

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting
Wednesday, April 16, 2025
2:00 p.m.

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

Shari L. Horne
Mayor

Annie McCary
Mayor Pro Tem

Cynthia Conners
Councilmember



Pearl Lee
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.

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); 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.

Special and Emergency Meetings: Agenda posting and availability for special and emergency meetings is conducted pursuant to all applicable provisions of California Government Code (Ralph M. Brown Act).

AGENDA DISTRIBUTION LISTS

Electronic Distribution: The City of Laguna Woods provides notification of agenda posting and availability via email. To sign up for email notifications, please visit www.cityoflagunawoods.org/email-notifications, email cityhall@cityoflagunawoods.org, or contact the City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535. Please note that the City is not responsible for, and makes no guaranties or warranties related to, the transmission or receipt of email notifications.

Mail Distribution: The City of Laguna Woods is able to mail agendas and/or agenda materials if provided with advance payment for postage and printing (if applicable). To request mail distribution, please email cityhall@cityoflagunawoods.org or contact the City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535.

FOR ADDITIONAL INFORMATION

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

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); 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

4/11/25
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, either on speaker cards or 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) 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.

REMOTE VIEWING AND/OR LISTENING

1. Zoom (on a computer)

The City plans to live stream this meeting on Zoom (audio and/or video). ***Please note that public comments/testimony will not be accepted via Zoom.***

- Visit www.zoom.us
- Click on "Join"
- Enter the following meeting ID: 850 4210 8478
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 553092
- 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 other persons. No party should expect privacy of such information.

2. Zoom (on a telephone)

The City plans to live stream this meeting on Zoom (audio and/or video). ***Please note that public comments/testimony will not be accepted via Zoom.***

- Call (669) 444-9171 or (346) 248-7799
- Follow the prompts and provide the information required by Zoom
- When prompted for a webinar ID enter: 850 4210 8478
- When prompted for a passcode enter: 553092

Please note that your telephone number and information you enter into Zoom may be publicly visible and/or visible to other persons. No party should expect privacy of such information.

3. YouTube

The City plans to live stream this meeting on YouTube (audio and/or video). ***Please note that public comments/testimony will not be accepted via YouTube.***

- Visit www.youtube.com/@cityoflagunawoods
- Click on the “Live” button
- Click on the “Laguna Woods Channel 3” button

Please note that information you enter into YouTube may be publicly visible and/or visible to other persons. No party should expect privacy of such information.

4. Cable Television

The City plans to broadcast this meeting on cable television Channel 3 within Laguna Woods Village (audio and/or video). ***Please note that public comments/testimony will not be accepted via cable television Channel 3.***

I. CALL TO ORDER

Introductory Notes:

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

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applicable 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.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Community College Awareness Month – March 2025

Recommendation: Approve and present a proclamation.

4.2 Donate Life Month – March 2025

Recommendation: Approve and present a proclamation.

4.3 72nd Assembly District Woman of the Year – Rebeca Gilad (agendized by Mayor Horne)

Recommendation: Approve and present a commendation.

4.4 California Joint Powers Insurance Authority Presentation – Alex Smith, Chief Executive Officer, and Alex Mellor, Risk Services Director

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 March 2025.

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 March 19, 2025.

7.2 Payment Register

Recommendation: Approve the payment register dated April 16, 2025 in the amount of \$1,024,877.68.

7.3 Purchase of New Zero Emission Vehicles

Recommendation:

1. 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 MOBILE SOURCE REDUCTION FUND APPROPRIATIONS FOR THE PURCHASE OF FOUR NEW ZERO EMISSION VEHICLES

AND

2. Waive the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding for the purchase of four new 2025 Chevrolet Equinox EV vehicles.

AND

3. Authorize the City Manager to execute purchase agreements and other documentation required to purchase four new 2025 Chevrolet Equinox EV vehicles for the City's fleet in an amount not to exceed \$160,000.

7.4 City Attorney Services

1. Waive the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding for an amendment and extension of the agreement with Rutan & Tucker, LLP for legal services as City Attorney.

AND

2. Approve a legal representation letter amending and extending the agreement with Rutan & Tucker, LLP for legal services as City Attorney and authorize the Mayor to execute the legal representation letter.

7.5 Waste Disposal Agreement

Recommendation: Approve a Second Amendment to the Waste Disposal Agreement with the County of Orange and authorize the Mayor to execute the Second Amendment, subject to approval as to form by the City Attorney.

7.6 Administrative Policies

Recommendation:

1. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AMENDMENTS TO ADMINISTRATIVE POLICY 1.1 PERTAINING TO ADMINISTRATIVE SUPPORT PROVIDED TO MEMBERS of the CITY COUNCIL

AND

2. Repeal the following administrative policies:

- 1.4 (City Council Advisory Committees);
- 1.5 (Dog Park Advisory Group);
- 2.8 (Community Services Grant Program); and
- 3.3 (Third Party Use of City Council Chambers).

7.7 El Toro Road and Moulton Parkway Water Quality Treatment Project: Phase 2

Recommendation:

1. Approve the final record plans and specifications reflecting completion of the “El Toro Road and Moulton Parkway Water Quality Treatment Project: Phase 2” as prepared by the project engineer.

AND

2. Accept project completion of the contract agreement with GCI Construction, Inc. for the construction of the “El Toro Road and Moulton Parkway Water Quality Treatment Project: Phase 2” and authorize 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. Authorize the City Manager to release the contract retention payment withheld per state law, and exonerate project posted bonds, for the “El Toro Road and Moulton Parkway Water

Quality Treatment Project: Phase 2,” 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 Animal Registration

Recommendation: Approve 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 SECTION 5.02.010 AND CHAPTER 5.04 OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO ANIMAL REGISTRATION, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

9.2 Senior Mobility Program

Recommendation: Approve an extension and amendment of the agreement with Cabco Yellow, Inc. doing business as California Yellow Cab for Senior Mobility Program transportation services, including, but not limited to, modifications of the amount of transportation costs paid by the City, and authorize the City Manager to execute the extension and amendment, subject to approval as to form by the City Attorney.

9.3 Fiscal Years 2023-34 Capital Improvement Program

Recommendation: Receive and file a quarterly report on the status of the Fiscal Years 2023-34 Capital Improvement Program and potential amendments thereof.

9.4 Fiscal Years 2025-27 Budget and Work Plan & Fiscal Years 2025-36 Capital Improvement Program

Recommendation:

1. Provide direction to the City Manager on the development of the Fiscal Years 2025-27 Budget and Work Plan.

AND

2. Provide direction to the City Manager on the development of the Fiscal Years 2025-36 Capital Improvement Program.

9.5 Sober Living Homes and Recovery Housing
(agendized by Councilmember Moore)

Recommendation:

1. Express support for the efforts of the California Sober Living and Recovery Task Force, a statewide, bipartisan group working to bring more oversight and support to recovery housing.

AND

2. Authorize the City Manager to prepare, and the Mayor or City Manager to sign, correspondence on behalf of the City Council supporting and opposing legislative proposals consistent with recommendations made by the California Sober Living and Recovery Task Force including, but not limited to:

- Support for California Assembly Bill 424 (Davies; Alcohol and other drug programs: complaints.); and
- Support for California Assembly Bill 425 (Davies; Certification of alcohol and other drug programs.).

AND

3. Direct the City Manager to prepare an ordinance regulating sober living homes for future consideration by the City Council.

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
Mayor Pro Tem McCary, First Alternate: Councilmember Lee, Second Alternate: Councilmember Connors
- 10.2 Orange County Fire Authority
Mayor Horne
- 10.3 Orange County Library Advisory Board
Councilmember Moore; Alternate: Mayor Pro Tem McCary
- 10.4 Orange County Mosquito and Vector Control District
Councilmember Lee
- 10.5 San Joaquin Hills Transportation Corridor Agency
Councilmember Connors; Alternate: Councilmember Lee
- 10.6 South Orange County Watershed Management Area
Councilmember Moore; Alternate: Mayor Pro Tem McCary
- 10.7 Liaisons to Laguna Woods Community Bridge Builders
Mayor Horne and Mayor Pro Tem McCary
- 10.8 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

Next Regular Meeting:

Wednesday, May 21, 2025 at 2 p.m.

Laguna Woods City Hall

24264 El Toro Road, Laguna Woods, California 92637

4.1
COMMUNITY COLLEGE AWARENESS MONTH
– APRIL 2025

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Proclamation
City of Laguna Woods
Community College Awareness Month
April 2025

WHEREAS, the South Orange County Community College District is one of the largest community college districts in the region, serving approximately 50,000 students on three campuses—Saddleback College, Irvine Valley College, and the Advanced Technology & Education Park (“ATEP”); and

WHEREAS, the South Orange County Community College District is a leader in higher education and enriches lives through learning; and

WHEREAS, Laguna Woods is part of the South Orange County Community College District’s 350 square mile service area; and

WHEREAS, the South Orange County Community College District is a community partner offering classes at more than 100 community sites, beyond its campuses; and

WHEREAS, the South Orange County Community College District provides outstanding education through more than 400 degree and certificate programs that prepare students to fill local and high skilled workforce opportunities.

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby proclaim April 2025 as “Community College Awareness Month” in the City of Laguna Woods and thanks the South Orange County Community College District for its service through learning.

Dated this 16th day of April, 2025

Shari L. Horne
Mayor

Attest: Yolie Trippy, CMC
City Clerk

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4.2
DONATE LIFE MONTH
– APRIL 2025

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**Proclamation
City of Laguna Woods
Donate Life Month
April 2025**

WHEREAS, organ, eye, and tissue donations are life-giving acts recognized worldwide as expressions of compassion to those in need; and

WHEREAS, more than 100,000 people nationwide are on the National Transplant Waiting List; and

WHEREAS, a single donor can save the lives of up to eight people, restore sight for up to two people, and improve the lives of as many as 75 more; and

WHEREAS, kidney and partial liver donations can be made while living, and other donations can be made after death; and

WHEREAS, millions of lives are saved, healed, and enhanced each year by a diverse group of organ, eye, and tissue donors, including older adults.

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby proclaim April 2025 as “Donate Life Month” in the City of Laguna Woods and encourages its residents to consider making living donations, as well as signing up as donors with the state-authorized Donate Life California Registry.

Dated this 16th day of April, 2025

Shari L. Horne
Mayor

Attest: Yolie Trippy, CMC
City Clerk

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4.3

**72ND ASSEMBLY DISTRICT WOMAN OF THE
YEAR – REBECA GILAD
(AGENDIZED BY MAYOR HORNE)**

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**Commendation
City of Laguna Woods
Rebeca Gilad
72nd Assembly District
Woman of the Year**

WHEREAS, Assemblywoman Diane Dixon selected Rebeca Gilad, a Laguna Woods resident, as one of the 72nd Assembly District’s 2025 Women of the Year; and

WHEREAS, in honoring Ms. Gilad, Assemblywoman Diane Dixon noted that Ms. Gilad “is the Founder and President of Community Bridge Builders. This organization was formed after the Geneva Presbyterian Church shooting and works to break down biases between the various cultures that exist in the area through food, dance, and fashion. The group celebrates together with the idea that the more we know about our neighbors, the less animosity can flourish”; and

WHEREAS, to celebrate Women’s History Month, Assemblywoman Dixon hosted a reception for each Woman of the Year and her family members to recognize the hard work of each honoree.

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby commend and congratulate Rebeca Gilad on her selection as one of the 72nd Assembly District’s 2025 Women of the Year.

Dated this 16th day of April, 2025

Shari L. Horne
Mayor

Attest: Yolie Trippy, CMC
City Clerk

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4.4

**CALIFORNIA JOINT POWERS INSURANCE
AUTHORITY PRESENTATION – ALEX SMITH,
CHIEF EXECUTIVE OFFICER, AND ALEX
MELLOR, RISK SERVICES DIRECTOR**

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California JPIA Orientation & Overview



*Providing innovative risk management solutions
for our public agency partners*



INTEGRITY | EXCELLENCE | INNOVATION | TEAMWORK

WHAT WE DO

Provide California Local Government Agencies with...

- Quality coverage and risk sharing programs
- Effective claims and litigation management
- Innovative risk management and loss control services
- Comprehensive training offerings

To protect your agency's valuable resources from loss

- People, Property, and Treasury



WHY WE DO IT



COVERAGE PROGRAMS

- Liability
- Workers' Compensation
- Property
- Earthquake and Flood
- Pollution
- Crime
- Cyber Liability
- Special Events



MEMBERSHIP PROFILE



126 Members

- 100 Cities
- 19 JPAs
- 7 Special Districts



LAGUNA WOODS

- Member since 1999
- JPIA Board: Annie McCary (Primary)
Carol Moore (Alternate)



City of
Laguna Woods



GOVERNANCE



- **Board of Directors**
 - Each member agency designates a member of its governing body to serve on the Board of Directors
 - Ensures interests and needs of all members are represented
- **Executive Committee**
 - Nine members elected by BOD
 - Provide day-to-day policy direction to staff
 - Serve two-year, overlapping terms
- **Managers Committee**

Provides guidance and recommendations to Executive Committee and staff regarding programs and service delivery
- **Finance Officers Committee**

Advises on investment policy and performance, budget, cost allocation, and general finance-related issues
- **Risk Managers Committee**

Ensures delivery of best risk management solutions to manage operational risk exposures within member agencies



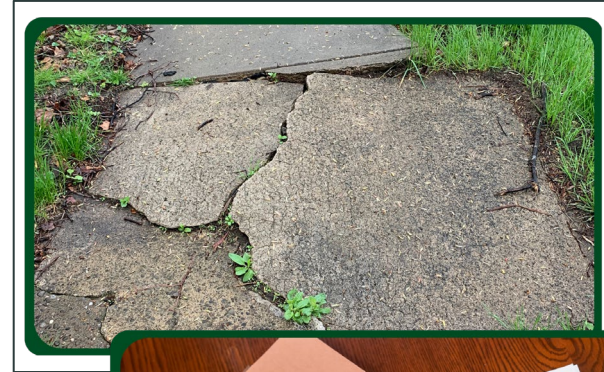
PHILOSOPHY OF RISK POOLING

- Joint powers agreement: Partnership among members
- Spread of risk geographically
- Collective purchasing power
- Long-term sustainability
- Collaborative focus on loss prevention
- Like-minded agencies who actively manage risk together
- Costs are shared fairly through annual contribution formula
- Cost sharing based on claims history and risk exposure
- Full service operating model



RISK MANAGEMENT SERVICES

- Employment Practices Hotline
- Risk Technician Program
- ADA Assistance
- Sidewalk Inspection and Maintenance Program
- Lexipol Law Enforcement Policy Manual
- Policy Templates and White Papers
- Lessons Learned Reports and Safety Checklists
- Cordico Public Safety Wellness App Subsidy
- Praesidium Abuse Prevention Resources
- Embark Motor Vehicle Records Monitoring
- Fireline Defense Wildfire Assessment
- STOPit Anonymous Reporting
- Cyber Security Network Vulnerability Assessment
- Email Phishing Simulation and Training



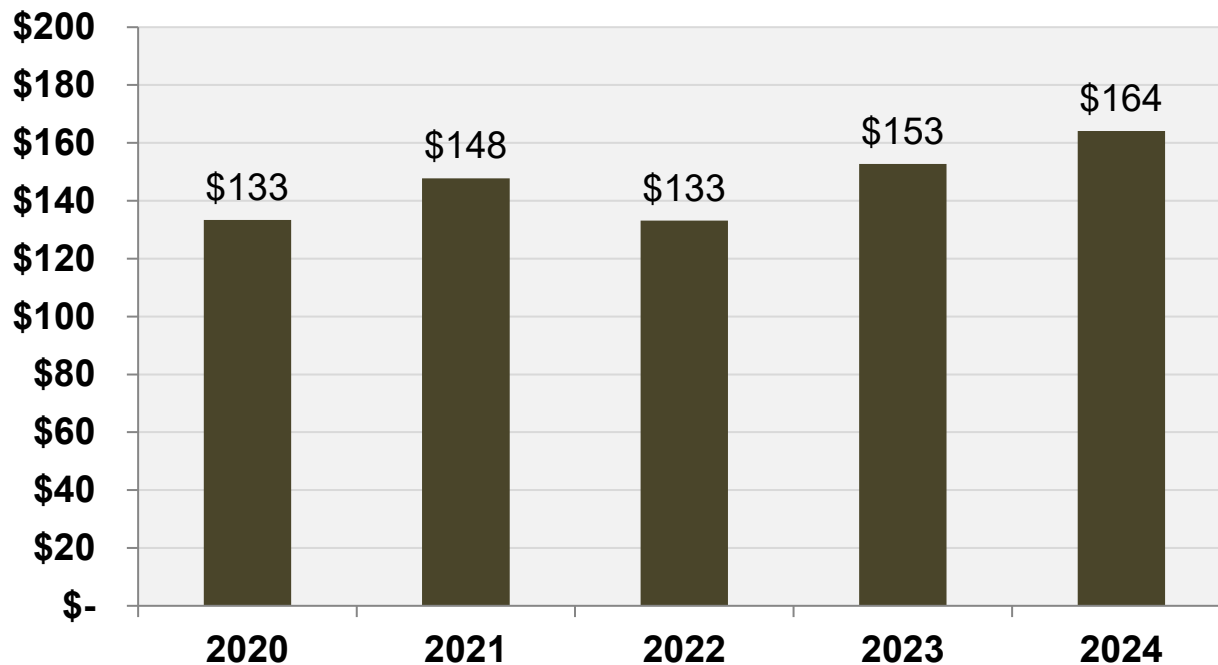
TRAINING RESOURCES



FINANCIAL STRENGTH

Consolidated Net Position (\$ Millions)

June 30, 2024 Estimated



THANK YOU!

