</u>	<u>\$ (5,424)</u>	<u>\$ 162,762</u>
Total Other Funds - Held in Trust	<u>\$ 306,531</u>	<u>\$ -</u>	<u>\$ (40)</u>	<u>\$ (10,271)</u>	<u>\$ 296,220</u>

(See **NOTES** on Page 4 of 4)



**City of Laguna Woods**  
**City Treasurer's Report**  
**For the Month Ended April 30, 2024**

**CASH AND INVESTMENTS**

**Notes:**

Note 1 - Analyzed Checking Account / Monthly activity reported does not reflect April 2024 vendor invoicing processed after the date of this report.

Note 2 - During April 2024, transaction activity in pooled money investment accounts, investment accounts and fiduciary trusts included:

LAIF / The City made no deposits to or withdrawals from the LAIF account. The balance includes an adjustment in the amount of (\$19,668.21) to reflect the fair market value of the investment at June 30, 2023.

OCIP / The City withdrew \$300,000 at the beginning of the month, which was deposited to the City's checking account for cash flow purposes. The City transferred \$300,000 at the end of the month to the OCIP account from the City's checking account. The balance includes an adjustment in the amount of (\$76,879.24) to reflect the fair market value of the investment at June 30, 2023.

Investments / Upon maturity of the Well Fargo Bank Certificate of Deposit in April 2024, \$245,000 principal was received and deposited to the City's checking account. Investments were adjusted in the amount of (\$20,783.20) to report balances at fair market value as of April, 2024.

OPEB Trust / The City made no contributions to or withdrawals from the OPEB Trust. The OPEB Trust experienced a net loss of (\$4,856.69) in April 2024.

Employer Pension Contributions Trust / The City made no contributions to or withdrawals from the CEPPT account. The Trust experienced a net loss of (\$5,454.47) in April 2024.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported in April 2024 net of related fees were:

Pool	Earnings Post	Prior Period Earnings Deposited	Deposit for Period Ended	Current Month / Quarter Gross Yield	Current Month / Quarter Earnings Will Post	Notes
LAIF	Quarterly	\$8,801.68	January 1, 2024 thru March 31, 2024	See Notes	July 2024	Total pool interest yield for April 2024 was 4.272% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted.
OCIP	Monthly	\$0.00	See Notes	See Notes	July 2024	The OCIP April 2024 statement had not been received at the time of this report, balance reported is as of March 31, 2024. Interest is posted three months in arrears and fees are posted monthly. Accrued interest pending payment at March 31, 2024 was \$77,159.64. At March 31, 2024, the interest rate was 4.320% and fees were 0.020%, for a net yield of 4.300%.

Note 4 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City earned interest of \$33,496.02 and transferred out \$17,404.88 in cash balances to the City's checking account in April 2024. Cash balances to be invested or paid out are classified separately on page 1 of 4. The City's portfolio also has \$24,306.50 in accrued interest, not yet vested.

**City Treasurer's Certification**

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

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

Digitally signed by  
 Elizabeth Torres  
 Date: 2024.05.08  
 19:22:21 -07'00'

Elizabeth Torres, City Treasurer

## **6.2 QUARTERLY FINANCIAL REPORT**

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**City of Laguna Woods**  
**Fiscal Year 2023-24 Second Quarter Financial Report**  
**Quarter Ended March 31, 2024**  
**(75% of Year Elapsed)**

As required by Administrative Policy 2.9, "the Administrative Services Director/City Treasurer shall prepare and submit a quarterly budget report to the City Council within 60 days of the end of each quarter. The report shall include actual year-to-date revenue projections or anticipated expenditures by fund; information regarding any change in revenue projections or anticipated expenditures that is likely to impact the ability to carry out budgeted activities; and, notification of all expenditures made from the Paid Leave Contingency Fund and Self-Insurance Contingency Fund during the subject quarter."

<b>General Fund</b>				
	Amended Budget	YTD Actual @ 3/31/24	Actual % of Budget	Variance Explanation
<b>Revenues:</b>				
Property Tax	\$ 3,297,700	\$ 1,754,911	53%	Note 1
Property Transfer Tax	112,000	79,758	71%	
Sales Tax	1,196,000	710,325	59%	Note 2
Franchise Fees	751,800	339,414	45%	Note 3
Transient Occupancy Tax	604,000	396,429	66%	Note 4
Development Processing Fees	814,400	642,185	79%	
Interest	352,000	320,653	91%	
Miscellaneous	207,700	129,488	62%	Note 5
<b>Total Revenues</b>	<b>7,335,600</b>	<b>4,373,163</b>	<b>60%</b>	
<b>Expenditures:</b>				
City Council	19,007	14,267	75%	
General Government	1,584,473	1,219,837	77%	
Administrative Services	515,576	347,611	67%	
Engineering & Infrastructure Services	365,224	211,549	58%	
Planning & Environmental Services	1,778,365	1,157,234	65%	
Public Safety Services	3,313,208	2,267,208	68%	
Information Technology & Cyber Security	25,000	3,184	13%	
<b>Total Expenditures</b>	<b>7,600,853</b>	<b>5,220,890</b>	<b>69%</b>	
Transfers to Other Funds	608,250	608,250	100%	
Net Change in Fund Balance	(873,503)	(1,455,977)		
Beginning Fund Balance	10,335,529	10,335,529		
Ending Fund Balance	<b>\$ 9,462,026</b>	<b>\$ 8,879,552</b>		

<b>Fund Balance Detail:</b>	June 30, 2023	June 30, 2024	
Nonspendable - Prepaid Items	\$ 20,510.00	\$ -	
Restricted			
SMIP 5%	2,497	2,497	
SB1473 10%	1,335	1,335	
Assigned For:			
Paid Leave Contingency	122,607	122,607	No change during quarter
Self Insurance Contingency	50,000	50,000	No change during quarter
General Fund Contingency	3,033,643	3,495,193	Equals 50% of budgeted revenues (Three contingency accounts combined)
Unassigned	7,104,937	5,207,920	
<b>Total</b>	<b>\$ 10,335,529</b>	<b>\$ 8,879,552</b>	



**City of Laguna Woods**  
**Fiscal Year 2023-24 Second Quarter Financial Report**  
**Quarter Ended March 31, 2024**  
**(75% of Year Elapsed)**

	<b>Other Funds</b>			
	Amended Budget	YTD Actual @ 3/31/24	Actual % of Budget	Variance Explanation
<b><u>Fuel Tax</u></b>				
Revenues	\$ 492,800	\$ 342,293	69%	Note 4
Expenditures	429,570	227,417	53%	
Net Change	63,230	114,876		
Beginning Fund Balance	438,953	438,953		
Ending Fund Balance	<u>\$ 502,183</u>	<u>\$ 553,829</u>		
<b><u>Road Maintenance &amp; Rehabilitation Program</u></b>				
Revenues	\$ 435,300	\$ 305,891	70%	Note 4
Expenditures	325,821	247,000	76%	
Net Change	109,479	58,891		
Beginning Fund Balance	639,264	639,264		
Ending Fund Balance	<u>\$ 748,743</u>	<u>\$ 698,155</u>		
<b><u>Measure M2 (OC Go)</u></b>				
Revenues	\$ 336,000	\$ 216,837	65%	Note 6
Expenditures	285,700	194,555	68%	
Net Change	50,300	22,282		
Beginning Fund Balance	238,373	238,373		
Ending Fund Balance	<u>\$ 288,673</u>	<u>\$ 260,655</u>		
<b><u>Service Authority for Abandoned Vehicles (SAAV)</u></b>				
Revenues	\$ -	\$ 739	-	
Expenditures	-	-	-	
Net Change	-	739		
Beginning Fund Balance	38,756	38,756		
Ending Fund Balance	<u>\$ 38,756</u>	<u>\$ 39,495</u>		
<b><u>Supplemental Law Enforcement Services Act (SLESA)</u></b>				
Revenues	\$ 167,800	\$ 186,627	111%	
Expenditures	176,100	132,075	75%	
Net Change	(8,300)	54,552		
Beginning Fund Balance	21,950	21,950		
Ending Fund Balance	<u>\$ 13,650</u>	<u>\$ 76,502</u>		
<b><u>Mobile Source Reduction</u></b>				
Revenues	\$ 72,000	\$ 21,197	29%	Note 7
Expenditures	10,711	9,323	87%	Note 8
Net Change	61,289	11,874		
Beginning Fund Balance	188,977	188,977		
Ending Fund Balance	<u>\$ 250,266</u>	<u>\$ 200,851</u>		



**City of Laguna Woods**  
**Fiscal Year 2023-24 Second Quarter Financial Report**  
**Quarter Ended March 31, 2024**  
**(75% of Year Elapsed)**

	Amended Budget	YTD Actual @ 3/31/24	Actual % of Budget	Variance Explanation
<b><u>PEG/Cable Television</u></b>				
Revenues	\$ 18,400	\$ 13,842	75%	
Expenditures	15,000	-	-	
Net Change	3,400	13,842		
Beginning Fund Balance	57,257	57,257		
Ending Fund Balance	<u>\$ 60,657</u>	<u>\$ 71,099</u>		
<b><u>Senior Mobility</u></b>				
Revenues	\$ 140,700	\$ 91,823	65%	Note 6
Expenditures	207,000	196,763	95%	Note 9
Net Change	(66,300)	(104,940)		
Beginning Fund Balance	427,354	427,354		
Ending Fund Balance	<u>\$ 361,054</u>	<u>\$ 322,414</u>		
<b><u>Community Development Block Grant (CDBG)</u></b>				
Revenues	\$ 500,000	\$ 316,957	63%	Note 10
Expenditures	457,528	416,797	91%	Note 11
Net Change	42,472	(99,840)		
Beginning Fund Balance	(42,472)	(42,472)		
Ending Fund Balance	<u>\$ -</u>	<u>\$ (142,312)</u>		
<b><u>Federal Grants Programs Fund</u></b>				
Revenues	\$ 1,618,278	\$ -	0%	Note 12
Expenditures	1,726,015	401,877	23%	
Net Change	(107,737)	(401,877)		
Beginning Fund Balance	-	-		
Ending Fund Balance	<u>\$ (107,737)</u>	<u>\$ (401,877)</u>		
<b><u>State of California Grants</u></b>				
Revenues	\$ 261,506	\$ 67,752	26%	Note 12 & 13
Expenditures	247,478	15,676	6%	
Net Change	14,028	52,076		
Beginning Fund Balance	(67,121)	(67,121)		
Ending Fund Balance	<u>\$ (53,093)</u>	<u>\$ (15,045)</u>		
<b><u>Miscellaneous Special Revenue Fund</u></b>				
Revenues	\$ -	\$ 33	-	
Expenditures	-	-	-	
Net Change	-	33		
Beginning Fund Balance	15	15		
Ending Fund Balance	<u>\$ 15</u>	<u>\$ 48</u>		



**City of Laguna Woods**  
**Fiscal Year 2023-24 Second Quarter Financial Report**  
**Quarter Ended March 31, 2024**  
**(75% of Year Elapsed)**

	Amended Budget	YTD Actual @ 3/31/24	Actual % of Budget	Variance Explanation
<b>Capital Projects</b>				
Revenues	\$ -	\$ 12,937	-	
Expenditures	738,785	137,561	19%	
Transfer In from General Fund	608,250	608,250	100%	
Net Change	(130,535)	483,626		
Beginning Fund Balance	568,652	568,652		
Ending Fund Balance	<u>\$ 438,117</u>	<u>\$ 1,052,278</u>		

**Capital Projects Expenditure Detail:**

City Hall Refurb Safety: Ph 4	\$ 250,000	\$ 33,157	13%	
City Hall Refurb Safety: Ph 5	85,000	20,445	24%	
City Hall/Public Library Project	83,523	83,523	100%	Note 14
CIP - Woods End Wilderness Trail Drainage & Improvement Project	47,012	436	1%	
CIP - Ridge Route Drive Drainage Repair Project	273,250	-	0%	
	<u>\$ 738,785</u>	<u>\$ 137,561</u>	19%	

**Notes:**

1. Includes only the first of two substantial property tax payments; second will be received in May
2. Includes July through January revenue; February revenue was received in April
3. Includes two full quarters and one partial quarter of revenue due to franchise fee payment timing
4. Includes July through February revenue; March revenue was received in April
5. Second of two waste and recycling services reimbursements from CR&R was received in April
6. Includes July through February revenue; March and April revenue will be received in May
7. Represents revenue from South Coast Air Quality Management District AB 2766 and interest income; Local Government Partnership funds will be reimbursed for expenditures incurred in the prior fiscal year
8. Construction of the City Hall Electric Vehicle Charging Station Project was completed in January
9. Increased demand for Senior Mobility Program services; a budget adjustment increasing expenditure appropriations was approved by the City Council in April
10. Reimbursable grant; revenues are received after expenditures are incurred and submitted for reimbursement
11. ADA Pedestrian Accessibility Improvement Projects are complete for the fiscal year
12. Revenues are recognized at the end of the fiscal year when all expenditures are incurred
13. Includes SB 2 Planning Grant funds received in October for expenditures incurred in the prior fiscal year
14. Construction of the City Hall/Public Library Project was completed in December

**7.0**  
**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:** May 15, 2024 Regular Meeting

**SUBJECT:** Consent Calendar Summary

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### **Recommendation**

Approve all proposed actions on the May 15, 2024 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 May 15, 2024 Consent Calendar contains the following items:

- 7.1 Approval of the City Council meeting minutes for the regular meeting on April 17, 2024 (Attachment A) and the special meeting on April 29, 2024 (Attachment B).
- 7.2 Approval of the warrant register dated May 15, 2024 in the amount of \$690,154.75. A list of warrants is included in the agenda packet; detailed information about individual warrants is available at or from City Hall.
- 7.3 Adoption of a resolution amending and adopting the Fiscal Years 2023-25

Budget and Work Plan for Fiscal Year 2023-24 commencing July 1, 2023 and ending June 30, 2024, and Fiscal Year 2024-25 commencing July 1, 2024 and ending June 30, 2025, increasing State of California Grants Fund appropriations for an award from the State of California SB 1383 Local Assistance Grant Program Fiscal Year 2022-23. Subsequent to the adoption of the Fiscal Years 2023-25 Budget and Work Plan, the City applied for and was awarded \$75,000 to assist with implementation of California Senate Bill 1383, including to support the City's edible food recovery program; the design, development, and distribution of organic waste recycling educational materials; recovered organic waste product procurement; and, enforcement of Senate Bill 1383's requirements. The proposed resolution would adopt the budget adjustments necessary to begin expending the awarded funds.

- 7.4 Approval of an agreement with the County of Orange for law enforcement services and authorization for the Mayor to execute the agreement, subject to approval as to form by the City Attorney. The proposed agreement includes a comparable level of service to the current fiscal year, at an annual cost of \$3,382,177 (a \$231,382, or approximately 7.34%, increase from the current fiscal year's cost of \$3,150,795). The most significant contributing factors to the increased cost are salary and benefit changes approved by the Orange County Board of Supervisors as part of 2023-2026 memoranda of understanding with County of Orange employee bargaining units. The proposed agreement is for a one-year period through June 30, 2025.
- 7.5 [1] Waiver of the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding for an agreement with Geosyntec Consultants, Inc. The City's procurement regulations generally require competitive bidding when the estimated cost of services is \$25,000 or more over the term of the agreement, but allow for the waiver of those provisions at the discretion of the City Council. In August 2023, the City Manager approved an agreement with Geosyntec Consultants to assist with identifying options to address an impacted and plugged storm drain pipe on Ridge Route Drive (included in the City's Capital Improvement Program as the "Ridge Route Drive Drainage Repair Project"). After assessing several potential options, a preferred design approach was identified to install a new catch basin, trash capture best management practice, and reinforced concrete pipe storm drain, and abandon certain existing infrastructure. Staff discussed that design approach during the quarterly report on the status of the Fiscal Years 2023-34 Capital Improvement Program at the City Council meeting

on April 17, 2024. Due to Geosyntec Consultants' familiarity with the project area and scope of work, and Geosyntec Consultants' qualifications and performance on past work, staff recommends waiving competitive bidding requirements for the proposed agreement.

AND

[2] Approval of an agreement with Geosyntec Consultants, Inc. for Ridge Route Drive Drainage Repair Project design and support services and authorization for the City Manager to execute the agreement, subject to approval as to form by the City Attorney. The proposed agreement is for a term beginning on the date of execution through June 30, 2025.

- 7.6 This item pertains to the General Municipal Election to be held on Tuesday, November 5, 2024, for the regularly scheduled election of three members of the City Council for the full term of four years (the offices currently held by Mayor Hatch, Mayor Pro Tem Horne, and Councilmember Conners).

[1] Adoption of a resolution calling and giving notice of the holding of a general municipal election to be held on Tuesday, November 5, 2024 for the election of certain officers as required by the provisions of the laws of the State of California related to general law cities.

*(Attachment A)*

AND

[2] Adoption of a resolution requesting the Board of Supervisors of the County of Orange to consolidate a general municipal election to be held on Tuesday, November 5, 2024 with the general election to be held on the same date, pursuant to California Elections Code Section 10403.

*(Attachment B)*

AND

[3] Adoption of a resolution adopting regulations for candidates for elective office pertaining to candidate statements submitted to the voters at the general municipal election to be held on Tuesday, November 5, 2024.

*(Attachment C)*

AND

[4] Adoption of a resolution providing for tie votes at the general municipal election to be held on Tuesday, November 5, 2024 to be resolved by lot, in accordance with California Elections Code Section 15651.

*(Attachment D)*

**7.1**  
**CITY COUNCIL MINUTES**

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**For additional information on this item,  
please refer to Item 7.0 (Consent Calendar Summary).**

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**CITY OF LAGUNA WOODS CALIFORNIA  
CITY COUNCIL MINUTES  
REGULAR MEETING  
April 17, 2024  
2:00 P.M.  
Laguna Woods City Hall  
24264 El Toro Road  
Laguna Woods, California 92637**

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**I. CALL TO ORDER**

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

**II. ROLL CALL**

COUNCILMEMBER:           PRESENT:   Conners, McCary, Moore, Horne  
                                  ABSENT:   Hatch

All councilmembers participated in-person at the meeting location.

STAFF PRESENT:           City Manager Macon, City Attorney Patterson, Administrative Services Director/City Treasurer Torres, City Clerk Trippy

All staff participated in-person at the meeting location.

**III. PLEDGE OF ALLEGIANCE**

Councilmember McCary led the pledge of allegiance.

**IV. PRESENTATIONS AND CEREMONIAL MATTERS**

**4.1 Holocaust Remembrance Day – May 6, 2024**

Mayor Pro Tem Horne called for a moment of silence.

A moment of silence was observed.

Councilmember Moore made comments.

**4.2 Community College Awareness Month – April 2024**

City Clerk Trippy read the proclamation.

Marsha Milchiker, Trustee, South Orange County Community College District, made

comments.

Councilmembers made comments and Ms. Milchiker answered questions.

Moved by Councilmember McCary, seconded by Councilmember Conners, and carried unanimously on a 4-0 vote, with Mayor Hatch absent, to approve and present the proclamation.

4.3 Donate Life Month – April 2024

City Clerk Trippy read the proclamation.

Tony Rouff, OneLegacy, made comments.

Councilmembers made comments and Mr. Ruff answered questions.

Moved by Councilmember Conners, seconded by Councilmember McCary, and carried unanimously on a 4-0 vote, with Mayor Hatch absent, to approve and present the proclamation.

Mayor Pro Tem Horne called for a brief recess to take photographs at 2:22 p.m.

The City Council reconvened at 2:25 p.m.

4.4 Presentation Regarding Theft Prevention and Crime Reporting – Captain Cruz Alday, Chief of Police Services, Orange County Sheriff’s Department

Captain Cruz Alday, Chief of Police Services, made a presentation.

Councilmembers made comments and Captain Alday and staff answered questions.

Kathryn Freshley, resident, made comments regarding a recent theft.

Councilmembers made comments and Captain Alday and staff answered questions.

Tony Rouff, member of the public, inquired if pepper spray is an effective tool.

Captain Cruz responded to Mr. Rouff’s comments.

**V. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Bill Kaufman, member of the public, commented on the City’s cannabis storefront retailer ordinance and a cannabis health center proposal. He asked that the City consider a variance for a location in the Willow Tree Center.

Councilmember Moore briefly responded to Mr. Kaufman’s comments.

City Manager Macon briefly responded to Mr. Kaufman’s comments.

Mr. Kaufman briefly made comments.

City Attorney Patterson advised that this matter is not on the agenda.

Councilmember Conners briefly responded to Mr. Kaufman’s comments.

Mr. Kaufman briefly made comments.

## **VI. CITY TREASURER’S REPORT**

### **6.1 City Treasurer Report**

Administrative Services Director/City Treasurer Torres made a presentation.

Moved by Councilmember Conners, seconded by Councilmember Moore, and carried unanimously on a 4-0 vote, with Mayor Hatch absent, to receive and file the City Treasurer’s Report for the month of March 2024.

## **VII. CONSENT CALENDAR**

Moved by Councilmember McCary, seconded by Councilmember Conners, and carried unanimously on a 4-0 vote, with Mayor Hatch absent, to approve Consent Calendar items 7.1-7.4.

### **7.1 City Council Minutes**

Approved the City Council meeting minutes for the regular meeting on March 20, 2024.

### **7.2 Warrant Register**

Approved the warrant register dated April 17, 2024, in the amount of \$814,179.82.

### **7.3 Fiscal Years 2023-25 Budget Adjustments**

Adopted a resolution titled:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2023-25 BUDGET AND WORK PLAN FOR FISCAL YEAR 2023-24 COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024, AND FISCAL YEAR 2024-25 COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025, INCREASING SENIOR MOBILITY FUND APPROPRIATIONS TO ACCOMMODATE INCREASED DEMAND FOR SENIOR MOBILITY PROGRAM SERVICES**

7.4 Tree Pruning and Removal Services

Approved an agreement with West Coast Arborists, Inc. for tree pruning and removal services and authorized the City Manager to execute the agreement, subject to approval as to form by the City Attorney.

**VIII. PUBLIC HEARINGS – None**

**IX. CITY COUNCIL BUSINESS**

9.1 Businesses Title of Laguna Woods Municipal Code

City Manager Macon made a presentation.

Councilmembers discussed the item.

Moved by Councilmember Moore, seconded by Councilmember McCary, and carried unanimously on a 4-0 vote, with Mayor Hatch absent to approve the second reading and adopt an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING SECTIONS 6.02.010 AND 6.04.010 AND REPEALING CHAPTERS 6.06, 6.08, 6.10, 6.14, 6.16, AND 6.18 OF TITLE 6 (BUSINESSES) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO REGULATIONS LICENSING REQUIREMENTS, AND OTHER PROVISIONS APPLICABLE TO BUSINESSES OPERATING IN LAGUNA WOODS, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

9.2 Solid Waste Handling Services

City Manager Macon made a presentation and noted that staff's recommendation includes the following changes to the proposed Third Amendment included in the agenda packet:

All three proposed references to “April 1, 2024” in Section 8.9 revised to read “May 1, 2024” and

The new sentence proposed to be added to the last bullet point in Exhibit A is revised to read as follows:

The required minimum one-inch overhang shall apply to all Bin lids delivered, exchanged, or replaced, whether by Contractor or upon request from a Responsible Customer or the City Manager or per Section 8.9, on or after May 1, 2024.

Councilmembers discussed the item.

Conservation Administrator Cook responded to a question.

Moved by Councilmember Conners, seconded by Councilmember Moore, and carried unanimously on a 4-0 vote, with Mayor Hatch absent, to adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING AND AUTHORIZING THE EXECUTION OF A THIRD AMENDMENT OF THE AGREEMENT WITH CR&R INCORPORATED FOR SOLID WASTE HANDLING SERVICES, AND DETERMINING AND CERTIFYING THAT THE THIRD AMENDMENT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

with all three proposed references to “April 1, 2024” in Section 8.9 revised to read “May 1, 2024” and

with the new sentence proposed to be added to the last bullet point in Exhibit A revised to read as follows:

The required minimum one-inch overhang shall apply to all Bin lids delivered, exchanged, or replaced, whether by Contractor or upon request from a Responsible Customer or the City Manager or per Section 8.9, on or after May 1, 2024.

9.3 Fiscal Years 2023-34 Capital Improvement Program

City Manager Macon made a presentation.

Councilmembers discussed the item and staff answered related questions.

9.4 “We the People...” Installation  
(agendized by Councilmember Moore)

Councilmember Moore made a presentation.

Moved by Councilmember Moore to direct the City Manager to have lettering that reads “We the People...” installed above the entry to City Hall.

The motion died for a lack of second.

City Clerk Trippy read a letter written by Mayor Hatch.

Councilmembers discussed the item.

City Manager Macon and City Attorney Patterson suggested that the matter of City Hall

building signage be agendized for a future meeting in a manner that would allow for a broader discussion of potential content.

**X. CITY COUNCIL REPORTS AND COMMENTS**

10.1 Coastal Greenbelt Authority

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

10.2 Orange County Fire Authority

At the request of Mayor Hatch, a video was played regarding the Orange County Fire Authority’s recent open house event.

Councilmember Connors briefly commented.

10.3 Orange County Library Advisory Board

Councilmember Moore provided a report.

Councilmembers briefly commented on the report.

10.4 Orange County Mosquito and Vector Control District

Mayor Pro Tem Horne provided a report.

10.5 San Joaquin Hills Transportation Corridor Agency

Councilmember Connors provided a report.

Councilmember Moore briefly commented.

10.6 South Orange County Watershed Management Area

Councilmember Moore stated that there had been no meeting since the last meeting and commented on an upcoming cleanup event hosted by Assemblymember Petrie-Norris.

10.7 Liaisons to Community Bridge Builders

Mayor Pro Tem Horne and Councilmember McCary provided a report.

Councilmember Connors briefly commented.

10.8 Other Comments and Reports – None

**X. CLOSED SESSION – None**

**XI. CLOSED SESSION REPORT – None**

**XII. ADJOURNMENT**

The meeting was adjourned at 4:26 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, May 15, 2024, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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YOLIE TRIPPY, CMC, City Clerk

Approved: May 15, 2024

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NOEL HATCH, Mayor

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**CITY OF LAGUNA WOODS CALIFORNIA  
CITY COUNCIL MINUTES  
SPECIAL MEETING  
April 29, 2024  
2:00 P.M.  
Laguna Woods City Hall  
24264 El Toro Road  
Laguna Woods, California 92637**

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**I. CALL TO ORDER**

Mayor Hatch called the Special Meeting of the City Council of the City of Laguna Woods to order at 2:01 p.m.

**II. ROLL CALL**

COUNCILMEMBER:           PRESENT:   Conners, McCary, Moore, Horne, Hatch  
                                  ABSENT:   -

All councilmembers participated in-person at the meeting location.

STAFF PRESENT:           City Manager Macon, City Attorney Patterson, City Clerk Trippy

All staff participated in-person at the meeting location.

**III. PLEDGE OF ALLEGIANCE**

Chief of Police Services Alday led the pledge of allegiance.

**IV. PRESENTATIONS AND CEREMONIAL MATTERS**

4.1   Presentation Regarding Coyote Activity and Awareness – Laguna Beach/Laguna Woods Animal Services

Mayor Hatch introduced the item.

Jim Beres, Professional Services Administrator, City of Laguna Beach, and John Thompson, Animal Services Officer, City of Laguna Beach, made a presentation.

Councilmembers discussed the item and City of Laguna Beach staff answered questions.

**V. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

City Manager Macon noted that one written public comment was received.

City Clerk Trippy read correspondence from Loren Lutzenhiser, resident, regarding climate change, that was received via email on April 29, 2024 at 11:37 a.m. (titled “comments for this afternoon's Council meeting”). Mr. Lutzenhiser’s correspondence is on file in the City Clerk’s Office.

Councilmembers briefly responded to Mr. Lutzenhiser’s written public comment.

**VI. CITY TREASURER’S REPORT** – None; the monthly City Treasurer’s Report was provided at the regular meeting on April 17, 2024

**VII. CONSENT CALENDAR**

Moved by Councilmember Conners, seconded by Mayor Pro Tem Horne, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 7.1-7.8.

7.1 City Engineering Services

Approved an agreement with NV5, Inc. for city engineering services and authorized the City Manager to execute the agreement, subject to approval as to form by the City Attorney.

7.2 Hazardous Waste Handling Services

Approved an extension of the agreement with WM Curbside, LLC for hazardous waste handling services and authorized the City Manager to execute the extension, subject to approval as to form by the City Attorney.

7.3 Information Technology Services

1. Waived the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding for an extension of an agreement with Practical Data Solutions.

AND

2. Approved an extension of the agreement with Practical Data Solutions for information technology services and authorized the City Manager to execute the extension, subject to approval as to form by the City Attorney.

7.4 Solid Waste Handling Services

Adopted a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING AND AUTHORIZING THE EXECUTION OF A THIRD AMENDMENT OF THE AGREEMENT

WITH CR&R INCORPORATED FOR SOLID WASTE HANDLING SERVICES, AND DETERMINING AND CERTIFYING THAT THE THIRD AMENDMENT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

7.5 Street Sweeping Services

Approved an extension of the agreement with Sweeping Corporation of America for street sweeping services and authorized the City Manager to execute the extension, subject to approval as to form by the City Attorney.

7.6 Traffic Engineering Services

Approved an extension of the agreement with Iteris, Inc. for traffic engineering services and authorized the City Manager to execute the extension, subject to approval as to form by the City Attorney.

7.7 City Hall Complex Parking Lot Improvement Project

Approved an extension and amendment of the agreement with NV5, Inc. for City Hall Complex Parking Lot Improvement Project services and authorized the City Manager to execute the extension and amendment, subject to approval as to form by the City Attorney.

7.8 El Toro Road Medians Improvement Project

1. Approved final record plans and specifications reflecting completion of the “El Toro Road Medians Improvement Project” as prepared by the project engineer.

AND

2. Accepted project completion of the contract agreement with Kormex Construction, Inc. for the “El Toro Road Medians Improvement Project” and authorized the City Manager to execute and record, or cause to be executed and recorded, a notice of completion with the County of Orange.

AND

3. Authorized the City Manager to release the contract retention payment withheld per state law, and exonerate project posted bonds, for the “El Toro Road Medians Improvement Project,” 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

**VIII. PUBLIC HEARINGS – None**

**IX. CITY COUNCIL BUSINESS**

9.1 Local California Environmental Quality Act Guidelines

City Manager Macon made a presentation.

Kathryn Freshley, resident, expressed concerns regarding the proposal to no longer make draft environmental impact reports available at the Laguna Woods Village Library.

City Manager Macon briefly responded to Ms. Freshley’s comments.

Councilmember Moore made comments.

City Manager Macon responded to Councilmember Moore’s comments.

Moved by Councilmember Moore, seconded by Councilmember McCary, and carried unanimously on a 5-0 vote, to adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING LOCAL CALIFORNIA ENVIRONMENTAL QUALITY ACT GUIDELINES (PROCEDURES) ADOPTED PURSUANT TO CALIFORNIA PUBLIC RESOURCES CODE SECTION 21082, AND DETERMINING AND CERTIFYING THAT THE AMENDED LOCAL CALIFORNIA ENVIRONMENTAL QUALITY ACT GUIDELINES (PROCEDURES) ARE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

9.2 Ad Hoc Fiscal Year 2023-24 Audit Committee

City Manager Macon made a presentation.

Moved by Councilmember Conners, seconded by Mayor Pro Tem Horne, and carried unanimously on a 5-0 vote, to appoint Councilmember McCary and Councilmember Moore to an Ad Hoc Audit Committee beginning immediately through October 16, 2024 to work with the City’s independent auditors on matters related to the Fiscal Year 2023-24 audit.

9.3 City Hall Building Signage

Councilmember Moore moved that the item be tabled.

In response to a question from Councilmember Conners, City Manager Macon stated that tabling the item for today’s meeting would not cause an issue with pending capital improvements.

Moved by Councilmember Moore, seconded by Councilmember Conners, and carried unanimously on a 5-0 vote, to table Item 9.3.

City Manager Macon noted that public comments received for this item would be carried over to the future meeting at which it is considered.

**X. ADJOURNMENT**

The meeting was adjourned at 2:57 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, May 15, 2024, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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YOLIE TRIPPY, CMC, City Clerk

Approved: May 15, 2024

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NOEL HATCH, Mayor

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## **7.2 WARRANT REGISTER**

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**For additional information on this item,  
please refer to Item 7.0 (Consent Calendar Summary).**

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## CITY OF LAGUNA WOODS

## WARRANT REGISTER

May 15, 2024

ITEM 7.2

This Report Covers the Period 04/01/2024 through 04/30/2024

Date	Vendor Name	Description	Amount	
<b>Debit</b>	<b>Automatic Bank Debits:</b>			
04/02/2024	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / March 2024	1,963.46	
04/02/2024	AUTHORIZE.NET	Online Credit Card Processing Fees / March 2024	12.00	
04/03/2024	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / April 2024	517.32	
04/04/2024	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / April 2024	7.43	
04/05/2024	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 03/08/2024 & 03/22/2024	488.38	
04/05/2024	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / April 2024	278,822.12	
04/09/2024	NAVIA BENEFIT SOLUTIONS, INC	125 Cafeteria Plan Administration / March 2024	200.00	
04/09/2024	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 03/08/2024	2,865.55	
04/09/2024	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 03/08/2024	2,184.73	
04/11/2024	CALPERS - HEALTH	Employee Benefit Program / April 2024	9,803.18	
04/11/2024	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / April 2024	15.00	
04/11/2024	ADP TAX	Payroll Taxes / Pay Period Ended 04/05/2024	21,794.36	
04/11/2024	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 04/05/2024	10,848.58	
04/12/2024	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 04/05/2024	2,800.00	
04/14/2024	U.S. BANK	Bank Service Charges / March 2024	32.42	
04/23/2024	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 03/22/2024	2,865.54	
04/23/2024	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 03/22/2024	2,465.63	
04/25/2024	ADP TAX	Payroll Taxes / Pay Period Ended 04/19/2024	10,514.48	
04/25/2024	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 04/19/2024	21,858.05	
04/26/2024	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 04/19/2024	1,800.00	
<b>Check Number</b>	<b>Warrants:</b>			
7464	04/12/2024	ABOUND FOOD CARE	Edible Food Recovery Services / March 2024	392.33
7465	04/12/2024	ACC BUSINESS	City Hall Internet Service / February 2024	608.66
7466	04/12/2024	AETNA BEHAVIORAL HEALTH, LLC	Employee Benefit Program / May 2024	20.88
7467	04/12/2024	AMAZON CAPITAL SERVICES	Office Supplies	769.84
7468	04/12/2024	AT&T	White Pages / April 2024	4.30
7469	04/12/2024	AT&T	Telephone / 458-3487 / March 2024	57.15
7470	04/12/2024	BAJA SIGNS GROUP, INC.	City Hall Maintenance	250.00
7471	04/12/2024	BOUTWELL FAY LLP	Legal Services / March 2024	297.50
7472	04/12/2024	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / March 2024	17,172.98
7473	04/12/2024	CALIFORNIA BUILDING STANDARDS COMMISSION	Building Permit Fee Assessment / January - March 2024	598.50
7474	04/12/2024	CALIFORNIA DEPT. OF TAX & FEE ADMINISTRATION	Use Tax / Calendar Year 2023	14.00
7475	04/12/2024	CHASE DESIGN, INC.	Website Design Services / February - April 2024	6,225.00
7476	04/12/2024	CIVICPLUS, LLC	Codification Of Ordinances	1,530.13
7477	04/12/2024	COUNTY OF ORANGE	Automated Fingerprint ID System / April 2024	636.00
7478	04/12/2024	DEPARTMENT OF CONSERVATION	Strong Motion Instrumentation & Seismic Hazard Mapping Fee / January - March 2024	1,157.49
7479	04/12/2024	EPIC IO TECHNOLOGIES, INC.	City Hall Internet Service / April 2024	201.45
7480	04/12/2024	FIRST RESPONSE AIR CONDITIONING & HEATING INC.	City Hall Maintenance	6,727.00
7481	04/12/2024	IRWIN B BORNSTEIN, CPA	Financial Consulting Services / March 2024	575.00
7482	04/12/2024	LAGUNA DIGITAL, INC.	Printing Services	136.84
7483	04/12/2024	MELISSA LEANZA	GAAT Update Webinar Reimbursement	95.00

CITY OF LAGUNA WOODS

WARRANT REGISTER

May 15, 2024

ITEM 7.2

This Report Covers the Period 04/01/2024 through 04/30/2024

Date	Vendor Name	Description	Amount	
7484	04/12/2024	ORANGE COUNTY REGISTER-NOTICES	Public Notices / March 2024	1,033.37
7485	04/12/2024	PARK CONSULTING GROUP, INC	Software Consulting Services / March 2024	2,362.50
7486	04/12/2024	PV MAINTENANCE INC	Street, City Hall & Park Maintenance / February - March 2024	26,557.64
7487	04/12/2024	RINGCENTRAL, INC.	Telephone Services / April 2024	800.71
7488	04/12/2024	SMITH ARCHITECTS	City Hall Refurbishment & Safety Project: Phase 4	1,777.22
7489	04/12/2024	SOUTHERN CALIFORNIA GAS COMPANY	Gas Service - City Hall / March 2024	109.83
7490	04/12/2024	SOUTHERN CALIFORNIA SHREDDING,	Shredding Services / March 2024	470.00
7491	04/12/2024	STAPLES	Office & Janitorial Supplies	763.50
7492	04/12/2024	SUN TAMERS WINDOW TINTING	City Hall Refurbishment & Safety Project: Phase 4	4,634.00
7493	04/12/2024	SWEEPING CORPORATION OF AMERICA	Street Sweeping Services / March 2024	3,480.00
7494	04/12/2024	TEMPLE JUDEA	Deposit Project Refund	1,986.85
7495	04/12/2024	TRIPEPI, SMITH AND ASSOCIATES, INC.	Broadcasting Services / March 2024	451.25
7496	04/12/2024	WM CURBSIDE, LLC	HHW & Sharps Program / March 2024	5,287.46
7497	04/19/2024	APRIL BAUMGARTEN	City Hall Maintenance Reimbursement	328.15
7498	04/19/2024	AT&T	Telephone / 583-1105 / March 2024	29.35
7499	04/19/2024	AT&T	Telephone / 581-9821 / March 2024	59.95
7500	04/19/2024	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / March - April 2024	13,730.53
7501	04/19/2024	CALIFORNIA YELLOW CAB	Senior Mobility Transportation Services / March 2024	40,693.20
7502	04/19/2024	FLEXBOOKER	Scheduling Software Subscription / September 2023 - September 2024	948.00
7503	04/19/2024	ITERIS, INC	Traffic Engineering / March 2024	3,167.50
7504	04/19/2024	JACOB GREEN & ASSOCIATES, INC.	Emergency Operations Plan Consulting Services	9,025.00
7505	04/19/2024	KONE INC.	City Hall Elevator Maintenance / April 2024	232.31
7506	04/19/2024	LPA, INC.	City Hall Refurbishment & Safety Project: Phase 5	4,897.50
7507	04/19/2024	LSA ASSOCIATES, INC.	Planning Services / March 2024	2,927.00
7508	04/19/2024	NV5, INC.	Engineering Services / March 2024	3,550.00
7509	04/19/2024	OMNI ENTERPRISE INC	Janitorial Services / March 2024	5,600.00
7510	04/19/2024	RICOH USA, INC.	Copier Usage / January - March 2024	1,027.06
7511	04/19/2024	RICOH USA, INC.	Copier Lease / May 2024	246.57
7512	04/19/2024	RJM DESIGN GROUP	Landscape Architectural Services / March 2024	9,913.50
7513	04/19/2024	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	9,189.71
7514	04/19/2024	VOID	VOID	-
7515	04/26/2024	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	Single Audit Services / Fiscal Year 2022-23	1,000.00
7516	04/26/2024	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / March 2024	9,584.00
7517	04/26/2024	COUNTY OF ORANGE	800MHz Communication Charges / April - June 2024	1,400.00
7518	04/26/2024	FERNANDO AYALA	Replacement for Check #6790 dated July 6, 2023	36.00
7519	04/26/2024	INTERPRETING SERVICES INTERNATIONAL, LLC	Translation Services	690.25
7520	04/26/2024	LAGUNA DIGITAL, INC.	Printing Services	293.52
7521	04/26/2024	LEONIDA BUILDERS INC.	El Toro Road & Moulton Parkway Water Quality Project	103,338.15
7522	04/26/2024	MARC DONOHUE	Administrative Services / April 2024	250.00
7523	04/26/2024	PSOMAS	Planning Services / March 2024	2,954.75
7524	04/26/2024	RECREATION BRANDING SERVICES	Graphic Design Services	975.60
7525	04/26/2024	WILLDAN ENGINEERING	Code Enforcement Services / March 2024	7,000.00
			<b>Total Bank Debits and Warrants:</b>	<b>\$ 690,154.75</b>

**TOTAL \$ 690,154.75**

**CITY OF LAGUNA WOODS  
WARRANT REGISTER  
May 15, 2024**

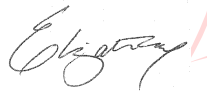
This Report Covers the Period 04/01/2024 through 04/30/2024

Date	Vendor Name	Description	Amount
<b>NOTES:</b>			
Note 1 - City Councilmembers are eligible to receive either a salary or vehicle reimbursement allowance in the amount of \$300 per month (\$3,600 per year). Such compensation is included in the City's regular payroll (see "ADP Payroll Services" under "Automatic Bank Debits"), unless waived by the Councilmember. For the month of April 2024, the following Councilmembers received compensation in the amount of \$300: Conners, Hatch, Horne, and McCary.			
Note 2 - Petty cash is reported as cash is paid out, not when the fund is replenished. No petty cash transactions were paid during this time period.			
Note 3 - The table below summarizes credit card expenditures paid via Check #7513 to U.S. Bank totaling \$9,189.71:			
	Worthington Direct	Office Supplies	\$138.65
	Home Depot	Office Supplies	\$512.32
	CalChamber	Office Supplies	\$45.27
	GoDaddy	Website Domain Renewal	\$104.05
	Microsoft	Office 365 Subscription	\$162.00
	Microsoft	Office 365 Online Services	\$475.00
	GoTo	Computer Software	\$1,539.99
	Zoom	Video Conferencing	\$31.98
	Carahsoft Technology	Computer Software	\$2,205.00
	GoDaddy	Civic Support Fund Office 365 Email Renewal	\$95.88
	ContractSafe	Computer Software	\$3,767.58
	Stamps.com	Postage	\$29.99
	OC Clerk-Recorder	Document Recording	\$82.00
<b>Total Credit Card Reimbursement:</b>			<b>\$9,189.71</b>

**Administrative Services Director/City Treasurer's Certification**

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

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


 Digitally signed by  
 Elizabeth Torres  
 Date: 2024.05.08  
 19:20:23 -07'00'

Elizabeth Torres, Administrative Services Director/City Treasurer

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**7.3**  
**FISCAL YEARS 2023-25 BUDGET**  
**ADJUSTMENTS**

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**For additional information on this item,  
please refer to Item 7.0 (Consent Calendar Summary).**

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**RESOLUTION NO. 24-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2023-25 BUDGET AND WORK PLAN FOR FISCAL YEAR 2023-24 COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024, AND FISCAL YEAR 2024-25 COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025, INCREASING STATE OF CALIFORNIA GRANTS FUND APPROPRIATIONS FOR AN AWARD FROM THE STATE OF CALIFORNIA SB 1383 LOCAL ASSISTANCE GRANT PROGRAM FISCAL YEAR 2022-23

**WHEREAS**, subsequent to the adoption of the Budget, the City applied for and was awarded \$75,000 from the State of California SB 1383 Local Assistance Grant Program Fiscal Year 2022-23 (“State SB 1383 Grant”); and

**WHEREAS**, the funds awarded to the City from the State SB 1383 Grant are to be used to assist the City with implementation of California Senate Bill 1383 (Lara, Chapter 395, Statutes of 2016) (“Senate Bill 1383”), specifically activities related to any of the following:

Providing organics collection services to all residents and businesses,  
 Conducting education and outreach to the community,  
 Securing access to recycling and edible food recovery capacity,  
 Establishing edible food recovery program,  
 Procuring recyclable and recovered organic products, and  
 Monitoring compliance and conducting enforcement

; and

**WHEREAS**, initially, the funds awarded to the City from the State SB 1383 Grant will be used to support the City’s edible food recovery program; the design, development, and distribution of organic waste recycling educational materials; recovered organic waste product procurement; and, enforcement of Senate Bill 1383’s requirements; and

**WHEREAS**, it is necessary for the City Council to increase Fiscal Year 2023-24 appropriations for the State of California Grants Fund in the amount of \$75,000, with the appropriations drawn from revenues to be received from the State SB 1383 Grant, to enable the use of such funds; and

**WHEREAS**, revenues from the State SB 1383 Grant will be received on a reimbursement basis, meaning that the City is required to make expenditures in advance of receiving the offsetting revenue, and such expenditures will be made in accordance with City Administrative Policy 2.9.