ITEM 4.4



6.1
CITY TREASURER'S REPORT

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City Treasurer's Report Monthly Financial Snapshot

Financial Assets IN THE BANK as of March 31, 2025

BY FUND

General Fund (Operating) **\$6,672,324**

General Fund (Reserves) **\$3,753,700**

The General Fund 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 are also included in the General Fund.

Special Revenue Funds **\$3,434,947**

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) **\$13,860,971**

BY INVESTMENT TYPE

Cash and Cash Equivalents **\$918,403**
6.63% of portfolio

Pooled Money Investment Accounts **\$7,364,193**
53.13% of portfolio
This includes investments in a state government investment pool.

Investments - Earning **\$5,578,375**
40.24% of portfolio
This includes certificates of deposit.

Total (All Funds) **\$13,860,971**

Financial Assets HELD IN TRUST FUNDS as of March 31, 2025

California Employers' Pension Prefunding Trust Fund (CEPPT) **\$282,698**

- **New Contributions** **\$0**
- **Gain/(Loss) from Month Prior** **(\$4,907)**

The CEPPT is used to prefund employee pension obligations.

California Employers' Retiree Benefit Trust Fund (CERBT) **\$145,335**

- **New Contributions** **\$0**
- **Gain/(Loss) from Month Prior** **(\$2,043)**

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 March 31, 2025

CASH AND INVESTMENTS

	Beginning Balances As of 2/28/25	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 3/31/25	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 1)	\$ 1,891,233	\$ 650,406	\$ (1,024,963)	\$ (755,000)	\$ 761,677	5.50%	
Money Market Funds, Multi-Bank Securities (MBS) Account (Note 4)	\$ 3,945	\$ 23,503	\$ (5,024)	\$ 100,000	\$ 122,425	0.88%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	\$ 33,180	\$ 22,256	\$ (23,503)	\$ -	\$ 31,933	0.23%	
Petty Cash	\$ 664	\$ 136	\$ (51)	\$ -	\$ 749	0.01%	
Laguna Woods Civic Support Fund Checking Account	\$ 1,619	\$ -	\$ -	\$ -	\$ 1,619	0.01%	
Total Cash and Cash Equivalents	\$ 1,930,642	\$ 696,301	\$ (1,053,540)	\$ (655,000)	\$ 918,403	6.63%	100.00%
Pooled Money Investment Accounts							
Local Agency Investment Fund (LAIF - fair value) (Notes 2 and 3)	\$ 6,363,911	\$ -	\$ -	\$ 1,000,282	\$ 7,364,193	53.13%	
Total Pooled Money Investment Accounts	\$ 6,363,911	\$ -	\$ -	\$ 1,000,282	\$ 7,364,193	53.13%	90.00%
Investments - Interest and Income Bearing							
Certificates of Deposit - non-negotiable (fair value) (Note 2)	\$ 5,908,665	\$ -	\$ -	\$ (330,290)	\$ 5,578,375	40.25%	
Total Investments - Interest and Income Bearing	\$ 5,908,665	\$ -	\$ -	\$ (330,290)	\$ 5,578,375	40.25%	90.00%
TOTAL	\$ 14,203,218	\$ 696,301	\$ (1,053,540)	\$ 14,992	\$ 13,860,971	100.00%	

Summary of Total Cash, Cash Equivalents, and Investments:

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	\$ (2,671,651)	\$ 3,433,328	\$ 761,677
Money Market Funds, MBS Account	\$ 122,425	\$ -	\$ 122,425
Earned Interest in Transit and Accrued Interest, MBS Account	\$ 31,933	\$ -	\$ 31,933
Petty Cash	\$ 749	\$ -	\$ 749
LAIF	\$ 7,364,193	\$ -	\$ 7,364,193
Certificates of Deposit	\$ 5,578,375	\$ -	\$ 5,578,375
Laguna Woods Civic Support Fund Checking Account	\$ -	\$ 1,619	\$ 1,619
Totals	\$ 10,426,024	\$ 3,434,947	\$ 13,860,971

(See NOTES on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
For the Month Ended March 31, 2025

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
Certificate of Deposits (CDs, Federal Deposit Insurance Corporation [FDIC] Insured)														
14042TGG6	2022-1	CAPITAL ONE BK USA NATL ASSN	36 months	05/24/22	05/25/22	245,000	244,532	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	245,257	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	245,990	245,000	5.500	Monthly	08/31/23	Green***	5.500	07/31/25
02616ACQ0	2024-5	AMERICAN FIRST CR UN	12 months	08/13/24	08/20/24	245,000	245,078	245,000	4.450	Monthly	09/20/24	Green***	4.450	08/20/25
68584JBB4	2024-6	OREGON COMMUNITY CR UN	12 months	08/13/24	08/21/24	245,000	245,081	245,000	4.450	Monthly	09/21/24	Green***	4.450	08/21/25
130162BJ8	2023-12	CALIFORNIA CR UN	24 months	12/06/23	12/15/23	245,000	246,558	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	246,036	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	201,636	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	247,188	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	247,548	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	242,241	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	248,308	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	240,649	245,000	3.250	Monthly	07/15/22	Green***	3.250	06/15/27
33715LFS4	2024-7	FIRST TECHNOLOGY FED CR UN	36 months	08/13/24	08/21/24	245,000	245,022	245,000	4.100	Monthly	09/21/24	Green***	4.100	08/21/27
14042RUX7	2022-5	CAPITAL ONE NATL ASSN	60 months	10/06/22	10/13/22	245,000	247,264	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	244,591	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	202,640	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	251,649	245,000	5.000	Monthly	08/26/23	Green***	5.000	07/26/28
01882MAH5	2023-10	ALLIANT CR UN	60 months	11/07/23	11/15/23	245,000	255,094	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	246,475	245,000	4.300	Semi-Annual	09/13/24	Green***	4.300	03/13/29
89235MPP0	2024-4	TOYOTA FINL SVGS BK	60 months	06/04/24	06/13/24	245,000	249,890	245,000	4.650	Semi-Annual	12/13/24	Green*	4.650	06/13/29
52171MAN5	2024-8	LEADERS CR UN	60 months	08/13/24	08/30/24	245,000	243,836	245,000	4.000	Monthly	09/30/24	Green***	4.000	08/30/29
02589AGD8	2025-1	AMERICAN EXPRESS NATL BK	60 months	01/23/25	01/29/25	245,000	245,811	245,000	4.200	Semi-Annual	07/29/25	Green***	4.200	01/29/30
Accrued Interest - Month End							31,933							
Total CDs						5,545,000	5,610,308	5,545,000						

(*) 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

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

N/A	N/A	Local Agency Investment Fund (LAIF)	N/A	Various	Various	7,366,978	7,364,193	7,366,978	Note 3	Quarterly	N/A	N/A	N/A	N/A
Total PMIA						7,366,978	7,364,193	7,366,978						

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



City of Laguna Woods
City Treasurer's Report
For the Month Ended March 31, 2025

ITEM 6.1

CASH AND INVESTMENTS

	Beginning Balances As of 2/28/25	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 3/31/25
Other Post-Employment Benefits (OPEB) Trust					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (Note 2) (CERBT holds all assets and administers the OPEB Trust)	\$ 147,377	\$ -	\$ (9)	\$ (2,034)	\$ 145,335
Employer Pension Contributions Trust					
CalPERS California Employers' Pension Prefunding Trust (CEPPT) (Note 2) (CEPPT holds all assets and administers the Employer Pension Contributions Trust)	<u>\$ 287,605</u>	<u>\$ -</u>	<u>\$ (56)</u>	<u>\$ (4,851)</u>	<u>\$ 282,698</u>
Total Other Funds - Held in Trust	<u>\$ 434,982</u>	<u>\$ -</u>	<u>\$ (64)</u>	<u>\$ (6,885)</u>	<u>\$ 428,032</u>

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



City of Laguna Woods
City Treasurer's Report
For the Month Ended March 31, 2025

CASH AND INVESTMENTS

Notes:

Note 1 - Analyzed Checking Account / Monthly activity reported does not reflect March 2025 vendor invoicing processed after the date of this report.

Note 2 - During March 2025, transaction activity in pooled money investment accounts, investment accounts and fiduciary trusts included:

LAIF / The City transferred \$1,000,000 to LAIF, which was part of the OCIP account close out balance. There were no withdrawals from the LAIF account. The balance, as previously adjusted for fair market value, was adjusted by \$282.30 to reflect the fair market value of the investment at December 31, 2024. In total, the balance includes an adjustment in the amount of (\$2,784.83) to reflect fair market value.

OCIP / Accrued interest for the months of December 2024 through February 2025 was received in March 2025 in the amount of \$24,096.13.

Investments / The City withdrew \$245,000 upon maturity of the Corporate America Family Credit Union Certificate of Deposit. The amount was transferred to the City's checking account. Investments were adjusted in the amount of \$14,710.10 to report balances at fair market value as of March 31, 2025.

OPEB Trust / The City made no contributions to or withdrawals from the OPEB Trust. The OPEB Trust experienced a net loss of (\$2,042.56) in March 2025.

Employer Pension Contributions Trust / The City made no contributions to or withdrawals from the CEPPT account. The Trust experienced a net loss of (\$4,906.79) in March 2025.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported in March 2025 net of related fees were:


Pool	Earnings Post	Prior Period Earnings Deposited	Deposit for Period Ended	Current Month / Quarter Gross Yield	Current Month / Quarter Earnings Will Post	Notes
LAIF	Quarterly	\$0.00	See Notes	See Notes	April 2025	The interest yield for March 2025 was not available at the time of this report, interest yield for February 2025 was 4.333% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted.

Note 4 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City earned interest of \$23,502.81 and transferred out \$5,023.68 in Money Market Funds balances to the City's checking account in March 2025. The Merrick Bank Certificate of Deposit matured on March 31, 2025, upon maturity the balance of \$100,000 was transferred to the Money Market Funds until it was withdrawn by the City on April 3, 2025. Money Market Funds to be invested or paid out are classified separately on page 1 of 4. The Money Market Funds 30-day yield at March 31, 2025 was 3.39%. The City's portfolio also has \$31,933.14 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: 2025.04.09
 17:39:34 -07'00'

Elizabeth Torres, City Treasurer

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: April 16, 2025 Regular Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the April 16, 2025 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 April 16, 2025 Consent Calendar contains the following items:

- 7.1 Approval of the City Council meeting minutes for the regular meeting on March 19, 2025.
- 7.2 Approval of the payment register dated April 16, 2025 in the amount of \$1,024,877.68. A list of payments is included in the agenda packet; detailed information about individual payments is available at or from City Hall.
- 7.3 [1] 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 Mobile Source Reduction Fund appropriations for the purchase of four new zero emission vehicles. The proposed resolution (Attachment A) would appropriate \$160,000 from the Mobile Source Reduction Fund to allow for the recommendation set forth in part 3 of this item.

AND

[2] Waiver of the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding for the purchase of four new 2025 Chevrolet Equinox EV vehicles. The City's procurement regulations generally require competitive bidding when the estimated cost of goods is \$25,000 or more, but allow for the waiver of those provisions at the discretion of the City Council. In this case, after evaluating potential vehicle purchases, staff believes that the 2025 Chevrolet Equinox EV would best meet the City's needs for a versatile electric vehicle with competitive range (the U.S. Environmental Protection Agency ("EPA")-estimated range is 319 miles) and a price under \$40,000. Staff plans to purchase the vehicles from the nearest Chevrolet dealer (Simpson Chevrolet Irvine).

AND

[3] Authorization for the City Manager to execute purchase agreements and other documentation required to purchase four new 2025 Chevrolet Equinox EV vehicles for the City's fleet in an amount not to exceed \$160,000.

On March 19, 2025, the City Council expressed consensus support to include the "in-sourcing" of building and code enforcement functions in the upcoming Fiscal Years 2025-27 Budget & Work Plan. Staff recommends purchasing four new zero emission vehicles (2025 Chevrolet Equinox EV) in advance of the July 1, 2025 effective date of the Fiscal Years 2025-27 Budget & Work Plan to help ensure that the vehicles are received, outfitted, and ready for use on or about that date. Sufficient monies are available in the Mobile Source Reduction Fund's unassigned fund balance to purchase the vehicles without using General Fund monies. A conceptual rendering of the proposed, fully outfitted vehicle exterior is included as Attachment B.

7.4 [1] Waiver of the provisions set forth in Laguna Woods Municipal Code

Section 3.06.080(c) related to competitive bidding for an amendment and extension of the agreement with Rutan & Tucker, LLP for legal services as City Attorney. 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. Rutan & Tucker, LLP has provided legal services as City Attorney to the City since April 1, 2011.

AND

[2] Approval of a legal representation letter amending and extending the agreement with Rutan & Tucker, LLP for legal services as City Attorney and authorization for the Mayor to execute the legal representation letter. The proposed legal representation letter would provide for Alisha Patterson and Shawna McKee's continued service as City Attorney and Assistant City Attorney, respectively, through June 30, 2027. Hourly rates for attorneys would remain unchanged through at least June 30, 2026, with an agreement to meet and confer regarding potential adjustments to rates to be in effect from July 1, 2026 through June 30, 2027.

- 7.5 Approval of a Second Amendment to the Waste Disposal Agreement with the County of Orange and authorization for the Mayor to execute the Second Amendment, subject to approval as to form by the City Attorney. Solid waste disposal at Orange County landfills is governed by a Waste Disposal Agreement ("WDA") under which cities/sanitary districts agree to exclusively deposit certain waste at the County of Orange's landfills in exchange for low and stable disposal rates. The current WDA was entered into in 2009 and subsequently amended to extend the term through June 30, 2025. The Orange County City Manager Association ("OCCMA") is currently negotiating a successor agreement to the WDA with the County of Orange (the OCCMA committee is chaired by the City Manager). Additional time is needed to finalize mutually agreeable terms and disposal fees. The proposed amendment would extend the current WDA by one year to allow for continued negotiations and includes a 2.6% contract fee increase, per the escalation formula in the current WDA. Disposal fees are paid by CR&R Incorporated based on tonnage disposed of at Orange County landfills.
- 7.6 [1] Adoption of a resolution adopting amendments to Administrative Policy 1.1 pertaining to administrative support provided to members of the City

Council (Attachment A). The proposed resolution would add two proclamations to the list of annually agendized proclamations (“Wildfire Awareness and Prevention Season” and “Fire Prevention Week”) and clarify that the annual “Drowning Prevention Awareness Period” proclamation is agendized in May. The City Council has previously recognized “Wildfire Awareness and Prevention Season” and “Fire Prevention Week.” Redlines of proposed amendments are included in Attachment B.

AND

[2] Repeal of the following administrative policies:

- 1.4 (City Council Advisory Committees) (Attachment C);
- 1.5 (Dog Park Advisory Group) (Attachment D);
- 2.8 (Community Services Grant Program) (Attachment E); and
- 3.3 (Third-Party Use of City Council Chambers) (Attachment F).

These administrative policies are outdated and apply to activities that are no longer undertaken by the City.

7.7 [1] Approval of the final record plans and specifications reflecting completion of the “El Toro Road and Moulton Parkway Water Quality Treatment Project: Phase 2” as prepared by the project engineer (Fusco Engineering, Inc.). The final record plans and specifications are available for review at or from the City Clerk’s Office, Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Telephone: (949) 639-0500. Email: cityhall@cityoflagunawoods.org.

AND

[2] Acceptance of project completion of the contract agreement with GCI Construction, Inc. for the construction of the “El Toro Road and Moulton Parkway Water Quality Treatment Project: Phase 2” and authorization for 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] Authorization for the City Manager to release the contract retention

payment withheld per state law, and exonerate project posted bonds, for the “El Toro Road and Moulton Parkway Water Quality Treatment Project: Phase 2,” 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

The El Toro Road and Moulton Parkway Water Quality Treatment Project is included in the Fiscal Years 2023-34 Capital Improvement Program. The City Council awarded the Phase 2 construction contract agreement to GCI Construction, Inc. on June 5, 2024. Construction is now complete.

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7.1
CITY COUNCIL MINUTES

**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
March 19, 2025
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

Mayor Horne called the Regular Meeting of the City Council of the City of Laguna Woods to order at 2:02 p.m.

II. ROLL CALL

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

All councilmembers participated in-person at the meeting location.

STAFF PRESENT: 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

Rosemarie led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 American Red Cross Month – March 2025

City Clerk Trippy read the proclamation.

Becky Firey, Executive Director, American Red Cross of Orange County, made comments.

David Engwall, Board Chair, American Red Cross of Orange County, made comments.

Rebeca Gilad, resident, made public comments.

Councilmembers made comments.

Moved by Councilmember Conners, seconded by Mayor Pro Tem McCary, and carried unanimously on a 5-0 vote, to approve and present the proclamation.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

City Manager Macon joined the meeting.

Rebeca Gilad, resident, thanked the City Council for their service to the City.

Sunita Saxena, resident, thanked the City Council for their service to the City.

Wendy thanked Mayor Horne for her service to the City.

Noa Tuliau, Policy Fellow, Orange County Supervisor Katrina Foley, shared updates from Supervisor Foley's Office.

Councilmember Moore briefly responded to Mr. Tuliau's comments.

Liz Spencer, resident of Aliso Viejo, commented on the meeting and thanked the City Council for their service to the City.

VI. CITY TREASURER'S REPORT

6.1 City Treasurer's Report

Administrative Services Director/City Treasurer Torres made a presentation.

City Manager Macon responded to a question from Councilmember Moore.

Moved by Councilmember Moore, seconded by Councilmember Conners, and carried unanimously on a 5-0 vote, to receive and file the City Treasurer's Report for the month of February 2025.

VII. CONSENT CALENDAR

Moved by Mayor Pro Tem McCary, seconded by Councilmember Conners, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 7.1-7.6.

7.1 City Council Minutes

Approved the City Council meeting minutes for the regular meeting on February 19, 2025.

7.2 Payment Register

Approved the payment register dated March 19, 2025, in the amount of \$949,313.54.

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 ENDING JUNE 30, 2025, INCREASING GENERAL FUND AND SENIOR MOBILITY FUND APPROPRIATIONS FOR THE SENIOR MOBILITY PROGRAM

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.

7.5 General Plan Annual Report

1. Received and filed the General Plan Annual Report prepared to satisfy the requirements of California Government Code Section 65400(a)(2) for the 2024 calendar year.

AND

2. Directed the City Manager to file the General Plan Annual Report for the 2024 calendar year with the Governor’s Office of Land Use and Climate Innovation (formerly the Governor’s Office of Planning and Research) and California Department of Housing and Community Development no later than April 1, 2025.

7.6 Ridge Route Drive Drainage Repair Project

1. Approved the final record plans and specifications reflecting completion of the “Ridge Route Drive Drainage Repair Project” as prepared by the project engineer.

AND

2. Accepted project completion of the contract agreement with Palp, Inc. DBA Excel Paving Company for the construction of the “Ridge Route Drive Drainage Repair Project” and authorized the City Manager to execute and record, or cause to be executed and recorded, a notice 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 “Ridge Route Drive Drainage Repair 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

City Manager Macon requested that Item 8.1 be heard after Item 9.2. There were no objections.

8.2 Animal Registration

City Manager Macon made a presentation.

Mayor Horne opened the public hearing.

With no requests to speak, the public hearing was closed.

Councilmembers made comments. Staff and Jim Beres, Civilian Services Administrator, City of Laguna Beach, answered related questions.

Moved by Councilmember Conners, seconded by Councilmember Moore, and carried on unanimously a 5-0 vote, to 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, AMENDING SECTION 5.02.010 AND CHAPTER 5.04 OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO ANIMAL REGISTRATION, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

IX. CITY COUNCIL BUSINESS

9.1 Zoning Title of Laguna Woods Municipal Code

City Manager Macon made a presentation.

Councilmembers made comments and staff answered related questions.

Moved by Councilmember Conners, seconded by Councilmember Moore, and carried on unanimously a 5-0 vote, to approve the second 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, AMENDING SECTIONS 13.060.010, 13.10.020, 13.10.303, 13.12.020, 13.12.030, 13.13.020, 13.15.050, 13.18.070, AND 13.26.160 AND REPEALING SECTIONS

13.26.050 AND 13.26.100 OF TITLE 13 (ZONING) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO DEFINITIONS, PERMITTED AND PROHIBITED USES, DEVELOPMENT STANDARDS, OFF-STREET PARKING REQUIREMENTS, CANNABIS STOREFRONT RETAILERS, ANIMAL HOSPITALS AND CLINICS, GUESTHOSUES AND SECOND RESIDENTIAL UNITS, RESIDENTIAL MULTIPLE FAMILY STANDARDS AND REQUIREMENTS, AND OTHER ZONING-RELATED MATTERS, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

9.2 Fiscal Years 2025-27 Budget and Work Plan & Fiscal Years 2025-36 Capital Improvement Program

City Manager Macon made a presentation.

Kathryn Freshley, resident, expressed her support for in-sourcing building services.

Kate Van Camp, resident, commented on the proposed staffing plans.

Councilmembers made comments. Staff and Terry Madsen, President, ClearSource Financial Consulting, answered related questions.

The City Council expressed consensus support for the authorized employee positions and staffing plans described in Chapter 2.0, including the “in-sourcing” of building and code enforcement functions.

VIII. PUBLIC HEARINGS

8.1 Building, Planning, Encroachment, and Grading Permit Fees

City Manager Macon and Terry Madsen, President, ClearSource Financial Consulting, made a presentation.

Mayor Horne opened the public hearing.

Liz Spencer, resident of Aliso Viejo, inquired about the proposed staffing plans and offered her services to look at creative solutions.

City Manager Macon briefly responded to Ms. Spencer’s testimony.

With no other requests to speak, the public hearing was closed.

Councilmembers made comments and staff answered related questions.

Councilmember Lee left the meeting at 3:44 p.m.

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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING NEW AND INCREASED OR MODIFIED BUILDING AND PLANNING SERVICES FEES, AND ENCROACHMENT AND GRADING PERMIT FEES; AND DETERMINING AND CERTIFYING THAT THIS ACTION IS NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

X. CITY COUNCIL REPORTS AND COMMENTS

10.1 Coastal Greenbelt Authority

Mayor Pro Tem McCary deferred her report to next month.

10.2 Orange County Fire Authority

Mayor Horne provided a report and shared photos of the Orange County Fire Authority's recent open house.

10.3 Orange County Library Advisory Board

Councilmember Moore deferred her report to the next meeting.

10.4 Orange County Mosquito and Vector Control District

Mayor Horne provided a report on behalf of Councilmember Lee.

10.5 San Joaquin Hills Transportation Corridor Agency

Councilmember Conners provided a report.

10.6 South Orange County Watershed Management Area

Councilmember Moore deferred her report to the next meeting.

10.7 Liaisons to Community Bridge Builders

Mayor Horne and Mayor Pro Tem McCary provided a report.

10.8 Other Comments and Reports

- League of California Cities (Cal Cities) Quarterly Orange County Division Meeting – March 13, 2025

Mayor Pro Tem McCary provided a report.

Councilmember Moore made comments.

- Other Comments and Reports

Mayor Horne discussed the recent grand opening of MemorialCare’s 55+ facility

XI. CLOSED SESSION – None

XII. CLOSED SESSION REPORT – None

XII. ADJOURNMENT

The meeting was adjourned at 4:05 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, April 16, 2025, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, CMC, City Clerk

Approved: April 16, 2025

SHARI L. HORNE, Mayor

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7.2 PAYMENT REGISTER

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

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CITY OF LAGUNA WOODS
PAYMENT REGISTER
April 16, 2025

ITEM 7.2

This Report Covers the Period 03/01/2025 through 03/31/2025

Date	Vendor Name	Description	Amount
Debit	Automatic Bank Debits:		
03/03/2025	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / February 2025	1,260.51
03/03/2025	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / March 2025	711.05
03/06/2025	CALPERS - RETIREMENT	SSA 218 Annual Fee / Fiscal Year 2024-25	80.00
03/10/2025	NAVIA BENEFIT SOLUTIONS, INC	125 Cafeteria Plan Administration / February 2025	200.00
03/11/2025	CALPERS - HEALTH	Employee Benefit Program / March 2025	13,773.22
03/11/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 02/07/2025	3,001.05
03/11/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 02/07/2025	3,627.34
03/12/2025	ADP TAX	Payroll Taxes / Pay Period Ended 03/07/2025	11,812.80
03/12/2025	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 03/07/2025	25,817.67
03/14/2025	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 02/07/2025 & 2/21/2025	510.60
03/14/2025	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / March 2025	281,143.47
03/14/2025	U.S. BANK	Bank Service Charges / February 2025	62.45
03/14/2025	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 03/07/2025	3,050.00
03/14/2025	ADP PAYROLL SERVICES	Payroll Processing Fees / February 2025	79.50
03/20/2025	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / March 2025	6.20
03/26/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 02/21/2025	3,637.57
03/26/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 02/21/2025	3,001.05
03/26/2025	ADP TAX	Payroll Taxes / Pay Period Ended 03/21/2025	10,360.55
03/26/2025	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 03/21/2025	23,624.61
03/27/2025	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 03/21/2025	1,800.00
Check Number	Checks:		
8254	03/07/2025	ARC DOCUMENT SOLUTIONS, LLC.	2,601.70
8255	03/07/2025	AT&T	62.07
8256	03/07/2025	BEAR ELECTRICAL SOLUTIONS, INC.	2,975.00
8257	03/07/2025	BRIGHTVIEW LANDSCAPE SERVICES, INC.	42,520.84
8258	03/07/2025	CALIFORNIA YELLOW CAB	63,371.40
8259	03/07/2025	EL TORO WATER DISTRICT	4,234.03
8260	03/07/2025	EPIC IO TECHNOLOGIES, INC.	201.45
8261	03/07/2025	ESTATE DESIGN AND CONSTRUCTION, INC.	110,363.53
8262	03/07/2025	GCI CONSTRUCTION INC.	18,050.00
8263	03/07/2025	KONE INC.	232.31
8264	03/07/2025	OCEAN BLUE ENVIRONMENTAL SERVICES, INC.	1,021.00
8265	03/07/2025	ORANGE COUNTY TREASURER	34,353.60
8266	03/07/2025	PETTY CASH	-
8267	03/07/2025	PRACTICAL DATA SOLUTIONS	4,477.22
8268	03/07/2025	PSOMAS	6,718.75
8269	03/07/2025	PV MAINTENANCE INC	14,333.83
8270	03/07/2025	RECREATION BRANDING SERVICES	1,312.45
8271	03/07/2025	RENEWAL BY ANDERSEN	76.00
8272	03/07/2025	RINGCENTRAL, INC.	797.34
8273	03/07/2025	SMITH ARCHITECTS	1,500.00
8274	03/07/2025	STAPLES	594.70
8275	03/07/2025	SWEEPING CORPORATION OF AMERICA	3,480.00
8276	03/07/2025	TRIPEPI, SMITH AND ASSOCIATES, INC.	1,172.08