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. 23-16, as previously amended by Resolution Nos. 23-25, 23-33, 24-02, 24-07, 24-10, and 24-11, is hereby amended, in its entirety, to read as follows:

The budget revenue projections are:

	<i>Fiscal Year 2023-24</i>	<i>Fiscal Year 2024-25</i>
General Fund		
Property Tax	\$3,297,700	\$3,405,200
Property Transfer Tax	\$112,000	\$114,900
Sales Tax	\$1,196,000	\$1,233,000
Franchise Fees	\$751,800	\$753,100
Transient Occupancy Tax	\$604,000	\$620,000
Developing Processing Fees	\$814,400	\$827,400
Interest	\$352,000	\$340,000
Miscellaneous	\$207,700	\$213,800
SUBTOTAL	\$7,335,600	\$7,507,400
Capital Projects Fund		
Intergovernmental	\$0	\$0
Interest	\$0	\$0
SUBTOTAL	\$0	\$0
Fuel Tax	\$492,800	\$503,700
Road Maintenance & Rehabilitation Program	\$435,300	\$465,600
Measure M2 (OC Go)	\$336,000	\$348,600
Service Authority for Abandoned Vehicles	\$0	\$0
Supplemental Law Enforcement Services	\$167,800	\$169,600
Mobile Source Reduction	\$72,000	\$22,000
PEG/Cable Television	\$18,400	\$18,800
Senior Mobility	\$140,700	\$145,700
Community Development	\$500,000	\$150,000

Block Grant (CDBG)		
Federal Grants	\$1,618,278	\$782,869
State of California Grants	\$239,800	\$0
Miscellaneous Special Revenue	\$0	\$0
Laguna Woods Civic Support Fund	\$0	\$0

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

	<i>Fiscal Year 2023-24 Adopted Budget</i>	<i>Fiscal Year 2023-24 Carryover Appropriations</i>	<i>Fiscal Year 2023-24 Budget Amendments</i>	<i>Fiscal Year 2023-24 Amended Budget</i>
General Fund	\$7,730,079 <sup>A</sup> (includes transfers to Capital Projects Fund of \$608,250)	\$8,544	\$470,480 <sup>A,B</sup>	\$8,209,103 (includes transfers to Capital Projects Fund of \$608,250)
Capital Projects Fund	\$608,250	\$130,535	-	\$738,785
Fuel Tax	\$395,000	-	\$34,570 <sup>D</sup>	\$429,570
Road Maintenance & Rehabilitation Program	\$325,821	-	-	\$325,821
Measure M2 (OC Go)	\$285,700	-	-	\$285,700
Service Authority for Abandoned Vehicles	\$0	-	-	\$0
Supplemental Law Enforcement Services	\$176,100	-	-	\$176,100
Mobile Source Reduction	\$0	\$10,711	-	\$10,711
PEG/Cable Television	\$15,000	-	-	\$15,000
Senior Mobility	\$207,000	-	\$170,600 <sup>E</sup>	\$377,600
Community Development Block Grant (CDBG)	\$150,000	\$307,528	-	\$457,528
Federal Grants	\$719,145	\$1,006,869	-	\$1,726,014
State of California Grants	\$0	\$221,898	\$100,580 <sup>C, F</sup>	\$322,478
Miscellaneous Special Revenue	\$0	-	-	\$0
Laguna Woods Civic Support Fund	\$48,810	-	-	\$48,810
<b>TOTAL</b>	<b>\$10,052,655</b>	<b>\$1,686,085</b>	<b>\$776,230</b>	<b>\$12,514,970</b>

<sup>A</sup> Fund Budget Adjustment CC-23/24-01: CalPERS Lump Sum Payments, +\$306,925 (R 23-33)

<sup>B</sup> Fund Budget Adjustment CC-23/24-02: CEPPT Contribution, +\$163,555 (R 24-02)

ITEM 7.3

- <sup>C</sup> Fund Budget Adjustment CC-23/24-03: State HHW Grant, +\$25,580 (R 24-07)
- <sup>D</sup> Fund Budget Adjustment CC-23/24-04: Transportation System, +\$34,570 (R 24-10)
- <sup>E</sup> Fund Budget Adjustment CC-23/24-05: Senior Mobility Program, +\$170,600 (R 24-11)
- <sup>F</sup> Fund Budget Adjustment CC-23/24-06: State SB 1383 Grant, +\$75,000 (R 24-XX)

	<i>Fiscal Year 2024-25 Adopted Budget</i>	<i>Fiscal Year 2024-25 Carryover Appropriations</i>	<i>Fiscal Year 2024-25 Budget Amendments</i>	<i>Fiscal Year 2024-25 Amended Budget</i>
General Fund	\$7,287,511 (includes transfers to Capital Projects Fund of \$0)	-	-	\$7,287,511 (includes transfers to Capital Projects Fund of \$0)
Capital Projects Fund	\$0	-	-	\$0
Fuel Tax	\$425,000	-	-	\$425,000
Road Maintenance & Rehabilitation Program	\$195,795	-	-	\$195,795
Measure M2 (OC Go)	\$290,700	-	-	\$290,700
Service Authority for Abandoned Vehicles	\$0	-	-	\$0
Supplemental Law Enforcement Services	\$176,100	-	-	\$176,100
Mobile Source Reduction	\$0	-	-	\$0
PEG/Cable Television	\$15,000	-	-	\$15,000
Senior Mobility	\$227,000	-	-	\$227,000
Community Development Block Grant (CDBG)	\$150,000	-	-	\$150,000
Federal Grants	\$782,869	-	-	\$782,869
State of California Grants	\$0	-	-	\$0
Miscellaneous Special Revenue	\$0	-	-	\$0
Laguna Woods Civic Support Fund	\$300	-	-	\$300
<b>TOTAL</b>	<b>\$9,550,275</b>	<b>-</b>	<b>-</b>	<b>\$9,550,275</b>

The budget appropriations authorized by this section reflect the Fiscal Years 2023-25 adopted budgets, plus authorized budget adjustments approved between July 1, 2023 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 Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2024.

\_\_\_\_\_  
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. 24-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2024, by the following vote:

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

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

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## **7.4 LAW ENFORCEMENT SERVICES**

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**For additional information on this item,  
please refer to Item 7.0 (Consent Calendar Summary).**

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**AGREEMENT  
BETWEEN THE  
CITY OF LAGUNA WOODS  
AND THE  
COUNTY OF ORANGE**

**THIS AGREEMENT** is entered into this First day of June 2024, which date is enumerated for purposes of reference only, by and between the CITY OF LAGUNA WOODS, hereinafter referred to as "CITY", and the COUNTY OF ORANGE, a political subdivision of the State of California, hereinafter referred to as "COUNTY".

**WITNESSETH:**

**WHEREAS**, CITY wishes to contract with COUNTY for law enforcement services; and

**WHEREAS**, COUNTY is agreeable to the rendering of such services, as authorized in Government Code Sections 51301 and 55632, on the terms and conditions hereinafter set forth,

**NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:**

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Attachment G:	TVAP Form

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1 **A. TERM:**

2 The term of this Agreement shall commence July 1, 2024 and terminate  
3 June 30, 2025 unless earlier terminated by either party or extended in the  
4 manner set forth herein.

5 **B. OPTIONAL TERMINATION OR EXTENSION:**

- 6 1. COUNTY or CITY may terminate this Agreement, without cause, upon  
7 one-hundred and eighty (180) days written notice to the other party.
- 8 2. If COUNTY and CITY have not entered into a written agreement by  
9 June 30, 2025 for COUNTY to provide to CITY, during all or part of the  
10 period between July 1, 2025 and June 30, 2026, law enforcement services  
11 similar to those specified herein, then SHERIFF, on behalf of COUNTY, and  
12 CITY's Manager, on behalf of CITY, are authorized to execute a written  
13 amendment to this Agreement that provides as follows and does not  
14 materially alter other terms of the Agreement: SHERIFF shall continue to  
15 provide to CITY all or a designated part of the law enforcement services  
16 specified herein, for a specified time period between July 1, 2025 and  
17 August 31, 2025 and CITY shall pay COUNTY the full costs of providing  
18 such services. Such full costs may be greater than those listed herein for  
19 the period July 1, 2024 through June 30, 2025. SHERIFF and CITY  
20 Manager shall file copies of any such amendments to this Agreement with  
21 the Clerk of COUNTY's Board of Supervisors and CITY's Clerk.

22 **C. REGULAR SERVICES BY COUNTY:**

- 23 1. COUNTY, through its Sheriff-Coroner and deputies, officers and employees,  
24 hereinafter referred to as "SHERIFF", shall render to CITY law enforcement  
25 services as hereinafter provided. Such services shall include the  
26 enforcement of lawful State statutes and lawful municipal ordinances of  
27 CITY other than licensing ordinances.

28 //

1 **C. REGULAR SERVICES BY COUNTY: (Continued)**

- 2 2. The night, day and evening patrol and supervisory shifts will be established  
3 by SHERIFF. Personnel of each shift may work varying and different times  
4 and may be deployed to other shifts when, in the opinion of SHERIFF and  
5 CITY Manager, the need arises. Any long-term shift deployment change will  
6 be reported to CITY's Council.
- 7 3. The level of service, other than for licensing, to be provided by COUNTY for  
8 the period July 1, 2024 through June 30, 2025, is set forth in Attachment A.
- 9 4. For any service listed in Attachment A in this Agreement that is provided to  
10 CITY at less than 100% of a full-time SHERIFF position, COUNTY retains  
11 the option to terminate such service in the event the other city or cities that  
12 contract(s) for the balance of the time of the employee providing the service  
13 no longer pay(s) for such service and CITY does not request the Agreement  
14 be amended to provide for payment of 100% of the cost of the employee  
15 providing such service. The Maximum Obligation of CITY set forth in  
16 Subsection G-2 will be adjusted accordingly.
- 17 5. All services contracted for in this Agreement may not be operational on the  
18 precise date specified in this Agreement. In those instances, SHERIFF  
19 shall notify CITY Manager of the date or dates such service or services are  
20 to be implemented. COUNTY shall reduce the monthly charges to CITY,  
21 based on the actual date of implementation of the service or services.  
22 Charges shall be reduced on the next monthly billing tendered in  
23 accordance with Subsection G-3 of this Agreement.
- 24 6. During emergencies, such as mutual aid situations, SHERIFF will attempt to  
25 staff the CITY's Emergency Operations Center (EOC) with a Captain or  
26 Sergeant to assist the CITY with the operations of the EOC. Such services  
27 may be considered supplemental to the contract and chargeable to the CITY  
28 on a time and material basis to the extent the services provided are at a

1 **C. REGULAR SERVICES BY COUNTY: (Continued)**

2 level greater than that specified in Attachment A of this Agreement.

- 3 7. With respect to the licensing ordinances of CITY listed in Attachment B,  
4 SHERIFF shall receive applications for CITY licenses pursuant to said  
5 ordinances and complete investigations relating to such applications. Such  
6 investigations shall be forwarded to CITY Manager. COUNTY shall not  
7 provide any advisory, administrative, hearing or litigation attorney support or  
8 services related to licensing. COUNTY shall not provide any administrative  
9 or investigatory services related to the licensing ordinances listed in  
10 Attachment B, except the investigations relating to initial applications for  
11 which this subsection provides.

12 In the event CITY amends Attachment B, CITY's Manager, on behalf of  
13 CITY, and SHERIFF, on behalf of COUNTY, have authority to execute an  
14 amendment of this Agreement to substitute CITY's amended Attachment B,  
15 as long as said Amendment to this Agreement does not materially change  
16 any other provision of this Agreement.

- 17 8. With the limitations set forth below, SHERIFF, on behalf of COUNTY, and  
18 CITY Manager, on behalf of CITY, are authorized to execute written  
19 amendments to this Agreement to increase or decrease the level of service  
20 set forth in Attachment A, when SHERIFF and CITY Manager mutually  
21 agree that such increase or decrease in the level of service is appropriate.  
22 Any such amendment to the Agreement shall concomitantly increase or  
23 decrease the cost of services payable by CITY set forth in Attachment C,  
24 and the Maximum Obligation of CITY set forth in Subsection G-2, in  
25 accordance with the current year's COUNTY law enforcement cost study.  
26 SHERIFF and CITY Manager shall file copies of any such amendments to  
27 this Agreement with the Clerk of COUNTY's Board of Supervisors and  
28 CITY's Clerk. Except for costs related to Sections G-4a and G-4b, changes

1 **C. REGULAR SERVICES BY COUNTY: (Continued)**

2 to this Agreement executed by SHERIFF and CITY Manager may not, in the  
3 aggregate, increase or decrease the cost of services payable by CITY by  
4 more than one percent (1%) of the total cost originally set forth in  
5 Attachment C and the Maximum Obligation originally set forth in  
6 Subsection G-2.

7 Except for changes under Sections G-4a and G-4b, prior approval by  
8 COUNTY's Board of Supervisors and CITY's Council is required before  
9 execution of any amendment that brings the aggregate total of changes in  
10 costs payable by CITY to more than one percent (1%) of the total cost  
11 originally set forth in Attachment C and the Maximum Obligation originally  
12 set forth in Subsection G-2 of this Agreement.

- 13 9. SHERIFF shall consider input from the CITY Manager regarding the  
14 selection and assignment of a Captain to provide services to CITY.

15 **D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY:**

- 16 1. Enhanced services for events on CITY property. At the request of CITY,  
17 through its City Manager, SHERIFF may provide enhanced law enforcement  
18 services for functions, such as community events, conducted on property  
19 that is owned, leased or operated by CITY. SHERIFF shall determine  
20 personnel and equipment needed for such enhanced services. To the  
21 extent the services provided at such events are at a level greater than that  
22 specified in Attachment A of this Agreement, CITY shall reimburse  
23 COUNTY for such additional services, at an amount computed by  
24 SHERIFF, based on the current year's COUNTY law enforcement cost  
25 study. The cost of these enhanced services shall be in addition to the  
26 Maximum Obligation of CITY set forth in Subsection G-2 of this Agreement.  
27 SHERIFF shall bill CITY immediately after each such event.

28 //

1 **D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY:** (Continued)

2 2. Supplemental services for occasional events operated by private individuals  
3 and entities on non-CITY property. At the request of CITY, through its City  
4 Manager, and within the limitations set forth in this Subsection D-2,  
5 SHERIFF may provide supplemental law enforcement services to preserve  
6 the peace at special events or occurrences that occur on an occasional  
7 basis and are operated by private individuals or private entities on non-CITY  
8 property. SHERIFF shall determine personnel and equipment needed for  
9 such supplemental services, and will provide such supplemental services  
10 only if SHERIFF is able to do so without reducing the normal and regular  
11 ongoing services that SHERIFF otherwise would provide to CITY pursuant  
12 to this Agreement. Such supplemental services shall be provided only by  
13 regularly appointed full-time peace officers, at rates of pay governed by a  
14 Memorandum of Understanding between COUNTY and the bargaining  
15 unit(s) representing the peace officers providing the services. Such  
16 supplemental services shall include only law enforcement duties and shall  
17 not include services authorized to be provided by a private patrol operator,  
18 as defined in Section 7582.1 of the Business and Professions Code. Law  
19 enforcement support functions, including, but not limited to, clerical  
20 functions and forensic science services, may be performed by non-peace  
21 officer personnel if the services do not involve patrol or keeping the peace  
22 and are incidental to the provision of law enforcement services. CITY shall  
23 reimburse COUNTY its full, actual costs of providing such supplemental  
24 services at an amount computed by SHERIFF, based on the current year's  
25 COUNTY law enforcement cost study. The cost of these supplemental  
26 services shall be in addition to the Maximum Obligation of CITY set forth in  
27 Subsection G-2 of this Agreement. SHERIFF shall bill CITY immediately  
28 after each such event.

1 **D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY:** (Continued)

- 2 3. Supplemental services for events operated by public entities on non-CITY  
3 property. At the request of CITY, through its City Manager, and within the  
4 limitations set forth in this subsection D-3, SHERIFF may provide  
5 supplemental law enforcement services to preserve the peace at special  
6 events or occurrences that occur on an occasional basis and are operated  
7 by public entities on non-CITY property. SHERIFF shall determine  
8 personnel and equipment needed for such supplemental services, and will  
9 provide such supplemental services only if SHERIFF is able to do so without  
10 reducing services that SHERIFF otherwise would provide to CITY pursuant  
11 to this Agreement. CITY shall reimburse COUNTY its full, actual costs of  
12 providing such supplemental services at an amount computed by SHERIFF,  
13 based on the current year's COUNTY law enforcement cost study. The cost  
14 of these supplemental services shall be in addition to the Maximum  
15 Obligation of CITY set forth in Subsection G-2 of this Agreement. SHERIFF  
16 shall bill CITY immediately after each such event.
- 17 4. Notwithstanding the foregoing, CITY, through its permit process, may utilize  
18 the services of SHERIFF at events, for which CITY issues permits, that are  
19 operated by private individuals or entities or public entities. SHERIFF shall  
20 determine personnel and equipment needed for said events. If said events  
21 are in addition to the level of services listed in Attachment A of this  
22 Agreement, CITY shall reimburse COUNTY for such additional services at  
23 an amount computed by SHERIFF, based upon the current year's COUNTY  
24 law enforcement cost study. The cost of these services shall be in addition  
25 to the Maximum Obligation of CITY set forth in Subsection G-2 of this  
26 Agreement. SHERIFF shall bill CITY immediately after said services are  
27 rendered.

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1 **D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY:** (Continued)

2 5. In accordance with Government Code Section 51350, COUNTY has  
3 adopted Board Resolution 89-1160 which identifies Countywide services,  
4 including but not limited to helicopter response. SHERIFF through this  
5 contract provides enhanced helicopter response services. The cost of  
6 enhanced helicopter response services is included in the cost of services  
7 set forth in Attachment C and in the Maximum Obligation of CITY set forth in  
8 Subsection G-2. COUNTY shall not charge any additional amounts for  
9 enhanced helicopter services after the cost of services set forth in  
10 Attachment C and in the Maximum Obligation set forth in Subsection G-2  
11 has been established without written notification to the CITY.

12 **E. BODY WORN CAMERA AND IN CAR VIDEO:**

13 1. As part of the law enforcement services to be provided to CITY, COUNTY  
14 has provided, or will provide, body worn cameras (hereinafter called "BWC")  
15 that will be worn by SHERIFF'S personnel and In Car Video (hereinafter  
16 called "ICV") that will be mounted in vehicles designated by SHERIFF for  
17 use within CITY service area.

18 2. SHERIFF has the exclusive right to use said BWC and ICV for law  
19 enforcement services related to this Agreement.

20 3. CITY shall pay COUNTY the full costs to COUNTY of a) the acquisition of  
21 BWC and the acquisition and installation of ICV, and b) recurring costs, as  
22 deemed necessary by COUNTY, including the costs of maintenance and  
23 contributions to a fund for replacement and upgrade of such BWC and ICV  
24 when they become functionally or technologically obsolete.

25 The costs to be paid by CITY for recurring costs, including maintenance and  
26 replacement/upgrade of BWC and ICV, are included in the costs set forth in  
27 Attachment C and the Maximum Obligation of CITY set forth in Subsection  
28 G-2 of this Agreement unless CITY has already paid such costs.

1 **E. BODY WORN CAMERA AND IN CAR VIDEO: (Continued)**

- 2 4. If, following the initial acquisition of BWC and ICV referenced above, CITY  
3 requires BWC and ICV for additional SHERIFF'S personnel or vehicles  
4 designated for use in the CITY service area, COUNTY will purchase said  
5 additional BWC and ICV. Upon demand by COUNTY, CITY will pay to  
6 COUNTY a) the full costs of acquisition of additional BWC and the full cost  
7 of acquisition and installation of additional ICV, and b) the full recurring costs  
8 for said BWC and ICV, as deemed necessary by COUNTY, including the  
9 costs of maintenance, and contributions to a fund for replacement and  
10 upgrade of such BWC and ICV when they become functionally or  
11 technologically obsolete. Said costs related to additional BWC and ICV are  
12 not included in, and are in addition to, the costs set forth in Attachment C  
13 and the Maximum Obligation of CITY set forth in Subsection G-2 of this  
14 Agreement.
- 15 5. COUNTY will replace and/or upgrade BWC and ICV as needed. The costs  
16 of replacing/upgrading BWC and ICV shall be paid by COUNTY from the  
17 replacement/upgrade funds to be paid by CITY in accordance with the  
18 foregoing. CITY shall not be charged any additional charge to replace or  
19 upgrade BWC and ICV.

20 **F. LICENSING SERVICES BY CITY:**

21 Upon receipt from COUNTY of investigations of applications for licenses  
22 referred to in Subsection C-7 of this Agreement, CITY Manager shall determine  
23 whether to grant or deny the licenses and will issue the licenses or notify the  
24 applicants of denial. CITY shall provide all attorney services related to the  
25 granting, denial, revocation and administration of said licenses and the  
26 enforcement of CITY ordinances pertaining to said licenses.

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1 **G. PAYMENT:**

2 1. Pursuant to Government Code Section 51350, CITY agrees to pay to  
3 COUNTY the full costs of performing the services mutually agreed upon in  
4 this Agreement. The costs of services include salaries, wages, benefits,  
5 mileage, services, supplies, equipment, and divisional, departmental and  
6 COUNTY General overhead.

7 2. Unless the level of service set forth in Attachment A is increased or  
8 decreased by mutual agreement of the parties, or CITY is required to pay  
9 for increases as set forth in Subsection G-4, the Maximum Obligation of  
10 CITY for services, other than Licensing Services, set forth in Attachment A  
11 of this Agreement, to be provided by COUNTY for the period July 1, 2024  
12 through June 30, 2025 shall be \$3,382,177 as set forth in Attachment C.

13 The overtime costs included in the Agreement are only an estimate.  
14 SHERIFF shall notify CITY of actual overtime worked during each fiscal  
15 year. If actual overtime worked is above or below budgeted amounts,  
16 billings will be adjusted accordingly at the end of the fiscal year. Actual  
17 overtime costs may exceed CITY's Maximum Obligation.

18 3. COUNTY shall invoice CITY monthly. During the period of July 1, 2024  
19 through June 30, 2025, said invoices will require payment by CITY of  
20 one-twelfth (1/12) of the Maximum Obligation of CITY set forth in  
21 Subsection G-2 of this Agreement, as said Maximum Obligation may have  
22 been increased or decreased pursuant to mutual agreement of the parties.  
23 In addition, if a determination is made that increases described in  
24 Subsection G-4 must be paid, COUNTY thereafter shall include the pro-rata  
25 charges for such increases in its monthly invoices to CITY for the balance of  
26 the period between July 1, 2024 and June 30, 2025.

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1 **G. PAYMENT:** (Continued)

2 4a. At the time this Agreement is executed, there may be unresolved issues  
3 pertaining to potential changes in salaries and benefits for COUNTY  
4 employees. The costs of such potential changes are not included in the  
5 Fiscal Year 2024-25 cost set forth in Attachment C nor in the Fiscal Year  
6 2024-25 Maximum Obligation of CITY set forth in Subsection G-2 of this  
7 Agreement. If the changes result in the COUNTY incurring or becoming  
8 obligated to pay for increased costs for or on account of personnel whose  
9 costs are included in the calculations of costs charged to CITY hereunder,  
10 CITY shall pay COUNTY, in addition to the Maximum Obligation set forth in  
11 Subsection G-2 of this Agreement, the full costs of said increases to the  
12 extent such increases are attributable to work performed by such personnel  
13 after July 1, 2024, and CITY's Maximum Obligation hereunder shall be  
14 deemed to have increased accordingly. CITY shall pay COUNTY in full for  
15 such increases on a pro-rata basis over the portion of the period between  
16 July 1, 2024 and June 30, 2025 remaining after COUNTY notifies CITY that  
17 increases are payable. If the changes result in the COUNTY incurring or  
18 becoming obligated to pay for decreased costs for or on account of  
19 personnel whose costs are included in the calculations of costs charged to  
20 CITY hereunder, COUNTY shall reduce the amount owed by the CITY to  
21 the extent such decreases are attributable to work performed by such  
22 personnel during the period July 1, 2024 through June 30, 2025, and CITY's  
23 Maximum Obligation hereunder shall be deemed to have decreased  
24 accordingly. COUNTY shall reduce required payment by CITY in full for  
25 such decreases on a pro-rata basis over the portion of the period between  
26 July 1, 2024 and June 30, 2025 remaining after COUNTY notifies CITY that  
27 the Maximum Obligation has decreased.

28 //

1 **G. PAYMENT:** (Continued)

2 4b.If CITY is required to pay for increases as set forth in Subsection G-4a  
3 above, COUNTY, at the request of CITY, will thereafter reduce the level of  
4 service to be provided to CITY, as set forth in Attachment A of this  
5 Agreement to a level that will make the Maximum Obligation of CITY  
6 hereunder for the period July 1, 2024 through June 30, 2025 an amount  
7 specified by CITY that is equivalent to or higher or lower than the Maximum  
8 Obligation set forth in Subsection G-2 for said period at the time this  
9 Agreement originally was executed. The purpose of such adjustment of  
10 service levels will be to give CITY the option of keeping its Maximum  
11 Obligation hereunder at the pre-increase level or at any other higher or  
12 lower level specified by CITY. In the event of such reduction in level of  
13 service and adjustment of costs, the parties shall execute an amendment to  
14 this Agreement so providing, pursuant to Subsection C-8. Decisions about  
15 how to reduce the level of service provided to CITY shall be made by  
16 SHERIFF with the approval of CITY.

17 5. CITY shall pay COUNTY in accordance with COUNTY Board of  
18 Supervisors' approved County Billing Policy, Attachment D. Payments  
19 made electronically via a credit card or through a banking system that  
20 charges Merchant Fees, Service Fees, or any other Fees shall be the  
21 responsibility of the City. If the County is charged any of the before  
22 mentioned fees, the City shall be responsible for payment of these fees to  
23 the County.

24 6. COUNTY shall charge CITY late payment penalties in accordance with the  
25 County Billing Policy.

26 7. As payment for the Licensing Services described in Subsection C-7 of this  
27 Agreement, COUNTY shall retain all fees paid by applicants for licenses  
28 pursuant to CITY ordinances listed in Attachment B. Retention of said fees

1 **G. PAYMENT:** (Continued)

2 by COUNTY shall constitute payment in full to COUNTY for costs incurred  
3 by COUNTY in performing the functions related to licensing described in  
4 Subsection C-7; provided, however, that if any of said fees are waived or  
5 reduced by CITY, CITY shall pay to COUNTY the difference between the  
6 amount of fees retained by COUNTY and the fees that were set forth in the  
7 ordinances listed in Attachment B at the time this Agreement was executed.  
8 If CITY increases the fee schedule for the licensing ordinances set forth in  
9 Attachment B, either party shall have the right to seek amendment of this  
10 Agreement with respect to the division of the increased fees between CITY  
11 and COUNTY.

- 12 8. Fees generated or collected by SHERIFF contract personnel for copying of  
13 documents related to the services provided in this Agreement will be at  
14 COUNTY-established rates and will be credited to CITY on an annual basis.  
15 9. Narcotic asset forfeitures will be handled pursuant to Attachment E.

16 **H. NOTICES:**

- 17 1. Except for the notices provided for in Subsection 2 of this Section, all  
18 notices authorized or required by this Agreement shall be effective when  
19 written and deposited in the United States mail, first class postage prepaid  
20 and addressed as follows:

21 **CITY:** ATTN: CITY MANAGER  
22 24264 EL TORO ROAD  
23 LAGUNA WOODS, CA 92653

24  
25 **COUNTY:** ATTN: LAW ENFORCEMENT CONTRACT MANAGER  
26 SHERIFF-CORONER DEPARTMENT  
27 320 NORTH FLOWER STREET, SUITE 108  
28 SANTA ANA, CA 92703

1 **H. NOTICES:** (Continued)

2 2. Termination notices shall be effective when written and deposited in the  
3 United States mail, certified, return receipt requested and addressed as  
4 above.

5 **I. STATUS OF COUNTY:**

6 COUNTY is, and at all times shall be deemed to be, an independent contractor.  
7 Nothing herein contained shall be construed as creating the relationship of  
8 employer and employee, or principal and agent, between CITY and COUNTY  
9 or any of COUNTY's agents or employees. COUNTY and its SHERIFF shall  
10 retain all authority for rendition of services, standards of performance, control of  
11 personnel, and other matters incident to the performance of services by  
12 COUNTY pursuant to this Agreement. COUNTY, its agents and employees  
13 shall not be entitled to any rights or privileges of CITY employees and shall not  
14 be considered in any manner to be CITY employees.

15 **J. STATE AUDIT:**

16 Pursuant to Government Code Section 8546.7, CITY and COUNTY shall be  
17 subject to examination and audit by the State Auditor for a period of three (3)  
18 years after final payment by CITY to COUNTY under this Agreement. CITY  
19 and COUNTY shall retain all records relating to the performance of this  
20 Agreement for said three-year period, except that those records pertaining to  
21 any audit then in progress, or to any claims or litigation, shall be retained  
22 beyond said three-year period until final resolution of said audit, claim or  
23 litigation.

24 **K. ALTERATION OF TERMS:**

25 This Agreement is comprised of this document and Attachments A through G,  
26 which are attached hereto and incorporated herein by reference.

27 This Agreement fully expresses all understanding of CITY and COUNTY with  
28 respect to the subject matter of this Agreement and shall constitute the total

1 **K. ALTERATION OF TERMS:** (Continued)

2 Agreement between the parties for these purposes. No addition to, or  
3 alteration of, the terms of this Agreement, unless expressly provided herein,  
4 shall be valid unless made in writing, formally approved and executed by duly  
5 authorized agents of both parties.

6 **L. INDEMNIFICATION:**

7 1. COUNTY, its officers, agents, employees, subcontractors and independent  
8 contractors shall not be deemed to have assumed any liability for the  
9 negligence or any other act or omission of CITY or any of its officers,  
10 agents, employees, subcontractors or independent contractors, or for any  
11 dangerous or defective condition of any public street, work, or property of  
12 CITY, or for any illegality or unconstitutionality of CITY's municipal  
13 ordinances. CITY shall indemnify and hold harmless COUNTY and its  
14 elected and appointed officials, officers, agents, employees, subcontractors  
15 and independent contractors from any claim, demand or liability whatsoever  
16 based or asserted upon the condition of any public street, work, or property  
17 of CITY, or upon the illegality or unconstitutionality of any municipal  
18 ordinance of CITY that SHERIFF has enforced, or upon any act or omission  
19 of CITY, or its elected and appointed officials, officers, agents, employees,  
20 subcontractors or independent contractors related to this Agreement,  
21 including, but not limited to, any act or omission related to the maintenance  
22 or condition of any vehicle or motorcycle that is owned or possessed by  
23 CITY and used by COUNTY personnel in the performance of this  
24 Agreement, for property damage, bodily injury or death or any other element  
25 of damage of any kind or nature, and CITY shall defend, at its expense  
26 including attorney fees, and with counsel approved in writing by COUNTY,  
27 COUNTY and its elected and appointed officials, officers, agents,  
28 employees, subcontractors and independent contractors in any legal action

1 **L. INDEMNIFICATION: (Continued)**

2 or claim of any kind based or asserted upon such condition of public street,  
3 work, or property, or illegality or unconstitutionality of a municipal ordinance,  
4 or alleged acts or omissions. If judgment is entered against CITY and  
5 COUNTY by a court of competent jurisdiction because of the concurrent  
6 active negligence of either party, CITY and COUNTY agree that liability will  
7 be apportioned as determined by the court. Neither party shall request a  
8 jury apportionment.

- 9 2. COUNTY shall indemnify and hold harmless CITY and its elected and  
10 appointed officials, officers, agents, employees, subcontractors and  
11 independent contractors from any claim, demand or liability whatsoever  
12 based or asserted upon any act or omission of COUNTY or its elected and  
13 appointed officials, officers, agents, employees, subcontractors or  
14 independent contractors related to this Agreement, for property damage,  
15 bodily injury or death or any other element of damage of any kind or nature,  
16 and COUNTY shall defend, at its expense, including attorney fees, and with  
17 counsel approved in writing by CITY, CITY and its elected and appointed  
18 officials, officers, agents, employees, subcontractors and independent  
19 contractors in any legal action or claim of any kind based or asserted upon  
20 such alleged acts or omissions.

21 **M. TRAFFIC VIOLATOR APPREHENSION PROGRAM:**

- 22 1. COUNTY has established a Traffic Violator Apprehension Program [“the  
23 Program”], which is operated by SHERIFF, and is designed to reduce  
24 vehicle accidents caused by unlicensed drivers and drivers whose licenses  
25 are suspended and to educate the public about the requirements of the  
26 Vehicle Code and related safety issues with regard to driver licensing,  
27 vehicle registration, vehicle operation, and vehicle parking. The Program  
28 operates throughout the unincorporated areas of the COUNTY and in the

1 **M. TRAFFIC VIOLATOR APPREHENSION PROGRAM:** (Continued)

2 cities that contract with COUNTY for SHERIFF's law enforcement services,  
3 without regard to jurisdictional boundaries, because an area-wide approach  
4 to reduction of traffic accidents and driver education is most effective in  
5 preventing traffic accidents. In order for CITY to participate in the Program,  
6 CITY has adopted fees pursuant to Vehicle Code Section 22850.5, in the  
7 same amount as approved by COUNTY, as set forth in the resolution that is  
8 Attachment F [hereinafter called a "TVAP resolution"], and has directed that  
9 the revenue from such fee be used for the Program. CITY's participation in  
10 the Program may be terminated at any time by rescission or amendment of  
11 the TVAP resolution. In the event CITY 1) amends said TVAP resolution, or  
12 rescinds said TVAP resolution and adopts a new TVAP resolution pertaining  
13 to the above-referenced fees and the Program, and 2) remains a participant  
14 in the Program thereafter, CITY's Manager, on behalf of CITY, and  
15 SHERIFF, on behalf of COUNTY, have authority to execute an amendment  
16 of this Agreement to substitute CITY's amended or new TVAP resolution for  
17 Attachment F to the Agreement, as long as said amendment to the  
18 Agreement does not materially change any other provision of the  
19 Agreement. As COUNTY updates its fees for the Program periodically,  
20 COUNTY will provide written notice to CITY of the updated fees. CITY'S  
21 participation in the Program will terminate if CITY determines not to adopt  
22 the updated fees for the Program.