CITY OF LAGUNA WOODS
PAYMENT REGISTER
April 16, 2025

ITEM 7.2

This Report Covers the Period 03/01/2025 through 03/31/2025

Date	Vendor Name	Description	Amount
8277	03/07/2025 TYLER TECHNOLOGIES, INC.	Financial Software Annual Maintenance / April 2025 - March 2026	13,153.80
8278	03/07/2025 U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	1,776.63
8279	03/07/2025 VOID	VOID	-
8280	03/14/2025 AETNA BEHAVIORAL HEALTH, LLC	Employee Benefit Program / April 2025	22.62
8281	03/14/2025 AIRESFRING INC	City Hall Internet Service / March 2025	596.33
8282	03/14/2025 AMAZON CAPITAL SERVICES	Office Supplies	443.12
8283	03/14/2025 AT&T	White Pages / March 2025	4.30
8284	03/14/2025 AT&T	Telephone / 583-1105 / February 2025	31.65
8285	03/14/2025 AT&T	Telephone / 581-9821 / February 2025	85.84
8286	03/14/2025 BOUTWELL FAY LLP	Legal Services	1,296.00
8287	03/14/2025 BUREAU VERITAS NORTH AMERICA INC	Building Plan Review Services / January 2025	8,577.06
8288	03/14/2025 CHASE DESIGN, INC.	Website Design / January 2025	4,500.00
8289	03/14/2025 COUNTY OF ORANGE	Automated Fingerprint ID System / February 2025	522.00
8290	03/14/2025 ESTATE DESIGN AND CONSTRUCTION, INC.	Replacement for Check #8261 / Dated March 07, 2025	-
8291	03/14/2025 EXCEL PAVING	Ridge Route Drive Drainage Repair Project	7,790.00
8292	03/14/2025 GEOSYNTEC CONSULTANTS, INC	Engineering Services / February 2025	3,900.00
8293	03/14/2025 KONE INC.	City Hall Elevator Maintenance / March 2025	232.31
8294	03/14/2025 MARC DONOHUE	Administrative Services / December 2024 & February 2025	325.00
8295	03/14/2025 MICHAEL BAKER INTERNATIONAL	Planning Services / March 2025	10,500.00
8296	03/14/2025 ORANGE COUNTY REGISTER-NOTICES	Public Notices / February 2025	1,609.10
8297	03/14/2025 PARK CONSULTING GROUP, INC	Software Consulting Services / February 2025	8,385.00
8298	03/14/2025 PSOMAS	Planning Services / February 2025	4,957.50
8299	03/14/2025 R.P. LAURAIN & ASSOCIATES	Appraisal Services	5,800.00
8300	03/14/2025 SHELBY ELECTRIC INC.	City Hall Maintenance	1,325.00
8301	03/14/2025 SOUTHERN CALIFORNIA EDISON	Electric Services / January - February 2025	7,631.87
8302	03/14/2025 SOUTHERN CALIFORNIA GAS COMPANY	Gas Service - City Hall / February 2025	82.12
8303	03/14/2025 WILLDAN ENGINEERING	Code Enforcement Services / January 2025	5,880.00
8304	03/21/2025 BUREAU VERITAS NORTH AMERICA INC	Building Plan Review Services / February 2025	8,409.95
8305	03/21/2025 CALIFORNIA YELLOW CAB	Senior Mobility Program Services / February 2025	70,494.80
8306	03/21/2025 GEOSYNTEC CONSULTANTS, INC	Engineering Services / February 2025	19,149.50
8307	03/21/2025 INTERWEST CONSULTING GROUP	Building Official, Permit Counter & Inspection Services / February 2025	81,953.20
8308	03/21/2025 RICOH USA, INC.	Copier Lease / April 2025	246.57
8309	03/21/2025 SHARESQUARED, INC.	Microsoft SharePoint Consulting / January - February 2025	2,867.50
8310	03/21/2025 SOUTHERN CALIFORNIA SHREDDING,	Shredding Services / February 2025	420.00
8311	03/21/2025 TONY'S LOCKSMITH & SAFE SERV.	Locksmith Services	508.95
8312	03/21/2025 VERIZON WIRELESS	Building iPads Data Plans / February 2025	120.03
8313	03/21/2025 VIDIFLO, LLC	Broadcasting Audio Services	400.00
8314	03/21/2025 WM CURBSIDE, LLC	HHW & Sharps Program / February 2025	5,696.56
8315	03/28/2025 BEAR ELECTRICAL SOLUTIONS, INC.	Traffic Signal Maintenance / February 2025	4,280.00
8316	03/28/2025 CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS	Elevator Inspection Fee	225.00
8317	03/28/2025 CITY OF LAGUNA BEACH	Animal Control & Shelter Services / February 2025	9,967.00
8318	03/28/2025 CIVICPLUS, LLC	Municode Online Renewal / April 2025 - March 2026	525.00
8319	03/28/2025 DATA TICKET, INC	Citation Processing / February 2025	6.54
8320	03/28/2025 EVERON, LLC	Fire Monitoring / April - June 2025	285.14
8321	03/28/2025 HINDERLITER DE LLAMAS & ASSOCIATES	Sales Tax Consulting / January - March 2025	925.20
8322	03/28/2025 ITERIS, INC	Traffic Engineering / February 2025	6,500.78
8323	03/28/2025 RJM DESIGN GROUP	Landscape Architectural Services / February 2025	3,813.00

**CITY OF LAGUNA WOODS
PAYMENT REGISTER
April 16, 2025**

ITEM 7.2

This Report Covers the Period 03/01/2025 through 03/31/2025

Date	Vendor Name	Description	Amount	
8324	03/28/2025	SAFEGUARD BUSINESS SYSTEMS	Printing Services	275.01
8325	03/28/2025	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / February 2025	2,988.74
8326	03/28/2025	TOM RITCHIE	Amended Permit Refund	150.85
8327	03/28/2025	TRIPEPI, SMITH AND ASSOCIATES, INC.	Broadcasting Services / December 2024	2,567.92
8328	03/28/2025	TYLER TECHNOLOGIES, INC.	Financial Software Annual Maintenance (Cloud) / April 2025 - March 2026	10,499.20
8329	03/28/2025	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / April 2025	114.05
			Total Bank Debits and Warrants:	\$ 1,024,826.68

Petty Cash Expenditures Paid Out (See Note 2)

OC Clerk-Recorder	Document Recording	\$51.00
		Total Petty Cash:
		\$51.00

TOTAL \$ 1,024,877.68

NOTES:

Note 1 - City Councilmembers are eligible to receive either a salary or vehicle reimbursement allowance in the amount of \$300 per month (\$3,600 per year). Such compensation is included in the City's regular payroll (see "ADP Payroll Services" under "Automatic Bank Debits"), unless waived by the Councilmember. For the month of March 2025, the following Councilmembers received compensation in the amount of \$300: Conners, Horne, Lee, and McCary.

Note 2 - Petty cash is reported as cash is paid out, not when the fund is replenished.

Note 3 - The table below summarizes credit card expenditures paid via Check #8278 to U.S. Bank totaling \$1,776.63:

Microsoft	Office 365 Subscription / February 2025	\$512.50
Microsoft	Office 365 Online Services	\$135.00
Microsoft	Office 365 Subscription / March 2025	\$512.50
Zoom	Video Conferencing	\$31.98
Since Mailgun	Computer Software	\$35.00
WP Media	Website Plugin	\$59.00
League of CA Cities	Orange County Division Meeting / McCary	\$30.00
Home Depot	City Hall Maintenance	\$48.36
Stamps.com	Postage	\$29.99
Home Depot	City Hall Refurbishment & Safety Project: Phase 4	\$115.65
Sherwin-Williams	City Hall Refurbishment & Safety Project: Phase 4	\$33.81
FedEx	Printing Services	\$17.46
Home Depot	Office Supplies	\$193.85
Amazon	Office Supplies	\$21.53
		Total Credit Card Reimbursement:
		\$1,776.63

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: 2025.04.09
17:45:02 -07'00'

Elizabeth Torres, Administrative Services Director/City Treasurer

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7.3 PURCHASE OF NEW ZERO EMISSION VEHICLES

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

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RESOLUTION NO. 25-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 MOBILE SOURCE REDUCTION FUND APPROPRIATIONS FOR THE PURCHASE OF FOUR NEW ZERO EMISSION VEHICLES

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

Four New Zero Emission Vehicles

WHEREAS, the City receives funding from the State of California’s Assembly Bill 2766 (1991) Subvention Program, which remits a portion of a motor vehicle registration fee surcharge to counties and cities to support efforts to meet requirements of federal and state clean air acts, and for the implementation of motor vehicle emission reduction measures in the South Coast Air Quality Management District’s Air Quality Management Plan; and

WHEREAS, the City accounts for Assembly Bill 2766 (1991) Subvention Program revenue in the Mobile Source Reduction Fund; and

WHEREAS, on March 19, 2025, the City Council expressed consensus support to include the “in-sourcing” of building and code enforcement functions in the upcoming Fiscal Years 2025-27 Budget & Work Plan; and

WHEREAS, the California Air Resources Board’s Advanced Clean Fleet Regulation requires that at least 50% of the vehicles local governments purchase in a calendar year be zero emission vehicles (beginning on January 1, 2027, 100% of the vehicles local governments purchase in a calendar year will be required to be zero emission vehicles); and

WHEREAS, Motor Source Reduction Fund monies can be used to purchase

zero emission vehicles; and

WHEREAS, staff recommends that the City use Mobile Source Reduction Fund monies to purchase four new zero emission vehicles for use in performing building and code enforcement functions; and

WHEREAS, staff further recommends that the City purchase the four new zero emission vehicles in advance of July 1, 2025 to help ensure that the vehicles are received, outfitted, and ready for use on or about that date; and

WHEREAS, the City Council wishes to increase Fiscal Year 2024-25 appropriations for the Mobile Source Reduction Fund in the amount of \$160,000 for the purchase of four new zero emission vehicles; and

WHEREAS, the unassigned Mobile Source Reduction Fund balance has sufficient funds to accommodate the increased appropriations.

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, 24-14, 24-19, 24-34, 24-35, 24-36, 24-51, 25-01, 25-04, 25-05, 25-06, and 25-09, 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		

ITEM 7.3 – Attachment A

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 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 ^A (includes transfers to Capital Projects Fund of \$608,250)	\$8,544	\$470,480 ^{A,B}	\$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 ^D	\$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

ITEM 7.3 – Attachment A

PEG/Cable Television	\$15,000	-	-	\$15,000
Senior Mobility	\$207,000	-	\$170,600 ^E	\$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 ^{C, F}	\$322,478
Miscellaneous Special Revenue	\$0	-	-	\$0
Laguna Woods Civic Support Fund	\$48,810	-	-	\$48,810
TOTAL	\$10,052,655	\$1,686,085	\$776,230	\$12,514,970

- ^A Fund Budget Adjustment CC-23/24-01: CalPERS Lump Sum Payments, +\$306,925 (R 23-33)
- ^B Fund Budget Adjustment CC-23/24-02: CEPPT Contribution, +\$163,555 (R 24-02)
- ^C Fund Budget Adjustment CC-23/24-03: State HHW Grant, +\$25,580 (R 24-07)
- ^D Fund Budget Adjustment CC-23/24-04: Transportation System, +\$34,570 (R 24-10)
- ^E Fund Budget Adjustment CC-23/24-05: Senior Mobility Program, +\$170,600 (R 24-11)
- ^F Fund Budget Adjustment CC-23/24-06: State SB 1383 Grant, +\$75,000 (R 24-14)

	<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)	\$56,947	\$1,876,790 ^{A,E,F, H,I,J,K,L,M,N,O,P,Q, R}	\$9,221,248 (includes transfers to other funds totaling \$1,675,852)
Capital Projects Fund	\$0	\$548,816	\$1,095,852 ^{A,E,I, L,M,N,O,P,Q}	\$1,644,668
Fuel Tax	\$425,000	\$10,518	-	\$435,518
Road Maintenance & Rehabilitation Program	\$195,795 ^B	-	(\$131,795) ^D	\$64,000
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	-	\$160,000 ^S	\$160,000
PEG/Cable Television	\$15,000	-	-	\$15,000
Senior Mobility	\$227,000	-	\$580,000 ^{H,J,R}	\$807,000

ITEM 7.3 – Attachment A

Community Development Block Grant (CDBG)	\$150,000	-	-	\$150,000
Federal Grants	\$782,869	\$118,388	-	\$901,257
State of California Grants	\$0	\$300,273	\$200,710 ^{C,G}	\$500,983
Miscellaneous Special Revenue	\$0	-	-	\$0
Laguna Woods Civic Support Fund	\$300	-	-	\$300
Less: Transfer to Other Funds	\$0	-	(\$1,675,852)	(\$1,675,852)
TOTAL	\$9,550,275	\$1,034,942	\$2,105,705	\$12,690,922

^A Fund Budget Adjustment CC-24/25-01: City Hall Project: Phase 4, +\$350,000 (R 24-19)

^B 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 24-19)

^C Fund Budget Adjustment CC-24/25-03: Pavement Project FY 2024-25, +\$200,000 (R 24-19)

^D Fund Budget Adjustment CC-24/25-04: Pavement Project FY 2024-25, -\$131,795 (R 24-19)

^E Fund Budget Adjustment CC-24/25-05: Confluence Bypass Project, +\$109,946 (R 24-19)

^F Fund Budget Adjustment CC-24/25-06: CalPERS Lump Sum Payments, +\$96,448 (R 24-34)

^G Fund Budget Adjustment CC-24/25-07: Interest on State SB 1383 Grant, +\$710 (R 24-35)

^H Fund Budget Adjustment CC-24/25-08: Senior Mobility Program, +\$150,000 (R 24-35)

^I Fund Budget Adjustment CC-24/25-09: ADA Phase 8, +\$1,000 (R 24-36)

^J Fund Budget Adjustment CC-24/25-10: Senior Mobility Program, +\$130,000 (R 24-48)

^K Fund Budget Adjustment CC-24/25-11: CEPPT Contribution, +\$104,490 (R 24-51)

^L Fund Budget Adjustment CC-24/25-12: Water Quality Treatment Project, +\$90,768 (R 25-01)

^M Fund Budget Adjustment CC-24/25-13: Circulation Project, +\$31,604 (R 25-01)

^N Fund Budget Adjustment CC-24/25-14: ADA Phase 8, +\$15,052 (R 25-04)

^O Fund Budget Adjustment CC-24/25-15: Woods End Project, +\$50,000 (R 25-04)

^P Fund Budget Adjustment CC-24/25-16: City Centre Park Project, +\$125,000 (R 25-05)

^Q Fund Budget Adjustment CC-24/25-17: City Hall Phase 4 (Elevator), +\$322,482 (R 25-06)

^R Fund Budget Adjustment CC-24/25-18: Senior Mobility Program, +\$300,000 (R 25-09)

^S Fund Budget Adjustment CC-24/25-19: New Zero Emission Vehicles, +\$160,000 (R 25-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 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 2025.

SHARI L. HORNE, Mayor

ATTEST:

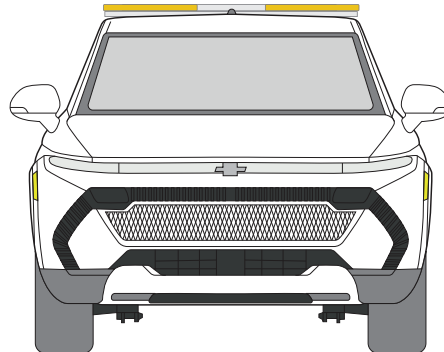
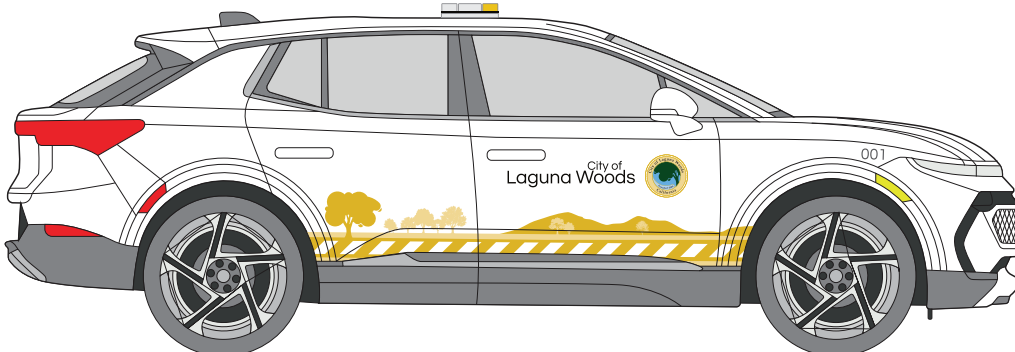
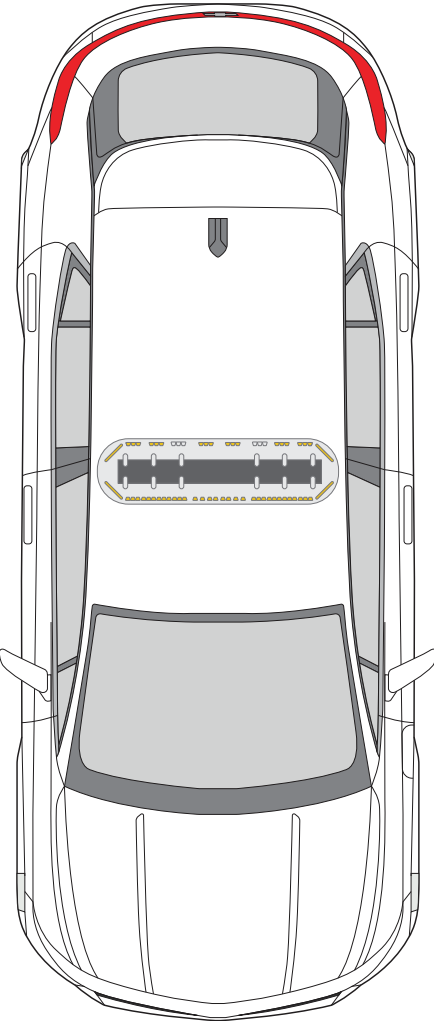
YOLIE TRIPPY, CMC, City Clerk

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. 25-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 2025, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk



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7.4 CITY ATTORNEY SERVICES

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

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April 6, 2025

VIA E-MAIL

Honorable Mayor
and Members of the City Council
City of Laguna Woods
24264 El Toro Road
Laguna Woods, CA 92637

Re: Legal Representation Letter

Dear Mr. Macon:

Thank you for asking Rutan & Tucker, LLP (“Rutan,” “we,” “us,” or “our” below) to ratify and extend its current agreement to provide legal services as the City Attorney for the City of Laguna Woods. The existing term of Rutan’s agreement for providing legal services to the City of Laguna Woods expires on June 30, 2025. This letter sets forth our proposal for the confirmation of the basic terms of the engagement and the arrangement for fees and costs that will apply to the engagement. All other terms and arrangements remain unchanged.