- 23 2. COUNTY will make available for review, at the request of CITY, all financial  
24 data related to the Program as may be requested by CITY.
- 25 3. Fee revenue generated by COUNTY and participating cities will be used to  
26 fund the following positions, which will be assigned to the Program:
- 27 • Ten one hundredths of one (0.10) Sergeant
  - 28 (8 hours per two-week pay period)

1 **M. TRAFFIC VIOLATOR APPREHENSION PROGRAM: (Continued)**

- 2       • One (1) Staff Specialist  
3           (80 hours per two-week pay period)
- 4       • One (1) Office Specialist  
5           (80 hours per two-week pay period)

- 6 4. Fee revenue generated by CITY may be used to reimburse CITY for  
7 expenditures for equipment and/or supplies directly in support of the  
8 Program. In order for an expenditure for equipment and/or supplies to be  
9 eligible for reimbursement, CITY shall submit a request for and obtain pre-  
10 approval of the expenditure by using the form as shown in Attachment G.  
11 The request shall be submitted within the budget schedule established by  
12 SHERIFF. SHERIFF shall approve the expenditure only if both of the  
13 following conditions are satisfied: 1) there are sufficient Program funds,  
14 attributable to revenue generated by CITY's fee, to pay for the requested  
15 purchase, and 2) CITY will use the equipment and/or supplies, during their  
16 entire useful life, only for purposes authorized by its TVAP resolution in  
17 effect at the time of purchase. In the event that CITY terminates its  
18 participation in the Program, CITY agrees that the equipment purchased by  
19 CITY and reimbursed by Program funds will continue to be used, during the  
20 remainder of its useful life, exclusively for the purposes authorized by  
21 CITY's TVAP resolution in effect at the time of purchase.
- 22 5. In the event the fees adopted by COUNTY, CITY and other participating  
23 jurisdictions are not adequate to continue operation of the Program at the  
24 level at which it operated previously, COUNTY, at the option of CITY, will  
25 reduce the level of Program service to be provided to CITY or will continue  
26 to provide the existing level of Program services. COUNTY will charge CITY  
27 the cost of any Program operations that exceed the revenue generated by  
28 fees. Such charges shall be in addition to the Maximum Obligation of CITY

**M. TRAFFIC VIOLATOR APPREHENSION PROGRAM:** (Continued)

set forth in Subsection G-2 of this Agreement. The amount of any revenue shortfall charged to CITY will be determined, at the time the revenue shortfall is experienced, according to CITY's share of Program services rendered. In the event of a reduction in level of Program service, termination of Program service or adjustment of costs, the parties shall execute an amendment to this Agreement so providing. Decisions about how to reduce the level of Program service provided to CITY shall be made by SHERIFF with the approval of CITY.

**N. MOBILE DATA COMPUTERS:**

1. As part of the law enforcement services to be provided to CITY, COUNTY has provided, or will provide, mobile data computers (hereinafter called "MDCs") that are or will be mounted in patrol vehicles and motorcycles designated by COUNTY for use within CITY limits.
2. SHERIFF has the exclusive right to use said MDCs for law enforcement services related to this Agreement.
3. CITY shall pay COUNTY the full costs to COUNTY of a) the acquisition and installation of MDCs that are or will be mounted in patrol vehicles and motorcycles assigned to CITY, and b) recurring costs, as deemed necessary by COUNTY, including the costs of maintenance and contributions to a fund for replacement and upgrade of such MDCs when they become functionally or technologically obsolete.

The costs to be paid by CITY for recurring costs, including maintenance and replacement/upgrade of MDCs, are included in the costs set forth in Attachment C and the Maximum Obligation of CITY set forth in Subsection G-2 of this Agreement unless CITY has already paid such costs.

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1 **N. MOBILE DATA COMPUTERS: (Continued)**

- 2 4. If, following the initial acquisition of MDCs referenced above, CITY requires  
3 MDCs for additional patrol cars designated for use in the CITY, or for CITY's  
4 Emergency Operations Center, COUNTY will purchase said additional  
5 MDCs. Upon demand by COUNTY, CITY will pay to COUNTY a) the full  
6 costs of acquisition and installation of said additional MDCs, and b) the full  
7 recurring costs for said MDCs, as deemed necessary by COUNTY,  
8 including the costs of maintenance, and contributions to a fund for  
9 replacement and upgrade of such MDCs when they become functionally or  
10 technologically obsolete. Said costs related to additional MDCs are not  
11 included in, and are in addition to, the costs set forth in Attachment C and  
12 the Maximum Obligation of CITY set forth in Subsection G-2 of this  
13 Agreement.
- 14 5. COUNTY will replace and/or upgrade MDCs as needed. The costs of  
15 replacing/upgrading MDCs shall be paid by COUNTY from the  
16 replacement/upgrade funds to be paid by CITY in accordance with the  
17 foregoing. CITY shall not be charged any additional charge to replace or  
18 upgrade MDCs.

19 **O. E-CITATION UNITS:**

- 20 1. As part of the law enforcement services to be provided to CITY, COUNTY  
21 has provided, or will provide, E-Citation units designated by COUNTY for  
22 use within CITY limits.
- 23 2. SHERIFF has the exclusive right to use said E-Citation units for law  
24 enforcement services related to this Agreement.
- 25 3. CITY shall pay COUNTY the full costs to COUNTY of a) the acquisition of  
26 E-Citation units that are assigned to CITY, and b) recurring costs, as  
27 deemed necessary by COUNTY, including the costs of maintenance and  
28 contributions to a fund for replacement and upgrade of such E-Citation units

1 **O. E-CITATION UNITS:** (Continued)

2 when they become functionally or technologically obsolete.

3 The costs to be paid by CITY for recurring costs, including maintenance and  
4 replacement/upgrade of E-Citation units, are included in the costs set forth  
5 in Attachment C and the Maximum Obligation of CITY set forth in  
6 Subsection G-2 of this Agreement unless CITY has already paid such costs.

7 4. If, following the initial acquisition of E-Citation units referenced above, CITY  
8 requires additional E-Citation units designated for use in CITY, COUNTY  
9 will purchase said additional E-Citation units. Upon demand by COUNTY,  
10 CITY will pay to COUNTY a) the full costs of acquisition of said additional  
11 E-Citation units, and b) the full recurring costs for said E-Citation units, as  
12 deemed necessary by COUNTY, including the costs of maintenance, and  
13 contributions to a fund for replacement and upgrade of such E-Citation units  
14 when they become functionally or technologically obsolete. Said costs  
15 related to additional E-Citation units are not included in, and are in addition  
16 to, the costs set forth in Attachment C and the Maximum Obligation of CITY  
17 set forth in Subsection G-2 of this Agreement.

18 5. COUNTY will replace and/or upgrade E-Citation units as needed. The costs  
19 of replacing/upgrading E-Citation units shall be paid by COUNTY from the  
20 replacement/upgrade funds to be paid by CITY in accordance with the  
21 foregoing. CITY shall not be charged any additional charge to replace or  
22 upgrade E-Citation units.

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**P. EQUIPMENT:**

1. As part of the law enforcement services to be provided to CITY, COUNTY shall purchase motorcycles and radios that meet certain law enforcement standards as determined by the COUNTY (hereinafter "Equipment").
2. CITY shall pay COUNTY the full costs to COUNTY of a) the acquisition of Equipment, b) recurring costs, c) the costs of maintenance, and d) replacement and upgrade of such Equipment when they become functionally or technologically obsolete, as deemed necessary by COUNTY. The costs to be paid by CITY are included in the costs set forth in Attachment C and the Maximum Obligation of CITY set forth in Subsection G-2 of this Agreement.
3. The Equipment purchased by the COUNTY for services to the CITY shall be the property of the County.
4. Radios and motorcycles previously purchased by the CITY for COUNTY law enforcement services to the CITY shall be the property of the CITY. Notwithstanding Section L of this Agreement, COUNTY shall be responsible to CITY for any damage to CITY radios and motorcycles caused by COUNTY's act or omission.

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1 **IN WITNESS WHEREOF**, the parties have executed the AGREEMENT in the  
2 County of Orange, State of California.

3 DATED: \_\_\_\_\_

4 CITY OF LAGUNA WOODS

5 ATTEST: \_\_\_\_\_

City Clerk

6 BY: \_\_\_\_\_

Mayor

7 APPROVED AS TO FORM:

8 BY: \_\_\_\_\_

9 City Attorney

10 -----  
11 DATED: \_\_\_\_\_

12 COUNTY OF ORANGE

13  
14 BY: \_\_\_\_\_

15 Chairman of the Board of Supervisors  
16 County of Orange, California

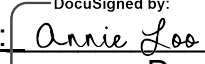
17 SIGNED AND CERTIFIED THAT A COPY OF THIS  
18 AGREEMENT HAS BEEN DELIVERED TO THE CHAIR  
19 OF THE BOARD PER G.C. Sec. 25103, Reso 79-1535

Attest:

20  
21 \_\_\_\_\_  
22 Robin Stieler

23 Clerk of the Board  
24 County of Orange, California

25 APPROVED AS TO FORM:  
26 Office of the County Counsel  
27 County of Orange, California

28 BY:  \_\_\_\_\_  
Deputy  
B7726751D1E94FE

DATED: 4/26/2024 \_\_\_\_\_

**ORANGE COUNTY SHERIFF-CORONER  
FY 2024-25 LAW ENFORCEMENT CONTRACT  
CITY OF LAGUNA WOODS**

**"REGULAR SERVICES BY COUNTY"  
(Subsection C-3)**

**LEVEL OF SERVICE PROVIDED BY SHERIFF:**

Title	Detail	Quantity	Frequency
<b>INVESTIGATION SERVICES:</b>			
Investigator		0.50	40 hrs./ per two wk. pay period
<b>PATROL AND TRAFFIC SERVICES*:</b>			
Sergeant	Patrol/Traffic	1.00	80 hrs./ per two wk. pay period
Sergeant	Patrol/Traffic	0.34	27.20 hrs./per two wk. pay period
Deputy Sheriff II	Patrol/Traffic	6.00	each, 80 hrs./ per two wk. pay period
<b>TOTAL</b>		<b>7.84</b>	

\* Deployment to be determined by SHERIFF in cooperation with CITY Manager

**REGIONAL / SHARED STAFF:**

Title	Regional Team	Quantity	% Allocation
<b>TRAFFIC:</b>			
Sergeant	Traffic	0.60	2.68%
Investigator	Traffic	1.00	2.68%
Deputy Sheriff II	Traffic	3.00	2.68%
Investigative Assistant	Traffic	2.00	2.68%
Office Specialist	Traffic	1.00	2.68%
<b>AUTO THEFT:</b>			
Sergeant	Auto Theft	0.30	0.78%
Investigator	Auto Theft	2.00	0.78%
Investigative Assistant	Auto Theft	1.00	0.78%
Office Specialist	Auto Theft	1.00	0.78%
<b>DIRECT ENFORCEMENT:</b>			
Sergeant	DET	1.00	0.00%
Investigator	DET	1.00	0.00%
<b>COURTS:</b>			
Investigative Assistant	Courts	2.00	1.79%
<b>TOTAL</b>		<b>15.90</b>	

**CITY OF LAGUNA WOODS  
LICENSING ORDINANCES**

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- BINGO OFFICIAL
- CANVASSER/SOLICITOR
- COIN DEALER
- COMMERCIAL FORTUNETELLER
- DANCE INSTRUCTOR (NUDE)
- DANCE STUDIO (NUDE)
- ESCORT
- ESCORT BUREAU
- FIGURE MODEL (NUDE)
- FIGURE MODEL STUDIO (NUDE)
- GUN DEALER
- INTERLOCUTRIX (NUDE)
- INTRODUCTORY SERVICE
- JUNK COLLECTOR
- JUNK DEALER
- MEDICAL MARIJUANA DISPENSARY
- PEDDLER
- POOL ROOM
- PUBLIC DANCE
- RAP SESSION (NUDE)
- SECONDHAND DEALER (Pawnbroker)
- TAXICAB STAND

**ORANGE COUNTY SHERIFF-CORONER  
FY 2024-25 LAW ENFORCEMENT CONTRACT  
CITY OF LAGUNA WOODS**

**"PAYMENT"  
(Subsection G-2)**

**COST OF SERVICES PROVIDED BY SHERIFF (Subsection G-2):**

Title	Detail	Quantity	Cost of Service (each)	Cost of Service Total
<b>INVESTIGATION SERVICES:</b>				
Investigator		0.50	\$ 389,172	\$ 194,586
<b>PATROL AND TRAFFIC SERVICES:</b>				
Sergeant	Patrol/Traffic	1.00	\$ 406,172	\$ 406,172
Sergeant	Patrol/Traffic	0.34	\$ 138,098	\$ 138,098
Deputy Sheriff II	Traffic	6.00	\$ 332,862	\$ 1,997,169
<b>TOTAL POSITIONS</b>		<b>7.84</b>		<b>\$ 2,736,025</b>

**REGIONAL / SHARED STAFF:**

Title	Regional Team	Quantity	% Allocation	Cost \$
<b>TRAFFIC:</b>				
Sergeant	Traffic	0.60	2.68%	\$ 7,816
Investigator	Traffic	1.00	2.68%	\$ 9,431
Deputy Sheriff II	Traffic	3.00	2.68%	\$ 32,832
Investigative Assistant	Traffic	2.00	2.68%	\$ 9,295
Office Specialist	Traffic	1.00	2.68%	\$ 3,510
<b>AUTO THEFT:</b>				
Sergeant	Auto Theft	0.30	0.78%	\$ 1,129
Investigator	Auto Theft	2.00	0.78%	\$ 5,966
Investigative Assistant	Auto Theft	1.00	0.78%	\$ 1,337
Office Specialist	Auto Theft	1.00	0.78%	\$ 1,020
<b>DIRECT ENFORCEMENT:</b>				
Sergeant	DET	1.00	0.00%	\$ -
Investigator	DET	1.00	0.00%	\$ -
<b>COURTS:</b>				
Investigative Assistant	Courts	2.00	1.79%	\$ 5,714
<b>TOTAL REGIONAL/SHARED</b>		<b>15.90</b>		<b>\$ 78,050</b>

**OTHER CHARGES AND CREDITS (Subsection G-2):**

**OTHER CHARGES:**

*Other Charges include:* Annual leave paydowns and apportionment of cost of leave balances paid at end of employment; Body Worn Camera (BWC) and In Car Video (ICV); contract administration; data line charges; enhanced helicopter response services; facility lease; holiday pay; Integrated Law & Justice of Orange County fees; Mobile Data Computer (MDC) recurring cost for five and thirty-four hundredths (5.34) units; overtime; patrol training cost allocation; premium pay for bilingual staff, education pay, MARTpay and on-call pay; services and supplies; and transportation charges.

**CREDITS:**

*Credits include:* AB 109 (2011 Public Safety Realignment); estimated vacancy credits; reimbursement for false alarms; reimbursement for training and miscellaneous programs.

<b>TOTAL OTHER CHARGES AND CREDITS</b>	<b>\$ 568,102</b>
<b>TOTAL COST OF SERVICES (Subsection G-2)</b>	<b>\$ 3,382,177</b>

## ATTACHMENT D

**COUNTY BILLING POLICY**  
**APPROVED BY BOARD MINUTE ORDER DATED OCTOBER 27, 1992**

## I. POLICY

All County agencies/departments/districts (County) governed by the Board of Supervisors shall bill contracting entities for materials and/or services provided under contract in accordance with the following standardized billing and collection policy. Billing frequency is dependent on whether the contract is a fixed price or actual cost contract. Payment due date is designed to be both responsive to the County's cash flow needs and reasonable enough as to not require special processing by the contracting entity. If payments are not received by the required due dates, a late payment fee shall be computed and billed to the contracting entity in accordance with the requirements of this procedure.

Nothing herein shall affect the liability, including pre-judgment interest, of the contracting party for services or materials in as much as this is a policy to enact standard billing practices.

## II. DEFINITIONS

- A. Contract for the purposes of this policy - A contract is a formal written agreement, a purchase order from the contracting entity, or any other acceptable mutual understanding between the contracting parties.
- B. Received by the County - The phrase "received by the County", as used in Section VI of this policy, refers to the date a payment is received by the County. It is defined as the date the payment is in the County's possession. It is not the date the payment is posted or deposited by the County.

## III. FIXED PRICE CONTRACTS

- A. Fixed Price (One-Time/Non-Recurring Contracts) - Invoices that represent a billing for a one-time, non-recurring provision of materials and/or services shall be issued no later than five (5) working days after delivery by the County of the materials and/or services. Examples of such one-time, non-recurring provision of materials and/or services might be a city contracting with the Sheriff for security service at a parade or sporting event; or, a city purchasing a computer listing containing certain city-requested data. Payment due date shall be invoice date plus 30 days.
- B. Fixed Price (Ongoing/Recurring Contracts) - Invoices that represent a billing for an ongoing, recurring provision of materials and/or services shall be issued according to the following frequency:
  - 1. Annual Billings that total \$10,000 or less per 12-month period shall be billed via one (1) annual invoice. Annual invoices will be issued for each 12-month period of the contract, or portions thereof. Invoices shall be issued no later than five working days after the beginning of each 12-month period. Payment due date shall be invoice date plus 30 days.

2. Quarterly Billings that are greater than \$10,000 but not more than \$200,000 per 12-month period, shall be billed in quarterly installments. Quarterly invoices will be issued representing the contract amount for each 12-month period of the contract, or portions thereof, prorated into four (4) installments. Invoices shall be issued no later than 30 days after the beginning of each quarter. Payment due date shall be 60 days after the beginning of each calendar quarter.
3. Monthly Billings that are greater than \$200,000 per 12-month period shall be billed in monthly installments. Monthly invoices will be issued representing the contract amount for each 12-month period of the contract, or portions thereof, prorated into 12 installments. Invoices shall be issued on or before the first day of each service month. Payment due date shall be 30 days after the beginning of each service month.

An example of a fixed price contract for ongoing, recurring provision of materials and/or services might be a city contracting with the Sheriff for law enforcement services.

#### IV. ACTUAL COST CONTRACTS

- A. Actual Cost (One-Time/Non-Recurring Contracts) - Invoices that represent a billing for a one-time, non-recurring provision of materials and/or services shall be issued after delivery by the County of the materials and/or services and no later than 15 days after actual cost data is available. Payment due date shall be invoice date plus 30 days.
- B. Actual Cost (Ongoing/Recurring Contracts) - Invoices that represent a billing for an ongoing, recurring provision of materials and/or services shall be issued on a monthly basis and shall represent the cost of materials and/or services provided to the contracting entity during the previous calendar month. Such invoices shall be issued no later than 15 days after the close of the monthly billing period. If the County agency/department/district does not utilize a monthly billing cycle, the invoice shall be issued no later than 15 days after actual cost data is available. Payment due date shall be invoice date plus 30 days.

Examples of actual cost contracts for the ongoing, recurring provision of materials and/or services might be a city contracting with the County for communications equipment repair or waste disposal at a County landfill.

#### V. PAYMENT DUE DATES

Notwithstanding the provisions of Sections II and III above, payment due date shall be at least invoice date plus 30 days. If the County is late in issuing an invoice, the contracting entity would always have at least invoice date plus 30 days to pay. If the County is early in issuing an invoice, the contracting entity would still have a payment due date of either 60 days after the beginning of the quarter (quarterly invoices) or 30 days after the beginning of the service month (monthly invoices).

(EXAMPLES: An invoice for October service, dated and issued October 8 (late) would have a payment due date of November 7. An invoice for August service, dated and issued July 20 (early) would have a payment due date of August 30.)

## VI. LATE CHARGES

The late payment of any invoiced amount by a contracting entity will cause the County to incur costs not contemplated by the County/contracting entity agreement, the exact amount of such cost will be extremely difficult to ascertain. Such costs include, but are not limited to, costs such as administrative follow-up and processing of delinquent notices, increased accounting costs, etc.

Late charges will be assessed in the following situations:

- Over-the-counter payments will be assessed a late charge if any payment is not received by the County by the payment due date.
- Payments transmitted to the County via the U.S. Mail that have the payer's postage meter mark will be assessed a late charge if any payment is not received by the County by the payment due date plus one day.
- Payments transmitted to the County via the U.S. Mail that have a U.S. Post Office postmark dated after the payment due date will be assessed a late charge.

The late charge assessed in each of these situations shall be three-quarters of one percent (0.75%) of the payment due and unpaid plus \$100.00 for late payments made within 30 days of the payment due date. An additional charge of three-quarters of one percent (0.75%) of said payment shall be added for each additional 30-day period that the payment remains unpaid. Late charges shall be added to the payment and invoiced to the contracting entity in accordance with this policy.

## VII. COLLECTIONS

Any invoice remaining unpaid 90 days after the invoice date shall be referred to the Auditor-Controller for subsequent collection action, such as deduction from contracting entity moneys on deposit with the County Treasurer in accordance with Government Code Section 907 and any other applicable provision of law. Non-payment of invoices and applicable late charges will constitute a breach of contract for which the County retains all legal remedies including termination of the contract.

## VIII. DISCOUNT FOR EARLY PAYMENT

Any payment received by the County from a contracting entity 20 days or more before the payment due date shall be entitled to a discount of one-quarter of one percent (0.25%). If the contracting entity takes a discount, and the payment is received by the County less than 20 days before the payment due date, County staff shall immediately notify the contracting entity by telephone that the discount should not have been taken and that the balance is due by the original payment due date.

If the balance is not received by the County in accordance with the dates as specified in Section VII, applicable late charges shall be calculated on the balance due.

## IX. DEFERRED REVENUE

At fiscal year end, any portion of revenue invoiced (not necessarily received) during the fiscal year being closed out that represents charges or prepayment for materials and/or services for the upcoming fiscal year shall be reclassified from a revenue account to a deferred revenue account (liability). In the new fiscal year the deferred revenue shall be reclassified to a revenue account. (EXAMPLE: On June 1, 19X1, a city is invoiced \$48,000 which represents charges for the 12-month period June 1, 19X1 to May 31, 19X2. The amount to be reclassified to deferred revenue would be \$44,000, representing 11/12ths of the total amount. In July 19X1, the \$44,000 would be reclassified to revenue.) Reclassification entries shall be made by Auditor-Controller Agency Accounting units, or for those agencies/departments/districts without such a unit, the agency/department/district shall notify the Auditor-Controller of the amounts to be reclassified.

## X. COST RECOVERY

All County agencies/department/districts shall include all costs of providing contracted services in contract rates. Including all direct costs, allocated indirect costs such as departmental and County (CWCAP) overhead, and cost of capital financing.

## XI. EXISTING CONTRACTS

Billing terms and provisions contained in existing contracting entity agreements (existing as of the date this policy is approved by the Board of Supervisors) shall remain in effect for the life of the contract. However, when these existing contracts are renegotiated, they shall contain the billing provisions as set forth in this policy.

## XII. DEVIATIONS FROM POLICY

Deviations from this policy shall be approved by the Board of Supervisors. Proposed deviations by agencies/departments/districts shall be submitted to the CEO for concurrence in advance of filing an Agenda Item Transmittal (AIT) with the Clerk of the Board. The CEO, or his/her designee, shall advise the agency/department/district of approval or disapproval of the proposed deviations. If a County agency/department/district submits a contract to the Board of Supervisors for approval, and the billing provisions in the contract deviate from this policy, the agency/department/district shall specifically advise the Board of Supervisors in the AIT of the deviation, the reason for the deviation, and of the CEO's recommendation relative thereto.

**ATTACHMENT E****POLICY FOR DISTRIBUTION OF FORFEITED AND SEIZED ASSETS****BACKGROUND**

The Orange County Sheriff's Department provides contract law enforcement services to cities in Orange County. Because of the increased likelihood that contracted patrol or investigation personnel may become involved in significant narcotic seizures, which could affect law enforcement services provided by the Sheriff's Department to contract cities, the following policy is in effect.

**CONTRACTED PATROL AND INVESTIGATION OFFICERS**

When assets (cash or property) are seized in CITY by contracted patrol or investigation personnel, and subsequently forfeited to COUNTY's Sheriff Department, hereinafter referred to as "SHERIFF", the forfeited assets shall be shared with CITY as set forth below, for the purpose of augmenting law enforcement services in CITY, subject to guidelines by the forfeiting agency of such sharing and use of forfeited assets. A portion of forfeited assets may be retained by SHERIFF, to pay for departmental expenses not recovered through law enforcement contracts.

In such cases, pursuant to the forfeiting agency's guidelines, SHERIFF shall apply to the forfeiting agency for the return of a share of assets. In his application, SHERIFF shall specify the percentage of shared assets returned to SHERIFF that will be used to augment law enforcement services in CITY and the use of said assets by CITY.

In those cases in which assets are seized within CITY by personnel assigned to CITY pursuant to this Agreement, without the involvement of other law enforcement personnel, and in which the seizure is a result solely of activities self-initiated by SHERIFF personnel assigned to CITY or initiated by said personnel in response to calls for service within CITY, SHERIFF shall apply to have all of the assets used to augment CITY law enforcement services.

In those cases in which SHERIFF personnel assigned to CITY pursuant to this Agreement play an ancillary role in a seizure or in which other law enforcement personnel are involved in a seizure, SHERIFF shall determine the percentage of the total forfeited assets for which he will apply to augment CITY's law enforcement services. This determination will be based on the circumstances of the seizure, including the pro-rata involvement of all personnel, including those assigned to CITY.

Each seizure will be evaluated on an individual and independent basis, and said evaluations will be available for review to CITY's manager. Examples of those incidents which would be evaluated as set forth in this section include situations in which a contract patrol deputy provides uniformed backup at a SHERIFF's Narcotic Bureau search warrant location or in which contract investigators participate in the service of a search warrant that was initiated by non-contract law enforcement personnel.

Assets (cash or property) that are returned to SHERIFF by the forfeiting agency with the understanding that they will be used to augment CITY law enforcement services shall be used by CITY and SHERIFF only for such purposes. If the forfeiting agency attaches additional or more specific conditions to the use of said assets, CITY and SHERIFF shall also abide by those conditions. SHERIFF and CITY's manager shall determine the specific use of said assets within the conditions imposed by the forfeiting agency.

**RESOLUTION NO. 21-04**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 01-11; ADOPTING A MODIFIED ADMINISTRATIVE FEE TO RECOVER NO MORE THAN THE ORANGE COUNTY SHERIFF'S DEPARTMENT'S REASONABLE ADMINISTRATIVE COSTS RELATING TO THE REMOVAL, IMPOUND, STORAGE, OR RELEASE OF VEHICLES PROPERLY IMPOUNDED PURSUANT TO THE CALIFORNIA VEHICLE CODE ("TRAFFIC VIOLATOR APPREHENSION PROGRAM FEE"); AND, DETERMINING THAT THE FEE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

**WHEREAS**, pursuant to applicable California law, cities may charge rates or fees that are equal to or less than the reasonably anticipated costs of providing a service, conferring a benefit, granting a privilege, performing regulatory duties, enforcing laws, or as a condition of property development; and

**WHEREAS**, the Orange County Sheriff-Coroner ("the Sheriff") has instituted a Traffic Violator Apprehension Program designed to reduce vehicle accidents caused by unlicensed drivers and drivers whose licenses are suspended, as well as to educate the public about the requirements of the California Vehicle Code and related safety issues with regard to driver licensing, vehicle registration, vehicle operation, and vehicle parking; and

**WHEREAS**, the Sheriff operates the Traffic Violator Apprehension Program in the unincorporated areas of Orange County and in the cities of Orange County that contract for the Sheriff's law enforcement services; and

**WHEREAS**, operating the Traffic Violator Apprehension Program on an area-wide basis without regard to jurisdictional boundaries between unincorporated areas of Orange County and the cities, serves the public purposes of the City because drivers routinely cross jurisdictional boundaries, making an area-wide approach to the reduction of traffic accidents and driver education effective in preventing traffic accidents in all participating jurisdictions; and

**WHEREAS**, the Sheriff impounds numerous and various vehicles removed from highways, public property, or private property in the unincorporated areas of Orange County and in cities that contract for the Sheriff's law enforcement services during the normal course of duty; and

**WHEREAS**, the Sheriff impounds said vehicles pursuant to authority under the California Vehicle Code as follows:

California Vehicle Code Section and Impound Ground

14602.6	Suspended, revoked or unlicensed driver/30-day hold
22651 (a)	Unattended vehicle on bridge
22651 (d)	Vehicle blocking driveway
22651 (e)	Vehicle blocking fire hydrant
22651 (f)	Vehicle blocking freeway
22651 (h) (1)	Driver arrested
22651 (h) (2)	Order of suspension or revocation pursuant to Section 13388
22651 (i) (1)	Multiple parking citations
22651 (j)	Lack of vehicle registration
22651 (k)	Parking over 72 hours
22651 (l)	Parking in a construction zone
22651 (m)	Violation of special events restriction
22651 (n)	No parking zone
22651 (o) (1)	Vehicle registration is incorrect, falsified or expired by more than six months
22651 (p)	Driver unlicensed or license suspended
22651 (r)	Vehicle blocking another vehicle
22651 (t)	Notice to appear/illegal amber lights
22651 (u)	Acting as a car dealer without a license or temporary permit
22651 (v)	Illegally letting stand a mobile billboard advertisement
22651 (w)	Second or subsequent violation of an ordinance
22655.3	Removal for investigation (fleeing in violation of sections 2800.1 or 2800.2)
22655.5 (a)	Vehicle was used as the means of committing a public offense
22655.5 (b)	Vehicle is evidence of crime
22669	Abandoned vehicle

; and

**WHEREAS**, on March 28, 2000, the Orange County Board of Supervisors adopted Resolution No. 00-96, which established fees for the Traffic Violator Apprehension Program that were applicable in the unincorporated areas of Orange County. The fees that were established by County of Orange Resolution No. 00-96 address the Sheriff's administrative costs relating to the removal, impound, storage, or release of properly impounded vehicles; and

**WHEREAS**, California Vehicle Code Section 22850.5 authorizes the City Council, by resolution, to establish a fee equal to the administrative costs relating to the removal, impound, storage, or release of properly impounded vehicles; and

**WHEREAS**, on April 18, 2001, the City Council adopted Resolution No. 01-11, which authorized the Sheriff to collect fees in the City in connection with the Traffic Violator Apprehension Program in amounts identical to the County of Orange's fees as set forth in County of Orange Resolution No. 00-96; and

**WHEREAS**, the Orange County Board of Supervisors has established an interest-earning, budgeted special revenue fund, called the "Traffic Violator Fund" and designated as Fund 13B, to be controlled by the Sheriff; and

**WHEREAS**, the Orange County Board of Supervisors has directed that proceeds from the Traffic Violator Apprehension Program fees be deposited into the Traffic Violator Fund; and

**WHEREAS**, the Orange County Board of Supervisors has directed that funds from the Traffic Violator Fund must be used to reimburse the Sheriff for the administrative costs associated with the removal, impound, storage, and release of vehicles in accordance with the California Vehicle Code; and

**WHEREAS**, the City's existing Traffic Violator Apprehension Program fees differ based on whether a subject vehicle is licensed or unlicensed; and

**WHEREAS**, a cost study prepared in September 2020 by the Sheriff determined that due to technological advancements for determining the licensed status of drivers, the difference in fee based on whether a vehicle is licensed or unlicensed is no longer supported by the actual administrative costs relating to the removal, impound, storage, and release of a vehicle; and

**WHEREAS**, the September 2020 cost study prepared by the Sheriff also calculated the reasonable administrative costs relating to the removal, impound, storage, and release of a vehicle in the amount of \$144 per removal; and

**WHEREAS**, on November 17, 2020, the Orange County Board of Supervisors adopted Resolution No. 20-161, which updated the County of Orange's Traffic Violator Apprehension Program fees based on the September 2020 cost study prepared by the Sheriff and, in doing so, reviewed findings of compliance with Section 1(e)(2) of Article XIIC of the California Constitution; and

**WHEREAS**, consistent with the City's authority under California Vehicle Code Section 22850.5, the Sheriff has requested that the City modify its Traffic Violator Apprehension Program fees to match the County of Orange's updated fee; and

**WHEREAS**, the City Council desires to modify its Traffic Violator Apprehension fees to match the County of Orange's updated fee; and

**WHEREAS**, the City Council desires for the Sheriff to continue to collect the Traffic Violator Apprehension fee on behalf of the City. Continuing with such a practice will ensure that persons/entities whose vehicles are impounded, rather than the public as a whole, bear the administrative costs of such impounds; and

**WHEREAS**, California Vehicle Code Section 22850.5 imposes the following restrictions on the imposition of an administrative fee:

- (a) The charges shall only be imposed on the registered owner or the agents of that owner and shall not include any vehicle towed under an abatement program or sold at a lien sale pursuant to Sections 3068.1 to 3074, inclusive, of, and Section 22851 of, the Civil Code unless the sale is sufficient in amount to pay the lienholder's total charges and proper administrative costs; and
- (b) Any charges shall be collected by the local or state authority only from the registered owner or an agent of the registered owner; and
- (c) The charges shall be in addition to any other charges authorized or imposed pursuant to [the California Vehicle Code]; and
- (d) No charge may be imposed for any hearing or appeal relating to the removal, impound, storage, or release of a vehicle unless that hearing or appeal was requested in writing by the registered or legal owner of the vehicle or an agent of that registered or legal owner. In addition, the charge may be imposed only upon the person requesting that hearing or appeal.

; and

**WHEREAS**, it is unfair to impose the administrative fee authorized by California Vehicle Code Section 22850.5 in the following circumstances: 1) when the vehicle was left because it became inoperable while being driven, if the registered owner makes good faith attempts promptly to remove the vehicle from a location where it was not permitted; 2) when the vehicle was stolen; 3) When the vehicle was left by an ill or injured driver; and/or, 4) when it is demonstrated to the satisfaction of the Sheriff's designated personnel that neither the registered owner of

the vehicle nor his/her/their agent, if any, was at fault in creating the circumstances leading to the impounding of the vehicle; and

**WHEREAS**, the City Council conducted a duly noticed public hearing at its regular meeting on February 17, 2021 regarding the proposed adoption of a modified Traffic Violator Apprehension Program Fee; and

**WHEREAS**, public noticing for the aforementioned public hearing included publication in the *Laguna Woods Globe*; and

**WHEREAS**, the existing and proposed Traffic Violator Apprehension Program fees, as well as the September 2020 cost study prepared by the Sheriff, were made available to the public at and from Laguna Woods City Hall beginning on February 1, 2021, and on the City's website beginning on February 10, 2021; and

**WHEREAS**, after consideration of the information provided by City staff, the attachments to the agenda report for the February 17, 2021 public hearing, the City's costs to participate in the Traffic Violator Apprehension Program, and all public comments and testimony received, the City Council finds that it is in the best interest of the City to adopt a modified Traffic Violator Apprehension Program fee.

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

**SECTION 1.** The above recitals are true and correct.

**SECTION 2.** After reviewing the entire project record, the City Council hereby determines and certifies that this action is not subject to the California Environmental Quality Act (Pub. Resources Code, Sec. 21000 et seq.) ("CEQA") pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3. CEQA Guideline section 15378(b)(4) excludes "government funding mechanisms or other government fiscal activities" from its definition of "project" when they "do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment," as is the case here. Even if this action were subject to CEQA, it would be categorically exempt under CEQA Guideline section 15273, which applies to the establishment, modification, structuring, restructuring,

or approval of rates, tolls, fares, or other charges by the City, when such charges are for the purpose of (1) meeting operating expenses, including employee wage rates and fringe benefits, and (2) purchasing or leasing supplies, equipment, or materials – as is the case with the Traffic Violator Apprehension Program Fee. Finally, this action is exempt from CEQA based on CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

**SECTION 3.** Upon the effective date of the Traffic Violator Apprehension Program Fee set forth in Section 4 of this resolution, all previous Traffic Violator Apprehension Program fees adopted by resolution of the City Council shall be repealed including, without limitation, Resolution No. 01-11.

**SECTION 4.** On February 18, 2021, the administrative fee indicated below shall become effective for the removal, impound, storage, or release of vehicles properly impounded after removal from locations in the City in accordance with or on account of provisions of the California Vehicle Code listed below:

A fee of \$144 for each removal of a vehicle in accordance with or on account of violation of California Vehicle Code sections:

California Vehicle Code Section and Impound Ground

14602.6	Suspended, revoked or unlicensed driver/30-day hold
22651 (a)	Unattended vehicle on bridge
22651 (d)	Vehicle blocking driveway
22651 (e)	Vehicle blocking fire hydrant
22651 (f)	Vehicle blocking freeway
22651 (h) (1)	Driver arrested
22651 (h) (2)	Order of suspension or revocation pursuant to Section 13388
22651 (i) (1)	Multiple parking citations
22651 (j)	Lack of vehicle registration
22651 (k)	Parking over 72 hours
22651 (l)	Parking in a construction zone
22651 (m)	Violation of special events restriction
22651 (n)	No parking zone
22651 (o) (1)	Vehicle registration is incorrect, falsified or expired by more than six months
22651 (p)	Driver unlicensed or license suspended
22651 (r)	Vehicle blocking another vehicle
22651 (t)	Notice to appear/illegal amber lights

22651 (u)	Acting as a car dealer without a license or temporary permit
22651 (v)	Illegally letting stand a mobile billboard advertisement
22651 (w)	Second or subsequent violation of an ordinance
22655.3	Removal for investigation (fleeing in violation of sections 2800.1 or 2800.2)
22655.5 (a)	Vehicle was used as the means of committing a public offense
22655.5 (b)	Vehicle is evidence of crime
22669	Abandoned vehicle

In adopting such fee, the City Council finds that the amount of the fee does not exceed the reasonable costs of providing the services for which the fee is charged.

; and

**SECTION 5.** The Sheriff is authorized to collect the fee established herein, on behalf of the City, at the time of release of vehicles that are subject to the fee.

**SECTION 6.** The fee established herein shall only be imposed on the registered owner or the agent of the registered owner of the impounded vehicle, and shall not include any vehicle towed under an abatement program or sold at a lien sale pursuant to Sections 3068.1 to 3074, inclusive, of, and Section 22851 of, the California Civil Code unless the sale is sufficient in amount to pay the lienholder's total charges and proper administrative costs.

**SECTION 7.** The fee established herein shall be collected only from the registered owner or an agent of the registered owner of the impounded vehicle, and shall be in addition to any other charges authorized or imposed pursuant to the California Vehicle Code.

**SECTION 8.** The fee established herein complies with California Vehicle Code Section 22850.5(b)(4) as the supporting September 2020 cost study prepared by the Sheriff did not include administrative costs for conducting a hearing or appeal related to the removal, impound, storage, or release of a vehicle.

**SECTION 9.** The Sheriff shall not impose the fee established herein in any of the following circumstances: (a) when the vehicle was left because it became inoperable while being driven, if the registered owner makes good faith attempts promptly to remove the vehicle from a location where it was not permitted; (b) when the vehicle was stolen; (c) when the vehicle was left by an ill or injured driver; and/or,

(d) when it is demonstrated to the satisfaction of the Sheriff's designated personnel that neither the registered owner of the vehicle nor his/her/their agent, if any, was at fault in creating the circumstances leading to the impounding of the vehicle

**SECTION 10.** A registered owner or an agent of a registered owner who believes he/she/they are exempt from the fee established herein under any of the criteria listed in this resolution above may apply in writing for a waiver of the fee and shall present such supporting information or documentation, as the Sheriff may request, to the Sheriff's designated personnel. Upon the presentation of a written application for waiver of said fee, together with such supporting documentation as may be requested by the Sheriff, the Sheriff's designated personnel or his/her/their designee shall determine promptly whether the applicant meets the criteria for a waiver of the fee and if so, shall waive the fee.

**SECTION 11.** Until further order of the City Council, the Sheriff is directed to deposit the proceeds of the fee established herein into the Traffic Violator Fund described herein. Proceeds from the Traffic Violator Fund shall be used in conformance with the County of Orange's restrictions for the same, as well as in conformance with any applicable provisions set forth in the City's agreement with the County for the Sheriff's law enforcement services.

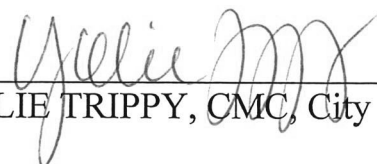
**SECTION 12.** Until further order of the City Council, the Orange County Board of Supervisors is authorized to carry forward in the Traffic Violator Fund and accumulate any balance of proceeds of fees imposed by this resolution that remains at the end of a fiscal year, as long as such fee proceeds will be used for the purposes provided herein.

**SECTION 13.** The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this 17<sup>th</sup> day of February 2021.

  
SHARI L. HORNE, 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. 21-04** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the 17<sup>th</sup> day of February 2021, by the following vote:

AYES:        COUNCILMEMBERS: Conners, Hatch, Tao, Moore, Horne  
NOES:        COUNCILMEMBERS: -  
ABSENT:     COUNCILMEMBERS: -

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

**ORANGE COUNTY SHERIFF-CORONER  
TRAFFIC VIOLATOR APPREHENSION PROGRAM**

<b>REQUEST</b>	<b>CONTRACT CITY</b>												
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 5px;">Participating City Request to Purchase From the TVA in FY _____</td> <td style="width:50%; padding: 5px;">Date _____</td> </tr> <tr> <td style="padding: 5px;"><b><u>QUANTITY</u></b></td> <td style="padding: 5px;"><b><u>APPLICABILITY TO TVA PROGRAM</u></b></td> </tr> <tr> <td style="padding: 5px;"><b><u>ITEM DESCRIPTION</u></b></td> <td style="padding: 5px;"><b><u>ESTIMATED COST</u></b></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>	Participating City Request to Purchase From the TVA in FY _____	Date _____	<b><u>QUANTITY</u></b>	<b><u>APPLICABILITY TO TVA PROGRAM</u></b>	<b><u>ITEM DESCRIPTION</u></b>	<b><u>ESTIMATED COST</u></b>						
Participating City Request to Purchase From the TVA in FY _____	Date _____												
<b><u>QUANTITY</u></b>	<b><u>APPLICABILITY TO TVA PROGRAM</u></b>												
<b><u>ITEM DESCRIPTION</u></b>	<b><u>ESTIMATED COST</u></b>												
<b>CERTIFICATION</b>	<p>THE CITY CERTIFIES THAT THE EQUIPMENT PURCHASED BY CITY AND TO BE REIMBURSED BY PROGRAM FUNDS WILL BE USED FOR ITS ENTIRE USEFUL LIFE EXCLUSIVELY FOR THE PURPOSES OF THE TRAFFIC VIOLATOR APPREHENSION PROGRAM</p> <p>CITY MANAGER REQUEST:          Printed Name _____ DATE _____          Signature: _____</p>												
<b>APPROVALS</b>	<b>ORANGE COUNTY SHERIFF-CORONER DEPARTMENT</b>												
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 5px;"><b>Recommended For Approval</b> CITY POLICE SERVICES CHIEF</td> <td style="width:50%; padding: 5px;">MANAGER – TVA PROGRAM</td> </tr> </table>	<b>Recommended For Approval</b> CITY POLICE SERVICES CHIEF	MANAGER – TVA PROGRAM										
<b>Recommended For Approval</b> CITY POLICE SERVICES CHIEF	MANAGER – TVA PROGRAM												
	OCSD BUDGET USE ONLY												

**7.5**

**RIDGE ROUTE DRIVE DRAINAGE REPAIR  
PROJECT DESIGN AND SUPPORT SERVICES**

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**For additional information on this item,  
please refer to Item 7.0 (Consent Calendar Summary).**

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**AGREEMENT FOR CONSULTANT SERVICES  
BETWEEN THE  
CITY OF LAGUNA WOODS  
AND  
GEOSYNTEC CONSULTANTS, INC.  
FOR RIDGE ROUTE DRIVE DRAINAGE REPAIR PROJECT DESIGN AND  
SUPPORT SERVICES**

This AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT"), is made and entered into this \_\_\_\_\_ ("EFFECTIVE DATE"), by and among the City of Laguna Woods, a California municipal corporation ("CITY"), and Geosyntec Consultants, Inc. ("CONSULTANT").

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

**SECTION 1. TERM OF AGREEMENT.**

Subject to the provisions of SECTION 17 "TERMINATION OF AGREEMENT" of this AGREEMENT, the term of this AGREEMENT shall be for a period beginning on \_\_\_\_\_ and ending at 11:59 p.m. on June 30, 2025. Such term may be extended upon written agreement of both parties to this AGREEMENT.

**SECTION 2. SCOPE OF SERVICES.**

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

**SECTION 3. ADDITIONAL SERVICES.**

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

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

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

## ITEM 7.5

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

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

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

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

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

CITY may inspect and accept or reject any of CONSULTANT's work under this AGREEMENT, either during performance or when completed. CITY shall reject or finally accept CONSULTANT's work in its discretion within sixty (60) days after submitted to CITY. Any rejection of work by CITY shall be by written explanation. Acceptance of any of CONSULTANT's work by CITY shall not constitute a waiver of any of the provisions of this AGREEMENT including, but not limited to, SECTIONS 13 and 14 of this AGREEMENT, pertaining to indemnification and insurance, respectively.

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

All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files, and other documents prepared, developed or discovered by CONSULTANT in the course of providing any services pursuant to this AGREEMENT shall become the sole property of CITY and may be used, reused or otherwise disposed of by CITY without the permission of the CONSULTANT. Upon completion, expiration or termination of this AGREEMENT, CONSULTANT shall turn over to CITY all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents, notwithstanding any billing or compensation disputes that may then exist between CITY and CONSULTANT.

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

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

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

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

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

**SECTION 8. STATUS OF CONSULTANT.**

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

(b) The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY, shall have control over the conduct of CONSULTANT or any of CONSULTANT's

## ITEM 7.5

officers, officials, employees or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that CONSULTANT or any of CONSULTANT's officers, officials, employees or agents is in any manner officials, officers, employees or agents of CITY.

(c) CONSULTANT shall: (i) recruit, screen, interview, and assign its employees (the "ASSIGNED EMPLOYEES") to perform the work described in EXHIBIT "A" for CITY at the location(s) specified in EXHIBIT "A"; (ii) pay ASSIGNED EMPLOYEES wages and provide other benefits required by law, including sick and family medical leave, and any other benefits as CONSULTANT deems appropriate; (iii) pay, withhold, and transmit payroll taxes, provide unemployment insurance and workers' compensation in an amount no less than required by law, and handle workers' compensation and unemployment claims involving ASSIGNED EMPLOYEES; (iv) ensure ASSIGNED EMPLOYEES are legally authorized to work in the United States; and, (v) have sole responsibility for providing and will provide necessary health coverage to ASSIGNED EMPLOYEES under the Affordable Care Act's ("ACA") employer mandate and its implementing regulations. CONSULTANT represents and warrants that it will comply with all laws, including the ACA, in doing so.

(d) CONSULTANT shall not use any independent contractors to perform the services described in EXHIBIT "A" on CONSULTANT's behalf unless approved in writing by CITY in advance.

(e) CONSULTANT represents that: (i) it is solely responsible for all required training of ASSIGNED EMPLOYEES under federal, state, and local laws, including those regarding anti-harassment, anti-retaliation, anti-discrimination, workplace safety training, and any other applicable laws; (ii) it has, and during the term of this AGREEMENT shall maintain, anti-harassment, anti-retaliation, and anti-discrimination policies, and appropriate complaint procedures in place; (iii) it is solely responsible for the supervision of ASSIGNED EMPLOYEES; (iv) it is solely responsible for all pre-employment screening and testing of ASSIGNED EMPLOYEES, as may be required or allowed by law, including Form I-9 verification, criminal background checks, industry-specific checks, other background checks, and related recordkeeping; and, (v) it is solely responsible for performance managing, disciplining, and terminating its ASSIGNED EMPLOYEES.

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

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

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

## ITEM 7.5

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

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

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

(b) CONSULTANT shall not be debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs, or from receiving Federal contracts, subcontracts, or financial or nonfinancial assistance or benefits, under Executive Order 12549, "Debarment and Suspension" (24 CFR 85.35) or other Federal laws, statutes, codes, ordinances, regulations or rules, at any time during the term of this AGREEMENT.

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

(d) CONSULTANT affirms and agrees that for purposes of all statutory and regulatory requirements for employee leaves of absence, including the Family and Medical Leave Act and any similar state or local law, CONSULTANT shall comply with any such requirements and CITY shall cooperate with CONSULTANT's compliance.

(e) CONSULTANT has sole responsibility for providing, and will provide, the necessary health coverage to ASSIGNED EMPLOYEES under the ACA employer mandate and

## ITEM 7.5

its implementing regulations. CONSULTANT represents and warrants that it will comply with all laws, including the ACA, in doing so.

(f) Upon reasonable written notice to CONSULTANT, CITY may inspect CONSULTANT's records to verify CONSULTANT's compliance with this AGREEMENT.

### **SECTION 11. CONFLICTS OF INTEREST.**

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

(b) CITY understands and acknowledges that CONSULTANT is, as of the date of execution of this AGREEMENT, independently involved in the performance of non-related services for other governmental agencies and private parties. CONSULTANT is unaware of any stated position of CITY relative to such projects. Any future position of CITY on such projects shall not be considered a conflict of interest for purposes of this section.

### **SECTION 12. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION.**

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

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

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

CONSULTANT's conduct.

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

### **SECTION 13. INDEMNIFICATION.**

(a) CITY and its respective elected and appointed boards, officials, officers, agents, employees and volunteers (individually and collectively, "INDEMNITEES") shall have no liability to CONSULTANT or any other person for, and CONSULTANT shall indemnify, defend and hold harmless INDEMNITEES from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements (collectively "CLAIMS"), which INDEMNITEES may suffer or incur or to which INDEMNITEES may become subject by reason of or arising out of any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise occurring as a result of the CONSULTANT's negligent or willful acts or omissions in the performance of or failure to perform any services under this AGREEMENT or by CONSULTANT's agents, officers, directors, subcontractors or employees, committed in performing any of the services under this AGREEMENT, including without limitation CONSULTANT's breach of any representation, warranty or obligations of CONSULTANT set for in this AGREEMENT, including but not limited to those set forth in SECTIONS 8, 9 and 10.

(b) If any action or proceeding is brought against INDEMNITEES by reason of any of the matters against which CONSULTANT has agreed to indemnify INDEMNITEES as provided above, CONSULTANT, upon notice from CITY, shall defend INDEMNITEES at CONSULTANT's expense by counsel acceptable to CITY, such acceptance not to be unreasonably withheld. If the parties are represented by separate legal counsel, they shall coordinate with each other and attempt to avoid duplication of effort and costs. INDEMNITEES need not have first paid for any of the matters to which INDEMNITEES are entitled to indemnification in order to be so indemnified. The insurance required to be maintained by CONSULTANT under SECTION 14 "INSURANCE" of this AGREEMENT shall insure CONSULTANT's obligations under this section, but the limits of such insurance shall not limit the liability of CONSULTANT hereunder. The provisions of this section shall survive the expiration or earlier termination of this AGREEMENT.

(c) The provisions of this section do not apply to CLAIMS occurring as a result of the

CITY's sole negligence or willful acts or omissions.

#### **SECTION 14. INSURANCE.**

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

#### **SECTION 15. ASSIGNMENT.**

The expertise and experience of CONSULTANT are material considerations for this AGREEMENT. CITY has an interest in the qualifications of and capability of the persons and entities who will fulfill the duties and obligations imposed upon CONSULTANT under this AGREEMENT. In recognition of that interest, CONSULTANT shall not assign or transfer this Agreement or any portion of this AGREEMENT or the performance of any of CONSULTANT's duties or obligations under this AGREEMENT without the prior written consent of the City Council. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this AGREEMENT entitling CITY to any and all remedies at law or in equity, including summary termination of this AGREEMENT. CITY acknowledges, however, that CONSULTANT, in the performance of its duties pursuant to this AGREEMENT, may utilize subcontractors. CONSULTANT shall be solely liable and responsible for the actions, conduct, and performance of subcontractors, including but not limited to ensuring their compliance with SECTION 10 "COMPLIANCE WITH APPLICABLE LAWS; PERMITS AND LICENSES" of this AGREEMENT.

#### **SECTION 16. CONTINUITY OF ASSIGNED EMPLOYEES.**

CONSULTANT shall make every reasonable effort to maintain the stability and continuity of CONSULTANT's ASSIGNED EMPLOYEES. CONSULTANT shall obtain approval, in writing, from CITY of any changes in CONSULTANT's ASSIGNED EMPLOYEES, prior to any such performance.

#### **SECTION 17. TERMINATION OF AGREEMENT.**

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

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



Laguna Woods, CA 92637

To CONSULTANT: Geosyntec Consultants, Inc.  
ATTN: President  
3530 Hyland Avenue, Suite 100  
Costa Mesa, CA 92626

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile or, if mailed, three (3) days after deposit of the same in the custody of the United States Postal Service.

**SECTION 22. AUTHORITY TO EXECUTE.**

The person or persons executing this AGREEMENT on behalf of CONSULTANT represents and warrants that he/she/they has/have the authority to so execute this AGREEMENT and to bind CONSULTANT to the performance of its obligations hereunder.

**SECTION 23. BINDING EFFECT.**

This AGREEMENT shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

**SECTION 24. MODIFICATION OF AGREEMENT.**

No amendment to or modification of this AGREEMENT shall be valid unless made in writing and approved by the CONSULTANT and by the City Council or City Manager of CITY. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

**SECTION 25. WAIVER.**

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

**SECTION 26. LAW TO GOVERN; VENUE.**

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

**SECTION 27. ATTORNEYS FEES, COSTS, AND EXPENSES.**

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

**SECTION 28. ENTIRE AGREEMENT.**

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

**SECTION 29. SEVERABILITY.**

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

**SECTION 30. NO THIRD-PARTY BENEFICIARIES.**

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

**SECTION 31. COUNTERPARTS.**

This AGREEMENT may be executed in counterparts, each of which so executed shall, irrespective of the date of its execution and delivery, be deemed an original, and all such counterparts together shall constitute one and the same agreement. The parties may also deliver executed copies of this AGREEMENT to each other by electronic mail (including pdf or any electronic signature complying with the U.S. federal ESIGN Act of 2000) or other transmission method and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes. No party may raise the use of any image transmission device or method or the fact that any signature was transmitted as an image as a defense to the enforcement of this AGREEMENT. At the request of either party, the parties will confirm signatures by signing and delivering an original AGREEMENT.

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

**CITY OF LAGUNA WOODS:**

**CONSULTANT:**

\_\_\_\_\_  
Christopher Macon, City Manager

\_\_\_\_\_  
Stephanie Zinn, Project Director

Approved as to Form:

\_\_\_\_\_  
Alisha Patterson, City Attorney

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

CONSULTANT shall perform and complete Ridge Route Drive Drainage Repair Project design and support services described in this EXHIBIT "A" by providing all labor, and incidental tools, materials, and supplies necessary to complete work in a professional, thorough, and timely manner, in accordance with standards and specifications as contained in this AGREEMENT.

CONSULTANT previously prepared a technical memorandum that provided CITY with options for improving the drainage condition the CITY seeks to address in its Ridge Route Drive Drainage Repair Project. CITY is seeking to prepare design plans and technical specifications for a modified "Option 5" as described in CONSULTANT's previous technical memorandum – restoring the drainage system to its original design intent to avoid continuing drainage issues in the low spot within the right-of-way. The modified Option 5 design will include a new catch basin with a trash capture Best Management Practice ("BMP") in the location of the existing impacted inlet and a new Reinforced Concrete Pipe ("RCP") storm drain across Ridge Route Drive connected into the existing catch basin on the north side of Ridge Route Drive.

**PLEASE NOTE THAT PORTIONS OF THIS WORK ARE SUBJECT TO PREVAILING WAGE.** In accordance with the provisions of Section 1770 et seq., of the Labor Code, the Director of Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be done. The Contractor will be required to pay to all persons employed on the project by the Contractor sums not less than the sums set forth in the documents entitled "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770,1773,17733.1".

***Task 1 – Field Investigation***

CONSULTANT shall conduct one pre-design field investigation to review the existing site conditions, gather information on existing utilities, and confirm drainage areas delineated via prior desktop investigation. Information gathered during the field investigation shall be incorporated into CONSULTANT's design submittals.

***Task 2 – Design Topographic Survey***

CONSULTANT shall conduct and prepare a topographic survey at 1"=20' scale with one (1)-foot contours. The topographic survey shall be signed and stamped as required by state law. The topographic survey shall be incorporated into CONSULTANT's design submittals and provided to CITY in electronic PDF and native formats.

CONSULTANT may subcontract portions of Task 2.

Survey work within Task 2 requires the payment of prevailing wage.

***Task 3 – Existing Utility Investigation and Potholing***

CONSULTANT shall conduct a due diligence investigation into the existing utilities present within the project site and provide utility service provider coordination to confirm the alignments of existing utilities for potholing investigation.

CONSULTANT shall perform up to four (4) potholes to confirm the utility layout in the project site, including the location, depth for clearance, and potential conflicts with the proposed storm drain infrastructure. Findings from the potholing shall be incorporated into CONSULTANT's design submittals. CONSULTANT's scope includes preparing relevant temporary traffic control plans and a City of Laguna Hills Encroachment Permit for potholing within the public right-of-way.

Assumptions: For the purpose of Task 3, CONSULTANT has assumed that the potholes will be backfilled and patched with AquaPhalt with the understanding that the construction contractor will be able to restore the pavement per City of Laguna Hills Asphalt Repair/Construction Requirements after the installation of the proposed storm drain infrastructure. Potholing will be performed in line with the existing catch basin.

CONSULTANT may subcontract portions of Task 3.

Potholing, backfilling, AquaPhalt pavement repair, and related field work within Task 3 requires the payment of prevailing wage.

***Task 4 – Preparation of Construction Plans, Specifications, and Estimates***

CONSULTANT shall develop detailed design plans and construction documents required for project approvals and permitting, construction bidding, and construction of the proposed storm drain infrastructure. CONSULTANT shall complete a design submittal for the 100% design level, and after CITY approval, a final package, including the following components:

- 100% Design Submittal
  - 100% design plans and draft technical specifications
  - Draft bid schedule
  - Estimate of probable construction costs
  - Identification of required licensure for contractors
  - One (1) electronic PDF copy of submittals
  
- Final Construction Plans, Specifications, and Estimates Package
  - Final bid schedule
  - Final Opinion of Probable Construction Cost (Engineer's Estimate)
  - One (1) hard copy of the full-sized final plans and specifications with engineer's signatures and stamps, one (1) electronic PDF copy of the final plans and specifications with engineer's signatures and stamps, and one (1) electronic PDF copy of the Final Opinion of Probable Construction Cost (Engineer's Estimate)

## ITEM 7.5

CONSULTANT's plans and specifications shall use CITY's standard title block, layout, notes, and specified formatting requirements and conform to the City of Laguna Hills' Standard Plans and the County of Orange's Public Facilities and Resource Department Standard Plans.

CONSULTANT's cost estimates shall adhere to the Association for the Advancement of Cost Engineering ("AACE") standards for cost estimating.

Assumptions: For the purpose of Task 4, CONSULTANT has assumed that:

1. CITY and City of Laguna Hills will separately review and provide one round of comments each on the 100% Design Submittal.
2. The design plans and technical specifications prepared by CONSULTANT will include the abandonment of the existing impacted storm drain inlet and connection to the existing 42" RCP.
3. No utility relocations will be required for the project.
4. The total disturbance area for the project will not exceed one (1)-acre. Therefore, a Stormwater Pollution Prevention Plan ("SWPPP") will not be required for the project.

### ***Task 5 – Bid Phase and Construction Phase Support***

CONSULTANT shall support the construction bidding phase and the construction phase by providing CITY with relevant design clarifications and recommendations. Bid support and construction administration activities shall also include:

- Assisting with bid evaluation
- Preparing responses to questions from bidders
- Attending one (1) pre-construction meeting
- Providing reviews and accepting or rejecting (as appropriate) up to four (4) submittals from the construction contractor
- Prepare responses to up to three (3) Requests for Information from the construction contractor
- Provide up to two (2) field visits and/or meetings at the job site during the construction phase to maintain awareness of the construction contractor's work and to assure conformance of the same with the construction plans and specifications
- Preparing record drawings

### ***Task 6 – Project Meetings and Coordination***

CONSULTANT shall provide project coordination tasks throughout the design phase, bid phase, and construction phase, including:

- General project management and coordination activities including, but not limited to, coordination with the City of Laguna Hills
- Up to three (3) one (1)-hour virtual meetings

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

CONSULTANT shall be compensated on a lump sum basis up to a not-to-exceed limit of the totals in Table B-1. The totals in Table B-1 are all-inclusive up to the levels and subject to the assumptions described in EXHIBIT "A."

*Table B-1: Compensation Schedule*

Task 1. Field Investigation	\$ 2,200 Fixed Fee
Task 2. Design Topographic Survey	\$ 9,500 Fixed Fee
Task 3. Existing Utility Investigation and Potholing	\$ 12,100 Fixed Fee
Task 4. Preparation of Construction Plans, Specifications, and Estimates	\$ 16,900 Fixed Fee
Task 5. Bid Phase and Construction Phase Support.	\$ 12,300 Fixed Fee
Task 6. Project Meetings and Coordination	\$ 6,000 Fixed Fee
<b>TOTAL</b>	<b>\$ 59,000 Fixed Fee</b>

For work requested in writing by CITY in excess of the levels or assumptions described in EXHIBIT "A", CONSULTANT shall be compensated on an hourly basis using the rates in Table B-2.

*Table B-2: Compensation Schedule – Additional Work<sup>1</sup>*

Project Administrator	\$75 per hour
Staff Professional	\$165 per hour
Senior Staff Professional	\$190 per hour
Professional	\$215 per hour
Project Professional	\$240 per hour
Senior Professional	\$270 per hour
Principal	\$295 per hour
Senior Principal	\$315 per hour

## ITEM 7.5

<sup>1</sup> Hourly rates are not subject to minimums or maximums and are all inclusive. CONSULTANT shall not receive separate compensation for travel, lodging, mileage, telephone service, internet service, equipment, supplies, food, drink, or attire.

**ALL SURVEYING, POTHOLING, BACKFILLING, AQUAPHALT PAVEMENT REPAIR, AND RELATED FIELD WORK SERVICES PERFORMED BY CONSULTANT OR CONSULTANT'S SUBCONTRACTORS UNDER THIS AGREEMENT ARE SUBJECT TO PREVAILING WAGE.** In accordance with the provisions of Section 1770 et seq., of the Labor Code, the Director of Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be done. CONSULTANT shall pay to all persons employed on the project by CONSULTANT sums not less than the sums set forth in the documents entitled "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770,1773,17733.1".

CONSULTANT shall be registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 at all times during the term of this AGREEMENT. All surveying, potholing, backfilling, AquaPhalt pavement repair, and related field work services performed by CONSULTANT under this AGREEMENT are subject to compliance monitoring and enforcement by the Department of Industrial Relations.

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

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

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

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

(2) Insurance Services Office form number CA 0001 (Ed. 03/10) covering Automobile Liability. The auto liability policy must cover all non-owned autos, scheduled autos, and hired autos subject to the written approval of CITY.

(3) Workers' Compensation insurance as required by the Labor Code of State of California and Employer's Liability insurance and covering all persons providing services on behalf of the CONSULTANT and all risks to such persons under this AGREEMENT.

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

(5) Professional liability insurance.

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

(1) General Liability: \$1,000,000 per occurrence for all covered losses and no less than \$2,000,000 general aggregate for bodily injury, personal injury, and property damage.

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

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

(4) Professional Liability: \$1,000,000 per claim and no less than \$1,00,000 general aggregate.

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

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

2. General Liability and Automobile Liability Coverages.

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

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

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

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

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

C. Other Requirements. CONSULTANT agrees to deposit with CITY, at or before the effective date of this contract, certificates of insurance necessary to satisfy CITY that the insurance provisions of this contract have been complied with. The City Attorney may require that CONSULTANT furnish CITY with copies of original endorsements effecting coverage

## ITEM 7.5

required by this section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. CITY reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

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

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

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

## **7.6 GENERAL MUNICIPAL ELECTION**

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**For additional information on this item,  
please refer to Item 7.0 (Consent Calendar Summary).**

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**RESOLUTION NO. 24-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATED TO GENERAL LAW CITIES

**WHEREAS**, under the provision of the laws of the State of California relating to general law cities, a General Municipal Election shall be held on Tuesday, November 5, 2024, for the regularly scheduled election of three (3) members of the City Council for the full term of four (4) years.

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

**SECTION 1.** Pursuant to the requirements of the laws of the State of California relating to general law cities, there is called and ordered to be held in the City of Laguna Woods, California, on Tuesday, November 5, 2024, a General Municipal Election for the purpose of electing three (3) members of the City Council for the full term of four (4) years (“Election”).

**SECTION 2.** The ballots to be used at the Election shall be in the form and content as required by law.

**SECTION 3.** The City Clerk is authorized, instructed, and directed to coordinate with the County of Orange Registrar of Voters to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment, and paraphernalia that may be necessary in order to properly and lawfully conduct the Election.

**SECTION 4.** The precincts, ballot drop box locations and hours of operation, vote center locations and hours of operation, vote-by-mail procedures and timing, the election officers, and all other persons and procedures for the Election shall be the same as those utilized by the County of Orange.

**SECTION 5.** In all particulars not recited in this resolution, the election shall be regulated and done in accordance with the provisions of law regulating the

statewide or special election.

**SECTION 6.** Notice of the time and place of holding the Election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the Election in time, form, and manner as required by law.

**SECTION 7.** The City Clerk is authorized to administer the Election and all reasonable and actual Election expenses shall be paid by the City upon presentation of a properly submitted bill.

**SECTION 8.** The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2024.

\_\_\_\_\_  
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. 24-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2024, by the following vote:

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

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YOLIE TRIPPY, CMC, City Clerk

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**RESOLUTION NO. 24-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF ORANGE TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024 WITH THE GENERAL ELECTION TO BE HELD ON THE SAME DATE, PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10403

**WHEREAS**, the City Council has called a General Municipal Election to be held on Tuesday, November 5, 2024, for the purpose of electing three (3) members of the City Council for the full term of four (4) years; and

**WHEREAS**, it is desirable that the General Municipal Election be consolidated with the General Election to be held on the same date and that within the City, the precincts, voting methods (i.e., ballot drop boxes, vote centers, and vote-by-mail balloting), and election officers of the two elections be the same, and that the County of Orange Registrar of Voters canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

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

**SECTION 1.** Pursuant to the requirements of California Elections Code Section 10403, the Board of Supervisors of the County of Orange is hereby requested to consent and agree to the consolidation of the General Municipal Election with the General Election on Tuesday, November 5, 2024, for the purpose of the electing three (3) members of the City Council for the full term of four (4) years (“Election”).

**SECTION 2.** The form for election of the members of the City Council is to appear on the ballot substantially as follows:

[CONTINUED ON NEXT PAGE]

**CITY OF LAGUNA WOODS**  
**Member of the City Council**  
**Vote for no more than Three**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

*(Candidate names to be inserted along with a write-in opportunity)*

**SECTION 3.** The County of Orange Registrar of Voters is authorized to canvass the returns of the Election. The Election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The Election shall be held and conducted in accordance with the provisions of law regulating the General Election, including without limitation, California Elections Code Section 10418.

**SECTION 4.** The Board of Supervisors of the County of Orange is requested to issue instructions to the County of Orange Registrar of Voters to take any and all steps necessary for the holding of the consolidated Election.

**SECTION 5.** The City recognizes that additional costs will be incurred by the County of Orange by reason of this consolidation and agrees to reimburse the County of Orange for any costs upon presentation of a properly submitted bill.

**SECTION 6.** The City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors of the County of Orange and the County of Orange Registrar of Voters.

**SECTION 7.** The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2024.

---

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. 24-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2024, by the following vote:

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

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

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**RESOLUTION NO. 24-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE STATEMENTS SUBMITTED TO THE VOTERS AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024

**WHEREAS**, the City Council has called a General Municipal Election to be held on Tuesday, November 5, 2024, for the purpose of electing three (3) members of the City Council for the full term of four (4) years; and

**WHEREAS**, California Elections Code Section 13307 provides for the City Council to adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate statements.

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

**SECTION 1.** This resolution shall apply only to the General Municipal Election to be held on Tuesday, November 5, 2024.

**SECTION 2. General Provisions.** Pursuant to California Elections Code Section 13307, each candidate for elective office to be voted for at the General Municipal Election to be held on Tuesday, November 5, 2024, may prepare a candidate statement on an appropriate form provided by the City Clerk. The candidate statement may include the name, age, and occupation of the candidate and a brief description of no more than 200 words of the candidate’s education and qualifications expressed by the candidate himself/herself/themselves. The candidate statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. In addition to these restrictions, pursuant to California Elections Code Section 13308, the candidate statement shall be limited to a recitation of the candidate’s own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate’s qualifications, character, or activities. The City Clerk shall not cause to be printed or circulated any statement that he/she/they determines is not so limited or that includes any reference prohibited by this section. The statement shall be filed in typewritten form in the

Office of the City Clerk at the time the candidate’s nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. These general provisions shall also apply to candidate statements that will not be printed in the voter information guide, but will be posted on the County of Orange Registrar of Voters’ website.

**SECTION 3. Foreign Language Policy.**

a) Pursuant to the Federal Voting Rights Act, candidate statements will be translated into all languages required by law and identified by the California Secretary of State as applicable to Orange County, pursuant to California Elections Code Section 14201, as may be amended.

b) The County of Orange Registrar of Voters will print and mail voter information guides, which include candidate statements filed by candidates who paid for such publication, translated into particular languages to only those voters who are on the County of Orange voter file as having requested a voter information guide in a particular language.

c) The County of Orange Registrar of Voters will make voter information guides and candidate statements in the required languages available at all polling places, on the County of Orange’s website, and as required by law.

d) The City Clerk shall make sample ballots and candidate statements in the required languages available upon request in the Office of the City Clerk.

**SECTION 4. Payment.** The City Clerk shall require each candidate filing a candidate statement to pay \$300 to the City at the time of filing as a condition of his/her/their candidate statement being included in voter information guides. The candidate shall not be required to pay any additional costs.

**SECTION 5. Miscellaneous.**

a) All translations of candidate statements shall be provided by translators as provided in California Elections Code Section 13307.

b) The City Clerk shall require candidate statements to be formatted in a manner that is consistent with the standardized formatting guidelines utilized by the County of Orange Registrar of Voters.

c) The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

**SECTION 6. Additional Materials.** No candidate shall be permitted to include additional materials in voter information guides.

**SECTION 7.** The City Clerk shall provide each candidate or the candidate’s representative a copy of this resolution at the time nominating petitions are issued.

**SECTION 8.** The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2024.

\_\_\_\_\_  
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. 24-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2024, by the following vote:

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

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YOLIE TRIPPY, CMC, City Clerk

**RESOLUTION NO. 24-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, PROVIDING FOR TIE VOTES AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024 TO BE RESOLVED BY LOT, IN ACCORDANCE WITH CALIFORNIA ELECTIONS CODE SECTION 15651

**WHEREAS**, the City Council has called a General Municipal Election to be held on Tuesday, November 5, 2024, for the purpose of electing three (3) members of the City Council for the full term of four (4) years; and

**WHEREAS**, California Elections Code Section 15651 allows a tie vote for any one or more offices of the City Council to be resolved by lot.

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

**SECTION 1.** This resolution shall apply only to the General Municipal Election to be held on Tuesday, November 5, 2024.

**SECTION 2.** In the event of a tie vote (if any two or more candidates receive an equal and the highest number of votes for an office) as certified by the County of Orange Registrar of Voters, the City Council shall set a date, time, and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot, in accordance with California Elections Code Section 15651.

**SECTION 3.** The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2024.

---

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. 24-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2024, by the following vote:

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

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

## **8.1 BUSINESS REGISTRATION REGULATIONS**

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# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Christopher Macon, City Manager  
**FOR:** May 15, 2024 Regular Meeting  
**SUBJECT:** Business Registration Regulations

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### Recommendation

1. Receive staff report.  

AND
2. Open public hearing.  

AND
3. Receive public testimony.  

AND
4. Close public hearing.  

AND
5. Approve the introduction and first reading of an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADDING CHAPTER 6.03 TO TITLE 6 (BUSINESSES) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO BUSINESS REGISTRATION, AND DETERMINING

AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE  
CALIFORNIA ENVIRONMENTAL QUALITY ACT

**Background**

On September 20, 2023, acting on a recommendation made by Councilmember Moore, the City Council directed the City Manager to draft an ordinance for future consideration by the City Council that would – if adopted by the City Council at a future meeting – require businesses operating from a fixed location in Laguna Woods (excluding home-based businesses) to register with the City.

**Discussion**

Today’s meeting is an opportunity for City Council action, as well as public input, on the adoption of an ordinance that would add Chapter 6.03 to Title 6 (Businesses) of the Laguna Woods Municipal Code pertaining to business registration (Attachment A). Staff recommends that the City Council conduct a public hearing and initiate the adoption process for the proposed ordinance in order to establish a mechanism to compile a business registry. The proposed ordinance is intended to promote communication with local businesses and assist in identifying and responding to violations of the Laguna Woods Municipal Code.

The proposed ordinance would require businesses operating from fixed commercial locations in Laguna Woods to register annually with the City within 30 calendar days of September 1. Newly established or acquired businesses would be required to register with the City within 30 calendar days and, subsequently, annually within 30 calendar days of September 1. Staff has proposed the month of September for annual registration as it falls outside of other times that might be busier for businesses (e.g., winter holidays and tax filing season).

The proposed ordinance would not require the following businesses to register:

- Businesses that do not operate from a fixed commercial location in Laguna Woods.
- Businesses that hold a limited-term encroachment, sidewalk vending, special event, or temporary use permit from the City, but only to the extent of the activities specifically authorized therein.

The proposed ordinance would not require the following businesses to register, but would allow them to register voluntarily:

- Home occupations as defined by Laguna Woods Municipal Code Section 13.06.010(d)(475).

In addition to providing contact information, registration would require businesses to respond to screening questions meant to identify the applicability of state law and/or Laguna Woods Municipal Code provisions to the business (e.g., businesses might be asked whether they sell, dispense, or distribute batteries in order to help evaluate whether they are subject to the City’s battery recycling requirements). Businesses would also be required to provide their California Department of Tax and Fee Administration sales tax number (if applicable), which would help confirm that sales tax is being properly remitted to the City.

A business registry would also be helpful in inviting businesses to participate in economic development-related events, notifying businesses of changes in Laguna Woods Municipal Code requirements, and periodically recognizing businesses for their contributions to Laguna Woods.

If the recommended action is taken at today’s meeting, staff anticipates scheduling the second reading and consideration of adoption of the proposed ordinance for the City Council’s next adjourned regular meeting on June 26, 2024.

### **Environmental Review**

The City Council is asked to find that the proposed ordinance is not subject to the California Environmental Quality Act of 1970, Public Resources Code Section 21000, et. seq., as amended and implementing State CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations (collectively “CEQA”) pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3. CEQA Guidelines Section 15378(b)(2) excludes “[c]ontinuing administrative. . . activities, such as . . . general policy and procedure making” and Section 15378(b)(5) excludes “[o]rganizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” from its definition of “project.”

The City Council is also asked to find that, even if the proposed ordinance were subject to CEQA, it would be exempt based on CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

### **Fiscal Impact**

Staff's understanding is that the City Council envisions business registration as a no-charge service. As a result, no registration fee has been proposed and, if the proposed ordinance is adopted, the City would absorb its costs of administering and enforcing the business registration requirement. Staff anticipates that sufficient funds to support such absorption of costs are included in the City's budget. If that proves not to be the case, the City Council could adopt a registration fee to recover reasonable costs in the future or otherwise make accommodations for those costs during the development of future budgets and work plans. Staff does not presently expect administration or enforcement to require a significant amount of time after the initial implementation, outreach, and education process.

Staff anticipates creating an online tool to allow businesses to register without the need for postage or an in-person visit to City Hall. An online tool would automate much of the registration process and promote efficiency for both City staff and registering businesses. Costs for developing an online tool are estimated at \$5,000-\$7,500 and could be accommodated within the City's budget.

### **Documents Available for Review**

Related documents – including the proposed ordinance and the Laguna Woods Municipal Code – are available for public review at or from City Hall during normal working hours. The Laguna Woods Municipal Code is also available for review at [www.cityoflagunawoods.org](http://www.cityoflagunawoods.org).

Attachment: A – Proposed Ordinance  
Exhibit A – Proposed Code Amendments

**ORDINANCE NO. 24-XX**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADDING CHAPTER 6.03 TO TITLE 6 (BUSINESSES) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO BUSINESS REGISTRATION, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

**WHEREAS**, at the regular meeting on September 20, 2023, the City Council directed the City Manager to draft an ordinance for future consideration by the City Council that would – if adopted by the City Council at a future meeting – require businesses operating from a fixed location in Laguna Woods (excluding home-based businesses) to register with the City; and

**WHEREAS**, staff has drafted the requested ordinance and recommends that the City Council add Chapter 6.03 to Title 6 (Businesses) of the Laguna Woods Municipal Code (“Code Amendments”) in order to establish a mechanism to compile a business registry; and

**WHEREAS**, the Code Amendments are intended to promote the City’s communication with local businesses and assist the City in identifying and responding to violations of the Laguna Woods Municipal Code; and

**WHEREAS**, on May 15, 2024, the City Council held a duly noticed public hearing on this Ordinance at which it considered all of the information, evidence, and testimony presented, both written and oral.

**THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DOES ORDAIN AS FOLLOWS:**

SECTION 1. The City Council hereby finds and determines that (i) each of the recitals to this Ordinance are true and correct, and are adopted herein as findings; (ii) the Code Amendments comply with all applicable requirements of State law; (iii) the Code Amendments will not adversely affect the health, safety, or welfare of the residents within the community; (iv) the Code Amendments are in the public interest of the City of Laguna Woods; and, (v) the Code Amendments are consistent with the Laguna Woods General Plan and its various elements.

SECTION 2. After reviewing the entire project record, the City Council hereby

determines and certifies that this Ordinance is not subject to the California Environmental Quality Act of 1970, Public Resources Code Section 21000, et. seq., as amended and implementing State CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations (collectively “CEQA”) pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3. CEQA Guidelines Section 15378(b)(2) excludes “[c]ontinuing administrative. . . activities, such as . . . general policy and procedure making” and Section 15378(b)(5) excludes “[o]rganizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” from its definition of “project.”