1. ***Client; Scope of Representation.*** The client in this matter is the City of Laguna Woods (sometimes collectively referred to as “you” below). We will be engaged to provide general City Attorney legal services and advice through June 30, 2027. We propose to continue the existing agreement. You may limit or expand the scope of our representation from time to time, provided that we must agree to any substantial expansion or limitation of the representation. The firm will perform these services, will take reasonable steps to keep you informed of progress, respond to your inquiries, and will consult with you as necessary.

2. ***Duties of Client.*** You agree to timely provide us such information, assistance and cooperation as is necessary for us to effectively perform our services and to timely pay our bills for fees, costs and expenses as further described herein.

3. ***General Terms; Fees and Expenses.*** To assist you in understanding our billing practices and other general terms, we enclose a copy of our current Policy on Professional Fees and General Terms of Engagement (the “General Terms”). The General Terms are incorporated in this letter. The General Terms describe the ranges of hourly rates for our attorneys and paraprofessionals and our policies regarding reimbursement of costs and expenses. Please specifically note that the hourly rate for all of the services we began providing beginning August 12, 2021, and continuing through June 30, 2026, shall continue to be Three Hundred Dollars \$300.00 per hour, for all hours up to twenty (20) in a single month, and Three Hundred Twenty-Five Dollars (\$325.00) for all hours above twenty (20) in a single month. Litigation and

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special projects continue to be Three Hundred Twenty-Five Dollars (\$325.00) per hour, and third party reimbursable matters continue to be Four Hundred Twenty-Five Dollars (\$425.00) per hour. Bond financing will continue to be based upon an hourly rate, as may be negotiated. You understand and acknowledge these are negotiated rates, and are not set by law. On or before May 31, 2026, you and Rutan & Tucker will meet and confer regarding potential adjustment to billable hour rates to be in effect from July 1, 2026, until the end of the term of this agreement. In the absence of agreement regarding an adjustment, the rates specified herein shall continue in effect.

4. ***No Guarantees.*** We agree to use our best efforts in representing you, but cannot make representations or guarantees as to the ultimate outcome of any matter, the efficacy of any experts or consultants that may be retained in any matter you refer to us, or as to the ultimate expenses that you may incur. All our statements on such matters are statements of opinion only based upon the information known at the time. We do maintain errors and omissions insurance coverage applicable to the services to be rendered.

5. ***Term of Engagement.*** In accordance with the General Terms, either of us may terminate the engagement at any time for any reason by written notice, subject on our part to applicable Rules of Professional Conduct.

6. ***Binding Arbitration.*** We appreciate the opportunity to serve as your attorneys and anticipate a continued productive, harmonious relationship. If you become dissatisfied for any reason with the services we have performed, the fees charged, or any other aspect of the attorney-client relationship, we encourage you to bring that to our attention immediately. Similarly, if we perceive a problem with the representation, we will discuss it with you. Most such problems can be rectified by communication and discussion. Although in our experience disputes of any type are rare, a dispute conceivably could arise between us which cannot be resolved by discussion or negotiation. We believe such attorney-client disputes are most satisfactorily resolved through binding arbitration rather than by litigation in court.

Arbitration is, as you know, a process by which both parties to a dispute agree to submit the matter to a retired judge or other arbitrator who has expertise in the area and to abide by the arbitrator's decision, instead of litigating in court. In arbitration, there is no right to a trial by jury and the arbitrator's legal and factual determinations are generally not subject to appellate review. Arbitration rules of evidence and procedure are often less formal and rigid than in a court trial. Arbitration often results in a decision much more quickly than proceedings in court, and the attorneys' fees and other costs incurred by both sides are often substantially less.

Both the United States and California Supreme Courts have endorsed arbitration as an accepted and favored method of resolving disputes, because it is economical and expeditious. Arbitration is also less acrimonious and more confidential than traditional litigation and is, therefore, particularly suited to resolution of disputes between attorneys and their clients.

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Your agreement to arbitrate disputes is not a condition of our agreeing to represent you, and if you do not wish to agree to arbitrate, then you should advise me before signing the copy of this letter, so we can delete this section of the agreement. You are encouraged to discuss the advisability of arbitration with independent counsel.

By signing this agreement, you agree that if any dispute arises out of or relating to this agreement, our relationship, or the services performed by us (including but not limited to any disputes regarding our fees and expenses and any failure by you to pay such fees and expenses in accordance with this agreement, claims of professional negligence, breach of contract or fiduciary duty, fraud or any claim based upon a statute), such dispute shall be resolved by submission to final and binding arbitration in Orange County, California, before a retired judge or justice of the California Superior Court or a higher court. Please be advised that by agreeing to binding arbitration, you are waiving any right to a jury trial on any such dispute. If you and we are unable to agree on a retired judge or justice, each party will name one retired judge or justice and the two named persons will select a neutral judge or justice who will act as the sole arbitrator. Should you elect to have any fee dispute arbitrated pursuant to non-binding arbitration under statutory or case law, (including your rights to request mandatory fee arbitration under the rules of the Orange County Bar Association) then such non-binding arbitration shall determine only the issue of the amount of fees properly chargeable to you. Any other claims or disputes between us, including claims for professional negligence, shall remain subject to binding arbitration pursuant to this agreement. In the event of such an arbitration, the parties shall be entitled to take discovery in accordance with the provisions of the California Code of Civil Procedure, but either party may request that the arbitrator limit the amount or scope of such discovery, and in determining whether to do so, the arbitrator shall balance the need for the discovery against the parties' mutual desire to resolve disputes expeditiously and inexpensively.

7. ***Conflicts in this Matter.*** We cannot, without appropriate consents, represent any party if there is a conflict of interest with any of our other clients. In order to avoid conflicts of interest among our clients, we maintain an index of relevant names. We have not discovered any conflict which requires further action before extending our existing arrangement for the provision of City Attorney services. Please inform us at once if you learn in the future of persons or entities who may be involved in actions adverse to the City so we can make a conflict of interest search with respect to them.

8. ***Conflicts Waiver.*** In undertaking this representation, our objective is to represent you to the best of our ability without forfeiting the continuing representation of our other clients. Rutan & Tucker LLP is a large law firm which has represented, and continues to represent, many different corporate and individual clients with various interests in numerous industries. It is possible that, during the time we are representing your interests in this matter, you may become involved in transactions and/or disputes in which your interests are adverse to those of one of the firm's present or future clients. Therefore, as a specific condition to our undertaking your representation, you understand and agree that this firm may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to

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our work for you even if the interests of such clients in those other matters are directly adverse to your interests. We agree, however, that your prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a nonpublic nature, that, if known to such other client, could be used in any such other matter by such client to your material disadvantage.

Please be aware that you have the right to obtain the advice of independent counsel regarding the terms of this agreement, and you are encouraged to do so.

This letter and the attached General Terms constitute the entire agreement between you and Rutan & Tucker, LLP with respect to our engagement. No prior oral or written understanding shall be of any force or effect with respect to these matters. This agreement may not be modified, except by a document in writing executed by both parties. A waiver of any party of any breach of any of the conditions, terms or time requirements under this letter shall not be construed as a waiver of any succeeding breach. This letter may be executed in multiple counterparts, each of which shall be deemed an original. By executing below, you represent to us that the person whose signature appears on your behalf.

[Continued on following page]

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Please review this letter and the General Terms attached hereto carefully. If the terms and conditions of our representation and the billing arrangements under this agreement meet with your approval, please sign the enclosed copy of this letter and return it to me. Please call the undersigned if you have any questions.

Once again, thank you for the opportunity to continue to work with the City of Laguna Woods.

Very truly yours,

RUTAN & TUCKER, LLP



Alisha Patterson

AP:hd

ACCEPTED AND AGREED:
CITY OF LAGUNA WOODS

Shari L. Horne, Mayor
City of Laguna Woods

**POLICY ON PROFESSIONAL FEES
AND
GENERAL TERMS OF ENGAGEMENT**

Professional Fees and Billing Procedures.

Experience has shown that the attorney-client relationship works best when there is a mutual understanding about fees and payment terms. The following is intended to explain briefly our present billing policies and procedures. These policies and procedures are subject to change. We encourage you to discuss with us at any time any questions you might have concerning these policies and procedures.

Unless otherwise agreed in writing by you and us, our professional fees will be based on the hourly rates of the attorneys and paraprofessionals working on your matter(s). Our hourly rates for attorneys and paraprofessionals are adjusted from time to time and generally as of January 1st of each year. Adjustments in billing rates will be reflected in the invoice for legal services which constitutes our written notice to you. The current hourly billing rates for attorneys and paraprofessionals at the firm for 2023 are as follows: (i) partners range from \$390.00 to \$1,050.00 per hour, (ii) associates range from \$310.00 to \$515.00 per hour and (iii) paralegals, law clerks, legal interns, legal assistants, document clerks and other paraprofessionals range from \$90.00 to \$330.00.

Rutan & Tucker, LLP bills its clients for costs advanced on a client's behalf, such as filing fees, transcript and deposition fees, reasonable travel expenses, and expert witness fees. The firm also charges for certain costs and expenses incurred on behalf of clients such as long-distance telephone calls, facsimile and telecopier transmissions, copying, scanning, printing, postage, mileage, messengers, and computerized research. Notwithstanding the foregoing, we may forward to you large disbursement invoices for your direct payment to the supplier.

We make every effort to include disbursements in the statement for the month in which the disbursements are incurred. Some disbursements, however, may not be available to us until the following months, in which case a subsequent statement may be rendered to you for these additional charges, or an estimated amount may be included in the initial billing and an adjustment made when the actual disbursement information is available.

In the absence of other arrangements, our billing statements ordinarily will be rendered to you on a monthly basis.

Our billing statements are due and payable upon receipt. We ask and expect payment of our statements on a current basis, as delayed payment adds to our overall costs of providing services. Unless you notify us of any objection to any such billing statement (specifically describing the basis for such objection), within thirty (30) days after the date we send the billing statement to you, we will presume that you have no objection to the amounts set forth in the billing statement. If any statement remains unpaid for more than thirty (30) days after the date the statement is sent by this firm, interest may be added at the rate of 10% per annum on the unpaid balance.

Unless specifically agreed in writing, we cannot make any guarantee as to the amount which you will incur for attorneys' fees and costs in any matter, as those figures will wholly depend on the time and effort required to be devoted to such matter. Any estimates of anticipated fees and costs, whether for budgeting purposes or otherwise, are, due to the uncertainties involved, necessarily only an approximation of potential fees and costs. Unless specifically agreed in writing, such estimates are not a maximum or minimum quotation and are not binding. The actual fees and costs will be determined in accordance with the policies described above.

General Terms.

We have been engaged to represent the person(s), company(ies) or organization(s) agreed to in writing by this firm. Unless agreed to in writing, we are not representing any of their respective members, shareholders, affiliates, subsidiaries, parent companies, joint ventures, officers, directors, partners, principals, investors, or employees. Accordingly, we can take on matters that may be adverse to these related parties or their legal interests, unless precluded by reason of the Rules of Professional Conduct.

Either of us may terminate the engagement at any time for any reason by written notice, subject on our part to applicable Rules of Professional Conduct. If we terminate the engagement, we will take such steps as are reasonably practicable to protect your interests in the matter(s) for which we have been engaged. If you so request, we will use reasonable efforts to suggest to you possible successor counsel and provide it with whatever documents you have provided to us, but will retain materials that we have generated, as noted below.

Unless previously terminated, our representation of you in any matter will terminate upon our sending to you our final invoice for services rendered for such matter. Upon the termination of such representation, our own lawyer work product documents, notes and files (the "Work Product Files") pertaining to your matter will be retained by the firm. Your documents, property and files that are not Work Product Files (the "Client Files") will be, at your request, returned to you upon the termination of such representation. Both the Client Files (unless otherwise returned to you at your request) and the Work Product Files will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents, property, files or other materials retained by us within a reasonable time after the termination of the engagement. Specifically, it is our current policy to store your Client Files for a period of five (5) years and at the conclusion of such five (5) year period we will make an attempt to contact you as to the disposition of your Client Files, but if we are unable to locate you, we reserve the right to destroy such Client Files.

In the performance of our services, you may disclose personal information about individuals to us, including personal information we collect on your behalf. In doing so, you acknowledge that such disclosure is pursuant to a business purpose and not for commercial purposes. In performing our services, we shall not: (a) sell personal information; (b) retain, use or disclose the personal information for any purpose other than for the performance of its services; (c) retain, use, or disclose personal information for commercial purposes; or (d) retain, use, or disclose personal information outside of our direct business relationship. We certify that we understand these restrictions and will comply with them. Notwithstanding the foregoing, we may

have legal and/or ethical obligations which may mandate the processing (including the collection, use, disclosure, deletion, or retention) of personal information disclosed to us by you. Rutan & Tucker, LLP shall not be liable for the processing of personal information that is, or is reasonably believed to be, necessary for: (v) compliance with a federal, state, or local law; (w) compliance with a civil, criminal, or regulatory inquiry, investigation, subpoena, or summons by federal, state, or local authority; (x) cooperation with law enforcement agencies concerning conduct or activity that it believes may violate a federal, state, or local law; (y) the exercising or defending of legal claims; (z) compliance with our ethical duties. Moreover, the processing restrictions placed upon us in this paragraph shall not apply where compliance with such restriction(s) would violate an evidentiary privilege under California (or other states') law, and shall not prevent us from providing personal information of an individual to a person covered by an evidentiary privilege under California (or other states') law as part of a privileged communication. For purposes of this section, "personal information" means information that identified, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual or household. Personal information does not include publicly available information, deidentified information, or aggregate consumer information.

You are engaging the firm to provide legal services in connection with specific matter(s). After completion, changes may occur in the applicable laws or regulations that could have an impact upon your future rights and liabilities. Unless you actually engage us after these matters have been completed to provide additional advice on issues arising from these matters, this firm has no continuing obligation to advise you with respect to future legal developments. In particular, please be advised that this firm does not undertake to perform further actions on your behalf in connection with renewal of perfection of liens, filing of UCC continuation statements, and the like in connection with any loan related matter. Further, we do not offer the service of annuity/maintenance fee payments with respect to patent prosecution.

We have made no representations, promises or guarantees to you regarding the outcome of your matter. Any comments about the outcome of your matter at any time during the performance of services do not constitute promises, guarantees, or assurances, as to the outcome of your matter.

Unless otherwise agreed in a signed writing, the firm shall have no responsibility to investigate or evaluate whether insurance is available for any matter covered by this engagement or to tender any matter covered by this engagement to any insurance carrier.

If we are required to respond to a subpoena of our records relating to services we have performed for you, or testify by deposition or otherwise concerning such services, then we will take reasonable steps to consult with you as to whether you wish to supply the information demanded or assert objections to the extent you may properly do so. You agree to pay us for our time and costs incurred in responding to any such demand, in accordance with the provisions of this letter, including, but not limited to, time and expense incurred in search and photocopying costs, reviewing documents, appearing at depositions or hearings, and otherwise litigating issues raised by the request.

In order to maximize efficiency, please be advised that attorneys and paraprofessionals at this firm routinely use the following communications methods to the fullest extent possible: e-mail, document transfer by computer, mobile telephones, and facsimile transfers.

Although not required in California, some states require that a law firm disclose the existence of errors and omissions insurance coverage applicable to the services to be rendered. Rutan & Tucker, LLP hereby confirms the existence of such insurance coverage for the purposes of complying with such a requirement.

Duty to Preserve Relevant Evidence in the Event of Litigation or Disputes.

If you are currently involved in a dispute which has resulted or is likely to result in litigation, or if you become involved in such a dispute at a later date, please be aware that you have a legal obligation to preserve “documents and data” potentially relevant to any such dispute. In addition to the obvious fact that we may need the evidence to help prove or defend your case, the primary reason we need to tell you about this obligation is because, if you do not take such steps, you could suffer severe sanctions in any litigation (or arbitration) that might arise. Those sanctions could include, among others, direct and substantial monetary sanctions, “issue sanctions”, resulting in a directed finding against you on certain issues in the case, or even possibly a directed judgment against you, resulting in loss of the entire case.

Compliance with the obligation to preserve all potentially relevant evidence may not be as easy as it sounds. Preservation obligations include, for example, the obligation to suspend normal document destruction routines and otherwise protect against inadvertent deletion of evidence, especially electronic evidence. You need to notify and work with all of your employees and managerial personnel who might possess any such evidence, and consider all of the places where such evidence might be located, such as, e.g., home computers, laptop computers, cell phones, backup devices, and a wide range of other electronic devices and physical locations outside your normal offices and outside your network. You also need to evaluate the extent to which any of your agents, outside professionals, or consultants may have evidence which should be preserved. Furthermore, all of this needs to be documented.

We ask that you coordinate with our professional staff to ensure that proper steps have been taken to preserve all potentially relevant evidence, including electronic evidence whenever litigation, or a dispute which may lead to litigation, arises. To the extent that you have qualified and sophisticated in-house personnel experienced with document preservation activities, such coordination may simply consist of providing us with the documentation reflecting the steps taken and review of that documentation and the processes reflected. To the extent you do not have such in-house capabilities, our staff can help lead you through the process. In either event, it is very important for us to confirm the steps that have been taken so that we can later both establish your compliance with the obligation to preserve potentially relevant evidence and also utilize the documentation to coordinate the efficient identification, retrieval, and production of evidence for the presentation of your case.

Please let me know if you have any questions and, in any event, please let me know who within your organization would be best to coordinate these efforts so that I can put them in touch with our staff.

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7.5 WASTE DISPOSAL AGREEMENT

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

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SECOND AMENDMENT TO WASTE DISPOSAL AGREEMENT

Between

THE COUNTY OF ORANGE, CALIFORNIA

and the

CITY OF LAGUNA WOODS

June 30, 2025

County Amendment Authorization Date

_____, 2025

County Notice Address:

Director, OC Waste & Recycling
601 N. Ross Street
5th Floor
Santa Ana, CA 92701

City Amendment Authorization Date

_____, 2025

City Notice Address:

City of Laguna Woods
Attn: City Manager
24264 El Toro Road
Laguna Woods, CA 92637

SECOND AMENDMENT TO WASTE DISPOSAL AGREEMENT

THIS **SECOND AMENDMENT** TO THE WASTE DISPOSAL AGREEMENT (“Second Amendment”) is made and dated as of the date indicated on the cover page hereof between the County of Orange, a political subdivision of the State of California (the “County”), and the City (general law, charter or other), Special District or Sanitary District designated on the cover page of this Agreement and party to this Agreement.(the “City”).

RECITALS

The County owns, manages, and operates a Waste Infrastructure System to manage municipal and solid waste generated within Orange County, California or imported from outside Orange County, California pursuant to contractual agreements (hereafter used referred to as “Disposal System” or “Waste Infrastructure System”). The Waste Infrastructure System collectively includes active Class III sanitary landfills (“County Landfills”), resource recovery, recycling and organics programs, infrastructure and operations, and regional household hazardous waste collection centers and other waste management related systems as may be deemed necessary by the County.

The County is also responsible for the long-term management of 20 closed landfills as required under Applicable Law.

County Landfills are used for the management of municipal solid waste pursuant to legislation including, but not limited to, the California Integrated Waste Management Act of 1989 (Division 30 of the California Public Resources Code) (the “Act”) and the Short-lived Climate Pollutants Reduction Act (“SB 1383”). County Landfills are also subject to other state and federal regulations designed to ensure that landfill operations minimize the impacts to public health and safety and the environment.

The City, in the exercise of its police power, its powers under the Act, and other Applicable Law, has entered into a franchise or other agreement with or issued permits or licenses to one or more private haulers for the collection, recycling, diversion, and disposal of municipal solid waste generated within the City.

The City and the County have historically provided for the management of municipal solid waste through Waste Disposal Agreements (“WDAs”), wherein the County agreed to provide disposal capacity for waste generated in the City, and the City agreed to deliver or cause the delivery of waste generated in the City to the Disposal System, as more specifically set forth in, and subject to the terms and conditions of the WDAs. In 2009, the Parties entered into a new WDA (referred to as the “Original WDA”). In 2016, the Original WDA was amended by the Parties (“First Amendment”), whereby the Parties updated certain terms and extended the term through June 30, 2025. (The Original WDA and its corresponding First Amendment are referred to in this Second Amendment as the “Current WDA”.)

In response to passage of several pieces of legislation that require significant reductions in the disposal of organic waste, and in light of the approaching expiration of the Current WDA, the County held two City Manager Summits in November 2024 proposing terms of a new WDA.

The Orange County City Manager Association (“OCCMA”) has established a Committee (“OCCMA Committee”) including representatives of cities and sanitary districts to review the terms of the proposed new WDA. The OCCMA Committee requested a 12-month extension of the Current WDA to allow for additional time to negotiate mutually agreeable terms for a new WDA, and obtain approval from the respective

governing bodies. The County is agreeable to OCCMA's requested extension to the Current WDA on terms as provided in this Second Amendment.

The City has determined that the execution of this Second Amendment by the City is in the best interest of the City and will serve the public health, safety, and welfare by continuing the waste disposal services historically provided under the Current WDA while the Parties: (1) engage in due diligence related to a new WDA, in order for the City to evaluate the cost/benefit of a new WDA, which is expected to include the City and OCCMA obtaining more comprehensive and detailed information on the County's plans for infrastructure expansion and improvements, the financial and operational conditions of the existing Waste Infrastructure System, and the components, timing, and procedures for future contract fee increases; and, (2) negotiate the terms and conditions of a new WDA.

The County has determined that the execution by the County of this Second Amendment will serve the public health, safety, and welfare by continuing to provide a stable, predictable, and reliable supply of municipal solid waste and the resulting service payment revenue to the Disposal System, while the Parties exchange information and conduct negotiations with the County goal of ensuring that any negotiated Contract Rate in the new WDA covers the full cost of operations and infrastructure O&M and development needed to ensure indemnification and regulatory compliance..

Official action approving this Second Amendment and determining it to be in the public interest and authorizing its execution and delivery was duly taken by the City on the City authorization date indicated on the cover page hereof.

Official action approving this Second Amendment and determining it to be in the public interest and authorizing its execution and delivery was duly taken by the County on the County authorization date indicated on the cover page hereof.

It is, therefore, agreed as follows:

1. Extended Term.

(a) Section 6.1 (A) of the Current WDA is deleted in its entirety and replaced with the following:

"Extended Term. This Agreement shall continue in full force and effect until 11:59 p.m. on June 30, 2026 (the "Extended Term"), unless earlier terminated in accordance with its terms, in which event the Extended Term shall be deemed to have expired as of the date of such termination."

(b) Section 6.1 (B) is deleted in its entirety.

(c) Section 6.1 (C) of the Current WDA is deleted in its entirety and replaced with the following:

"Contract Rate Negotiations During Extended Term. If the Orange County City Manager Association's committee tasked with negotiating the terms of a successor to this Agreement with the County and recommending approval of the same to the Parties (the "Committee") and the County have not reached mutually agreeable terms of a successor to this Agreement including, but not limited to, proposed revisions to the Contract Rate, by September 30, 2025, the County shall, and it is expected that the Committee will provide, updates to all Participating Cities, and their respective governing bodies as may be deemed necessary, regarding the status of negotiations on a monthly basis until mutually agreeable terms are reached or the Extended Term expires."

In recommending any revisions to the Contract Rate, in addition to the circumstances described in Section 4.2(A), the Committee and County may take into consideration factors including, but not limited to, the following:

- (i) actual cost of operations;
- (ii) population growth;
- (iii) increase or decrease in available tonnage;
- (iv) economic and disposal market conditions in the Southern California region;
- (v) changes in transportation and technology;
- (vi) changes in transportation costs;
- (vii) closure and expansion of nearby landfills;
- (viii) capacity of the Disposal System;
- (ix) long-term infrastructure needs; and
- (x) available reserves which are in excess of the amount reasonably required as reserves.

(d) Appendix 2 of the Current WDA is deleted in its entirety and replaced with the following:

APPENDIX 2

Cumulative County Acceptable Waste Tonnage Target to be Used for Purposes of Section 4.2(B)

<i>Fiscal Year</i>	<i>County Acceptable Waste Tonnage</i>	<i>Cumulative County Acceptable Waste Tonnage</i>
FY 2025-26	3,166,659	3,166,659

2. Contract Rate.

(a) The first paragraph of Section 4.2(A) of the Current WDA is deleted in its entirety and replaced with the following:

“(A) Establishment of Contract Rate. During the Extended Term, the Contract Rate payable by each Franchise Hauler shall be \$43.76 per ton, contingent on the delivery to the Disposal System of an amount of Acceptable Waste at least equal to the Cumulative Tonnage Targets identified in Appendix 2, and subject to adjustment necessary to reflect the circumstances set forth in this Section 4.2, subsections (i) through (z).”

Note: Subsections (i) through (z) found in the Current WDA remain unchanged.

3. Effectiveness of Second Amendment.

The provisions of this Second Amendment shall not become effective unless and until this Second Amendment has been executed by the County and all of the Participating Cities, and shall become effective once that occurs.

4. Representations and Warranties of the Parties.

Each of the parties to this Second Amendment represent and warrant that it is a political subdivision of the State of California validly existing under the Constitution and laws of the State and that it has duly authorized the execution and delivery of this Second Amendment to each other party.

5. Remaining Terms.

All other terms and conditions of the Current WDA not specifically changed by this Second Amendment, shall remain in full force and effect.

IN WITNESS WHEREOF, COUNTY and CITY have caused this Second Amendment to be executed by their duly authorized officers or representatives as of the day and year first above written.

County of Orange

City of Laguna Woods

By _____
Director, OC Waste & Recycling

By _____
Mayor

Date _____

Date _____

Approved as to Form

Approved as to Form

By _____
County Counsel

By _____
City Attorney

Date _____

Date _____

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7.6 ADMINISTRATIVE POLICIES

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

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RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AMENDMENTS TO ADMINISTRATIVE POLICY 1.1 PERTAINING TO ADMINISTRATIVE SUPPORT PROVIDED TO MEMBERS OF THE CITY COUNCIL

WHEREAS, the City’s councilmember administrative support policy is contained in Administrative Policy 1.1, which was last amended by the City Council on January 15, 2025; and

WHEREAS, staff has prepared amendments to Administrative Policy 1.1 (incorporated into the administrative policy attached hereto as Exhibit A), for consideration by the City Council.

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

SECTION 1. The administrative policy attached hereto as Exhibit A is adopted and is a statement of the City’s councilmember administrative support policy. The administrative policy attached hereto as Exhibit A replaces and supersedes all previous versions of Administrative Policy 1.1.

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 2025.

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. 25-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 2025, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk

**CITY OF LAGUNA WOODS
ADMINISTRATIVE POLICY 1.1**

COUNCILMEMBER ADMINISTRATIVE SUPPORT

1.1.01. Statement of Purpose.

This Administrative Policy is intended to establish clear protocols and expectations related to councilmember requests for administrative support from staff.

1.1.02. Scope.

When used in this Administrative Policy, the term “councilmember” is inclusive of all members of the City Council, including the Mayor and Mayor Pro Tem.

1.1.03. City Council-Staff Relationship.

- A. Laguna Woods Municipal Code Chapter 2.06 establishes the City Manager as the administrative head of the government of the City, under the direction and control of the City Council, except as otherwise provided.
- B. Laguna Woods Municipal Code Section 2.06.70 describes the relationship between the City Council, the City Manager, and staff. It is presented below in subsections (1) through (4) for ease of reference.
 - 1. The City Council and its members shall deal with the administrative services of the City only through the City Manager, except for the purpose of inquiry, and neither the City Council nor any member thereof shall give orders or provide direction or instructions to any subordinates of the City Manager. For purposes hereof, “inquiry” shall mean any and all communications short of giving orders, directions, or instructions to any member of the administrative staff. Such staff members shall provide all information reasonably requested by any Councilmember.
 - 2. The City Manager shall take orders and instructions from the City Council only when sitting in a duly convened meeting of the City Council and no individual Councilmember shall give any orders or instructions to the City Manager.
 - 3. The City Council shall instruct the City Manager in matters of policy.

4. Any action, determination, or omission of the City Manager shall be subject to review by the City Council. The City Council may not overrule, change, or modify any such action, determination, or omission except by the affirmative vote of at least three members of the City Council.
- C. The following policies supplement Laguna Woods Municipal Code Chapter 2.06, as authorized by Laguna Woods Municipal Code Section 2.06.100:
1. For the purpose of Section 1.1.03(B)(1), “reasonably requested” shall mean information requested in accordance with this Administrative Policy that the City Manager determines can be provided at a zero to nominal cost within a timeframe that would not cause undue disruption of work directed by the City Council as a whole or other urgent, time-sensitive, or critical staff activities which shall include, at a minimum, the provision of public-facing services, preparation for and posting related to City Council meetings, and activities required by law.
 2. Councilmembers shall direct requests for information from consultants or other contract service providers (excluding the City Attorney) to the City Manager. The City Manager’s oversight of communication with contract service providers is intended to ensure that the information provided is accurate and consistent with any contract obligations, and that the City does not incur undue costs in providing requested information.
 3. Councilmembers may contact the City Attorney directly but should only do so when the matter is of a plainly legal nature. Except for sensitive matters concerning the City Manager, councilmembers shall copy the City Manager on all written correspondence to the City Attorney.
 4. Unless authorized by the City Council or City Manager, councilmembers shall not communicate with any staff, other than the City Manager and City Attorney, regarding items that are considered in closed session.
 5. The City Manager may refer any request from a councilmember to the City Council for consideration and direction as a whole.