After reviewing the entire project record, the City Council also hereby determines and certifies that that, even if this Ordinance were subject to CEQA, it would be exempt based on CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 3. Chapter 6.03 of Title 6 (Businesses) of the Laguna Woods Municipal Code is hereby adopted to read as set forth in Exhibit A, attached to this Ordinance and incorporated herein by this reference.

SECTION 4. This Ordinance shall take effect and be in full force and operation thirty (30) calendar days after adoption.

SECTION 5. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 6. The Mayor shall sign this Ordinance.

SECTION 7. The City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

SECTION 8. All of the above-referenced documents and information have been and are on file with the City Clerk of the City.

PASSED, APPROVED AND ADOPTED this XX day of XX 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
ALISHA PATTERSON, City Attorney

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 **Ordinance No. 24-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2023, and that thereafter, said Ordinance was duly adopted and passed at an adjourned regular meeting of the City Council on the XX day of XX 2024 by the following vote to wit:

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

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YOLIE TRIPPY, CMC, City Clerk

**EXHIBIT A  
CODE AMENDMENTS**

***Chapter 6.03 (“Business Registration”) is hereby added to Title 6 (“Businesses”) of the Laguna Woods Municipal Code to read as follows:***

**CHAPTER 6.03. - BUSINESS REGISTRATION**

**Section 6.03.010. - Purpose and intent.**

The purpose and intent of this chapter is to establish a mechanism to compile a record of (1) businesses operating from fixed commercial locations in Laguna Woods and (2) businesses that do not operate from fixed commercial locations in Laguna Woods, but wish to be added to such record. Such record, or “business registry,” is intended to promote communication with local businesses and assist in identifying and responding to violations of this Code. This chapter is not intended to be exclusive and compliance with its provisions shall not excuse noncompliance with any federal, state, or other local laws.

**Section 6.03.020. - Definitions.**

For purposes of this chapter only, the following definitions shall apply, in addition to those set forth in Chapter 1.02 of this Code:

(05) *Business* shall include all activities engaged in or caused to be engaged in within Laguna Woods, including any commercial or industrial enterprise, trade, profession, occupation, vocation, calling, or livelihood, whether or not carried on for gain or profit, but shall not include the services rendered by an employee to his, her, or their employer. “Business” does not include any of the following:

- a. Government entities including, but not limited to, city, county, state, and federal agencies, school districts, and special districts.
- b. Organizations that are tax-exempt under section 501(c)(3) of the Internal Revenue Code.

(10) *Fixed commercial location in Laguna Woods* shall mean any building, storefront, unit, or other physical location located within any commercial zoning district, that a business owns or leases, excluding post office boxes and other arrangements to provide for the receipt of mail or service of process only.

(15) *Person* shall include any individual, firm, partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, and the plural as well as the singular.

**Section 6.03.030. - Registration required.**

(a) Beginning September 1, 2024, there is a requirement imposed upon each person who is engaged in business operating from a fixed commercial location in Laguna Woods to register with the City. Such registration requirement exists regardless of whether the business has been issued any or all permits, licenses, or approvals required by the City or not. The City's acceptance of a registration from a business engaged in business without any or all permits, licenses, or approvals required by the City shall not constitute the City's approval or consent to engage in such business.

(b) All persons engaging in business operating from a fixed commercial location in Laguna Woods, whether an existing, newly established, or acquired business, shall register with the City within 30 calendar days of beginning to engage in business or within 30 calendar days of acquiring a business and shall annually renew such registration within 30 calendar days of each subsequent September 1 thereafter. In registering, such persons shall furnish to the City Manager a sworn statement, upon a form provided by the City Manager, setting forth the following information:

(1) The name of the business, including the legal name and any business names under which the business is to be conducted;

(2) The fixed commercial location in Laguna Woods where such business is to be operated (voluntary registrants must provide the principal location where such business is to be operated);

(3) The principal public telephone number for the business, if any;

ITEM 8.1 – Exhibit A to Attachment A

- (4) The principal public email address for the business, if any;
- (5) The nature or kind of business;
- (6) The legal name, title or affiliation with the business, mailing address, telephone number, and email address of the person submitting the registration on behalf of the business;
- (7) The legal name, mailing address, telephone number, and email address of the agent for the service of process for the business;
- (8) The California permit number (California Department of Tax and Fee Administration sales tax number), if any, of the business, including, when applicable, proof that the location or sublocation of said California permit number is the City of Laguna Woods. If the business does not have a California permit number, proof of exemption from obtaining one shall be provided;
- (9) An acknowledgement from the person submitting the registration that all information submitted to the City may be subject to public disclosure under the California Public Records Act;
- (10) An acknowledgement from the person submitting the registration that they have reviewed, had an opportunity to consult with legal counsel regarding, and agree to comply with this chapter (voluntary registrants must acknowledge that they are registering voluntarily and have reviewed and had an opportunity to consult with legal counsel regarding this chapter);
- (11) Responses to screening questions meant to identify the applicability of state law and/or Laguna Woods Municipal Code provisions to the business;
- (12) An acknowledgement from the person submitting the registration that they have been provided with an informational notice from the City as described in California Assembly Bill 3002 (Grayson, Chapter 680, Statutes of 2018);
- (13) A statement from the person submitting the registration reading “Under penalty of perjury, I hereby declare that the information

contained within and submitted with this registration is complete, true, and accurate. I understand that a misrepresentation of fact is cause for the issuance of administration citations, civil fines, and other penalties and remedies”; and

(14) Any additional information which the City Manager may require.

**Sec. 6.03.040. - Registration does not authorize unlawful business.**

(a) Registration pursuant to this chapter, and its acceptance by the City, shall not entitle any person to carry on any business. Registration is principally an informational action and does not confer on registrants any rights or privileges.

(b) No registration pursuant to this chapter shall be construed as authorizing the conduct or continuance of any illegal or unlawful business, or any business in violation of any federal, state, or local law.

**Sec. 6.03.050. - Exemptions.**

(a) The following businesses shall be exempt from this chapter:

(1) Businesses that do not operate from a fixed commercial location in Laguna Woods.

(2) Businesses that hold a limited-term encroachment, sidewalk vending, special event, or temporary use permit from the City, but only to the extent of the activities specifically authorized therein.

(b) The following businesses shall be exempt from this chapter, but may voluntarily register with the City if the principal location where such business is to be operated is in Laguna Woods:

(1) Home occupations as defined by Laguna Woods Municipal Code Section 13.06.010(d)(475).

(c) The City Manager may require businesses to submit information necessary to establish the validity of an exemption claimed from this chapter.

**Sec. 6.03.060. - City Manager’s authority.**

In addition to all other authority provided by state law, the City Council, and this Code, the City Manager shall have the following authority:

(1) For purposes of administration and enforcement of this chapter generally, the City Manager may from time to time promulgate such administrative interpretations, rules, and/or procedures consistent with the purpose, intent, and express terms of this chapter as the City Manager deems necessary to implement or clarify such provisions or aid in enforcement.

(2) The City Manager may delegate to, or enter into contracts with, public agencies or private entities to implement, administer, and/or enforce any of the provisions of this chapter on behalf of the City.

(3) The City Manager may complaints and reports with the California Department of Tax and Fee Administration, or successor agency, Orange County Health Care Agency, or successor agency, Orange County Fire Authority, or successor agency, and other governmental agencies, regarding known or suspected unlicensed or illegal activity by or related to businesses, regardless of whether such activity has become known or suspected as a result of mandatory or voluntary registration, or some other means.

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**8.2**

**ACCESSORY DWELLING UNIT REGULATIONS**

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# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager  
Alisha Patterson, City Attorney

**FOR:** May 15, 2024 Regular Meeting

**SUBJECT:** Accessory Dwelling Unit Regulations

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### **Recommendation**

1. Receive staff report.  

AND
2. Open public hearing.  

AND
3. Receive public testimony.  

AND
4. Continue the public hearing to the adjourned regular meeting of the City Council on June 26, 2024 at 2 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

### **Background**

An “accessory dwelling unit” (sometimes referred to as a granny flat, in-law unit, backyard cottage, or secondary unit), as defined by state law, is an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing

primary residence. Accessory dwelling units must include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. Efficiency units and manufactured homes, as those terms are defined by state law, are also included within the definition of an accessory dwelling unit.

Another type of accessory dwelling unit is a “junior accessory dwelling unit.” A junior accessory dwelling unit, as defined by state law, is a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure.

State law requires cities to either adopt ordinances that conform to the provisions of California Government Code Section 66310 *et seq.*, and other applicable law, related to accessory dwelling units, or apply the provisions of state law set forth therein. By adopting local ordinances, cities are able to exercise a limited amount of discretion to include additional provisions that would not otherwise apply.

The General Plan Housing Element contains Program H-1.4.1, which calls for the City to maintain an ordinance that conforms to the provisions of California Government Code related to accessory dwelling units and junior accessory dwelling units, including amending the ordinance as necessary.

The City Council adopted the existing accessory dwelling unit ordinance on August 19, 2020, pursuant to then-existing state law. The existing regulations are codified at Laguna Woods Municipal Code Section 13.26.230.

### **Discussion**

This matter will include a future recommendation for the City Council to adopt an ordinance amending sections 13.06.010 and 13.26.230 of the Laguna Woods Municipal Code, related to the development of accessory dwelling units, consistent with California Government Code sections 66310 *et seq.*, and other applicable law. Such action would be intended to establish local regulations related to accessory dwelling units and to clarify and enhance ease of use of the Laguna Woods Municipal Code, both for internal parties and the public, by modifying various provisions of the Laguna Woods Municipal Code that are unnecessary and/or inconsistent with state law.

Staff requires additional time to complete an agenda report and presentation for this item. Accordingly, the City Council is asked to open the public hearing, accept public testimony, and continue the public hearing to the adjourned regular meeting of the City Council on June 26, 2024 at 2 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. A staff report would be provided at the June 26, 2024 meeting, followed by an additional opportunity for public testimony during the continued public hearing. The proposed ordinance would be included with the agenda report in the agenda packet for the June 26, 2024 meeting.

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**9.1**

**FISCAL YEARS 2023-25 BUDGET AND WORK  
PLAN & FISCAL YEARS 2023-34 CAPITAL  
IMPROVEMENT PROGRAM**

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# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** May 15, 2024 Regular Meeting

**SUBJECT:** Fiscal Years 2023-25 Budget and Work Plan & Fiscal Years 2023-34 Capital Improvement Program

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### **Recommendation**

1. Adopt a new Chapter 8.0 (City Capital Projects) for the Fiscal Years 2023-25 Budget & Work Plan reflecting projects completed; changes in the scope, timing, cost and/or funding of projects; and, other amendments.  
*(Attachment A; redlines included as Attachment B)*

AND

2. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2023-25 BUDGET AND WORK PLAN FOR FISCAL YEAR 2023-24 COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024, AND FISCAL YEAR 2024-25 COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025, INCREASING GENERAL FUND AND CAPITAL PROJECTS FUND APPROPRIATIONS FOR THE "CITY HALL REFURBISHMENT AND SAFETY PROJECT: PHASE 4," REALLOCATING EXISTING ROAD MAINTENANCE & REHABILITATION PROGRAM FUND APPROPRIATIONS TO THE "PAVEMENT MANAGEMENT PLAN PROJECT (WESTBOUND EL TORO ROAD BETWEEN CALLE CORTA AND CITY LIMITS)," INCREASING STATE OF CALIFORNIA GRANTS FUND

APPROPRIATIONS FOR THE “PAVEMENT MANAGEMENT PLAN PROJECT (WESTBOUND EL TORO ROAD BETWEEN CALLE CORTA AND CITY LIMITS)” FOR AN AWARD OF CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT OF 2021 – NON-STIP PROGRAM FUNDING, DECREASING ROAD MAINTENANCE & REHABILITATION PROGRAM FUND APPROPRIATIONS FOR THE “PAVEMENT MANAGEMENT PLAN PROJECT (WESTBOUND EL TORO ROAD BETWEEN CALLE CORTA AND CITY LIMITS),” UNALLOCATING EXISTING FEDERAL GRANTS FUND (AMERICAN RESCUE PLAN ACT (CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS)) APPROPRIATIONS FOR THE “TRANSIT SHELTER AND STREET FURNITURE REPLACEMENT PROJECT,” INCREASING THE ALLOCATION OF EXISTING FEDERAL GRANTS FUND (AMERICAN RESCUE PLAN ACT (CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS)) APPROPRIATIONS TO THE “EL TORO ROAD AND MOULTON PARKWAY WATER QUALITY TREATMENT PROJECT,” AND INCREASING GENERAL FUND AND CAPITAL PROJECTS FUND APPROPRIATIONS FOR THE “PASEO DE VALENCIA - MOULTON PARKWAY CONFLUENCE BYPASS CORRIDOR PROJECT”  
*(Attachment C)*

AND

3. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A NEW 11-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2023-24 THROUGH 2033-34, IN CONFORMANCE WITH MEASURE M2 (OC GO) REQUIREMENTS AND APPLICABLE CITY POLICIES AND DISCRETION  
*(Attachment D)*

### **Background**

The City Council initially adopted the Fiscal Years 2023-25 Budget and Work Plan & Fiscal Years 2023-34 Capital Improvement Program on June 28, 2023.

July 1, 2024 marks the beginning of Fiscal Year 2024-25, which is the second year of the current two-year budget cycle.

**Discussion**

Today’s meeting is an opportunity for City Council action, as well as public input, on actions that, if taken, would adopt a new Capital Improvement Program for Fiscal Years 2023-34 and make related budget adjustments (attachments A, C-D).

Significant proposed actions include:

1. *Modification of pavement management plan project locations and estimated project costs based on the Pavement Management Plan for Fiscal Years 2024-34 that was adopted by the City Council on March 20, 2024.*
2. *Budget adjustments for the Fiscal Year 2024-25 Pavement Management Plan Project due to (1) a modified project location based on the Pavement Management Plan for Fiscal Years 2024-34, and (2) the anticipated receipt of \$200,000 from the California Transportation Commission’s Coronavirus Response and Relief Supplemental Appropriations Act of 2021 – Non-STIP Program (“CRRSAA”).*

Table 1: Impact of #2 Above on Fiscal Year 2024-25 Budget

<b>Fiscal Year</b>	<b>Current Project</b>	<b>Proposed Project</b>
2024-25	Westbound El Toro Road between Tanager and Calle Corta. Budget: \$195,795	Westbound El Toro Road between Calle Corta and City Limits. Budget: \$264,000
<b>Net Fiscal Impact:</b> Existing appropriations would be reallocated to the proposed project. Fiscal Year 2024-25 appropriations are proposed to increase in the amount of \$200,000 (State of California Grants Fund; CRRSAA) and decrease in the amount of \$131,795 (Road Maintenance & Rehabilitation Program Fund).		

3. *Inclusion of the City of Laguna Hills in the Fiscal Year 2025-26 Pavement Management Plan Project.* The City of Laguna Hills has expressed interest in partnering to improve the Laguna Hills portion of eastbound Santa Maria Avenue at the same time as the Laguna Woods portion. To facilitate this partnership, the estimated project cost is proposed to increase by \$85,000 (Capital Projects Fund (General Fund)). The City of Laguna Hills would reimburse the City for costs related to work in Laguna Hills.

4. *Update of the project description for the “Ridge Route Drive Drainage Repair Project” to reflect the current design approach.* As discussed at the City Council meeting on April 17, 2024, infiltration testing found that the soil at the project location is unsuitable to support a detention/retention basin to manage stormwater runoff. The current design approach involves a new catch basin, trash capture best management practice, and storm drain pipe, as well as the abandonment of certain existing infrastructure.
  
5. *Rescheduling of the “Transit Shelter and Street Furniture Replacement Project (design only)” to Fiscal Year 2025-26.* Due to projected workloads, staff recommends deferring this project from Fiscal Year 2024-25 to Fiscal Year 2025-26. The term of the existing franchise agreement under which the transit shelters and most street furniture on El Toro Road and Moulton Parkway are currently supplied continues through December 31, 2027.

Table 2: Impact of #5 Above on Fiscal Year 2024-25 Budget

Fiscal Year	Current Project	Proposed Project
2024-25	Transit Shelter and Street Furniture Replacement Project (design only). Budget: \$75,000	N/A – Rescheduled to Fiscal Year 2025-26
<p><b>Net Fiscal Impact:</b> Fiscal Year 2024-25 appropriations would remain the same as all remaining American Rescue Plan Act funds received by the City are appropriated in the existing budget. This proposed action would unallocate existing appropriations for the specified project, thereby making the existing appropriations available for use on other projects. American Rescue Plan Act funds will not be available for this project in Fiscal Year 2025-26; the Capital Projects Fund (General Fund) is the new proposed funding source.</p>		

6. *Modification of the Capital Improvement Program’s project worksheets (Attachment A) for the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project” to reflect plans to prioritize future improvements in a manner consistent with General Plan Housing Element Program H-3.1.1.* The Housing Element generally requires the City to prioritize pedestrian accessibility improvements based on factors including certain environmental health and educational proficiency indicators.
  
7. *Budget adjustments for the City Hall Refurbishment & Safety Project: Phase 4.* The budget established for this project in the Fiscal Years 2023-25 Budget was estimated prior to the completion of design documents and construction

drawings. With both now complete, and competitive bidding underway, staff recommends increasing Fiscal Year 2024-25 appropriations in the amount of \$350,000 (Capital Projects Fund (General Fund)) to accommodate estimated construction costs. This project includes replacement of second floor and stairwell windows, replacement of second floor exterior doors and balcony railing, lighting improvements, exiting improvements, heating/ventilation/air conditioning improvements in the Council Chambers, and other work related to accessibility, functionality, safety, and security.

Table 3: Impact of #7 Above on Fiscal Year 2024-25 Budget

<b>Fiscal Year</b>	<b>Current Project</b>	<b>Proposed Project</b>
2024-25	City Hall Refurbishment & Safety Project: Phase 4. Budget: \$250,000	City Hall Refurbishment & Safety Project: Phase 4. Budget: \$600,000
<b>Net Fiscal Impact:</b> Fiscal Year 2024-25 appropriations are proposed to increase in the amount of \$350,000 (Capital Projects Fund (General Fund)).		

8. *Budget adjustments for the El Toro Road and Moulton Parkway Water Quality Treatment Project.* The budget established for this project in the Fiscal Years 2023-25 Budget was estimated prior to the completion of design documents and construction drawings, and subsequently increased following the completion of design documents and construction drawings for the first phase of the project. With design documents and construction drawings for the second phase of the project now complete, and competitive bidding underway, staff recommends increasing Fiscal Year 2024-25 appropriations in the amount of \$100,000 (Federal Grants Fund; American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds)) to accommodate estimated construction costs. The second phase of this project includes construction of a modular wetland system unit to treat stormwater runoff on westbound El Toro Road near Woods End Wilderness Preserve.

Table 4: Impact of #8 Above on Fiscal Year 2024-25 Budget

<b>Fiscal Year</b>	<b>Current Project</b>	<b>Proposed Project</b>
2024-25	El Toro Road and Moulton Parkway Water Quality Treatment Project. Budget: \$414,592	El Toro Road and Moulton Parkway Water Quality Treatment Project. Budget: \$514,592
<b>Net Fiscal Impact:</b> Fiscal Year 2024-25 appropriations would remain the same as all remaining American Rescue Plan Act funds received by the City are		

appropriated in the existing budget. This proposed action would allocate existing unallocated appropriations to the specified project.

9. *Notation of a potential future study to consider returning the detention basin located in Woods End Wilderness Preserve to a more natural condition in the “Future Outlook for Capital Improvement Projects” section of Fiscal Year 2023-25 Budget & Work Plan Chapter 8.0 (Attachment A).*
  
10. *Modification of the Capital Improvement Program’s Funding Plan (Exhibit A to Attachment D) to include Fiscal Year 2030-31 transportation-related operations and maintenance cost estimates, as required by the Orange County Transportation Authority. Operations and maintenance expenses are not capital improvement projects despite their inclusion in the funding plan.*
  
11. *Addition of the “Paseo De Valencia - Moulton Parkway Confluence Bypass Corridor Project” as a funded project for Fiscal Year 2024-25 and related budget adjustments. This project is a joint project with the City of Laguna Hills. While the City of Laguna Hills serves as the lead agency, the City’s participation requires that the project be added to the Capital Improvement Program and the required 20% cost-share be appropriated. The Orange County Transportation Authority has awarded \$1,348,106 in Measure M2 (OC Go) funding to support this project. The City’s cost-share is estimated to be \$109,945.50 and will result in fiber communication and traffic signal communications upgrades at three intersections on El Toro Road and two intersections on Moulton Parkway. Fiber communication upgrades will also be made at City Hall to support traffic signal infrastructure.*

Table 5: Impact of #11 Above on Fiscal Year 2024-25 Budget

Fiscal Year	Current Project	Proposed Project
2024-25	N/A	Paseo De Valencia - Moulton Parkway Confluence Bypass Corridor Project. Budget: \$109,946
<b>Net Fiscal Impact:</b> Fiscal Year 2024-25 appropriations are proposed to increase in the amount of \$109,946 (Capital Projects Fund (General Fund)).		

**Fiscal Impact**

The recommended action includes budget adjustments that would affect the Fiscal

Year 2024-25 Budget as described in tables 1-5 above. The net impact on fund appropriations would be as follows:

- Capital Projects Fund (General Fund): increase of \$459,946
- State of California Grants Fund: increase of \$200,000
- Road Maintenance and Rehabilitation Program Fund: decrease of \$131,795

Sufficient funds to accommodate the proposed increased appropriations in the Capital Projects Fund are included in the General Fund's unassigned balance.

Funds to accommodate the proposed increased appropriations in the State of California Grants Fund would be drawn from revenues to be received from the CRRSAA. Revenues from the CRRSAA would be received on a reimbursement basis, meaning that the City would be required to make expenditures in advance of receiving the offsetting revenue. Such expenditures would be made in accordance with City Administrative Policy 2.9 (Budgeting, Reserves, and Reporting).

The funds unspent as a result of the proposed decreased appropriations in the Road Maintenance and Rehabilitation Program Fund would be returned to that fund's unassigned fund balance and be available for use on other projects.

No new appropriations are required to accommodate the proposed reallocation of American Rescue Plan Act appropriations as all remaining American Rescue Plan Act funds received by the City are appropriated in the existing budget.

With the proposed reallocation of American Rescue Plan Act appropriations, the remaining amount of unallocated funds would be \$228,269.64. Staff anticipates recommending that the City Council allocate the remaining funds to the Woods End Wilderness Preserve Trail Drainage and Improvement Project, but is deferring such a recommendation until the City Council approves a conceptual design.

All other proposed Capital Improvement Program amendments reflect changes in planning only and would not affect existing budgets.

The proposed budget adjustments resolution (Attachment C) assumes City Council approval of Item 7.3 on today's agenda pertaining to the State of California Grants Fund. If the City Council does not approve Item 7.3, Attachment C will require revision prior to consideration of adoption.

Report Prepared With: Liz Torres, Administrative Services Director/City Treasurer  
April Baumgarten, Public Works Administrator

Attachments: A – Proposed Amended Fiscal Year 2023-25 Budget & Work Plan Chapter 8.0  
B – Proposed Amended Fiscal Year 2023-25 Budget & Work Plan Chapter 8.0 (redline)  
C – Proposed Resolution (Budget Adjustments)  
D – Proposed Resolution (Capital Improvement Program)  
Exhibit A – Proposed Funding Plan

## **8.0. CITY CAPITAL PROJECTS**

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*This chapter describes major capital improvement projects that are included in this budget, as well as projects that are currently unfunded, but may be considered in the future.*

### **CAPITAL IMPROVEMENT PROGRAM**

The City Council adopts an 11-year Capital Improvement Program (“CIP”) on an annual basis in order to assist with the long-term development of funding for major capital improvement projects. The City is required to adopt an at least seven-year CIP in order to receive funding from Orange County’s Measure M2 (OC Go) half-cent sales tax, which voters approved in 2006 to fund transportation projects and activities. While the first two years of the CIP are included in this budget and work plan, the City Council retains the ability to modify the CIP at its discretion and no funding commitment is created by the inclusion of unfunded projects or projects planned for future years.

The City considers a “major capital improvement project” to be any project that meets the definition of a “public project” in California Public Contract Code Section 22002, including “construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work” of facilities owned, leased, or operated by the City, as well as any non-minor “painting or repainting.” Maintenance is not considered a public project. A “major capital improvement project” also includes pavement management work included in the City’s 10-year Pavement Management Plan, work that is required to be included in the CIP for Measure M2 (OC Go) eligibility, and any other project so-designated by the City Council.

Major capital improvement projects are categorized as either funded, partially funded, or unfunded. Partial funding of projects is not unusual, as full funding may be developed over the course of several fiscal years, as grants and other federal, state, and county funds are obtained in order to reduce impacts to the General Fund. In other cases, funding from the General Fund may be set aside for projects over multiple fiscal years in the interest of fiscal prudence. The preparation of design documents and construction drawings may also precede the allocation of construction funding.

The term of this CIP is fiscal years 2023-24 through 2033-34.

## CAPITAL PROJECTS APPROPRIATIONS SUMMARY – BUDGETED

The appropriations summarized below were included in the Fiscal Years 2023-35 Budget & Work Plan when it was initially adopted on June 28, 2023. Budget adjustments and other actions affecting appropriations were subsequently approved by the City Council. For additional information on specific projects, please refer to the worksheets beginning on page 8.0-11.

### Fiscal Year 2023-24

- *Capital Projects Fund*

- City Hall Refurbishment and Safety Project: Phase 4 (\$250,000)
- City Hall Refurbishment and Safety Project: Phase 5 (\$85,000)
- Ridge Route Drive Drainage Repair Project (\$273,250)

FUND TOTAL: \$608,250

- *Road Maintenance & Rehabilitation Program Fund*

- Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager) (\$325,821)

FUND TOTAL: \$325,821

- *Community Development Block Grant (CDBG) Fund*

- Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7 (\$150,000)

FUND TOTAL: \$150,000

- *Federal Grants Fund*

- City Hall Complex Parking Lot Improvement Project (\$300,000)
- City Hall/Public Library Project (\$118,525)
- El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora) (\$27,370)
- Ridge Route Drive Drainage Repair Project (\$273,250)

FUND TOTAL: \$719,145

GRAND TOTAL – FISCAL YEAR 2023-24: \$1,803,216

Unspent appropriations approved prior to July 1, 2023 were expected to be carried over to Fiscal Year 2023-24 for the following projects, pursuant to Section 2.9.04(10) of Administrative Policy 2.9:

- *Capital Projects Fund*
  - Woods End Wilderness Preserve Trail Drainage and Improvement Project
- *Mobile Source Reduction Fund*
  - City Hall Electric Vehicle Charging Infrastructure Project
- *Community Development Block Grant (CDBG) Fund*
  - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phases 6 and 6B
- *Federal Grants Fund*
  - City Hall/Public Library Project
  - El Toro Road and Moulton Parkway Water Quality Treatment Project
  - Woods End Wilderness Preserve Trail Drainage and Improvement Project
- *State of California Grants Fund*
  - Woods End Wilderness Preserve Trail Drainage and Improvement Project

Fiscal Year 2024-25

- *Road Maintenance & Rehabilitation Program Fund*
    - Pavement Management Plan Project (Westbound El Toro Road between Tanager and Calle Corta) (\$195,795)FUND TOTAL: \$195,795
  - *Community Development Block Grant (CDBG) Fund*
    - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8 (\$150,000)FUND TOTAL: \$150,000
  - *Federal Grants Fund*
    - Transit Shelter and Street Furniture Replacement Project (\$75,000)FUND TOTAL: \$75,000
- GRAND TOTAL – FISCAL YEAR 2024-25: \$420,795

Unspent appropriations approved prior to July 1, 2024 are expected to be

carried over to Fiscal Year 2024-25 for projects that are not yet complete, pursuant to Section 2.9.04(10) of Administrative Policy 2.9.

## **CAPITAL PROJECTS APPROPRIATIONS SUMMARY – PLANNED**

The appropriations summarized below were planned for inclusion in future budgets and work plans when it was initially adopted on June 28, 2023. Actions affecting these planned appropriations were subsequently approved by the City Council. The City Council retains the ability to modify the CIP at its discretion and no funding commitment is created by planning for these projects. For additional information on specific projects, please refer to the worksheets beginning on page 8.0-33.

### Fiscal Year 2025-26

- *Road Maintenance & Rehabilitation Program Fund*
  - Pavement Management Plan Project (Northbound Moulton Parkway between City Limits and Calle Cortez) (\$405,799)

FUND TOTAL: \$405,799

- *Community Development Block Grant (CDBG) Fund*
  - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9 (\$150,000)

FUND TOTAL: \$150,000

GRAND TOTAL – FISCAL YEAR 2025-26: \$555,799

### Fiscal Year 2026-27

- *Road Maintenance & Rehabilitation Program Fund*
  - Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits) (\$335,818)

FUND TOTAL: \$335,818

- *Community Development Block Grant (CDBG) Fund*
  - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 10 (\$150,000)

FUND TOTAL: \$150,000

GRAND TOTAL – FISCAL YEAR 2026-27: \$485,818

Fiscal Year 2027-28

- *Road Maintenance & Rehabilitation Program Fund*
    - Pavement Management Plan Project (Eastbound El Toro Road between Canyon Wren and Calle Sonora) (\$279,766)FUND TOTAL: \$279,766
  - *Community Development Block Grant (CDBG) Fund*
    - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 11 (\$150,000)FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2027-28: \$429,766

Fiscal Year 2028-29

- *Road Maintenance & Rehabilitation Program Fund*
    - Pavement Management Plan Project (North and Southbound Moulton Parkway between Via Campo Verde and El Toro Road) (\$299,229)FUND TOTAL: \$299,229
  - *Community Development Block Grant (CDBG) Fund*
    - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 12 (\$150,000)FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2028-29: \$449,229

Fiscal Year 2029-30

- *Road Maintenance & Rehabilitation Program Fund*
    - Pavement Management Plan Project (Westbound El Toro Road between Moulton Parkway and Calle Sonora) (\$421,551)FUND TOTAL: \$421,551
  - *Community Development Block Grant (CDBG) Fund*
    - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 13 (\$150,000)FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2029-30: \$571,551

Fiscal Year 2030-31

- *Road Maintenance & Rehabilitation Program Fund*
    - Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Paseo de Valencia) (\$283,157)FUND TOTAL: \$283,157
  - *Community Development Block Grant (CDBG) Fund*
    - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 14 (\$150,000)FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2030-31: \$433,157

Fiscal Year 2031-32

- *Road Maintenance & Rehabilitation Program Fund*
    - Pavement Management Plan Project (Westbound El Toro Road between Calle Sonora and Canyon Wren) (\$314,562)FUND TOTAL: \$314,562
  - *Community Development Block Grant (CDBG) Fund*
    - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 15 (\$150,000)FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2031-32: \$464,562

Fiscal Year 2032-33

- *Road Maintenance & Rehabilitation Program Fund*
    - Pavement Management Plan Project (*Placeholder for project per forthcoming Fiscal Years 2024-34 Pavement Management Plan*)FUND TOTAL: \$TBD
  - *Community Development Block Grant (CDBG) Fund*
    - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 16 (\$150,000)FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2032-33: \$TBD

Fiscal Year 2033-34

- *Road Maintenance & Rehabilitation Program Fund*
  - *Pavement Management Plan Project (Placeholder for project per forthcoming Fiscal Years 2024-34 Pavement Management Plan)*

FUND TOTAL: \$TBD

- *Community Development Block Grant (CDBG) Fund*
  - *Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 17 (\$150,000)*

FUND TOTAL: \$150,000

GRAND TOTAL – FISCAL YEAR 2033-34: \$TBD

## **FUTURE OUTLOOK FOR CAPITAL IMPROVEMENT PROJECTS**

### *Other Potential Projects*

During the Fiscal Years 2023-34 CIP development process, the City Council discussed the following potential projects:

- *Level 3 Electric Vehicle Charging Stations.* The City Council expressed interest in installing Level 3 electric vehicle charging stations in the City Hall Complex parking lot. Accordingly, the City Hall Complex Parking Lot Improvement Project includes laying conduit to accommodate a potential future step-up transformer to provide sufficient power for Level 3 electric vehicle charging stations. Beyond that, funding has not yet been identified; the City will seek grant opportunities.
- *Westbound El Toro Road Sidewalk between Calle Sonora and Calle Corta.* The City Council discussed potentially modifying the westbound El Toro Road sidewalk between Calle Sonora and Calle Corta to create a more linear path of travel for pedestrians. Staff will inform the City Council of potential future grant opportunities, at which time further discussion could be had to determine whether sufficient City Council interest exists to pursue such a project.

### *Active Transportation Plan*

Developing an Active Transportation Plan is included as a significant work plan item in this budget and work plan. Once adopted, it is anticipated that additional projects will be identified for inclusion in this CIP.

### *General Plan Housing Element*

The City's General Plan Housing Element includes two programs that directly relate to this CIP and the programming of future projects.

Program H-3.1.1. calls for improving pedestrian accessibility on sidewalks, curb ramps, crosswalks, and other public property connecting housing with transit stops, public buildings, businesses, and educational institutions.

Program H-3.2.3. calls for investigating and implementing potential hazard mitigation measures that would reduce or eliminate the long-term risk of residential displacement as a result of future disasters.

For both programs, prioritization is to be given to certain environmental and socioeconomic factors. It is anticipated that future CIPs will include specific analysis regarding such prioritization.

### *Local Hazard Mitigation Plan*

Updating the City's Local Hazard Mitigation Plan is included as a significant work plan item in this budget and work plan. As a result of that update and the implementation of General Plan Housing Element Program H-3.2.3, it is anticipated that additional projects will be identified for inclusion in this CIP.

### *Mobility Technology Plan*

The City successfully obtained funding through the Southern California Association of Governments' 2020 Sustainable Communities Program to assist with the development of a Mobility Technology Plan. The Mobility Technology Plan was presented to the City Council on October 18, 2023 and includes strategies with actionable steps to establish new mobility service capabilities through technology implementation. Projects related to connected and/or autonomous vehicle infrastructure may be added to this CIP in the future.

### *Pavement Management Plan*

The City's 10-year Pavement Management Plan will undergo its next biennial update in Fiscal Year 2025-26 for a term spanning fiscal years 2026-27 through 2035-36. As a result of that update, it is anticipated that additional pavement management plan projects will be identified for inclusion in this CIP.

*Potential Fire Station Project*

If the City Council elects to lease a portion of the City Centre Park property for use as a new Orange County Fire Authority fire station, the State of California will require \$212,000 in capital improvements to the remaining City Centre Park as a condition of modifying an existing deed restriction on the property. Per California Senate Bill 457 (Min, Chapter 287, Statutes of 2023), the City would be required to conduct two community meetings to solicit the input of residents and, thereafter, approve a plan for the capital improvements on or before January 1, 2025. The plan would require approval from the California Department of Parks and Recreation and would be required to enhance the active or passive recreational utility to the public of the remaining City Centre Park. If the capital improvements are constructed by the City (instead of by the Orange County Fire Authority with construction of the fire station), an additional project would be proposed for inclusion in this CIP.

*Statewide Water Quality Control Plans for Trash*

In fiscal years 2023-24 and 2024-25, the City plans to refine its strategy for complying with the State Water Resources Control Board's Statewide Water Quality Control Plans for Trash. As a result of that refinement, it is anticipated that additional projects will be identified for inclusion in this CIP.

*Woods End Wilderness Preserve Detention Basin*

During the design of the Woods End Wilderness Preserve Trail Drainage and Improvement Project, returning the detention basin located in Woods End Wilderness Preserve to a more natural condition was identified as a potential project to be added to this CIP in the future. To assist with the scoping of such a project, an engineering study to evaluate the hydrologic function and need of the detention basin should be completed.

*Unfunded and Unscheduled Projects*

The following projects are presently unfunded and unscheduled, but may be undertaken in the event funds are appropriated, grant funding is obtained, or funding otherwise becomes available:

- City Hall Complex Emergency Backup Generator Project
- City Hall Refurbishment and Safety Project: Phase 6
- El Toro Road Localized Flooding Relief Project

- Santa Maria Avenue Water Efficient Medians Improvement Project
- Urban Forest Expansion Project

For additional information on presently unfunded and unscheduled projects, please refer to the worksheets beginning on page 8.0-33.

**CAPITAL IMPROVEMENT PROGRAM  
PROJECT WORKSHEETS**

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**FISCAL YEAR 2023-24**

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# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

## Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phases 6 and 6B

Funding Status: Funded (2022-23)

Priority

Alignment:



Healthy and safe



High in quality of life

### Project Description

This project involves the improvement of pedestrian paths on the sidewalk, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings; and, replacement of detectable warnings. The work may also include the modification of right-of-way to increase navigable area and clearance.

### Project Purpose

The improvements are intended to enhance ease of pedestrian travel and promote compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

### Cost

The one-time cost of designing and constructing this project is estimated at \$350,000 (as of December 2022; subject to the completion of design documents, construction drawings, and competitive bidding).

### Funding

The City anticipates using Community Development Block Grant ("CDBG") monies to fund this project (\$350,000), including \$200,000 in Coronavirus Aid, Relief, and Economic Security Act ("CDBG-CV") funds for Phase 6B.

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement  
Project: Phase 7**

Funding Status: Contingent on the receipt of external funding (2023-24)

Priority

Alignment:



Healthy and safe



High in quality of life

Project Description

This project involves the improvement of pedestrian paths on the sidewalk, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings, and, replacement of detectable warnings. The work may also include the modification of right-of-way to increase navigable area and clearances.

Purpose

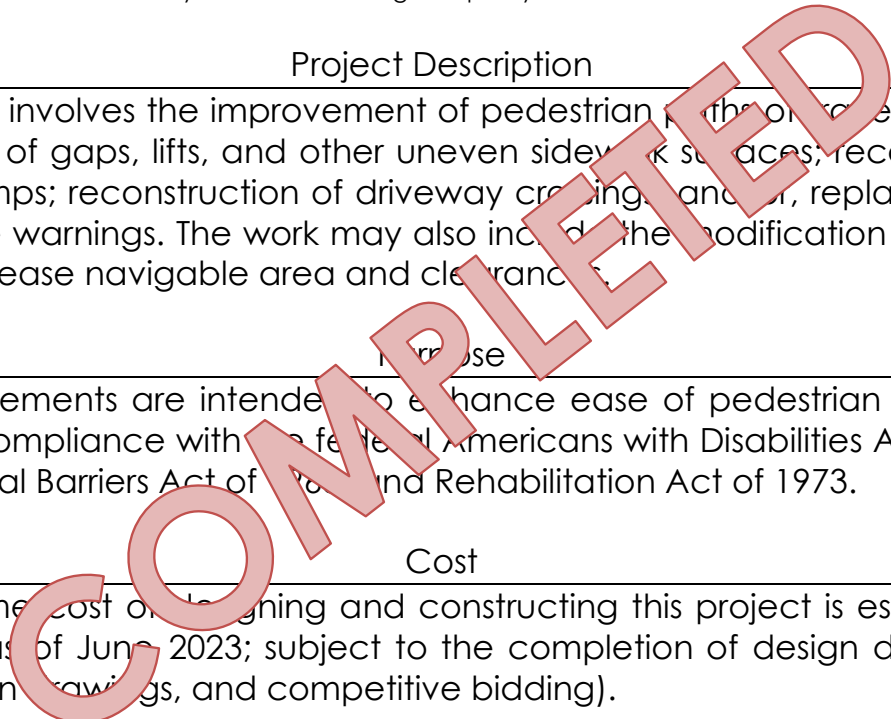
The improvements are intended to enhance ease of pedestrian travel and promote compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

Cost

The one-time cost of designing and constructing this project is estimated at \$150,000 (as of June 2023; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

The City anticipates using Community Development Block Grant ("CDBG") monies to fund this project (\$150,000).