1.1.04. City Council Agendas.

- A. The City Manager is responsible for the preparation and posting of City Council agendas. While individual councilmembers may add items to agendas, they

shall not direct or exercise prior review over the contents of the balance of the agenda. Laguna Woods Municipal Code Section 2.06.070 prohibits individual councilmembers from directing the actions of the City Manager. To the extent individual councilmembers wish to provide direction to the City Manager regarding the preparation or posting of City Council agendas, it must be given by the City Council as a whole in a duly convened meeting.

- B. Councilmembers should attempt to introduce requests for future agenda items during a prior City Council meeting whenever possible. The “Other Comments and Reports” section of the agenda provides an opportunity to do so, in addition to at the time related items are considered. If a majority of the City Council so directs the City Manager, the City Manager shall prepare an agenda report and such other items as may be necessary for the City Council to consider the item at a future meeting. Absent specific direction to the contrary, the City Manager shall not prepare ordinances or incur more than nominal direct costs in the preparation of meeting materials prior to the item’s first agenda discussion. After the City Council has discussed the item, the City Manager may be directed to prepare additional meeting materials for subsequent meetings.
- C. Councilmembers may add items to agendas between meetings if the item is urgent, arose after the conclusion of the most recent meeting, or if they wish to initiate preliminary discussion. Unless the item is urgent and cannot be deferred to an introduction at the City Council meeting following the next meeting (see Section 1.1.04(B)), items shall not be added to the agenda on the four business days preceding the date the agenda is scheduled to be posted (e.g., if the agenda is scheduled to be posted on a Friday, the last day to add an item to the agenda is the preceding Friday). If the item is urgent, the City Manager may prepare an agenda report and such other items as may be necessary for the City Council to consider the item. Unless the item is urgent, the City Manager shall not prepare ordinances or incur more than nominal direct costs in the preparation of meeting materials prior to the item’s first agenda discussion. After the City Council has discussed the item, the City Manager may be directed to prepare additional meeting materials for subsequent meetings.

For the purpose of this subsection, “urgent” shall mean that the item requires immediate action and, if unaddressed at any point after the next City Council meeting, will not be timely. To the extent differences of opinion exist between the City Manager and the requesting councilmember regarding the urgency of an item, a determination shall be made by the City Attorney.

- D. The following proclamations shall be agendized annually. All other requests to agendize proclamations shall follow the procedures for requesting future agenda items set forth in Section 1.1.04(B) and (C).
- a. African American History Month – February
 - b. American Red Cross Month – March
 - c. Community College Awareness Month – April
 - d. Donate Life Month – April
 - e. Asian American and Pacific Islander Heritage Month – May
 - f. Older Adults Month – May
 - g. Drowning Prevention Awareness Period – May-August
(agendized in May)
 - h. Elder Abuse Awareness Month – June
 - i. Gun Violence Awareness Month – June
 - j. Pride Month – June
 - k. Wildfire Awareness and Prevention Season – mid-summer-early fall
(agendized in July)
 - l. Constitution Day/Week and Citizenship Day – September
 - m. Hunger Action Month – September
 - n. Fire Prevention Week – October
- E. The following moment of silence shall be agendized annually. All other requests to agendize moments of silence shall follow the procedures for requesting future agenda items set forth in Section 1.1.04(B) and (C).
- a. International Holocaust Remembrance Day – January
- F. Councilmembers are encouraged to provide the City Manager with as much information as possible regarding requested future agenda items so that agenda language can be prepared that meets the intent of the item, while also complying with applicable provisions of state law (the Ralph M. Brown Act). Failure to do so may result in the City Council’s consideration of the item being limited in a manner that was not intended by the requesting councilmember.
- G. Councilmembers are encouraged to include written materials in the agenda packet for items they have added to the agenda (e.g., a memorandum to the City Council or the text of a proposed proclamation or resolution). The inclusion of written materials in the agenda packet may be helpful in providing background on items that will be considered. Written materials for inclusion in the agenda packet shall be submitted to the City Manager no later than 12 p.m. two business

days prior to the date the agenda is scheduled to be posted (e.g., if the agenda is scheduled to be posted on a Friday, the last day to submit written materials for inclusion in the agenda packet is 12 p.m. on the preceding Wednesday).

- a. The City Manager may review written materials submitted for inclusion in agenda packets and provide comments and suggested revisions to the requesting councilmember in the interest of clarifying the material or converting the material to City standard formats and styles.
- H. Items added to City Council agendas by councilmembers shall be placed at the end of the applicable section of the agenda. Councilmembers may request that items be considered in a different order by making such a request any time after the pledge of allegiance at the City Council meeting.

1.1.05. Written Correspondence.

- A. Written correspondence that is received by the City without being addressed to a specific party shall be directed to the City Manager or his/her/their designee for review and response (if any). If City Council action is necessary or the City Manager or his/her/their designee determines that City Council action would be advantageous prior to responding to particular written correspondence, the City Manager may agendaize the matter for a City Council meeting.
- B. Reviewing and responding to written correspondence that is addressed to a specific councilmember is the responsibility of that councilmember. The City Manager or his/her/their designee may assist with reviewing and responding to written correspondence received by councilmembers upon request, except that when the subject of written correspondence falls outside the purview of the City, the City Manager or his/her/their designee shall limit their involvement to advising of that fact and providing referrals to other agencies, as appropriate. When written correspondence is administrative in nature, the City Manager or his/her/their designee may handle the review and response.
- C. Written correspondence sent by individual councilmembers shall clearly identify that opinions expressed are their own and do not necessarily reflect the opinions or position of the City or the City Council as a whole.

1.1.06. Mayoral Commendations.

- A. The Mayor (or Mayor Pro Tem in his/her/their absence) may issue mayoral

commendations that are prepared by the City Manager or his/her/their designee for any of the following purposes:

- a. To recognize the birthdays of Laguna Woods residents.
 - b. To recognize the marriage anniversaries or similar State of California-recognized anniversaries of Laguna Woods residents.
 - c. To recognize the anniversaries of the establishment of Laguna Woods businesses, clubs, or nonprofit organizations.
 - d. To recognize the retirements of employees or volunteers of Laguna Woods businesses, clubs, or nonprofit organizations, or government entities and social service nonprofit organizations that provide services to Laguna Woods.
 - e. To recognize Laguna Woods residents, businesses, clubs, or nonprofit organizations being honored by other government officials or entities.
 - f. To recognize individuals or groups for heroic or lifesaving actions that occurred in or directly benefited Laguna Woods.
 - g. To commemorate events, functions, or other gatherings held by Laguna Woods businesses, clubs, or nonprofit organizations, or government entities and social service nonprofit organizations that provide services to Laguna Woods.
 - h. To commemorate events, functions, or other gatherings held in Laguna Woods or Orange County by government officials or entities.
- B. The preparation of mayoral commendations must be requested of the City Manager at least 10 business days in advance of the date by which they are to be presented. The City Manager may, but is not required to, accommodate requests made less than 10 business days in advance if doing so would not cause undue disruption of work directed by the City Council as a whole or other urgent, time-sensitive, or critical staff activities which shall include, at a minimum, the provision of public-facing services, preparation for and posting related to City Council meetings, and activities required by law.
- C. Mayoral commendations shall not be issued for presentation on dates that are beyond the term of the Mayor's (or Mayor Pro Tem's in his/her/their absence) appointment to such position or his/her/their City Council term.
- D. Mayoral commendations shall not do any of the following:
- a. Promote a for-profit event, function, or gathering.
 - b. Express personal ideological, political, or religious beliefs.

- c. Express or endorse matters contrary to policy or direction provided by the City Council.

- E. Mayor commendations shall clearly indicate that they originate from the Office of the Mayor and not use the phrase “on behalf of the City Council” or similar language that could be reasonably interpreted as indicating the City Council has approved the commendation. The phrase “on behalf of the City” may be used.

- F. Mayoral commendations shall not “proclaim” any matter or declare a “day of,” “week of,” “month of,” or similar form of honor (e.g., “best in class,” “citizen of the year,” “honorary title,” or “key to the city”), which are reserved for proclamations or other actions approved by the City Council.

- G. The City Manager shall establish a standard form for mayoral commendations issued for purposes set forth in Section 1.1.06(A)(a.)-(c.). Such standard form shall generally include the name(s) of those being recognized and a concise, standardized message of recognition. There is no expectation that staff prepare mayoral commendations including biographical information. To the extent mayors wish to highlight biographical information, they may do so in their oral comments at the time of presentation.

- H. To the extent differences of opinion exist between the City Manager and the Mayor (or Mayor Pro Tem in his/her/their absence) regarding the permissibility of content to be included in a mayoral commendation, a determination shall be made by the City Council.

1.1.07. Councilmember Letters of Recognition.

- A. Councilmembers may prepare and send letters of recognition on City letterhead with mailing paid for by the City for any of the following purposes:
 - a. To recognize the birthdays of Laguna Woods residents.
 - b. To recognize the marriage anniversaries or similar State of California-recognized anniversaries of Laguna Woods residents.
 - c. To recognize the anniversaries of the establishment of Laguna Woods businesses, clubs, or nonprofit organizations.
 - d. To recognize the retirements of employees or volunteers of Laguna Woods businesses, clubs, or nonprofit organizations, or government entities and social service nonprofit organizations that provide services to Laguna Woods.

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- e. To recognize Laguna Woods residents, businesses, clubs, or nonprofit organizations being honored by other government officials or entities.
 - f. To recognize individuals or groups for heroic or lifesaving actions that occurred in or directly benefited Laguna Woods.
 - g. To commemorate events, functions, or other gatherings held by Laguna Woods businesses, clubs, or nonprofit organizations, or government entities and social service nonprofit organizations that provide services to Laguna Woods.
 - h. To commemorate events, functions, or other gatherings held in Laguna Woods or Orange County by government officials or entities.
- B. Staff may transfer letters of recognition prepared by councilmembers onto City letterhead and adjust the formatting to conform to City standards, provided such requests are made of the City Manager at least three business days in advance of the date by which they are needed. The City Manager may, but is not required to, accommodate requests made less than three business days in advance if doing so would not cause undue disruption of work directed by the City Council as a whole or other urgent, time-sensitive, or critical staff activities which shall include, at a minimum, the provision of public-facing services, preparation for and posting related to City Council meetings, and activities required by law.
- C. Letters of recognition shall not do any of the following:
- a. Promote a for-profit event, function, or gathering.
 - b. Express personal ideological, political, or religious beliefs.
 - c. Express or endorse matters contrary to policy or direction provided by the City Council.
- D. Letters of recognition shall not be titled “commendation” or “proclamation.”
- E. Letters of recognition shall clearly indicate that they are authored by individual councilmembers and not use the phrases “on behalf of the City,” “on behalf of the City Council,” or similar language. Each letter of recognition shall include a header reading “Office of Councilmember [Name].”
- F. Letters of recognition shall not “proclaim” any matter or declare a “day of,” “week of,” “month of,” or similar form of honor (e.g., “best in class,” “citizen of the year,” “honorary title,” or “key to the city”), which are reserved for proclamations or other actions approved by the City Council.

- G. To the extent differences of opinion exist between the City Manager and a councilmember regarding the permissibility of content to be included in a letter of recognition, a determination shall be made by the City Council.

1.1.08. Press Releases.

- A. All press releases shall be issued by the City Manager or his/her/their designee on behalf of the City. Press releases shall not be issued on behalf of individual councilmembers or regarding matters contrary to policy or direction provided by the City Council.
 - a. Press releases may be issued for “office hour”-type events that are held by councilmembers and open to the public at City Hall.
- B. Councilmembers may suggest topics for press releases to the City Manager or his/her/their designee who may, in their discretion, issue such press releases subject to the provisions of Section 1.1.08(A). Councilmembers may also seek City Council direction for the City to issue specific press releases, and may authorize the City Manager or individual councilmembers to issue the same, in the same manner described in Section 1.1.04.

1.1.09. Public Events, Meetings, and Gatherings.

- A. All public events, meetings, and gatherings shall be organized and coordinated by the City Manager or his/her/their designee. Public events, meetings, and gatherings shall not be held to personally benefit individual councilmembers or regarding matters contrary to policy or direction provided by the City Council.
 - a. Councilmembers may hold “office hour”-type events that are open to the public at City Hall; however, with the exception of press releases as provided in Section 1.1.08(A)(a.), the promotion of such events shall be the responsibility of the respective councilmembers, unless the City Council authorizes staff time and the use of City resources.
- B. Councilmembers may suggest public events, meetings, and gatherings to the City Manager or his/her/their designee who may, in their discretion, organize and coordinate such public events, meetings, and gatherings, subject to the provisions of Section 1.1.09(A). Councilmembers may also seek City Council direction for the City to hold specific public events, meetings, and gatherings, and may authorize the City Manager or individual councilmembers to organize

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and coordinate the same, in the same manner described in Section 1.1.04.

City Council Adoption: April 16, 2025

**CITY OF LAGUNA WOODS
ADMINISTRATIVE POLICY 1.1**

COUNCILMEMBER ADMINISTRATIVE SUPPORT

1.1.01. Statement of Purpose.

This Administrative Policy is intended to establish clear protocols and expectations related to councilmember requests for administrative support from staff.

1.1.02. Scope.

When used in this Administrative Policy, the term “councilmember” is inclusive of all members of the City Council, including the Mayor and Mayor Pro Tem.

1.1.03. City Council-Staff Relationship.

- A. Laguna Woods Municipal Code Chapter 2.06 establishes the City Manager as the administrative head of the government of the City, under the direction and control of the City Council, except as otherwise provided.
- B. Laguna Woods Municipal Code Section 2.06.70 describes the relationship between the City Council, the City Manager, and staff. It is presented below in subsections (1) through (4) for ease of reference.
 - 1. The City Council and its members shall deal with the administrative services of the City only through the City Manager, except for the purpose of inquiry, and neither the City Council nor any member thereof shall give orders or provide direction or instructions to any subordinates of the City Manager. For purposes hereof, “inquiry” shall mean any and all communications short of giving orders, directions, or instructions to any member of the administrative staff. Such staff members shall provide all information reasonably requested by any Councilmember.
 - 2. The City Manager shall take orders and instructions from the City Council only when sitting in a duly convened meeting of the City Council and no individual Councilmember shall give any orders or instructions to the City Manager.
 - 3. The City Council shall instruct the City Manager in matters of policy.

4. Any action, determination, or omission of the City Manager shall be subject to review by the City Council. The City Council may not overrule, change, or modify any such action, determination, or omission except by the affirmative vote of at least three members of the City Council.
- C. The following policies supplement Laguna Woods Municipal Code Chapter 2.06, as authorized by Laguna Woods Municipal Code Section 2.06.100:
1. For the purpose of Section 1.1.03(B)(1), “reasonably requested” shall mean information requested in accordance with this Administrative Policy that the City Manager determines can be provided at a zero to nominal cost within a timeframe that would not cause undue disruption of work directed by the City Council as a whole or other urgent, time-sensitive, or critical staff activities which shall include, at a minimum, the provision of public-facing services, preparation for and posting related to City Council meetings, and activities required by law.
 2. Councilmembers shall direct requests for information from consultants or other contract service providers (excluding the City Attorney) to the City Manager. The City Manager’s oversight of communication with contract service providers is intended to ensure that the information provided is accurate and consistent with any contract obligations, and that the City does not incur undue costs in providing requested information.
 3. Councilmembers may contact the City Attorney directly but should only do so when the matter is of a plainly legal nature. Except for sensitive matters concerning the City Manager, councilmembers shall copy the City Manager on all written correspondence to the City Attorney.
 4. Unless authorized by the City Council or City Manager, councilmembers shall not communicate with any staff, other than the City Manager and City Attorney, regarding items that are considered in closed session.
 5. The City Manager may refer any request from a councilmember to the City Council for consideration and direction as a whole.