**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**City Hall Complex Parking Lot Improvement Project**

Funding Status: Funded (2023-24)

Priority

Alignment:



Healthy and safe

Project Description

This project involves repaving the asphalt parking lot and driveways at the City Hall Complex (including making grade adjustments); laying conduit to accommodate potential future surveillance cameras, as well as a potential future step-up transformer to provide sufficient power for Level 3 electric vehicle charging stations; replacing cracked and lifted concrete curbs and gutters; planting additional trees; and, refreshing landscaping.

Purpose

This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City’s only public building and seat of government.

Cost

The one-time cost of designing and constructing this project is estimated at \$300,000 (as of June 2023; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds will be used to fund this project (\$300,000).

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**City Hall Electric Vehicle Charging Infrastructure Project**

Funding Status: Funded (2022-23)

Priority

Alignment:



Healthy and safe



Environmentally conscious

Project Description

This project involves the purchase and installation of electric vehicle charging infrastructure at a publicly accessible location in the City Hall Complex parking lot, generally consisting of two Level 2 charging stations.

Purpose

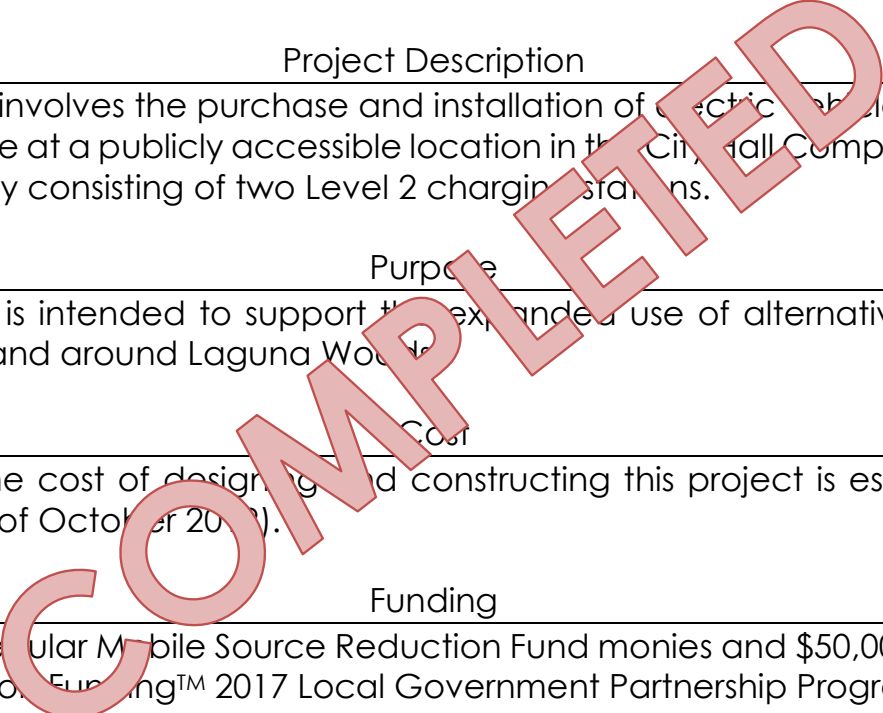
This project is intended to support the expanded use of alternatively fueled vehicles in and around Laguna Woods.

Cost

The one-time cost of designing and constructing this project is estimated at \$92,500 (as of October 2023).

Funding

\$42,500 in regular Mobile Source Reduction Fund monies and \$50,000 in Clean Transportation Funding™ 2017 Local Government Partnership Program monies will be used to fund this project. Both revenue sources are accounted for in the Mobile Source Reduction Fund.



**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**City Hall Refurbishment and Safety Project: Phase 4**

Funding Status: Funded (2023-24)

Priority

Alignment:



Healthy and safe



Environmentally conscious

Project Description

This project involves refurbishments and safety improvements at City Hall. The scope of work is expected to include the following improvements:

- Replacement of second floor and stairwell windows
- Replacement of second floor exterior doors and balcony railing
- Lighting improvements
- Exiting improvements
- Heating, ventilation, and air conditioning improvements in the Council Chambers
- Other work related to accessibility, functionality, safety, and security

Purpose

This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City’s only public building and seat of government.

Cost

The one-time cost of designing and constructing this project is estimated at \$600,000 (as of May 2024; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

Unassigned General Fund balance will be used to fund this project (\$600,000).

- Fiscal Year 2023-24: Capital Projects Fund (\$250,000)
  - Fiscal Year 2024-25: Capital Projects Fund (\$350,000)
- TOTAL: \$600,000

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**City Hall Refurbishment and Safety Project: Phase 5**

Funding Status: Partially Funded (2024-25)

Priority

Alignment:



Healthy and safe



Professionally and efficiently served

Project Description

This project involves refurbishments and safety improvements at City Hall. The scope of work is expected to include the following improvements:

- Remodeling of the first-floor lobby, counter, and office areas
- Remodeling of portions of the second-floor office areas
- Structural improvements to the second-floor attic floor that would allow for potential future expansion
- Improvement of heating, ventilation, and air conditioning systems
- Other work related to accessibility, functionality, safety, and security

Purpose

This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City's only public building and seat of government.

Cost

The one-time cost of designing this project is estimated at \$85,000. The one-time cost of constructing this project is not yet known. A construction budget will be considered after design documents are completed.

Funding

Unassigned General Fund balance will be used to fund this project (\$85,000).

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**City Hall/Public Library Project**

Funding Status: Funded (2019-24)

Priority Alignment:



High in quality of life

Project Description

This project involves (1) the addition of a dedicated space for the Laguna Woods branch of OC Public Libraries, (2) expansion of the existing patio area to serve both City Hall and the public library, and (3) related site, landscape, signage, and parking lot improvements.

Purpose

This project is intended to provide continued local access to a public library in a new location with improved facilities and amenities. The project will also address maintenance needs and enhance City Hall's functionality.

Cost

The one-time cost of designing and constructing this project is estimated at \$3,058,252 (as of June 2023, subject to the completion of construction).

Funding

\$670,280 in unassigned General Fund balance, \$500,000 in State of California Budget Appropriation monies, and \$2,006,497 in American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds will be used to fund this project.

- Fiscal Year 2019-20: Capital Projects Fund (\$400,000)
  - Fiscal Year 2020-21: Capital Projects Fund (\$20,280)
  - Fiscal Year 2020-21: State of California Grants Fund (\$500,000)
  - Fiscal Year 2021-22: Capital Projects Fund (\$250,000)
  - Fiscal Year 2021-22: Federal Grants Fund (\$1,552,044)
  - Fiscal Year 2021-22: Federal Grants Fund (\$157,371)
  - Fiscal Year 2022-23: Federal Grants Fund (\$178,557)
  - Fiscal Year 2023-24: Federal Grants Fund (\$118,525)
- TOTAL: \$3,176,777

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**El Toro Road and Moulton Parkway Water Quality Treatment Project**

Funding Status: Funded (2022-23)

Priority

Alignment:



Environmentally conscious

Project Description

This project involves the construction of a modular wetland system unit on westbound El Toro Road east of Aliso Creek Road near Woods End Wilderness Preserve, and a vegetated swale on southbound Moulton Parkway between City Centre Park and El Toro Road.

Purpose

This project is intended to achieve compliance with applicable National Pollutant Discharge Elimination System ("NPDES") requirements for the Moulton Widening Project, Segment 3 Phase II from 400' North of El Toro Road to 50' North of Santa Maria Avenue ("Moulton Project"). The Moulton Project was managed by the County of Orange and was to have included several structural Best Management Practices ("BMPs") to treat stormwater runoff that were ultimately not constructed. The BMPs included in this project will treat an equivalent area as those unconstructed BMPs.

Cost

The one-time cost of constructing this project is estimated at \$514,592 (as of May 2024; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds will be used to fund this project (\$514,592).

- Fiscal Year 2022-23: Federal Grants Fund (\$186,000)
  - Fiscal Year 2023-24: Federal Grants Fund (\$228,092)
  - Fiscal Year 2024-25: Federal Grants Fund (\$100,000)
- TOTAL: \$514,592

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora)**

Funding Status: Funded (2023-24)

Priority

Alignment:



High in quality of life



Environmentally conscious

Project Description

This project involves planting additional trees and refreshing the landscaping on both medians on westbound El Toro Road between Moulton Parkway and Calle Sonora. The City Council will approve a conceptual design, and tree and plant palette, prior to the preparation of final design documents.

Purpose

This project is intended to enhance street scape aesthetics and achieve benefits set forth in the California Urban Forestry Act of 1978, as amended, including, but not limited to, expanding urban forest canopies, greening, increasing carbon sequestration, reducing impacts of the urban heat island effect, improving management of stormwater and dry weather runoff, improving local water capture and the efficient use of water for urban forest maintenance and climate adaptation.

Cost

The one-time cost of designing this project is estimated at \$27,370. The one-time cost of constructing this project is not yet known. A construction budget will be considered after design documents are completed.

Funding

American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds will be used to fund this project (\$27,370).

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**Pavement Management Plan Project (Westbound El Toro Road  
between Canyon Wren and Tanager)**

Funding Status: Funded (2023-24)

Priority

Alignment:



Healthy and safe



High in quality of life

Estimated Useful Life: 15 years

Project Description

This project involves the rehabilitation of deteriorated pavement along the specified street section(s), including asphalt concrete pavement cold milling and repaving. The work may also include reconstruction of curbs, adjustment of utility access holes and water valves to grade, reestablishment of survey monuments, replacement of painted striping and pavement markings, and relocation of vehicle stop lines back from pedestrian crosswalks.

Purpose

This project is part of the City's 10-year Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index ("PCI") below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement. As of November 2021, the specified street section had a PCI of 74.

Relocating vehicle stop lines back from pedestrian crosswalks is intended to promote expanded clearance zones for pedestrians.

Cost

The one-time cost of designing and constructing this project is estimated at \$325,821 (as of June 2022; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

Road Maintenance & Rehabilitation Program Fund monies will be used to fund this project (\$325,821).

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**Ridge Route Drive Drainage Repair Project**

Funding Status: Funded (2023-24)

Priority Alignment:



Healthy and safe

Project Description

This project involves the construction of a new catch basin with a trash capture Best Management Practice (“BMP”) in the location of an existing impacted inlet and a new Reinforced Concrete Pipe storm drain across Ridge Route Drive connected into an existing catch basin on the north side of Ridge Route Drive. Certain existing infrastructure will also be removed abandoned.

Purpose

This project is intended to repair deteriorated drainage infrastructure. The subject drainage infrastructure carries stormwater runoff from the south side of Ridge Route Drive (Laguna Woods) to the north side (Laguna Hills).

Cost

The one-time cost of designing and constructing this project is estimated at \$546,500 (as of June 2023; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

\$273,250 in unassigned General Fund balance and \$273,250 in American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds will be used to fund this project (total: \$546,500). It is anticipated that the City of Laguna Hills will cost share in this project, with their contribution offsetting General Fund expenditures.

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**Woods End Wilderness Preserve Trail Drainage and Improvement Project**

Funding Status: Funded (2022-23)

Priority Alignment:



Healthy and safe



High in quality of life

Project Description

This project involves the construction and refurbishment of drainage and entry facilities at Woods End Wilderness Preserve, as well as work related to accessibility, safety, and security.

Purpose

This project is intended to improve drainage and manage stormwater runoff from the Woods End Wilderness Preserve trail. The work will also enhance the safety, visibility, and condition of City-maintained park areas.

Cost

The one-time cost of constructing this project is estimated at \$272,560 (as of June 2022; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

\$47,012 in unassigned General Fund balance, \$188,048 in Proposition 68 (Per Capita) funds, and \$37,500 in American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds will be used to fund this project.

- Fiscal Year 2022-23: Capital Projects Fund (\$47,012) – *satisfies the 20% match required by the Proposition 68 (Per Capita Program)*
  - Fiscal Year 2022-23: State of California Grants Fund (\$188,048)
  - Fiscal Year 2022-23: Federal Grants Fund (\$37,500)
- TOTAL: \$272,560

**CAPITAL IMPROVEMENT PROGRAM  
PROJECT WORKSHEETS**

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**FISCAL YEAR 2024-25**

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**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8**

Funding Status: Contingent on the receipt of external funding (2024-25)

Priority

Alignment:



Healthy and safe



High in quality of life

Project Description

This project involves the improvement of pedestrian paths-of-travel, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings; and/or, replacement of detectable warnings. The work may also include the modification of right-of-way to increase navigable area and clearances.

Improvements will be prioritized using factors including the following, which are identified in General Plan Housing Element Program H-3.1.1:

- The California Office of Environmental Health Hazard Assessment's California Communities Environmental Health Screening Tool ("CalEnviroScreen") scores for individual census tracts, with an emphasis on undertaking improvements in and around Census Tract 626.47 due to its comparatively higher CalEnviroScreen score, as feasible and economical; and
- Education domain scores from the California Tax Credit Allocation Committee ("TCAC")/HCD Opportunity Map, with an emphasis on undertaking improvements in and around Census Tract 626.22 due to its comparatively lower scores, as feasible and economical.

Purpose

The improvements are intended to enhance ease of pedestrian travel and promote compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

The improvements are also called for in the General Plan Housing Element as part of Goal H-3 (*Administer housing and community development programs*)

*and activities in a manner to affirmatively further fair housing for all persons) and Policy Objective H-3.1 (Enhance access to housing).*

Cost

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The one-time cost of designing and constructing this project is estimated at \$150,000 (as of June 2023; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

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The City anticipates using Community Development Block Grant ("CDBG") monies to fund this project (\$150,000).

## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**Paseo de Valencia - Moulton Parkway Confluence Bypass Corridor Project**

Funding Status: Funded (2024-25)

Priority

Alignment:



Healthy and safe



High in quality of life

### Project Description

This project is a joint project with the City of Laguna Hills. While the City of Laguna Hills serves as the lead agency, the City's participation requires that the project be added to the Capital Improvement Program and the required 20% cost-share be appropriated.

Improvements within Laguna Woods include the following:

- *Fiber communication upgrades* – installation of fiber optic communications cables and peripheral communications equipment along the project corridor spanning the five signalized intersections listed below and at City Hall. This is anticipated to require a combination of boring and trenching within public street and sidewalk areas.
  - El Toro Road / Avenida Sevilla
  - El Toro Road / Church Intersection
  - El Toro Road / Moulton Parkway
  - Moulton Parkway / Laguna Woods Village Gates 12 & 16
  - Moulton Parkway / Santa Maria Avenue
- *Traffic signal equipment upgrades* – signal controller/cabinet modifications at the five signalized intersections listed above.

### Purpose

Benefits of this project include:

- *Enhanced traffic management* – Fiber optic cables have a higher bandwidth than copper wires, which means they can carry more data at the same time. This is important for traffic signal communications, as it allows for the transmission of high-resolution video images and real-time traffic data for proactive traffic management.

- *Improved traffic flow* – Fiber optic communication is more reliable than copper cable communication, and modern controllers have more features and faster processing speed than the controllers currently used by the City. This will allow for more immediate real-time data transfer between traffic signals and the City's traffic management system, enabling dynamic traffic signal timing adjustments and leading to smoother traffic flow and reduced congestion.
- *Improved safety* – Fiber optic communications and modern controllers can help improve safety by supporting advanced traffic management features that might be deployed in the future, such as adaptive/responsive traffic signal timing and vehicle-to-infrastructure ("V2I") communications. Advanced traffic management can help to reduce the risk of accidents.
- *Scalability* – Fiber optic networks and modern controllers are highly scalable, accommodating future growth and changes in traffic patterns.
- *Support for emerging technologies* – The improvements will pave the way for the integration of emerging technologies like connected and automated vehicles, which require robust traffic signal infrastructure.
- *Cost savings* – The improvements will result in cost savings as some of the traffic signal equipment improvements are necessary in the short term even if grant funding had not been obtained (in that case, the City would be responsible for all costs, as opposed to 20% of costs). Long-term operational savings are also anticipated due to reduced maintenance needs and improved traffic management.

#### Cost

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The one-time cost of designing and constructing the Laguna Woods portion of this project is estimated at \$549,727 (as of October 2023; subject to the completion of design documents, construction drawings, and competitive bidding). The City will be responsible for 20% of costs (\$109,946).

#### Funding

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\$109,946 in unassigned General Fund balance will be used to fund this project (\$109,946). Grant funding from a 2024 Orange County Transportation Authority Regional Traffic Signal Synchronization Program (Project P) award will fund the balance of this project. The City of Laguna Woods, as the lead agency for this project, will account for and appropriate the grant award.

- Fiscal Year 2024-25: Capital Projects Fund (\$109,946) – *satisfies the 20% match required by the 2024 Orange County Transportation Authority Regional Traffic Signal Synchronization Program (Project P) award*  
TOTAL: \$109,946

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**Pavement Management Plan Project (Westbound El Toro Road  
between Calle Corta and City Limits)**

Funding Status: Funded (2024-25)

Priority

Alignment:



Healthy and safe



High in quality of life

Estimated Useful Life: 15 years

Project Description

This project involves the rehabilitation of deteriorated pavement along the specified street section(s), including asphalt concrete pavement cold milling and repaving. The work may also include reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, replacement of painted striping and pavement markings, and relocation of vehicle stop lines back from pedestrian crosswalks.

Purpose

This project is part of the City's 10-year Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index ("PCI") below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement. As of October 2023, the specified street section had a PCI of 76.

Relocating vehicle stop lines back from pedestrian crosswalks is intended to promote expanded clearance zones for pedestrians.

Cost

The one-time cost of designing and constructing this project is estimated at \$264,000 (as of March 2024; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

\$64,000 in Road Maintenance & Rehabilitation Program Fund monies and \$200,000 in Coronavirus Response and Relief Supplemental Appropriations Act

of 2021 – Non-STIP Program funds (“CRRSAA”) will be used to fund this project (\$264,000).

- Fiscal Year 2024-25: Road Maintenance & Rehabilitation Program Fund (\$64,000)
  - Fiscal Year 2024-25: State of California Grants Fund (\$200,000)
- TOTAL: \$264,000

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**CAPITAL IMPROVEMENT PROGRAM  
PROJECT WORKSHEETS**

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**FUTURE FISCAL YEARS**

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## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:       **Americans with Disabilities Act (ADA) Pedestrian  
Accessibility Improvement Project – Additional Phases**

Funding Status:   Planned

Projected Funding Plan:    See Table Below

### Project Description

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This project involves the improvement of pedestrian paths-of-travel, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings; and/or, replacement of detectable warnings. The work may also include the modification of right-of-way to increase navigable area and clearances.

Improvements will be prioritized using factors including the following, which are identified in General Plan Housing Element Program H-3.1.1:

- The California Office of Environmental Health Hazard Assessment's California Communities Environmental Health Screening Tool ("CalEnviroScreen") scores for individual census tracts, with an emphasis on undertaking improvements in and around Census Tract 626.47 due to its comparatively higher CalEnviroScreen score, as feasible and economical; and
- Education domain scores from the California Tax Credit Allocation Committee ("TCAC")/HCD Opportunity Map, with an emphasis on undertaking improvements in and around Census Tract 626.22 due to its comparatively lower scores, as feasible and economical.

### Purpose

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The improvements are intended to enhance ease of pedestrian travel and promote compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

The improvements are also called for in the General Plan Housing Element as part of Goal H-3 (*Administer housing and community development programs and activities in a manner to affirmatively further fair housing for all persons*) and Policy Objective H-3.1 (*Enhance access to housing*).

Cost & Funding

Over the course of fiscal years 2025-26 through 2033-34, the one-time cost of designing and constructing these projects is estimated at \$1,350,000 (as of June 2023; subject to the completion of design documents, construction drawings, and competitive bidding). These projects are contingent on the receipt of external funding. The City anticipates applying for Community Development Block Grant (“CDBG”) funding.

Phase	Anticipated Fiscal Year	Total
9	2025-26	\$150,000
10	2026-27	\$150,000
11	2027-28	\$150,000
12	2028-29	\$150,000
13	2029-30	\$150,000
14	2030-31	\$150,000
15	2031-32	\$150,000
16	2032-33	\$150,000
17	2033-34	\$150,000
Total		\$1,350,000

## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:           **City Hall Complex Emergency Backup Generator Project**

Funding Status:    Unfunded

Projected Funding Plan:    Unscheduled

### Project Description

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This project involves the installation of an emergency backup generator and automatic transfer switch to serve portions of the City Hall Complex. The emergency backup generator will be capable of providing sufficient power to allow core municipal functions and cooling center operations to continue for at least 24 hours of continuous use.

### Purpose

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This project is intended to ensure that the City Hall Complex remains accessible, functional, safe, and secure during power outages and Public Safety Power Shutdown ("PSPS") events. The City Hall Complex contains the only public buildings in Laguna Woods that would be available for residents and other persons to obtain resources or respite during power outages and PSPS events. City Hall serves as the seat of government and offices for all City staff, as well as the City's emergency operations center and cooling center. City Hall also regularly hosts a vote center during public elections.

### Cost & Funding

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The one-time cost of designing and constructing this project is estimated at \$425,000 (as of April 2023; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; the City will continue to seek grant opportunities.

## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:        **City Hall Refurbishment and Safety Project: Phase 6**

Funding Status:    Unfunded

Projected Funding Plan:        Unscheduled

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### Project Description

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This project involves refurbishments and safety improvements at City Hall. The scope of work is expected to include the following improvements:

- Re-roofing
- Modernization of the elevator and related control systems
- Other work related to accessibility, functionality, safety, and security

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### Purpose

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This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City's only public building and seat of government.

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### Cost & Funding

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The one-time cost of designing and constructing this project is estimated at \$300,000 for the elevator modernization (as of June 2023; subject to the completion of design documents, construction drawings, and competitive bidding) and an amount to-be-determined for the re-roofing. Funding has not yet been identified; the City will continue to seek grant opportunities.

## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:        **El Toro Road Localized Flooding Relief Project**

Funding Status:    Unfunded

Projected Funding Plan:        Unscheduled

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### Project Description

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This project involves replacing and upsizing existing storm drains and catch basins, as well as installing new storm drains and catch basins, in the vicinity of eastbound El Toro Road between the St. Nicholas Church/Lutheran Church of the Cross intersection and the Valencia Center.

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### Purpose

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This project is based on the findings of a technical study that was undertaken in 2019 to analyze recurring instances of localized flooding on eastbound El Toro Road between the St. Nicholas Church/Lutheran Church of the Cross intersection and the Valencia Center. During rain events, vehicle travel lanes and pedestrian/bicycle/golf cart sidewalk segments are affected. The work is intended to mitigate localized flooding resultant of a 10-year storm event.

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### Cost & Funding

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The one-time cost of designing and constructing this project is estimated at \$1,850,000 (as of April 2023; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; the City will continue to seek grant opportunities.

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:           **Pavement Management Plan Project – Additional Phases**

Funding Status:   Planned

Projected Funding Plan:    See Table Below

Project Description

This project involves the rehabilitation of deteriorated pavement along the specified street section(s), including asphalt concrete pavement cold milling and repaving. The work may also include reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, replacement of painted striping and pavement markings, and relocation of vehicle stop lines back from pedestrian crosswalks.

Purpose

This project is part of the City's 10-year Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index ("PCI") below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement.

Relocating vehicle stop lines back from pedestrian crosswalks is intended to promote expanded clearance zones for pedestrians.

Cost & Funding

Over the course of fiscal years 2025-26 through 2033-34, the one-time cost of constructing these projects is estimated to be at least \$2,939,000 (as of March 2024; subject to the completion of design documents, construction drawings, and competitive bidding). The City anticipates that Road Maintenance & Rehabilitation Program Fund monies will be used to fund these projects, except where otherwise noted.

Street Section(s)	Blended PCI / Lowest Segment PCI as of October 2023	Anticipated Fiscal Year	Total

ITEM 9.1 - Attachment A

Eastbound Santa Maria Avenue between Santa Vittoria and Moulton Parkway	81.6 / 77	2025-26	\$344,000 (includes \$85,000 to be reimbursed by the City of Laguna Hills for work in Laguna Hills; Capital Projects Fund)
Northbound Moulton Parkway between City Limits and Calle Cortez	80.3 / 78	2026-27	\$329,000
Westbound El Toro Road between Moulton Parkway and Calle Sonora	81 / 79	2027-28	\$305,000
Northbound Moulton Parkway between Via Campo Verde and Gate 12	82 / 79	2028-29	\$331,000
Southbound Moulton Parkway between Gate 16 and Via Campo Verde	82.5 / 80	2029-30	\$325,000
Westbound Santa Maria Avenue between Moulton Parkway and Terminus	83.25 / 82	2030-31	\$350,000
Eastbound El Toro Road between City Limits and Aliso Creek Road, and Avenida Sevilla and Paseo de Valencia	84 / 84	2031-32	\$276,000
Westbound El Toro Road between Paseo de Valencia and Avenida Sevilla, and Tanager Lane and Calle Corta	85 / 84	2032-33	\$343,000
Southbound Moulton Parkway between Santa Maria Avenue and Gate 16, and Via Iglesia and Calle Aragon	85 / 85	2033-34	\$336,000
Total			\$2,939,000

## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:        **Santa Maria Avenue Water Efficient Medians Improvement Project**

Funding Status:    Unfunded

Projected Funding Plan:        Unscheduled

### Project Description

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This project involves retrofitting the three and a half medians on Santa Maria Avenue that are located within the City's jurisdiction with drought-tolerant landscaping and water efficient irrigation systems. All existing turf grass and overhead spray irrigation will be eliminated.

### Purpose

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This project is intended to enhance streetscape aesthetics, reduce irrigation-related water consumption, and enable the future use of recycled water for irrigation. The use of recycled water would help to conserve potable water, thereby reducing demand for imported water.

### Cost & Funding

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The one-time cost of designing and constructing this project is estimated at \$375,000 (as of April 2023; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; the City will continue to seek grant opportunities.

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:        **Transit Shelter and Street Furniture Replacement Project**

Funding Status:    Planned

Projected Funding Plan:        Fiscal Year 2025-26

Project Description

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This project involves the replacement of all transit shelters and most street furniture on El Toro Road and Moulton Parkway with new transit shelters and street furniture. Construction of this project may occur in phases.

Purpose

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The transit shelters and most street furniture on El Toro Road and Moulton Parkway are currently supplied under a franchise agreement that ends on December 31, 2027. This project is intended to construct transit shelters and street furniture that better align with community aesthetics and needs, on or in advance of the anticipated expiration of that franchise agreement.

Cost & Funding

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The one-time cost of designing this project is estimated at \$75,000. The one-time cost of constructing this project is not yet known. A construction budget will be considered after design documents are completed. The City anticipates that General Fund monies will be used to fund this project.

## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:        **Urban Forest Expansion Project**

Funding Status:    Unfunded

Projected Funding Plan:        Unscheduled

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### Project Description

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This project involves planting additional trees on public property. The specific number of trees is scalable depending on the amount of funding available.

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### Purpose

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This project is intended to beautify public property and achieve benefits set forth in the California Urban Forestry Act of 1978, as amended, including, but not limited to, expanding urban forest canopies, greening, increasing carbon sequestration, reducing impacts of the urban heat island effect, improving management of stormwater and dry weather runoff, improving local water capture and the efficient use of water for urban forest maintenance, and climate adaptation.

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### Cost & Funding

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The one-time cost of designing and constructing this project is estimated to range from \$50,000 to \$200,000 (as of April 2023; subject to the completion of design documents, construction drawings, and competitive bidding). This project is scalable depending on the amount of funding available. Funding has not yet been identified; the City will continue to seek grant opportunities.

CITY OF LAGUNA WOODS Fiscal Years 2023-34 Capital Improvement Program Funding Plan (UPDATED MAY 15, 2024)				
Project Title	Estimated Project Cost	Fiscal Year	Projected Funding	Funding Source
<b>FUNDED AND PARTIALLY FUNDED PROJECTS</b>				
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phases 6 and 6B				PROJECT ACCEPTED AS COMPLETE ON AUGUST 16, 2023.
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7				PROJECT ACCEPTED AS COMPLETE ON DECEMBER 20, 2023.
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8	150,000	2024-25	150,000 150,000	Community Development Block Grant (CDBG) Fund
City Hall Complex Parking Lot Improvement Project	300,000	2023-24	300,000 300,000	Federal Grants Fund (City Council Action on 6/28/23)
City Hall Electric Vehicle Charging Infrastructure Project				PROJECT ACCEPTED AS COMPLETE ON JULY 19, 2023.
City Hall Refurbishment and Safety Project: Phase 4	600,000	2023-24 2024-25	250,000 350,000 600,000	Capital Projects Fund Capital Projects Fund
City Hall Refurbishment and Safety Project: Phase 5 (design only)	TBD	2023-24	85,000 85,000	Capital Projects Fund
City Hall/Public Library Project				PROJECT ACCEPTED AS COMPLETE ON DECEMBER 20, 2023.
El Toro Road and Moulton Parkway Water Quality Treatment Project	514,592	2022-23 2023-24 2024-25	186,500 228,092 100,000 514,592	Federal Grants Fund (City Council Action on 6/15/22) Federal Grants Fund (City Council Action on 2/21/24) Federal Grants Fund (City Council Action on 5/15/24)
El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora) (design only)				PROJECT ACCEPTED AS COMPLETE ON APRIL 29, 2024.
Paseo De Valencia - Moulton Parkway Confluence Bypass Corridor Project	109,946	2024-25	109,946 109,946	Capital Projects Fund
Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)				PROJECT ACCEPTED AS COMPLETE ON DECEMBER 20, 2023.
Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)	264,000	2024-25 2024-25	64,000 200,000 264,000	Road Maintenance & Rehabilitation Program Fund State of California Grants Fund
Ridge Route Drive Drainage Repair Project	546,500	2023-24 2023-24	273,250 273,250 546,500	Capital Projects Fund Federal Grants Fund (City Council Action on 6/28/23)
Woods End Wilderness Preserve Trail Drainage and Improvement Project	272,560	2022-23 2022-23 2022-23	47,012 188,048 37,500 272,560	Capital Projects Fund State of California Grants Fund Federal Grants Fund (City Council Action on 6/15/22)
<b>PLANNED PROJECTS</b>				
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9	150,000	2025-26	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 10	150,000	2026-27	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 11	150,000	2027-28	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 12	150,000	2028-29	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 13	150,000	2029-30	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 14	150,000	2030-31	150,000 150,000	Community Development Block Grant (CDBG) Fund

ITEM 9.1 - Attachment A

CITY OF LAGUNA WOODS Fiscal Years 2023-34 Capital Improvement Program Funding Plan (UPDATED MAY 15, 2024)				
Project Title	Estimated Project Cost	Fiscal Year	Projected Funding	Funding Source
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 15	150,000	2031-32	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 16	150,000	2032-33	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 17	150,000	2033-34	150,000 150,000	Community Development Block Grant (CDBG) Fund
Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria and Moulton Parkway)	344,000	2025-26 2025-26	259,000 85,000 344,000	Road Maintenance & Rehabilitation Program Fund Capital Projects Fund* <i>* to be reimbursed by the City of Laguna Hills for work in Laguna Hills</i>
Pavement Management Plan Project (Northbound Moulton Parkway between City Limits and Calle Cortez)	329,000	2026-27	329,000 329,000	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Westbound El Toro Road between Moulton Parkway and Calle Sonora)	305,000	2027-28	305,000 305,000	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Northbound Moulton Parkway between Via Campo Verde and Gate 12)	331,000	2028-29	331,000 331,000	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Southbound Moulton Parkway between Gate 16 and Via Campo Verde)	325,000	2029-30	325,000 325,000	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Westbound Santa Maria Avenue between Moulton Parkway and Terminus)	350,000	2030-31	350,000 350,000	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Eastbound El Toro Road between City Limits and Aliso Creek Road, and Avenida Sevilla and Paseo de Valencia)	276,000	2031-32	276,000 276,000	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Westbound El Toro Road between Paseo de Valencia and Avenida Sevilla, and Tanager Lane and Calle Corta)	343,000	2032-33	343,000 343,000	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Southbound Moulton Parkway between Santa Maria Avenue and Gate 16, and Via Iglesia and Calle Aragon)	336,000	2033-34	336,000 336,000	Road Maintenance & Rehabilitation Program Fund
Transit Shelter and Street Furniture Replacement Project (design only)	TBD	2025-26	75,000 75,000	Capital Projects Fund
<b>UNFUNDED PROJECTS</b>				
City Hall Complex Emergency Backup Generator Project	425,000	Unscheduled	425,000	Not Yet Identified
City Hall Refurbishment and Safety Project: Phase 6	TBD; 300,000+	Unscheduled	TBD; 300,000+	Not Yet Identified
El Toro Road Localized Flooding Relief Project	1,850,000	Unscheduled	1,850,000	Not Yet Identified
Urban Forest Expansion Project	50,000 - 200,000	Unscheduled	50,000 - 200,000	Not Yet Identified
Santa Maria Avenue Water Efficient Medians Improvement Project	375,000	Unscheduled	375,000	Not Yet Identified

CITY OF LAGUNA WOODS				
Fiscal Years 2023-34 Capital Improvement Program				
Funding Plan (UPDATED MAY 15, 2024)				
Project Title	Estimated Project Cost	Fiscal Year	Projected Funding	Funding Source
<b>TRANSPORTATION-RELATED OPERATIONS &amp; MAINTENANCE</b>				
The following information is included at the direction of the Orange County Transportation Authority. Operations and maintenance expenses are not capital improvement projects.				
		<i>Fiscal Year 2023-24</i>	<i>Fiscal Year 2024-25</i>	<i>Fiscal Year 2025-26</i>
		<i>Budget</i>	<i>Budget</i>	<i>Estimate</i>
Measure M2 (OC Go) Fair Share Expenditures				
Street Lighting - Public Right of Way	35,000	35,000	36,050	
Contract - Traffic Engineering	175,000	180,000	185,400	
Contract - Traffic Signal Maintenance	75,000	75,000	77,250	
Allowable Overhead Costs	700	700	750	
	<u>285,700</u>	<u>290,700</u>	<u>299,450</u>	
		<i>Fiscal Year 2026-27</i>	<i>Fiscal Year 2027-28</i>	<i>Fiscal Year 2028-29</i>
		<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>
Measure M2 (OC Go) Fair Share Expenditures				
Street Lighting - Public Right of Way	37,132	38,245	39,393	
Contract - Traffic Engineering	190,962	196,691	202,592	
Contract - Traffic Signal Maintenance	79,568	81,955	84,413	
Allowable Overhead Costs	750	750	750	
	<u>308,411</u>	<u>317,641</u>	<u>327,148</u>	
		<i>Fiscal Year 2029-30</i>	<i>Fiscal Year 2030-31</i>	
		<i>Estimate</i>	<i>Estimate</i>	
Measure M2 (OC Go) Fair Share Expenditures				
Street Lighting - Public Right of Way	40,575	41,792		
Contract - Traffic Engineering	208,669	214,929		
Contract - Traffic Signal Maintenance	86,946	89,554		
Allowable Overhead Costs	750	773		
	<u>336,939</u>	<u>347,048</u>		

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## **8.0. CITY CAPITAL PROJECTS**

*This chapter describes major capital improvement projects that are included in this budget, as well as projects that are currently unfunded, but may be considered in the future.*

### **CAPITAL IMPROVEMENT PROGRAM**

The City Council adopts an 11-year Capital Improvement Program ("CIP") on an annual basis in order to assist with the long-term development of funding for major capital improvement projects. The City is required to adopt an at least seven-year CIP in order to receive funding from Orange County's Measure M2 (OC Go) half-cent sales tax, which voters approved in 2006 to fund transportation projects and activities. While the first two years of the CIP are included in this budget and work plan, the City Council retains the ability to modify the CIP at its discretion and no funding commitment is created by the inclusion of unfunded projects or projects planned for future years.

The City considers a "major capital improvement project" to be any project that meets the definition of a "public project" in California Public Contract Code Section 22002, including "construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work" of facilities owned, leased, or operated by the City, as well as any non-minor "painting or repainting." Maintenance is not considered a public project. A "major capital improvement project" also includes pavement management work included in the City's 10-year Pavement Management Plan, work that is required to be included in the CIP for Measure M2 (OC Go) eligibility, and any other project so-designated by the City Council.

Major capital improvement projects are categorized as either funded, partially funded, or unfunded. Partial funding of projects is not unusual, as full funding may be developed over the course of several fiscal years, as grants and other federal, state, and county funds are obtained in order to reduce impacts to the General Fund. In other cases, funding from the General Fund may be set aside for projects over multiple fiscal years in the interest of fiscal prudence. The preparation of design documents and construction drawings may also precede the allocation of construction funding.

The term of this CIP is fiscal years 2023-24 through 2033-34.

## CAPITAL PROJECTS APPROPRIATIONS SUMMARY – BUDGETED

The appropriations summarized below ~~are~~ were included in the Fiscal Years 2023-35 Budget & Work Plan when it was initially adopted on June 28, 2023. Budget adjustments and other actions affecting appropriations were subsequently approved by the City Council. For additional information on specific projects, please refer to the worksheets beginning on page 8.0-11.

### Fiscal Year 2023-24

- *Capital Projects Fund*

- City Hall Refurbishment and Safety Project: Phase 4 (\$250,000)
- City Hall Refurbishment and Safety Project: Phase 5 (\$85,000)
- Ridge Route Drive Drainage Repair Project (\$273,250)

FUND TOTAL: \$608,250

- *Road Maintenance & Rehabilitation Program Fund*

- Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager) (\$325,821)

FUND TOTAL: \$325,821

- *Community Development Block Grant (CDBG) Fund*

- Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7 (\$150,000)

FUND TOTAL: \$150,000

- *Federal Grants Fund*

- City Hall Complex Parking Lot Improvement Project (\$300,000)
- City Hall/Public Library Project (\$118,525)
- El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora) (\$27,370)
- Ridge Route Drive Drainage Repair Project (\$273,250)

FUND TOTAL: \$719,145

GRAND TOTAL – FISCAL YEAR 2023-24: \$1,803,216

Unspent appropriations approved prior to July 1, 2023 ~~are~~ were expected to be carried over to Fiscal Year 2023-24 for the following projects, pursuant to Section 2.9.04(10) of Administrative Policy 2.9:

- *Capital Projects Fund*
  - Woods End Wilderness Preserve Trail Drainage and Improvement Project
- *Mobile Source Reduction Fund*
  - City Hall Electric Vehicle Charging Infrastructure Project
- *Community Development Block Grant (CDBG) Fund*
  - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phases 6 and 6B
- *Federal Grants Fund*
  - City Hall/Public Library Project
  - El Toro Road and Moulton Parkway Water Quality Treatment Project
  - Woods End Wilderness Preserve Trail Drainage and Improvement Project
- *State of California Grants Fund*
  - Woods End Wilderness Preserve Trail Drainage and Improvement Project

Fiscal Year 2024-25

- *Road Maintenance & Rehabilitation Program Fund*
  - Pavement Management Plan Project (Westbound El Toro Road between Tanager and Calle Corta) (\$195,795)

FUND TOTAL: \$195,795
- *Community Development Block Grant (CDBG) Fund*
  - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8 (\$150,000)

FUND TOTAL: \$150,000
- *Federal Grants Fund*
  - Transit Shelter and Street Furniture Replacement Project (\$75,000)

FUND TOTAL: \$75,000

GRAND TOTAL – FISCAL YEAR 2024-25: \$420,795

Unspent appropriations approved prior to July 1, 2024 are expected to be

carried over to Fiscal Year 2024-25 for projects that are not yet complete, pursuant to Section 2.9.04(10) of Administrative Policy 2.9.

## CAPITAL PROJECTS APPROPRIATIONS SUMMARY – PLANNED

The appropriations summarized below ~~are~~ were planned for inclusion in future budgets and work plans when it was initially adopted on June 28, 2023. Actions affecting these planned appropriations were subsequently approved by the City Council. The City Council retains the ability to modify the CIP at its discretion and no funding commitment is created by planning for these projects. For additional information on specific projects, please refer to the worksheets beginning on page 8.0-~~3133~~.

### Fiscal Year 2025-26

- *Road Maintenance & Rehabilitation Program Fund*
  - Pavement Management Plan Project (Northbound Moulton Parkway between City Limits and Calle Cortez) (\$405,799)

FUND TOTAL: \$405,799

- *Community Development Block Grant (CDBG) Fund*
  - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9 (\$150,000)

FUND TOTAL: \$150,000

GRAND TOTAL – FISCAL YEAR 2025-26: \$555,799

### Fiscal Year 2026-27

- *Road Maintenance & Rehabilitation Program Fund*
  - Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits) (\$335,818)

FUND TOTAL: \$335,818

- *Community Development Block Grant (CDBG) Fund*
  - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 10 (\$150,000)

FUND TOTAL: \$150,000

GRAND TOTAL – FISCAL YEAR 2026-27: \$485,818

Fiscal Year 2027-28

- *Road Maintenance & Rehabilitation Program Fund*
    - Pavement Management Plan Project (Eastbound El Toro Road between Canyon Wren and Calle Sonora) (\$279,766)FUND TOTAL: \$279,766
  - *Community Development Block Grant (CDBG) Fund*
    - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 11 (\$150,000)FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2027-28: \$429,766

Fiscal Year 2028-29

- *Road Maintenance & Rehabilitation Program Fund*
    - Pavement Management Plan Project (North and Southbound Moulton Parkway between Via Campo Verde and El Toro Road) (\$299,229)FUND TOTAL: \$299,229
  - *Community Development Block Grant (CDBG) Fund*
    - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 12 (\$150,000)FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2028-29: \$449,229

Fiscal Year 2029-30

- *Road Maintenance & Rehabilitation Program Fund*
    - Pavement Management Plan Project (Westbound El Toro Road between Moulton Parkway and Calle Sonora) (\$421,551)FUND TOTAL: \$421,551
  - *Community Development Block Grant (CDBG) Fund*
    - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 13 (\$150,000)FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2029-30: \$571,551

Fiscal Year 2030-31

- *Road Maintenance & Rehabilitation Program Fund*
    - Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Paseo de Valencia) (\$283,157)FUND TOTAL: \$283,157
  - *Community Development Block Grant (CDBG) Fund*
    - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 14 (\$150,000)FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2030-31: \$433,157

Fiscal Year 2031-32

- *Road Maintenance & Rehabilitation Program Fund*
    - Pavement Management Plan Project (Westbound El Toro Road between Calle Sonora and Canyon Wren) (\$314,562)FUND TOTAL: \$314,562
  - *Community Development Block Grant (CDBG) Fund*
    - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 15 (\$150,000)FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2031-32: \$464,562

Fiscal Year 2032-33

- *Road Maintenance & Rehabilitation Program Fund*
    - Pavement Management Plan Project (Placeholder for project per forthcoming Fiscal Years 2024-34 Pavement Management Plan)FUND TOTAL: \$TBD
  - *Community Development Block Grant (CDBG) Fund*
    - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 16 (\$150,000)FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2032-33: \$TBD

Fiscal Year 2033-34

- *Road Maintenance & Rehabilitation Program Fund*
  - *Pavement Management Plan Project (Placeholder for project per forthcoming Fiscal Years 2024-34 Pavement Management Plan)*

FUND TOTAL: \$TBD

- *Community Development Block Grant (CDBG) Fund*
  - *Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 17 (\$150,000)*

FUND TOTAL: \$150,000

GRAND TOTAL – FISCAL YEAR 2033-34: \$TBD

## **FUTURE OUTLOOK FOR CAPITAL IMPROVEMENT PROJECTS**

### *Other Potential Projects*

During the Fiscal Years 2023-34 CIP development process, the City Council discussed the following potential projects:

- *Level 3 Electric Vehicle Charging Stations.* The City Council expressed interest in installing Level 3 electric vehicle charging stations in the City Hall Complex parking lot. Accordingly, the City Hall Complex Parking Lot Improvement Project includes laying conduit to accommodate a potential future step-up transformer to provide sufficient power for Level 3 electric vehicle charging stations. Beyond that, funding has not yet been identified; the City will seek grant opportunities.
- *Westbound El Toro Road Sidewalk between Calle Sonora and Calle Corta.* The City Council discussed potentially modifying the westbound El Toro Road sidewalk between Calle Sonora and Calle Corta to create a more linear path of travel for pedestrians. Staff will inform the City Council of potential future grant opportunities, at which time further discussion could be had to determine whether sufficient City Council interest exists to pursue such a project.

### *Active Transportation Plan*

Developing an Active Transportation Plan is included as a significant work plan item in this budget and work plan. Once adopted, it is anticipated that additional projects will be identified for inclusion in this CIP.

### *General Plan Housing Element*

The City's General Plan Housing Element includes two programs that directly relate to this CIP and the programming of future projects.

Program H-3.1.1. calls for improving pedestrian accessibility on sidewalks, curb ramps, crosswalks, and other public property connecting housing with transit stops, public buildings, businesses, and educational institutions.

Program H-3.2.3. calls for investigating and implementing potential hazard mitigation measures that would reduce or eliminate the long-term risk of residential displacement as a result of future disasters.

For both programs, prioritization is to be given to certain environmental and socioeconomic factors. It is anticipated that future CIPs will include specific analysis regarding such prioritization.

### *Local Hazard Mitigation Plan*

Updating the City's Local Hazard Mitigation Plan is included as a significant work plan item in this budget and work plan. As a result of that update and the implementation of General Plan Housing Element Program H-3.2.3, it is anticipated that additional projects will be identified for inclusion in this CIP.

### *Mobility Technology Plan*

The City successfully obtained funding through the Southern California Association of Governments' 2020 Sustainable Communities Program to assist with the development of a Mobility Technology Plan. The Mobility Technology Plan ~~seeks to define~~ was presented to the City Council on October 18, 2023 and includes strategies with actionable steps to establish new mobility service capabilities through technology implementation. ~~Once that plan is complete, the City Council may wish to add projects~~ Projects related to connected and/or autonomous vehicle infrastructure may be added to this CIP in the future.

### *Pavement Management Plan*

The City's 10-year Pavement Management Plan will undergo its next biennial update in Fiscal Year ~~2023-24~~ 2025-26 for a term spanning fiscal years ~~2024-25~~ 2026-27 through ~~2033-34~~ 2035-36. As a result of that update, it is anticipated that additional pavement management plan projects will be identified for

inclusion in this CIP. ~~Project placeholders are included for fiscal years 2032-33 and 2033-34.~~

### *Potential Fire Station Project*

If the City Council elects to lease a portion of the City Centre Park property for use as a new Orange County Fire Authority fire station, ~~it is anticipated that~~ the State of California will require \$212,000 in capital improvements to the remaining City Centre Park as a condition of modifying an existing deed restriction on the property. ~~Under currently pending legislation~~ Per California Senate Bill 457 (Min, Chapter 287, Statutes of 2023), the City would be required to conduct two community meetings to solicit the input of residents and, thereafter, approve a plan for the capital improvements on or before January 1, 2025. The plan would require approval from the California Department of Parks and Recreation and would be required to enhance the active or passive recreational utility to the public of the remaining City Centre Park. If the capital improvements are constructed by the City (instead of by the Orange County Fire Authority with construction of the fire station), an additional project would be proposed for inclusion in this CIP.

### *Statewide Water Quality Control Plans for Trash*

In ~~Fiscal Year~~ fiscal years 2023-24 and 2024-25, the City plans to refine its strategy for complying with the State Water Resources Control Board's Statewide Water Quality Control Plans for Trash. As a result of that refinement, it is anticipated that additional projects will be identified for inclusion in this CIP.

### *Woods End Wilderness Preserve Detention Basin*

During the design of the Woods End Wilderness Preserve Trail Drainage and Improvement Project, returning the detention basin located in Woods End Wilderness Preserve to a more natural condition was identified as a potential project to be added to this CIP in the future. To assist with the scoping of such a project, an engineering study to evaluate the hydrologic function and need of the detention basin should be completed.

### *Unfunded and Unscheduled Projects*

The following projects are presently unfunded and unscheduled, but may be undertaken in the event funds are appropriated, grant funding is obtained, or funding otherwise becomes available:

- City Hall Complex Emergency Backup Generator Project
- City Hall Refurbishment and Safety Project: Phase 6
- El Toro Road Localized Flooding Relief Project
- Santa Maria Avenue Water Efficient Medians Improvement Project
- Urban Forest Expansion Project

For additional information on presently unfunded and unscheduled projects, please refer to the worksheets beginning on page 8.0-~~3133~~.

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**CAPITAL IMPROVEMENT PROGRAM  
PROJECT WORKSHEETS  
FISCAL YEAR 2023-24**

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**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement  
Project: Phases 6 and 6B**

Funding Status: Funded (2022-23)

Priority

Alignment:



Healthy and safe



High in quality of life

Project Description

This project involves the improvement of pedestrian paths on road, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway curbing, and/or, replacement of detectable warnings. The work may also include the modification of right-of-way to increase navigable area and clearances.

Project Purpose

The improvements are intended to enhance ease of pedestrian travel and promote compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

Cost

The one-time cost of designing and constructing this project is estimated at \$350,000 (as of December 2022; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

The City anticipates using Community Development Block Grant ("CDBG") monies to fund this project (\$350,000), including \$200,000 in Coronavirus Aid, Relief, and Economic Security Act ("CDBG-CV") funds for Phase 6B.

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement  
Project: Phase 7**

Funding Status: Contingent on the receipt of external funding (2023-24)

Priority

Alignment:



Healthy and safe



High in quality of life

Project Description

This project involves the improvement of pedestrian path on road, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings; and/or, replacement of detectable warnings. The work may also include the modification of right-of-way to increase navigable area and clearance.

Purpose

The improvements are intended to enhance ease of pedestrian travel and promote compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

Cost

The one-time cost of designing and constructing this project is estimated at \$150,000 (as of June 2023; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

The City anticipates using Community Development Block Grant ("CDBG") monies to fund this project (\$150,000).

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**City Hall Complex Parking Lot Improvement Project**

Funding Status: Funded (2023-24)

Priority

Alignment:



Healthy and safe

Project Description

This project involves repaving the asphalt parking lot and driveways at the City Hall Complex (including making grade adjustments); laying conduit to accommodate potential future surveillance cameras, as well as a potential future step-up transformer to provide sufficient power for Level 3 electric vehicle charging stations; replacing cracked and lifted concrete curbs and gutters; planting additional trees; and, refreshing landscaping.

Purpose

This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City’s only public building and seat of government.

Cost

The one-time cost of designing and constructing this project is estimated at \$300,000 (as of June 2023; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds will be used to fund this project (\$300,000).

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**City Hall Electric Vehicle Charging Infrastructure Project**

Funding Status: Funded (2022-23)

Priority

Alignment:



Healthy and safe



Environmentally conscious

Project Description

This project involves the purchase and installation of electric vehicle charging infrastructure at a publicly accessible location in the City Hall Complex parking lot, generally consisting of two Level 2 charging stations.

Purpose

This project is intended to support the expanded use of alternatively fueled vehicles in and around Laguna Woods.

Cost

The one-time cost of designing and constructing this project is estimated at \$92,500 (as of October 2023).

Funding

\$42,500 in regular Mobile Source Reduction Fund monies and \$50,000 in Clean Transportation Funding™ 2017 Local Government Partnership Program monies will be used to fund this project. Both revenue sources are accounted for in the Mobile Source Reduction Fund.

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**City Hall Refurbishment and Safety Project: Phase 4**

Funding Status: Funded (2023-24)

Priority

Alignment:



Healthy and safe



Environmentally conscious

Project Description

This project involves refurbishments and safety improvements at City Hall. The scope of work is expected to include the following improvements:

- Replacement of second floor and stairwell windows
- Replacement of second floor exterior doors and balcony railing
- Lighting improvements in the second floor elevator lobby and stairwells
- Exiting improvements
- Heating, ventilation, and air conditioning improvements in the Council Chambers
- Other work related to accessibility, functionality, safety, and security

Purpose

This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City's only public building and seat of government.

Cost

The one-time cost of designing and constructing this project is estimated at ~~\$250,000~~600,000 (as of ~~June 2023~~May 2024; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

Unassigned General Fund balance will be used to fund this project (~~\$250,000~~600,000).

- Fiscal Year 2023-24: Capital Projects Fund (\$250,000)
  - Fiscal Year 2024-25: Capital Projects Fund (\$350,000)
- TOTAL: \$600,000

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:  
**City Hall Refurbishment and Safety Project: Phase 5**

Funding Status: Partially Funded (2024-25)

Priority

Alignment:



Healthy and safe



Professionally and efficiently served

Project Description

This project involves refurbishments and safety improvements at City Hall. The scope of work is expected to include the following improvements:

- Remodeling of the first-floor lobby, counter, and office areas
- Remodeling of portions of the second-floor office areas
- Structural improvements to the second-floor attic floor that would allow for potential future expansion
- Improvement of heating, ventilation, and air conditioning systems
- Other work related to accessibility, functionality, safety, and security

Purpose

This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City's only public building and seat of government.

Cost

The one-time cost of designing this project is estimated at \$85,000. The one-time cost of constructing this project is not yet known. A construction budget will be considered after design documents are completed.

Funding

Unassigned General Fund balance will be used to fund this project (\$85,000).

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:  
**City Hall/Public Library Project**

Funding Status: Funded (2019-24)

Priority Alignment:



High in quality of life

Project Description

This project involves (1) the addition of a dedicated space for the Laguna Woods branch of OC Public Libraries, (2) expansion of the existing patio area to serve both City Hall and the public library, and (3) related site, landscape, signage, and parking lot improvements.

Purpose

This project is intended to provide continued local access to a public library in a new location with improved facilities and amenities. The project will also address maintenance needs and enhance City Hall's functionality.

Cost

The one-time cost of designing and constructing this project is estimated at \$3,058,252 (as of June 2023; subject to the completion of construction).

Funding

\$670,280 in unassigned General Fund balance, \$500,000 in State of California Budget Appropriation monies, and \$2,006,497 in American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds will be used to fund this project.

- Fiscal Year 2019-20: Capital Projects Fund (\$400,000)
- Fiscal Year 2020-21: Capital Projects Fund (\$20,280)

- Fiscal Year 2020-21: State of California Grants Fund (\$500,000)
  - Fiscal Year 2021-22: Capital Projects Fund (\$250,000)
  - Fiscal Year 2021-22: Federal Grants Fund (\$1,552,044)
  - Fiscal Year 2021-22: Federal Grants Fund (\$157,371)
  - Fiscal Year 2022-23: Federal Grants Fund (\$178,557)
  - Fiscal Year 2023-24: Federal Grants Fund (\$118,525)
- TOTAL: \$3,176,777

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**El Toro Road and Moulton Parkway Water Quality Treatment Project**

Funding Status: Funded (2022-23)

Priority Alignment:



Environmentally conscious

Project Description

This project involves the construction of a modular wetland system unit on westbound El Toro Road east of Aliso Creek Road near Woods End Wilderness Preserve, and a vegetated swale on southbound Moulton Parkway between City Centre Park and El Toro Road.

Purpose

This project is intended to achieve compliance with applicable National Pollutant Discharge Elimination System ("NPDES") requirements for the Moulton Widening Project, Segment 3 Phase II from 400' North of El Toro Road to 50' North of Santa Maria Avenue ("Moulton Project"). The Moulton Project was managed by the County of Orange and was to have included several structural Best Management Practices ("BMPs") to treat stormwater runoff that were ultimately not constructed. The BMPs included in this project will treat an equivalent area as those unconstructed BMPs.

Cost

The one-time cost of constructing this project is estimated at ~~\$186,500~~514,592 (as of ~~June 2022~~May 2024; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds will be used to fund this project (\$~~186,500~~514,592).

- Fiscal Year 2022-23: Federal Grants Fund (\$186,000)
  - Fiscal Year 2023-24: Federal Grants Fund (\$228,092)
  - Fiscal Year 2024-25: Federal Grants Fund (\$100,000)
- TOTAL: \$514,592

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora)**

Funding Status: Funded (2023-24)

Priority

Alignment:



High in quality of life



Environmentally conscious

Project Description

This project involves planting additional trees and refreshing the landscaping on both medians on westbound El Toro Road between Moulton Parkway and Calle Sonora. The City Council will approve a conceptual design, and tree and plant palette, prior to the preparation of final design documents.

Purpose

This project is intended to enhance streetscape aesthetics and achieve benefits set forth in the California Urban Forestry Act of 1978, as amended, including, but not limited to, expanding urban forest canopies, greening, increasing carbon sequestration, reducing impacts of the urban heat island effect, improving management of stormwater and dry weather runoff, improving local water capture and the efficient use of water for urban forest maintenance, and climate adaptation.

Cost

The one-time cost of designing this project is estimated at \$27,370. The one-time cost of constructing this project is not yet known. A construction budget will be considered after design documents are completed.

Funding

American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds will be used to fund this project (\$27,370).

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)**

Funding Status: Funded (2023-24)

Priority

Alignment:



Healthy and safe



High in quality of life

Estimated Useful Life: 15 years

Project Description

This project involves the rehabilitation of deteriorated pavement along the specified street section(s), including asphalt concrete pavement cold milling and repaving. The work may also include reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, replacement of painted striping and pavement markings, and relocation of vehicle stop lines back from pedestrian crosswalks.

Purpose

This project is part of the City's 10-year Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index ("PCI") below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement. As of November 2021, the specified street section had a PCI of 74.

Relocating vehicle stop lines back from pedestrian crosswalks is intended to promote expanded clearance zones for pedestrians.

Cost

The one-time cost of designing and constructing this project is estimated at \$325,821 (as of June 2022; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

Road Maintenance & Rehabilitation Program Fund monies will be used to fund this project (\$325,821).

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**Ridge Route Drive Drainage Repair Project**

Funding Status: Funded (2023-24)

Priority

Alignment:



Healthy and safe

Project Description

This project involves the construction of a new catch basin with a trash capture Best Management Practice ("BMP") in the location of an existing impacted inlet and a new Reinforced Concrete Pipe storm drain across Ridge Route Drive connected into an existing catch basin on the north side of Ridge Route Drive replacement of a corrugated steel pipe under Ridge Route Drive with a new reinforced concrete pipe, as well as the installation of a new catch basin and related street repair. Certain existing infrastructure will also be removed abandoned.

Purpose

This project is intended to repair deteriorated drainage infrastructure. The subject drainage infrastructure carries stormwater runoff from the south side of Ridge Route Drive (Laguna Woods) to the north side (Laguna Hills).

Cost

The one-time cost of designing and constructing this project is estimated at \$546,500 (as of June 2023; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

\$273,250 in unassigned General Fund balance and \$273,250 in American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds will be used to fund this project (total: \$546,500). It is anticipated that the City of Laguna Hills will cost share in this project, with their contribution offsetting General Fund expenditures.

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**Woods End Wilderness Preserve Trail Drainage and Improvement Project**

Funding Status: Funded (2022-23)

Priority Alignment:



Healthy and safe



High in quality of life

Project Description

This project involves the construction and refurbishment of drainage and entry facilities at Woods End Wilderness Preserve, as well as work related to accessibility, safety, and security.

Purpose

This project is intended to improve drainage and manage stormwater runoff from the Woods End Wilderness Preserve trail. The work will also enhance the safety, visibility, and condition of City-maintained park areas.

Cost

The one-time cost of constructing this project is estimated at \$272,560 (as of June 2022; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

\$47,012 in unassigned General Fund balance, \$188,048 in Proposition 68 (Per Capita) funds, and \$37,500 in American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds will be used to fund this project.

- Fiscal Year 2022-23: Capital Projects Fund (\$47,012) – *satisfies the 20% match required by the Proposition 68 (Per Capita Program)*
  - Fiscal Year 2022-23: State of California Grants Fund (\$188,048)
  - Fiscal Year 2022-23: Federal Grants Fund (\$37,500)
- TOTAL: \$272,560

PRELIMINARY

**CAPITAL IMPROVEMENT PROGRAM  
PROJECT WORKSHEETS  
FISCAL YEAR 2024-25**

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REDLINE

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## CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8**

Funding Status: Contingent on the receipt of external funding (2024-25)

Priority Alignment:



Healthy and safe



High in quality of life

### Project Description

This project involves the improvement of pedestrian paths-of-travel, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings; and/or, replacement of detectable warnings. The work may also include the modification of right-of-way to increase navigable area and clearances.

Improvements will be prioritized using factors including the following, which are identified in General Plan Housing Element Program H-3.1.1:

- The California Office of Environmental Health Hazard Assessment's California Communities Environmental Health Screening Tool ("CalEnviroScreen") scores for individual census tracts, with an emphasis on undertaking improvements in and around Census Tract 626.47 due to its comparatively higher CalEnviroScreen score, as feasible and economical; and

- Education domain scores from the California Tax Credit Allocation Committee ("TCAC")/HCD Opportunity Map, with an emphasis on undertaking improvements in and around Census Tract 626.22 due to its comparatively lower scores, as feasible and economical.

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Purpose

The improvements are intended to enhance ease of pedestrian travel and promote compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

The improvements are also called for in the General Plan Housing Element as part of Goal H-3 (Administer housing and community development programs and activities in a manner to affirmatively further fair housing for all persons) and Policy Objective H-3.1 (Enhance access to housing).

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Cost

The one-time cost of designing and constructing this project is estimated at \$150,000 (as of June 2023; subject to the completion of design documents, construction drawings, and competitive bidding).

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Funding

The City anticipates using Community Development Block Grant ("CDBG") monies to fund this project (\$150,000).

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**Paseo de Valencia - Moulton Parkway Confluence Bypass Corridor Project**

Funding Status: Funded (2024-25)

Priority Alignment:



Healthy and safe



High in quality of life

Project Description

This project is a joint project with the City of Laguna Hills. While the City of Laguna Hills serves as the lead agency, the City's participation requires that the project be added to the Capital Improvement Program and the required 20% cost-share be appropriated.

Improvements within Laguna Woods include the following:

- Fiber communication upgrades – installation of fiber optic communications cables and peripheral communications equipment along the project corridor spanning the five signalized intersections listed below and at City Hall. This is anticipated to require a combination of boring and trenching within public street and sidewalk areas.
  - El Toro Road / Avenida Sevilla
  - El Toro Road / Church Intersection
  - El Toro Road / Moulton Parkway
  - Moulton Parkway / Laguna Woods Village Gates 12 & 16

o Moulton Parkway / Santa Maria Avenue

- Traffic signal equipment upgrades – signal controller/cabinet modifications at the five signalized intersections listed above.

Purpose

Benefits of this project include:

- Enhanced traffic management – Fiber optic cables have a higher bandwidth than copper wires, which means they can carry more data at the same time. This is important for traffic signal communications, as it allows for the transmission of high-resolution video images and real-time traffic data for proactive traffic management.
- Improved traffic flow – Fiber optic communication is more reliable than copper cable communication, and modern controllers have more features and faster processing speed than the controllers currently used by the City. This will allow for more immediate real-time data transfer between traffic signals and the City's traffic management system, enabling dynamic traffic signal timing adjustments and leading to smoother traffic flow and reduced congestion.
- Improved safety – Fiber optic communications and modern controllers can help improve safety by supporting advanced traffic management features that might be deployed in the future, such as adaptive/responsive traffic signal timing and vehicle-to-infrastructure ("V2I") communications. Advanced traffic management can help to reduce the risk of accidents.
- Scalability – Fiber optic networks and modern controllers are highly scalable, accommodating future growth and changes in traffic patterns.
- Support for emerging technologies – The improvements will pave the way for the integration of emerging technologies like connected and automated vehicles, which require robust traffic signal infrastructure.
- Cost savings – The improvements will result in cost savings as some of the traffic signal equipment improvements are necessary in the short term even if grant funding had not obtained (in that case, the City would be responsible for all costs, as opposed to 20% of costs). Long-term operational savings are also anticipated due to reduced maintenance needs and improved traffic management.

Cost

The one-time cost of designing and constructing the Laguna Woods portion of this project is estimated at \$549,727 (as of October 2023; subject to the completion of design documents, construction drawings, and competitive bidding). The City will be responsible for 20% of costs (\$109,946).

Funding

\$109,946 in unassigned General Fund balance will be used to fund this project (\$109,946). Grant funding from a 2024 Orange County Transportation Authority Regional Traffic Signal Synchronization Program (Project P) award will fund the balance of this project. The City of Laguna Woods, as the lead agency for this project, will account for and appropriate the grant award.

- Fiscal Year 2024-25: Capital Projects Fund (\$109,946) – satisfies the 20% match required by the 2024 Orange County Transportation Authority Regional Traffic Signal Synchronization Program (Project P) award  
TOTAL: \$109,946

# CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**Pavement Management Plan Project (Westbound El Toro Road between ~~Tanager and Calle Corta~~ Calle Corta and City Limits)**

Funding Status: Funded (2024-25)

Priority Alignment:



Healthy and safe



High in quality of life

Estimated Useful Life: 15 years

## Project Description

This project involves the rehabilitation of deteriorated pavement along the specified street section(s), including asphalt concrete pavement cold milling and repaving. The work may also include reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, replacement of painted striping and pavement markings, and relocation of vehicle stop lines back from pedestrian crosswalks.

## Purpose

This project is part of the City's 10-year Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index ("PCI") below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement.

As of ~~November 2021~~October 2023, the specified street section had a PCI of ~~777~~6.

Relocating vehicle stop lines back from pedestrian crosswalks is intended to promote expanded clearance zones for pedestrians.

Cost

The one-time cost of designing and constructing this project is estimated at ~~\$195,795,264,000~~ (as of ~~June 2022~~March 2024; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

~~\$64,000 in Road Maintenance & Rehabilitation Program Fund monies and \$200,000 in Coronavirus Response and Relief Supplemental Appropriations Act of 2021 – Non-STIP Program funds ("CRRSAA")~~ will be used to fund this project (~~\$195,795,264,000~~).

- ~~Fiscal Year 2024-25: Road Maintenance & Rehabilitation Program Fund (\$64,000)~~
  - ~~Fiscal Year 2024-25: State of California Grants Fund (\$200,000)~~
- ~~TOTAL: \$264,000~~

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:

**Transit Shelter and Street Furniture Replacement Project**

Funding Status: ~~Funded (2024-25)~~

Priority

Alignment:



High in quality of life

Project Description

~~This project involves the replacement of all transit shelters and most street furniture on El Toro Road and Moulton Parkway with new transit shelters and street furniture. Construction of this project may occur in phases.~~

Purpose

~~The transit shelters and most street furniture on El Toro Road and Moulton Parkway are currently supplied under a franchise agreement that ends on~~

~~December 31, 2027. This project is intended to construct transit shelters and street furniture that better align with community aesthetics and needs, on or in advance of the anticipated expiration of that franchise agreement.~~

Cost

~~The one-time cost of designing this project is estimated at \$75,000. The one-time cost of constructing this project is not yet known. A construction budget will be considered after design documents are completed.~~

Funding

~~American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds will be used to fund this project (\$75,000).~~

REDLINE

REDLINE

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**CAPITAL IMPROVEMENT PROGRAM  
PROJECT WORKSHEETS  
FUTURE FISCAL YEARS**

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REDLINE

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**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title: **Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project – Additional Phases**

Funding Status: ~~Unfunded~~Planned

Projected Funding Plan: See Table Below

Project Description

This project involves the improvement of pedestrian paths-of-travel, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings; and/or, replacement of detectable warnings. The work may also include the modification of right-of-way to increase navigable area and clearances.

Improvements will be prioritized using factors including the following, which are identified in General Plan Housing Element Program H-3.1.1:

- The California Office of Environmental Health Hazard Assessment's California Communities Environmental Health Screening Tool ("CalEnviroScreen") scores for individual census tracts, with an emphasis on undertaking improvements in and around Census Tract 626.47 due to its comparatively higher CalEnviroScreen score, as feasible and economical; and
- Education domain scores from the California Tax Credit Allocation Committee ("TCAC")/HCD Opportunity Map, with an emphasis on undertaking improvements in and around Census Tract 626.22 due to its comparatively lower scores, as feasible and economical.

Purpose

The improvements are intended to enhance ease of pedestrian travel and promote compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

The improvements are also called for in the General Plan Housing Element as part of Goal H-3 (Administer housing and community development programs and activities in a manner to affirmatively further fair housing for all persons) and Policy Objective H-3.1 (Enhance access to housing).

Cost & Funding

Over the course of fiscal years 2025-26 through 2033-34, the one-time cost of designing and constructing these projects is estimated at \$1,350,000 (as of June 2023; subject to the completion of design documents, construction drawings, and competitive bidding). These projects are contingent on the receipt of external funding. The City anticipates applying for Community Development Block Grant ("CDBG") funding.

Phase	Anticipated Fiscal Year	Total
9	2025-26	\$150,000
10	2026-27	\$150,000
11	2027-28	\$150,000
12	2028-29	\$150,000
13	2029-30	\$150,000
14	2030-31	\$150,000
15	2031-32	\$150,000
16	2032-33	\$150,000
17	2033-34	\$150,000
Total		\$1,350,000

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title: **City Hall Complex Emergency Backup Generator Project**

Funding Status: Unfunded

Projected Funding Plan: Unscheduled

Project Description

This project involves the installation of an emergency backup generator and automatic transfer switch to serve portions of the City Hall Complex. The emergency backup generator will be capable of providing sufficient power to allow core municipal functions and cooling center operations to continue for at least 24 hours of continuous use.

Purpose

This project is intended to ensure that the City Hall Complex remains accessible, functional, safe, and secure during power outages and Public Safety Power Shutdown (“PSPS”) events. The City Hall Complex contains the only public buildings in Laguna Woods that would be available for residents and other persons to obtain resources or respite during power outages and PSPS events. City Hall serves as the seat of government and offices for all City staff, as well as the City’s emergency operations center and cooling center. City Hall also regularly hosts a vote center during public elections.

Cost & Funding

The one-time cost of designing and constructing this project is estimated at \$425,000 (as of April 2023; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; the City will continue to seek grant opportunities.

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title: **City Hall Refurbishment and Safety Project: Phase 6**

Funding Status: Unfunded

Projected Funding Plan: Unscheduled

Project Description

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This project involves refurbishments and safety improvements at City Hall. The scope of work is expected to include the following improvements:

- Re-roofing
- Modernization of the elevator and related control systems
- Other work related to accessibility, functionality, safety, and security

Purpose

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This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City’s only public building and seat of government.

Cost & Funding

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The one-time cost of designing and constructing this project is estimated at \$300,000 for the elevator modernization (as of June 2023; subject to the completion of design documents, construction drawings, and competitive bidding) and an amount to-be-determined for the re-roofing. Funding has not yet been identified; the City will continue to seek grant opportunities.

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:        **El Toro Road Localized Flooding Relief Project**

Funding Status:    Unfunded

Projected Funding Plan:        Unscheduled

Project Description

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This project involves replacing and upsizing existing storm drains and catch basins, as well as installing new storm drains and catch basins, in the vicinity of eastbound El Toro Road between the St. Nicholas Church/Lutheran Church of the Cross intersection and the Valencia Center.

Purpose

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This project is based on the findings of a technical study that was undertaken in 2019 to analyze recurring instances of localized flooding on eastbound El Toro Road between the St. Nicholas Church/Lutheran Church of the Cross intersection and the Valencia Center. During rain events, vehicle travel lanes and pedestrian/bicycle/golf cart sidewalk segments are affected. The work is intended to mitigate localized flooding resultant of a 10-year storm event.

Cost & Funding

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The one-time cost of designing and constructing this project is estimated at \$1,850,000 (as of April 2023; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; the City will continue to seek grant opportunities.

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title: **Pavement Management Plan Project – Additional Phases**

Funding Status: ~~Unfunded~~ Planned

Projected Funding Plan: See Table Below

Project Description

This project involves the rehabilitation of deteriorated pavement along the specified street section(s), including asphalt concrete pavement cold milling and repaving. The work may also include reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, replacement of painted striping and pavement markings, and relocation of vehicle stop lines back from pedestrian crosswalks.

Purpose

This project is part of the City's 10-year Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index ("PCI") below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement.

Relocating vehicle stop lines back from pedestrian crosswalks is intended to promote expanded clearance zones for pedestrians.

Cost & Funding

Over the course of fiscal years 2025-26 through 2033-34, the one-time cost of constructing these projects is estimated to be at least \$~~2,339,882,939,000~~ (as of ~~June 2022~~ March 2024; subject to the completion of design documents, construction drawings, and competitive bidding, ~~as well as the identification of projects for fiscal years 2032-33 and 2033-34~~). The City anticipates that Road Maintenance & Rehabilitation Program Fund monies will be used to fund these projects, except where otherwise noted.

Street Section(s)	Blended PCI	Anticipated	Total
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	/ Lowest Segment PCI as of <u>November 2021</u> <u>October 2023</u>	Fiscal Year	
<del>Northbound Moulton Parkway between City Limits and Calle Cortez</del> <del>Eastbound Santa Maria Avenue between Santa Vittoria and Moulton Parkway</del>	<u>7981.6 / 77</u>	2025-26	<u>\$405,799,344,000</u> <u>(includes \$85,000 to be reimbursed by the City of Laguna Hills for work in Laguna Hills; Capital Projects Fund)</u>
<del>Westbound El Toro Road between Calle Corta and City Limits</del> <del>Northbound Moulton Parkway between City Limits and Calle Cortez</del>	<u>8080.3 / 78</u>	2026-27	<u>\$335,818,329,000</u>
<del>Eastbound El Toro Road between Canyon Wren and Calle Sonora</del> <del>Westbound El Toro Road between Moulton Parkway and Calle Sonora</del>	<u>8281 / 79</u>	2027-28	<u>\$279,766,305,000</u>
<del>North and Southbound Moulton Parkway between Via Campo Verde and El Toro Road</del> <del>Northbound Moulton Parkway between Via Campo Verde and Gate 12</del>	<u>83,582 / 79</u>	2028-29	<u>\$299,229,331,000</u>
<del>Westbound El Toro Road between Moulton Parkway and Calle Sonora</del> <del>Southbound Moulton Parkway between Gate 16 and Via Campo Verde</del>	<u>8582.5 / 80</u>	2029-30	<u>\$421,551,325,000</u>
<del>Eastbound El Toro Road between Avenida Sevilla and Paseo de Valencia</del> <del>Westbound Santa Maria Avenue between Moulton Parkway and Terminus</del>	<u>8583.25 / 82</u>	2030-31	<u>\$283,157,350,000</u>

<del>Westbound El Toro Road between Calle Sonora and Canyon Wren</del> <del>Eastbound El Toro Road between City Limits and Aliso Creek Road, and Avenida Sevilla and Paseo de Valencia</del>	<del>8784 / 84</del>	<del>2031-32</del>	<del>\$314,562,276,000</del>
To be determined following adoption of the Fiscal Years 2024-34 Pavement Management Plan in FY 2023-24 <del>Westbound El Toro Road between Paseo de Valencia and Avenida Sevilla, and Tanager Lane and Calle Corta</del>	<del>TBD85 / 84</del>	<del>2032-33</del>	<del>TBD\$343,000</del>
To be determined following adoption of the Fiscal Years 2024-34 Pavement Management Plan in FY 2023-24 <del>Southbound Moulton Parkway between Santa Maria Avenue and Gate 16, and Via Iglesia and Calle Aragon</del>	<del>TBD85 / 85</del>	<del>2033-34</del>	<del>TBD\$336,000</del>
Total			<del>\$2,339,882,939,000</del>

**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:        **Santa Maria Avenue Water Efficient Medians Improvement Project**

Funding Status:    Unfunded

Projected Funding Plan:        Unscheduled

Project Description

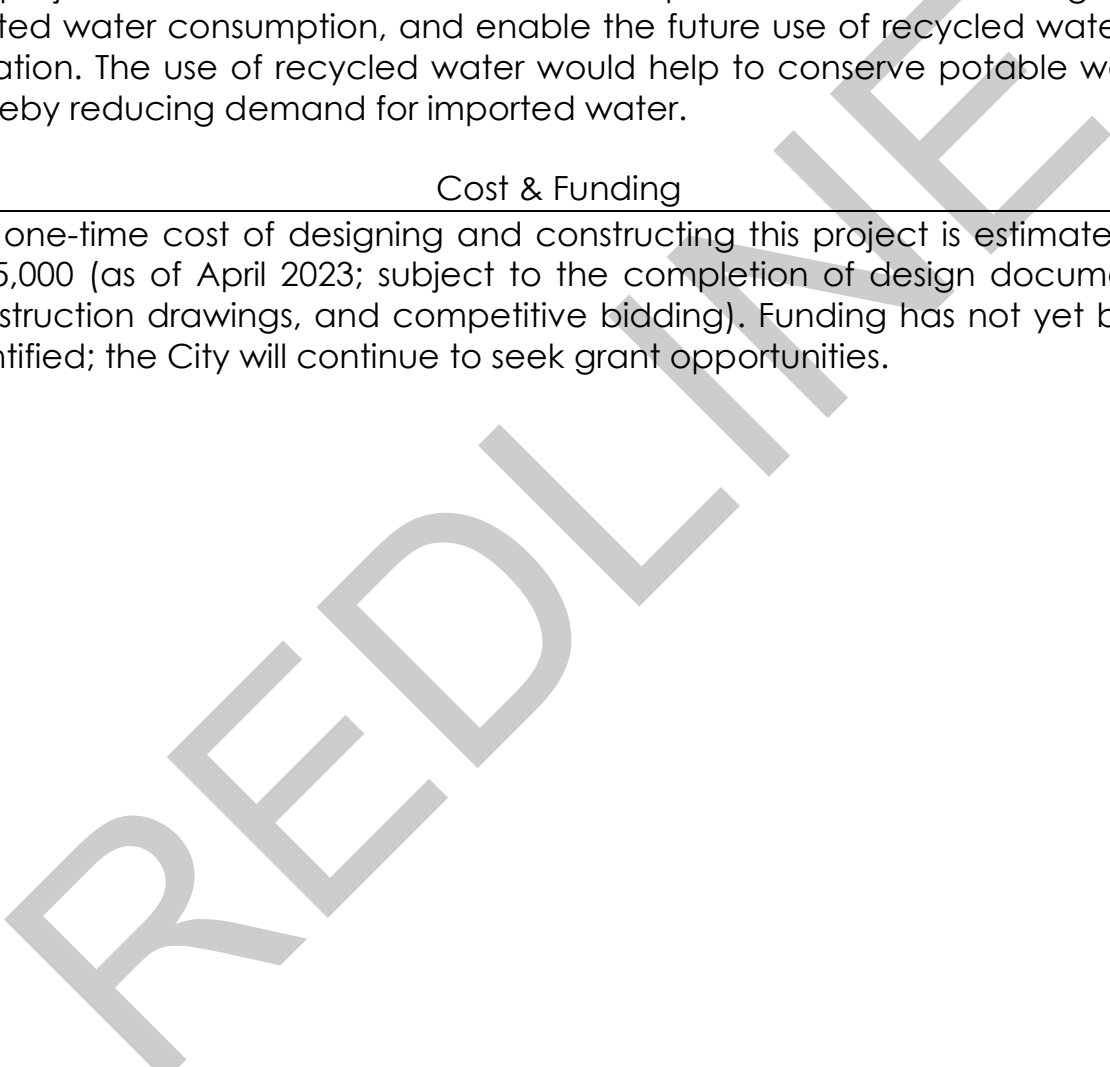
This project involves retrofitting the three and a half medians on Santa Maria Avenue that are located within the City’s jurisdiction with drought-tolerant landscaping and water efficient irrigation systems. All existing turf grass and overhead spray irrigation will be eliminated.

Purpose

This project is intended to enhance streetscape aesthetics, reduce irrigation-related water consumption, and enable the future use of recycled water for irrigation. The use of recycled water would help to conserve potable water, thereby reducing demand for imported water.

Cost & Funding

The one-time cost of designing and constructing this project is estimated at \$375,000 (as of April 2023; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; the City will continue to seek grant opportunities.



**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title: **Transit Shelter and Street Furniture Replacement Project**

Funding Status: Planned

Projected Funding Plan: Fiscal Year 2025-26

Project Description

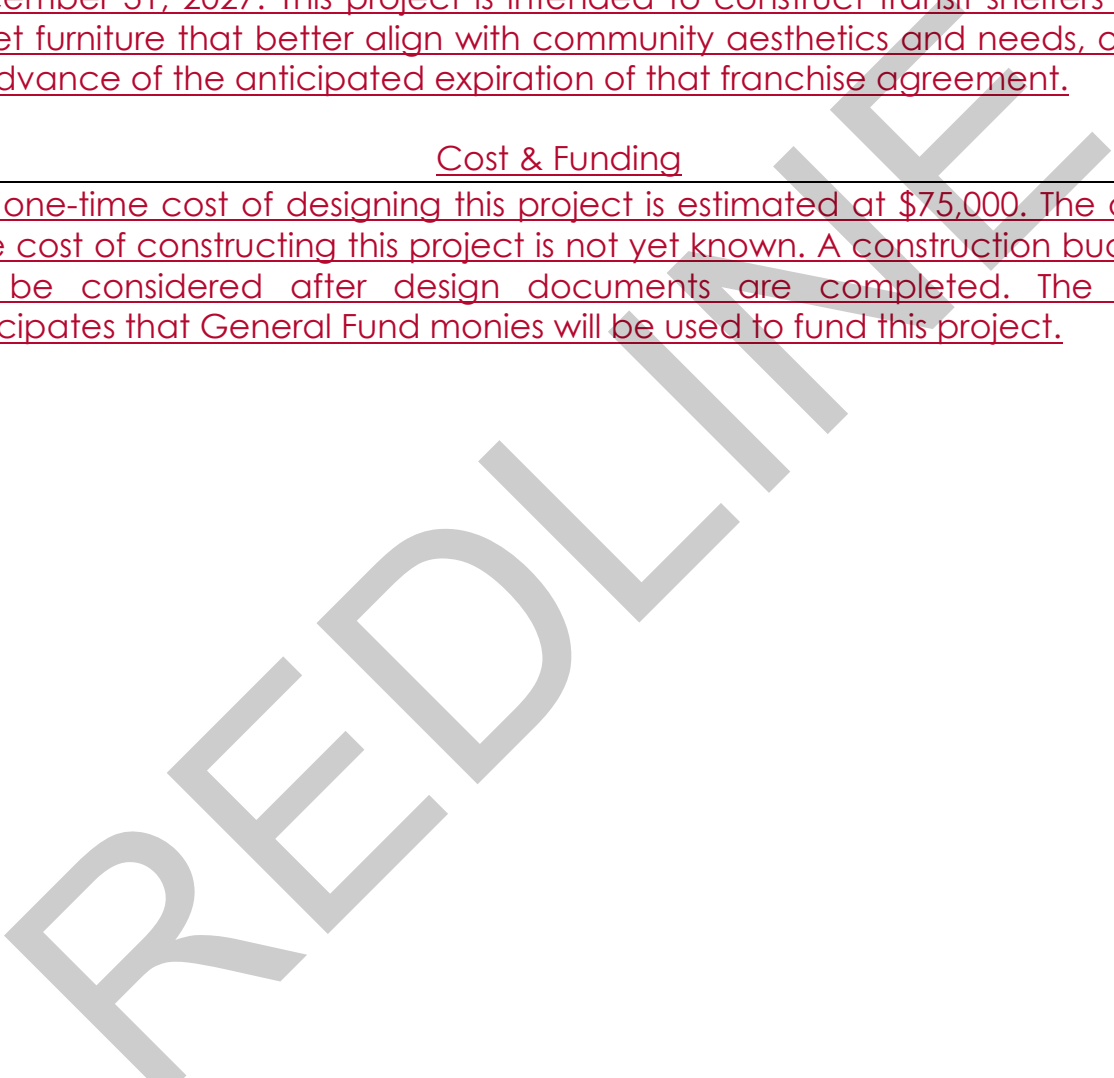
This project involves the replacement of all transit shelters and most street furniture on El Toro Road and Moulton Parkway with new transit shelters and street furniture. Construction of this project may occur in phases.

Purpose

The transit shelters and most street furniture on El Toro Road and Moulton Parkway are currently supplied under a franchise agreement that ends on December 31, 2027. This project is intended to construct transit shelters and street furniture that better align with community aesthetics and needs, on or in advance of the anticipated expiration of that franchise agreement.

Cost & Funding

The one-time cost of designing this project is estimated at \$75,000. The one-time cost of constructing this project is not yet known. A construction budget will be considered after design documents are completed. The City anticipates that General Fund monies will be used to fund this project.



**CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET**

Project Title:        **Urban Forest Expansion Project**  
Funding Status:    Unfunded  
Projected Funding Plan:    Unscheduled

Project Description

This project involves planting additional trees on public property. The specific number of trees is scalable depending on the amount of funding available.

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Purpose

This project is intended to beautify public property and achieve benefits set forth in the California Urban Forestry Act of 1978, as amended, including, but not limited to, expanding urban forest canopies, greening, increasing carbon sequestration, reducing impacts of the urban heat island effect, improving management of stormwater and dry weather runoff, improving local water capture and the efficient use of water for urban forest maintenance, and climate adaptation.

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Cost & Funding

The one-time cost of designing and constructing this project is estimated to range from \$50,000 to \$200,000 (as of April 2023; subject to the completion of design documents, construction drawings, and competitive bidding). This project is scalable depending on the amount of funding available. Funding has not yet been identified; the City will continue to seek grant opportunities.

PRELIMINARY

**RESOLUTION NO. 24-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2023-25 BUDGET AND WORK PLAN FOR FISCAL YEAR 2023-24 COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024, AND FISCAL YEAR 2024-25 COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025, INCREASING GENERAL FUND AND CAPITAL PROJECTS FUND APPROPRIATIONS FOR THE “CITY HALL REFURBISHMENT AND SAFETY PROJECT: PHASE 4,” REALLOCATING EXISTING ROAD MAINTENANCE & REHABILITATION PROGRAM FUND APPROPRIATIONS TO THE “PAVEMENT MANAGEMENT PLAN PROJECT (WESTBOUND EL TORO ROAD BETWEEN CALLE CORTA AND CITY LIMITS),” INCREASING STATE OF CALIFORNIA GRANTS FUND APPROPRIATIONS FOR THE “PAVEMENT MANAGEMENT PLAN PROJECT (WESTBOUND EL TORO ROAD BETWEEN CALLE CORTA AND CITY LIMITS)” FOR AN AWARD OF CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT OF 2021 – NON-STIP PROGRAM FUNDING, DECREASING ROAD MAINTENANCE & REHABILITATION PROGRAM FUND APPROPRIATIONS FOR THE “PAVEMENT MANAGEMENT PLAN PROJECT (WESTBOUND EL TORO ROAD BETWEEN CALLE CORTA AND CITY LIMITS),” UNALLOCATING EXISTING FEDERAL GRANTS FUND (AMERICAN RESCUE PLAN ACT (CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS)) APPROPRIATIONS FOR THE “TRANSIT SHELTER AND STREET FURNITURE REPLACEMENT PROJECT,” INCREASING THE ALLOCATION OF EXISTING FEDERAL GRANTS FUND (AMERICAN RESCUE PLAN ACT (CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS)) APPROPRIATIONS TO THE “EL TORO ROAD AND MOULTON PARKWAY WATER QUALITY TREATMENT PROJECT,” AND INCREASING GENERAL FUND AND CAPITAL PROJECTS FUND APPROPRIATIONS FOR THE “PASEO DE VALENCIA - MOULTON PARKWAY CONFLUENCE BYPASS CORRIDOR PROJECT”

**WHEREAS**, the Fiscal Years 2023-25 Budget (“Budget”) was adopted by the City Council on June 28, 2023; and

**WHEREAS**, per City Administrative Policy 2.9, increases in adopted fund-

level Budget appropriations require City Council approval; and

City Hall Refurbishment and Safety Project: Phase 4

**WHEREAS**, the “City Hall Refurbishment and Safety Project: Phase 4” is included in the Capital Improvement Program; and

**WHEREAS**, appropriations for the City Hall Refurbishment and Safety Project: Phase 4 were established in an amount estimated as of June 2023, subject to the completion of design documents, construction drawings, and competitive bidding; and

**WHEREAS**, design documents and construction drawings for the City Hall Refurbishment and Safety Project: Phase 4 are now complete and competitive bidding is underway; and

**WHEREAS**, staff estimates that additional appropriations in the amount of \$350,000 will be required to construct the City Hall Refurbishment and Safety Project: Phase 4; and

**WHEREAS**, the City Council wishes to increase Fiscal Year 2024-25 appropriations for the Capital Projects Fund for the City Hall Refurbishment and Safety Project: Phase 4 in the amount of \$350,000; and

**WHEREAS**, the unassigned General Fund balance has sufficient funds to accommodate the increased appropriations; and

**WHEREAS**, increased appropriations in the General Fund would be used to transfer that same amount to the Capital Projects Fund; Capital Projects Fund appropriations would be increased accordingly; and

**WHEREAS**, with the proposed Budget adjustment, the total City Hall Refurbishment and Safety Project: Phase 4 budget would be \$600,000 (Capital Projects Fund); and

Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)

**WHEREAS**, subsequent to the adoption of the Budget, the “Pavement Management Plan Project (Westbound El Toro Road between Tanager and Calle

Corta)” was replaced by the “Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)” in the Fiscal Year 2024-25 Capital Improvement Program; and

**WHEREAS**, the City Council wishes to formally reallocate existing Fiscal Year 2024-25 appropriations in the Road Maintenance & Rehabilitation Program Fund from the Pavement Management Plan Project (Westbound El Toro Road between Tanager and Calle Corta) to the Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits) in the amount of \$195,795; and

**WHEREAS**, subsequent to the adoption of the Budget, the City applied for and received notice of an award of \$200,000 from the California Transportation Commission’s Coronavirus Response and Relief Supplemental Appropriations Act of 2021 – Non-STIP Program (“CRRSAA”) for the Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits); and

**WHEREAS**, it is necessary for the City Council to increase Fiscal Year 2024-25 appropriations for the State of California Grants Fund in the amount of \$200,000, with the appropriations drawn from revenues to be received from the CRRSAA, to enable the use of such funds; and

**WHEREAS**, revenues from the CRRSAA will be received on a reimbursement basis, meaning that the City is required to make expenditures in advance of receiving the offsetting revenue, and such expenditures will be made in accordance with City Administrative Policy 2.9; and

**WHEREAS**, with the anticipated receipt of CRRSAA funding, Fiscal Year 2024-25 Road Maintenance & Rehabilitation Program Fund appropriations reallocated to the Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits) can be decreased by \$131,795; and

**WHEREAS**, with the proposed Budget adjustments, the total Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits) budget would be \$264,000 (\$64,000 Road Maintenance & Rehabilitation Program Fund and \$200,000 State of California Grants Fund (CRRSAA)); and

Transit Shelter and Street Furniture Replacement Project

**WHEREAS**, the “Transit Shelter and Street Furniture Replacement Project”

is included in the Capital Improvement Program; and

**WHEREAS**, design of the Transit Shelter and Street Furniture Replacement Project was initially scheduled for Fiscal Year 2024-25, but is now planned for Fiscal Year 2025-26; and

**WHEREAS**, the City Council wishes to unallocate existing Federal Grants Fund (American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds)) appropriations currently allocated to the “Transit Shelter and Street Furniture Replacement Project” in the amount of \$75,000; and

**WHEREAS**, with the proposed change in the allocation of existing appropriations, total Federal Grants Fund (American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds)) appropriations for the Transit Shelter and Street Furniture Replacement Project (design only) would be \$0; and

El Toro Road and Moulton Parkway Water Quality Treatment Project

**WHEREAS**, the “El Toro Road and Moulton Parkway Water Quality Treatment Project” is included in the Capital Improvement Program; and

**WHEREAS**, the City Council wishes to allocate additional existing Federal Grants Fund (American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds)) appropriations to the El Toro Road and Moulton Parkway Water Quality Treatment Project in the amount of \$100,000; and

**WHEREAS**, there are sufficient unallocated Federal Grants Fund (American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds)) appropriations to accommodate the desired allocation; and

**WHEREAS**, with the proposed allocation of additional existing appropriations, total Federal Grants Fund (American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds)) appropriations for the El Toro Road and Moulton Parkway Water Quality Treatment Project would be \$514,592 (Federal Grants Fund (American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds))); and

Paseo De Valencia - Moulton Parkway Confluence Bypass Corridor Project

**WHEREAS**, subsequent to the adoption of the Budget, the “Paseo De

Valencia - Moulton Parkway Confluence Bypass Corridor Project” was added to the Capital Improvement Program; and

**WHEREAS**, the Paseo De Valencia - Moulton Parkway Confluence Bypass Corridor Project is a grant-funded, joint project with the City of Laguna Hills for which the City of Laguna Hills serves as the lead agency; and

**WHEREAS**, the City is required to fund 20% of the Paseo De Valencia - Moulton Parkway Confluence Bypass Corridor Project’s costs for work within and related to Laguna Woods, and such amount is estimated to be \$109,946; and

**WHEREAS**, the City Council wishes to increase Fiscal Year 2024-25 appropriations in the Capital Projects Fund for the Paseo De Valencia - Moulton Parkway Confluence Bypass Corridor Project in the amount of \$109,946; and

**WHEREAS**, the unassigned General Fund balance has sufficient funds to accommodate the increased appropriations; and

**WHEREAS**, increased appropriations in the General Fund would be used to transfer that same amount to the Capital Projects Fund; Capital Projects Fund appropriations would be increased accordingly; and

**WHEREAS**, with the proposed Budget adjustment, the total Paseo De Valencia - Moulton Parkway Confluence Bypass Corridor Project budget would be \$109,946 (Capital Projects Fund).

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. 23-16, as previously amended by Resolution Nos. 23-25, 23-33, 24-02, 24-07, 24-10, 24-11, and 24-XX, is hereby amended, in its entirety, to read as follows:

The budget revenue projections are:

	<i>Fiscal Year 2023-24</i>	<i>Fiscal Year 2024-25</i>
General Fund		
Property Tax	\$3,297,700	\$3,405,200

ITEM 9.1 – Attachment C

Property Transfer Tax	\$112,000	\$114,900
Sales Tax	\$1,196,000	\$1,233,000
Franchise Fees	\$751,800	\$753,100
Transient Occupancy Tax	\$604,000	\$620,000
Developing Processing Fees	\$814,400	\$827,400
Interest	\$352,000	\$340,000
Miscellaneous	\$207,700	\$213,800
<b>SUBTOTAL</b>	<b>\$7,335,600</b>	<b>\$7,507,400</b>
<b>Capital Projects Fund</b>		
Intergovernmental	\$0	\$0
Interest	\$0	\$0
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>
Fuel Tax	\$492,800	\$503,700
Road Maintenance & Rehabilitation Program	\$435,300	\$465,600
Measure M2 (OC Go)	\$336,000	\$348,600
Service Authority for Abandoned Vehicles	\$0	\$0
Supplemental Law Enforcement Services	\$167,800	\$169,600
Mobile Source Reduction	\$72,000	\$22,000
PEG/Cable Television	\$18,400	\$18,800
Senior Mobility	\$140,700	\$145,700
Community Development Block Grant (CDBG)	\$500,000	\$150,000
Federal Grants	\$1,618,278	\$782,869
State of California Grants	\$239,800	\$0
Miscellaneous Special Revenue	\$0	\$0
Laguna Woods Civic Support Fund	\$0	\$0

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

	<i>Fiscal Year 2023-24 Adopted Budget</i>	<i>Fiscal Year 2023-24 Carryover Appropriations</i>	<i>Fiscal Year 2023-24 Budget Amendments</i>	<i>Fiscal Year 2023-24 Amended Budget</i>
General Fund	\$7,730,079 <sup>A</sup> (includes transfers to Capital Projects Fund of \$608,250)	\$8,544	\$470,480 <sup>A,B</sup>	\$8,209,103 (includes transfers to Capital Projects Fund of \$608,250)
Capital Projects Fund	\$608,250	\$130,535	-	\$738,785
Fuel Tax	\$395,000	-	\$34,570 <sup>D</sup>	\$429,570

ITEM 9.1 – Attachment C

Road Maintenance & Rehabilitation Program	\$325,821	-	-	\$325,821
Measure M2 (OC Go)	\$285,700	-	-	\$285,700
Service Authority for Abandoned Vehicles	\$0	-	-	\$0
Supplemental Law Enforcement Services	\$176,100	-	-	\$176,100
Mobile Source Reduction	\$0	\$10,711	-	\$10,711
PEG/Cable Television	\$15,000	-	-	\$15,000
Senior Mobility	\$207,000	-	\$170,600 <sup>E</sup>	\$377,600
Community Development Block Grant (CDBG)	\$150,000	\$307,528	-	\$457,528
Federal Grants	\$719,145	\$1,006,869	-	\$1,726,014
State of California Grants	\$0	\$221,898	\$100,580 <sup>C, F</sup>	\$322,478
Miscellaneous Special Revenue	\$0	-	-	\$0
Laguna Woods Civic Support Fund	\$48,810	-	-	\$48,810
<b>TOTAL</b>	<b>\$10,052,655</b>	<b>\$1,686,085</b>	<b>\$776,230</b>	<b>\$12,514,970</b>

<sup>A</sup> Fund Budget Adjustment CC-23/24-01: CalPERS Lump Sum Payments, +\$306,925 (R 23-33)

<sup>B</sup> Fund Budget Adjustment CC-23/24-02: CEPPT Contribution, +\$163,555 (R 24-02)

<sup>C</sup> Fund Budget Adjustment CC-23/24-03: State HHW Grant, +\$25,580 (R 24-07)

<sup>D</sup> Fund Budget Adjustment CC-23/24-04: Transportation System, +\$34,570 (R 24-10)

<sup>E</sup> Fund Budget Adjustment CC-23/24-05: Senior Mobility Program, +\$170,600 (R 24-11)

<sup>F</sup> Fund Budget Adjustment CC-23/24-06: State SB 1383 Grant, +\$75,000 (R 24-XX)

	<i>Fiscal Year 2024-25 Adopted Budget</i>	<i>Fiscal Year 2024-25 Carryover Appropriations</i>	<i>Fiscal Year 2024-25 Budget Amendments</i>	<i>Fiscal Year 2024-25 Amended Budget</i>
General Fund	\$7,287,511 (includes transfers to Capital Projects Fund of \$0)	-	\$459,946 <sup>A,E</sup>	\$7,747,457 (includes transfers to Capital Projects Fund of \$459,946)
Capital Projects Fund	\$0	-	\$459,946 <sup>A,E</sup>	\$459,946
Fuel Tax	\$425,000	-	-	\$425,000
Road Maintenance & Rehabilitation Program	\$195,795 <sup>B</sup>	-	(\$131,795) <sup>D</sup>	\$64,000
Measure M2 (OC Go)	\$290,700	-	-	\$290,700
Service Authority for Abandoned Vehicles	\$0	-	-	\$0

ITEM 9.1 – Attachment C

Supplemental Law Enforcement Services	\$176,100	-	-	\$176,100
Mobile Source Reduction	\$0	-	-	\$0
PEG/Cable Television	\$15,000	-	-	\$15,000
Senior Mobility	\$227,000	-	-	\$227,000
Community Development Block Grant (CDBG)	\$150,000	-	-	\$150,000
Federal Grants	\$782,869	-	-	\$782,869
State of California Grants	\$0	-	\$200,000 <sup>C</sup>	\$200,000 <sup>C</sup>
Miscellaneous Special Revenue	\$0	-	-	\$0
Laguna Woods Civic Support Fund	\$300	-	-	\$300
<b>TOTAL</b>	<b>\$9,550,275</b>	<b>-</b>	<b>\$528,151</b>	<b>\$10,078,426</b>

<sup>A</sup> Fund Budget Adjustment CC-24/25-01: City Hall Project: Phase 4, +\$350,000 (R 24-XX)

<sup>B</sup> Non-Fund Budget Adjustment CC-24/25-02: Road Maintenance & Rehabilitation Program Fund appropriations allocated to the “Pavement Management Plan Project (Westbound El Toro Road between Tanager and Calle Corta)” are formally reallocated to the “Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)” in the amount of \$195,795. This non-fund budget adjustment is made in the interest of transparency and does not affect appropriations on a fund level. (R 24-XX)

<sup>C</sup> Fund Budget Adjustment CC-24/25-03: Pavement Project FY 2024-25, +\$200,000 (R 24-XX)

<sup>D</sup> Fund Budget Adjustment CC-24/25-04: Pavement Project FY 2024-25, -\$131,795 (R 24-XX)

<sup>E</sup> Fund Budget Adjustment CC-24/25-05: Confluence Bypass Project, +\$109,946 (R 24-XX)

The budget appropriations authorized by this section reflect the Fiscal Years 2023-25 adopted budgets, plus authorized budget adjustments approved between July 1, 2023 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 following allocations are made from the American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds budgeted in the Federal Grants Fund. Appropriations not allocated to a specific use total \$228,269.64.

<i>City Council Action</i>	<i>Use</i>	<i>Allocation</i>
10/29/21	City Hall/Public Library Project	\$1,552,044
6/15/22	El Toro Road and Moulton Parkway Water Quality Treatment Project	\$186,500
6/15/22	City Hall/Public Library Project	\$157,371

ITEM 9.1 – Attachment C

6/15/22	City-maintained Catch Basins Full Capture Systems Retrofit Project	\$84,896
6/15/22	Woods End Wilderness Preserve Trail Drainage and Improvement Project	\$37,500
9/15/22	Ridge Route Drive Landscape Project	\$211,300
12/21/22	City Hall/Public Library Project	\$178,557
6/28/23	City Hall Complex Parking Lot Improvement Project	\$300,000
6/28/23	City Hall/Public Library Project	\$118,525
6/28/23	El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora)	\$27,370
6/28/23	Ridge Route Drive Drainage Repair Project	\$273,250
6/28/23	Transit Shelter and Street Furniture Replacement Project	\$75,000
12/15/23	El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora)	\$141,612
2/21/24	El Toro Road and Moulton Parkway Water Quality Treatment Project	\$228,092
2/21/24	City-maintained Catch Basins Full Capture Systems Retrofit Project	(\$84,896)
2/21/24	City Hall/Public Library Project	\$84,896
2/21/24	Ridge Route Drive Landscape Project	(\$33,629.64)
5/15/24	Transit Shelter and Street Furniture Replacement Project	(\$75,000)
5/15/24	El Toro Road and Moulton Parkway Water Quality Treatment Project	\$100,000
TOTAL		\$3,563,387.36

**SECTION 3.** The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2024.

\_\_\_\_\_  
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. 24-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2024, by the following vote:

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

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YOLIE TRIPPY, CMC, City Clerk

**RESOLUTION NO. 24-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A NEW 11-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2023-24 THROUGH 2033-34, IN CONFORMANCE WITH MEASURE M2 (OC GO) REQUIREMENTS AND APPLICABLE CITY POLICIES AND DISCRETION

**WHEREAS**, the City of Laguna Woods (“City”) seeks to maintain its eligibility to receive apportionments of Measure M2 (OC Go) sales tax revenues that can be used to fund transportation-related projects and programs; and

**WHEREAS**, a prerequisite of such eligibility for the City is the annual filing of a Measure M2 (OC Go) eligibility package for review and approval by the Orange County Transportation Authority; and

**WHEREAS**, a required component of the Measure M2 (OC Go) eligibility package is an adopted seven-year Capital Improvement Program that includes, at a minimum, all programs and projects which are needed to meet and maintain adopted levels of service and performance standards, in addition to all projects and programs proposed to receive Measure M2 (OC Go) funding; and

**WHEREAS**, the Capital Improvement Program, for the purpose of Measure M2 (OC Go) eligibility, is recognized as a program and project finance and planning tool to assist the City in the long-term development and funding of transportation-related programs and projects, and not a budget commitment beyond the fiscal year(s) for which budgets have been adopted by the City Council; and

**WHEREAS**, the City updates the Capital Improvement Program annually to include adjustments to funding and project schedules; and

**WHEREAS**, the City has identified the development and adoption of an 11-year Capital Improvement Program that includes both transportation and non-transportation-related programs and projects as a prudent action to assist with long-term financial planning; and

**WHEREAS**, the Fiscal Year 2024-25 expenditures identified in the Capital Improvement Program are consistent with the City’s adopted Fiscal Year 2024-25 Budget.

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

**SECTION 1.** The City’s 11-Year Capital Improvement Program for Fiscal Years 2023-24 through 2033-34 is adopted in conformance with Measure M2 (OC Go) requirements and applicable City policies and discretion, as attached hereto as Exhibit A and incorporated herein by reference. Exhibit A replaces and supersedes all previous capital improvement programs adopted by the City Council for all or a portion of fiscal years 2023-24 through 2033-34.

**SECTION 2.** The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2024.

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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. 24-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2024, by the following vote:

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

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YOLIE TRIPPY, CMC, City Clerk

# ITEM 9.1 - Exhibit A to Attachment D

<b>CITY OF LAGUNA WOODS</b>				
<b>Fiscal Years 2023-34 Capital Improvement Program</b>				
<b>Funding Plan (UPDATED MAY 15, 2024)</b>				
Project Title	Estimated Project Cost	Fiscal Year	Projected Funding	Funding Source
<b><u>FUNDED AND PARTIALLY FUNDED PROJECTS</u></b>				
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phases 6 and 6B				PROJECT ACCEPTED AS COMPLETE ON AUGUST 16, 2023.
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7				PROJECT ACCEPTED AS COMPLETE ON DECEMBER 20, 2023.
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8	150,000	2024-25	150,000 150,000	Community Development Block Grant (CDBG) Fund
City Hall Complex Parking Lot Improvement Project	300,000	2023-24	300,000 300,000	Federal Grants Fund (City Council Action on 6/28/23)
City Hall Electric Vehicle Charging Infrastructure Project				PROJECT ACCEPTED AS COMPLETE ON JULY 19, 2023.
City Hall Refurbishment and Safety Project: Phase 4	600,000	2023-24 2024-25	250,000 350,000 600,000	Capital Projects Fund Capital Projects Fund
City Hall Refurbishment and Safety Project: Phase 5 (design only)	TBD	2023-24	85,000 85,000	Capital Projects Fund
City Hall/Public Library Project				PROJECT ACCEPTED AS COMPLETE ON DECEMBER 20, 2023.
El Toro Road and Moulton Parkway Water Quality Treatment Project	514,592	2022-23 2023-24 2024-25	186,500 228,092 100,000 514,592	Federal Grants Fund (City Council Action on 6/15/22) Federal Grants Fund (City Council Action on 2/21/24) Federal Grants Fund (City Council Action on 5/15/24)
El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora) (design only)				PROJECT ACCEPTED AS COMPLETE ON APRIL 29, 2024.
Paseo De Valencia - Moulton Parkway Confluence Bypass Corridor Project	109,946	2024-25	109,946 109,946	Capital Projects Fund
Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)				PROJECT ACCEPTED AS COMPLETE ON DECEMBER 20, 2023.
Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)	264,000	2024-25 2024-25	64,000 200,000 264,000	Road Maintenance & Rehabilitation Program Fund State of California Grants Fund
Ridge Route Drive Drainage Repair Project	546,500	2023-24 2023-24	273,250 273,250 546,500	Capital Projects Fund Federal Grants Fund (City Council Action on 6/28/23)
Woods End Wilderness Preserve Trail Drainage and Improvement Project	272,560	2022-23 2022-23 2022-23	47,012 188,048 37,500 272,560	Capital Projects Fund State of California Grants Fund Federal Grants Fund (City Council Action on 6/15/22)
<b><u>PLANNED PROJECTS</u></b>				
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9	150,000	2025-26	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 10	150,000	2026-27	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 11	150,000	2027-28	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 12	150,000	2028-29	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 13	150,000	2029-30	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 14	150,000	2030-31	150,000 150,000	Community Development Block Grant (CDBG) Fund

ITEM 9.1 - Exhibit A to Attachment D

CITY OF LAGUNA WOODS Fiscal Years 2023-34 Capital Improvement Program Funding Plan (UPDATED MAY 15, 2024)				
Project Title	Estimated Project Cost	Fiscal Year	Projected Funding	Funding Source
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 15	150,000	2031-32	150,000	Community Development Block Grant (CDBG) Fund
			150,000	
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 16	150,000	2032-33	150,000	Community Development Block Grant (CDBG) Fund
			150,000	
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 17	150,000	2033-34	150,000	Community Development Block Grant (CDBG) Fund
			150,000	
Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria and Moulton Parkway)	344,000	2025-26	259,000	Road Maintenance & Rehabilitation Program Fund Capital Projects Fund* <i>* to be reimbursed by the City of Laguna Hills for work in Laguna Hills</i>
			85,000	
			344,000	
Pavement Management Plan Project (Northbound Moulton Parkway between City Limits and Calle Cortez)	329,000	2026-27	329,000	Road Maintenance & Rehabilitation Program Fund
			329,000	
Pavement Management Plan Project (Westbound El Toro Road between Moulton Parkway and Calle Sonora)	305,000	2027-28	305,000	Road Maintenance & Rehabilitation Program Fund
			305,000	
Pavement Management Plan Project (Northbound Moulton Parkway between Via Campo Verde and Gate 12)	331,000	2028-29	331,000	Road Maintenance & Rehabilitation Program Fund
			331,000	
Pavement Management Plan Project (Southbound Moulton Parkway between Gate 16 and Via Campo Verde)	325,000	2029-30	325,000	Road Maintenance & Rehabilitation Program Fund
			325,000	
Pavement Management Plan Project (Westbound Santa Maria Avenue between Moulton Parkway and Terminus)	350,000	2030-31	350,000	Road Maintenance & Rehabilitation Program Fund
			350,000	
Pavement Management Plan Project (Eastbound El Toro Road between City Limits and Aliso Creek Road, and Avenida Sevilla and Paseo de Valencia)	276,000	2031-32	276,000	Road Maintenance & Rehabilitation Program Fund
			276,000	
Pavement Management Plan Project (Westbound El Toro Road between Paseo de Valencia and Avenida Sevilla, and Tanager Lane and Calle Corta)	343,000	2032-33	343,000	Road Maintenance & Rehabilitation Program Fund
			343,000	
Pavement Management Plan Project (Southbound Moulton Parkway between Santa Maria Avenue and Gate 16, and Via Iglesia and Calle Aragon)	336,000	2033-34	336,000	Road Maintenance & Rehabilitation Program Fund
			336,000	
Transit Shelter and Street Furniture Replacement Project <i>(design only)</i>	TBD	2025-26	75,000	Capital Projects Fund
			75,000	
<b>UNFUNDED PROJECTS</b>				
City Hall Complex Emergency Backup Generator Project	425,000	Unscheduled	425,000	Not Yet Identified
City Hall Refurbishment and Safety Project: Phase 6	TBD; 300,000+	Unscheduled	TBD; 300,000+	Not Yet Identified
El Toro Road Localized Flooding Relief Project	1,850,000	Unscheduled	1,850,000	Not Yet Identified
Urban Forest Expansion Project	50,000 - 200,000	Unscheduled	50,000 - 200,000	Not Yet Identified
Santa Maria Avenue Water Efficient Medians Improvement Project	375,000	Unscheduled	375,000	Not Yet Identified

# ITEM 9.1 - Exhibit A to Attachment D

<b>CITY OF LAGUNA WOODS</b> <b>Fiscal Years 2023-34 Capital Improvement Program</b> <b>Funding Plan (UPDATED MAY 15, 2024)</b>				
Project Title	Estimated Project Cost	Fiscal Year	Projected Funding	Funding Source
<b>TRANSPORTATION-RELATED OPERATIONS &amp; MAINTENANCE</b>				
<i>The following information is included at the direction of the Orange County Transportation Authority. Operations and maintenance expenses are not capital improvement projects.</i>				
	<i>Fiscal Year 2023-24</i> <u>Budget</u>	<i>Fiscal Year 2024-25</i> <u>Budget</u>	<i>Fiscal Year 2025-26</i> <u>Estimate</u>	
Measure M2 (OC Go) Fair Share Expenditures				
Street Lighting - Public Right of Way	35,000	35,000	36,050	
Contract - Traffic Engineering	175,000	180,000	185,400	
Contract - Traffic Signal Maintenance	75,000	75,000	77,250	
Allowable Overhead Costs	700	700	750	
	285,700	290,700	299,450	
	<i>Fiscal Year 2026-27</i> <u>Estimate</u>	<i>Fiscal Year 2027-28</i> <u>Estimate</u>	<i>Fiscal Year 2028-29</i> <u>Estimate</u>	
Measure M2 (OC Go) Fair Share Expenditures				
Street Lighting - Public Right of Way	37,132	38,245	39,393	
Contract - Traffic Engineering	190,962	196,691	202,592	
Contract - Traffic Signal Maintenance	79,568	81,955	84,413	
Allowable Overhead Costs	750	750	750	
	308,411	317,641	327,148	
	<i>Fiscal Year 2029-30</i> <u>Estimate</u>	<i>Fiscal Year 2030-31</i> <u>Estimate</u>		
Measure M2 (OC Go) Fair Share Expenditures				
Street Lighting - Public Right of Way	40,575	41,792		
Contract - Traffic Engineering	208,669	214,929		
Contract - Traffic Signal Maintenance	86,946	89,554		
Allowable Overhead Costs	750	773		
	336,939	347,048		

**9.2**  
**ROAD REPAIR AND ACCOUNTABILITY ACT OF**  
**2017 PROJECT LIST**

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# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** May 15, 2024 Regular Meeting

**SUBJECT:** Road Repair and Accountability Act of 2017 Project List

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### **Recommendation**

Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A LIST OF FISCAL YEAR 2024-25 PROJECTS PROPOSED TO RECEIVE FUNDING FROM THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017'S LOCAL STREETS AND ROADS FUNDING PROGRAM (ROAD MAINTENANCE AND REHABILITATION ACCOUNT), AS REQUIRED BY CALIFORNIA STREETS AND HIGHWAYS CODE SECTION 2034(A)(1), AND MAKING RELATED AUTHORIZATIONS

### **Summary**

Consistent with the Fiscal Years 2023-34 Capital Improvement Program, the proposed resolution (Attachment A) identifies the "Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)" as the Fiscal Year 2024-25 project proposed to receive funding from the Road Repair and Accountability Act of 2017's Local Streets and Roads Funding Program (Road Maintenance and Rehabilitation Account). California Streets and Highways Code Section 2034(A)(1) requires the City Council to identify the projects to receive such funding on an annual basis.

If the recommended action is taken at today's meeting, staff would submit the

adopted resolution and other required information to the California Transportation Commission prior to the July 1, 2024 deadline.

Report Prepared With: April Baumgarten, Public Works Administrator

Attachment: A – Proposed Resolution  
Exhibit A – Proposed Project List

**RESOLUTION NO. 24-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A LIST OF FISCAL YEAR 2024-25 PROJECTS PROPOSED TO RECEIVE FUNDING FROM THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017’S LOCAL STREETS AND ROADS FUNDING PROGRAM (ROAD MAINTENANCE AND REHABILITATION ACCOUNT), AS REQUIRED BY CALIFORNIA STREETS AND HIGHWAYS CODE SECTION 2034(A)(1), AND MAKING RELATED AUTHORIZATIONS

**WHEREAS**, California Streets and Highways Code Section 2034(a)(1) requires cities to adopt by resolution a list of projects proposed to receive funding from the Road Repair and Accountability Act of 2017’s Local Streets and Roads Funding Program (Road Maintenance and Rehabilitation Account) (“Project List”) prior to receiving an apportionment of such funds for each fiscal year; and

**WHEREAS**, California Streets and Highways Code Section 2034(a)(1) requires each Project List to include a description and the location of each proposed project, a proposed schedule for the project’s completion, and the estimated useful life of the improvement; and

**WHEREAS**, California Streets and Highways Code Section 2034(a)(1) specifies that Project Lists shall not limit a city’s flexibility to fund projects in accordance with local needs and priorities, so long as the projects are consistent with California Streets and Highways Code Section 2030(b); and

**WHEREAS**, the Fiscal Years 2023-34 Capital Improvement Program identifies the “Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)” as the Fiscal Year 2024-25 project proposed to receive funding from the Road Repair and Accountability Act of 2017’s Local Streets and Roads Funding Program (Road Maintenance and Rehabilitation Account).

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

**SECTION 1.** The Project List attached hereto as Exhibit A is hereby adopted for Fiscal Year 2024-25.

**SECTION 2.** The City Manager is hereby authorized to submit the adopted Project List and any additional information necessary to receive funding from the Road Repair and Accountability Act of 2017’s Local Streets and Roads Funding Program (Road Maintenance and Rehabilitation Account) to the State of California, California Transportation Commission, and such other parties as may be necessary.

**SECTION 3.** The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2024.

\_\_\_\_\_  
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. 24-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2024, by the following vote:

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

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

**EXHIBIT A**

**Road Repair and Accountability Act of 2017**  
**Local Streets and Roads Funding Program**  
**Project List**

**General Information for Project List Submittal:**

- Agency Name: City of Laguna Woods
- Fiscal Year: 2024-25
- Project Title: Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)

**Specific Proposed Project Information Description:**

- Project Description: This project involves the rehabilitation of approximately 1,905 linear feet of pavement on westbound El Toro Road between Calle Corta and City Limits, including asphalt concrete pavement cold milling and repaving.

**Location:**

- Westbound El Toro Road between Calle Corta and City Limits, in Laguna Woods, CA 92637

**Legislative Districts:**

- Congressional District: 40
- State Senate District: 37
- State Assembly District: 72

**Proposed Schedule for Completion:**

- Month and year that pre-construction is anticipated to be complete: 11/2024
- Month and year that construction is anticipated to be complete: 6/2025

**Estimated Useful Life:**

- Minimum: 15 years
- Maximum: 15 years

**Current Pavement Management Plan Information:**

- City Council Adoption: March 20, 2024
- Average Network Pavement Condition Index (PCI): 87.92
- Measurement Date: October 17, 2023

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**9.3**  
**CITY COUNCIL MEETING SCHEDULE**  
***(NO REPORT)***