1.1.04. City Council Agendas.

- A. The City Manager is responsible for the preparation and posting of City Council agendas. While individual councilmembers may add items to agendas, they

shall not direct or exercise prior review over the contents of the balance of the agenda. Laguna Woods Municipal Code Section 2.06.070 prohibits individual councilmembers from directing the actions of the City Manager. To the extent individual councilmembers wish to provide direction to the City Manager regarding the preparation or posting of City Council agendas, it must be given by the City Council as a whole in a duly convened meeting.

- B. Councilmembers should attempt to introduce requests for future agenda items during a prior City Council meeting whenever possible. The “Other Comments and Reports” section of the agenda provides an opportunity to do so, in addition to at the time related items are considered. If a majority of the City Council so directs the City Manager, the City Manager shall prepare an agenda report and such other items as may be necessary for the City Council to consider the item at a future meeting. Absent specific direction to the contrary, the City Manager shall not prepare ordinances or incur more than nominal direct costs in the preparation of meeting materials prior to the item’s first agendized discussion. After the City Council has discussed the item, the City Manager may be directed to prepare additional meeting materials for subsequent meetings.
- C. Councilmembers may add items to agendas between meetings if the item is urgent, arose after the conclusion of the most recent meeting, or if they wish to initiate preliminary discussion. Unless the item is urgent and cannot be deferred to an introduction at the City Council meeting following the next meeting (see Section 1.1.04(B)), items shall not be added to the agenda on the four business days preceding the date the agenda is scheduled to be posted (e.g., if the agenda is scheduled to be posted on a Friday, the last day to add an item to the agenda is the preceding Friday). If the item is urgent, the City Manager may prepare an agenda report and such other items as may be necessary for the City Council to consider the item. Unless the item is urgent, the City Manager shall not prepare ordinances or incur more than nominal direct costs in the preparation of meeting materials prior to the item’s first agendized discussion. After the City Council has discussed the item, the City Manager may be directed to prepare additional meeting materials for subsequent meetings.

For the purpose of this subsection, “urgent” shall mean that the item requires immediate action and, if unaddressed at any point after the next City Council meeting, will not be timely. To the extent differences of opinion exist between the City Manager and the requesting councilmember regarding the urgency of an item, a determination shall be made by the City Attorney.

- D. The following proclamations shall be agendized annually. All other requests to agendize proclamations shall follow the procedures for requesting future agenda items set forth in Section 1.1.04(B) and (C).
- a. African American History Month – February
 - b. American Red Cross Month – March
 - c. Community College Awareness Month – April
 - d. Donate Life Month – April
 - e. Asian American and Pacific Islander Heritage Month – May
 - f. Older Adults Month – May
 - g. Drowning Prevention Awareness Period – May-August
(agendized in May)
 - g.h. Elder Abuse Awareness Month – June
 - h.i. Gun Violence Awareness Month – June
 - i.j. Pride Month – June
 - k. Wildfire Awareness and Prevention Season – mid-summer-early fall
(agendized in July)
 - j.l. Constitution Day/Week and Citizenship Day – September
 - m. Hunger Action Month – September
 - k.n. Fire Prevention Week – October
- E. The following moment of silence shall be agendized annually. All other requests to agendize moments of silence shall follow the procedures for requesting future agenda items set forth in Section 1.1.04(B) and (C).
- a. International Holocaust Remembrance Day – January
- F. Councilmembers are encouraged to provide the City Manager with as much information as possible regarding requested future agenda items so that agenda language can be prepared that meets the intent of the item, while also complying with applicable provisions of state law (the Ralph M. Brown Act). Failure to do so may result in the City Council’s consideration of the item being limited in a manner that was not intended by the requesting councilmember.
- G. Councilmembers are encouraged to include written materials in the agenda packet for items they have added to the agenda (e.g., a memorandum to the City Council or the text of a proposed proclamation or resolution). The inclusion of written materials in the agenda packet may be helpful in providing background on items that will be considered. Written materials for inclusion in the agenda packet shall be submitted to the City Manager no later than 12 p.m. two business

days prior to the date the agenda is scheduled to be posted (e.g., if the agenda is scheduled to be posted on a Friday, the last day to submit written materials for inclusion in the agenda packet is 12 p.m. on the preceding Wednesday).

- a. The City Manager may review written materials submitted for inclusion in agenda packets and provide comments and suggested revisions to the requesting councilmember in the interest of clarifying the material or converting the material to City standard formats and styles.
- H. Items added to City Council agendas by councilmembers shall be placed at the end of the applicable section of the agenda. Councilmembers may request that items be considered in a different order by making such a request any time after the pledge of allegiance at the City Council meeting.

1.1.05. Written Correspondence.

- A. Written correspondence that is received by the City without being addressed to a specific party shall be directed to the City Manager or his/her/their designee for review and response (if any). If City Council action is necessary or the City Manager or his/her/their designee determines that City Council action would be advantageous prior to responding to particular written correspondence, the City Manager may agendize the matter for a City Council meeting.
- B. Reviewing and responding to written correspondence that is addressed to a specific councilmember is the responsibility of that councilmember. The City Manager or his/her/their designee may assist with reviewing and responding to written correspondence received by councilmembers upon request, except that when the subject of written correspondence falls outside the purview of the City, the City Manager or his/her/their designee shall limit their involvement to advising of that fact and providing referrals to other agencies, as appropriate. When written correspondence is administrative in nature, the City Manager or his/her/their designee may handle the review and response.
- C. Written correspondence sent by individual councilmembers shall clearly identify that opinions expressed are their own and do not necessarily reflect the opinions or position of the City or the City Council as a whole.

1.1.06. Mayoral Commendations.

- A. The Mayor (or Mayor Pro Tem in his/her/their absence) may issue mayoral

commendations that are prepared by the City Manager or his/her/their designee for any of the following purposes:

- a. To recognize the birthdays of Laguna Woods residents.
 - b. To recognize the marriage anniversaries or similar State of California-recognized anniversaries of Laguna Woods residents.
 - c. To recognize the anniversaries of the establishment of Laguna Woods businesses, clubs, or nonprofit organizations.
 - d. To recognize the retirements of employees or volunteers of Laguna Woods businesses, clubs, or nonprofit organizations, or government entities and social service nonprofit organizations that provide services to Laguna Woods.
 - e. To recognize Laguna Woods residents, businesses, clubs, or nonprofit organizations being honored by other government officials or entities.
 - f. To recognize individuals or groups for heroic or lifesaving actions that occurred in or directly benefited Laguna Woods.
 - g. To commemorate events, functions, or other gatherings held by Laguna Woods businesses, clubs, or nonprofit organizations, or government entities and social service nonprofit organizations that provide services to Laguna Woods.
 - h. To commemorate events, functions, or other gatherings held in Laguna Woods or Orange County by government officials or entities.
- B. The preparation of mayoral commendations must be requested of the City Manager at least 10 business days in advance of the date by which they are to be presented. The City Manager may, but is not required to, accommodate requests made less than 10 business days in advance if doing so would not cause undue disruption of work directed by the City Council as a whole or other urgent, time-sensitive, or critical staff activities which shall include, at a minimum, the provision of public-facing services, preparation for and posting related to City Council meetings, and activities required by law.
- C. Mayoral commendations shall not be issued for presentation on dates that are beyond the term of the Mayor's (or Mayor Pro Tem's in his/her/their absence) appointment to such position or his/her/their City Council term.
- D. Mayoral commendations shall not do any of the following:
- a. Promote a for-profit event, function, or gathering.
 - b. Express personal ideological, political, or religious beliefs.

- c. Express or endorse matters contrary to policy or direction provided by the City Council.

- E. Mayor commendations shall clearly indicate that they originate from the Office of the Mayor and not use the phrase “on behalf of the City Council” or similar language that could be reasonably interpreted as indicating the City Council has approved the commendation. The phrase “on behalf of the City” may be used.

- F. Mayoral commendations shall not “proclaim” any matter or declare a “day of,” “week of,” “month of,” or similar form of honor (e.g., “best in class,” “citizen of the year,” “honorary title,” or “key to the city”), which are reserved for proclamations or other actions approved by the City Council.

- G. The City Manager shall establish a standard form for mayoral commendations issued for purposes set forth in Section 1.1.06(A)(a.)-(c.). Such standard form shall generally include the name(s) of those being recognized and a concise, standardized message of recognition. There is no expectation that staff prepare mayoral commendations including biographical information. To the extent mayors wish to highlight biographical information, they may do so in their oral comments at the time of presentation.

- H. To the extent differences of opinion exist between the City Manager and the Mayor (or Mayor Pro Tem in his/her/their absence) regarding the permissibility of content to be included in a mayoral commendation, a determination shall be made by the City Council.

1.1.07. Councilmember Letters of Recognition.

- A. Councilmembers may prepare and send letters of recognition on City letterhead with mailing paid for by the City for any of the following purposes:
 - a. To recognize the birthdays of Laguna Woods residents.
 - b. To recognize the marriage anniversaries or similar State of California-recognized anniversaries of Laguna Woods residents.
 - c. To recognize the anniversaries of the establishment of Laguna Woods businesses, clubs, or nonprofit organizations.
 - d. To recognize the retirements of employees or volunteers of Laguna Woods businesses, clubs, or nonprofit organizations, or government entities and social service nonprofit organizations that provide services to Laguna Woods.

- e. To recognize Laguna Woods residents, businesses, clubs, or nonprofit organizations being honored by other government officials or entities.
 - f. To recognize individuals or groups for heroic or lifesaving actions that occurred in or directly benefited Laguna Woods.
 - g. To commemorate events, functions, or other gatherings held by Laguna Woods businesses, clubs, or nonprofit organizations, or government entities and social service nonprofit organizations that provide services to Laguna Woods.
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- B. Staff may transfer letters of recognition prepared by councilmembers onto City letterhead and adjust the formatting to conform to City standards, provided such requests are made of the City Manager at least three business days in advance of the date by which they are needed. The City Manager may, but is not required to, accommodate requests made less than three business days in advance if doing so would not cause undue disruption of work directed by the City Council as a whole or other urgent, time-sensitive, or critical staff activities which shall include, at a minimum, the provision of public-facing services, preparation for and posting related to City Council meetings, and activities required by law.
- C. Letters of recognition shall not do any of the following:
- a. Promote a for-profit event, function, or gathering.
 - b. Express personal ideological, political, or religious beliefs.
 - c. Express or endorse matters contrary to policy or direction provided by the City Council.
- D. Letters of recognition shall not be titled “commendation” or “proclamation.”
- E. Letters of recognition shall clearly indicate that they are authored by individual councilmembers and not use the phrases “on behalf of the City,” “on behalf of the City Council,” or similar language. Each letter of recognition shall include a header reading “Office of Councilmember [Name].”
- F. Letters of recognition shall not “proclaim” any matter or declare a “day of,” “week of,” “month of,” or similar form of honor (e.g., “best in class,” “citizen of the year,” “honorary title,” or “key to the city”), which are reserved for proclamations or other actions approved by the City Council.

- G. To the extent differences of opinion exist between the City Manager and a councilmember regarding the permissibility of content to be included in a letter of recognition, a determination shall be made by the City Council.

1.1.08. Press Releases.

- A. All press releases shall be issued by the City Manager or his/her/their designee on behalf of the City. Press releases shall not be issued on behalf of individual councilmembers or regarding matters contrary to policy or direction provided by the City Council.
 - a. Press releases may be issued for “office hour”-type events that are held by councilmembers and open to the public at City Hall.
- B. Councilmembers may suggest topics for press releases to the City Manager or his/her/their designee who may, in their discretion, issue such press releases subject to the provisions of Section 1.1.08(A). Councilmembers may also seek City Council direction for the City to issue specific press releases, and may authorize the City Manager or individual councilmembers to issue the same, in the same manner described in Section 1.1.04.

1.1.09. Public Events, Meetings, and Gatherings.

- A. All public events, meetings, and gatherings shall be organized and coordinated by the City Manager or his/her/their designee. Public events, meetings, and gatherings shall not be held to personally benefit individual councilmembers or regarding matters contrary to policy or direction provided by the City Council.
 - a. Councilmembers may hold “office hour”-type events that are open to the public at City Hall; however, with the exception of press releases as provided in Section 1.1.08(A)(a.), the promotion of such events shall be the responsibility of the respective councilmembers, unless the City Council authorizes staff time and the use of City resources.
- B. Councilmembers may suggest public events, meetings, and gatherings to the City Manager or his/her/their designee who may, in their discretion, organize and coordinate such public events, meetings, and gatherings, subject to the provisions of Section 1.1.09(A). Councilmembers may also seek City Council direction for the City to hold specific public events, meetings, and gatherings, and may authorize the City Manager or individual councilmembers to organize

and coordinate the same, in the same manner described in Section 1.1.04.

| City Council Adoption: ~~January 15~~April 16, 2025

REDLINE

CITY OF LAGUNA WOODS

**ADMINISTRATIVE POLICY 1.4
CITY COUNCIL ADVISORY COMMITTEES**

1.4.01 PURPOSE

To define responsibilities and authority of City Council appointed standing committees.

1.4.02 GENERAL POLICY

From time to time the City Council may establish standing advisory committees to assist in the operation and development of the City. These rules shall be interpreted to further the intent of the Council that citizen judgment, expertise and effort be given fair, reasonable and efficient channels to reach and benefit the government of the City.

1.4.03 ELIGIBILITY

Any person, whether or not a resident of the City, shall be eligible to serve on a City standing committee. The qualifications for memberships shall be interest, willingness and ability to contribute to the purpose of the committee. An individual may serve on only one standing committee.

1.4.04 APPOINTMENT

Unless otherwise specified by the City Council, members of standing advisory committees shall be appointed as follows:

- A. Each member of the City Council shall nominate two members who shall serve at the pleasure of the appointer.
- B. All standing committee appointees shall be ratified by a vote of the City Council sitting in a duly scheduled meeting.
- C. The Council as a whole shall appoint chairpersons of standing committees.

1.4.05 TERM

Standing Committee members shall serve for two-year terms, beginning in January of odd numbered years. Appointments to vacancies mid-term shall serve until the expiration of the original term, or until otherwise replaced by the appointer or the Council as a whole. Committee members may serve unlimited terms.

1.4.06 REMOVAL

- A. By appointer: A member of a standing committee may be discharged from his or her position and duties at any time, and without cause, by his/her appointer, by filing a written statement with the City Clerk providing the following information:
- The facts of such removal.
 - The name of the person being removed.
 - The date such removal is effective.
- B. By Council as a whole: A member of a standing committee may be discharged from his/her position and duties, for cause, by a motion and subsequent approval of a 4/5 (four of five councilmembers) vote of the City Council at a duly scheduled meeting of the Council.

1.4.07 MEETINGS

Standing committees shall hold regularly scheduled meetings once a month at a date and time fixed by the committee. All meetings shall be open to the public and shall conform to appropriate provisions of the “Ralph M. Brown Act” (Brown Act). Special meetings may be called by the chair of the committee or upon written request of a majority of its members. Committee members are expected to attend meetings on a regular basis.

1.4.08 QUORUM

A majority of the members currently appointed to a committee shall constitute a quorum of that committee, and a quorum shall be required for a committee to conduct any business. A majority of the members present at a duly constituted meeting shall be required to carry a motion.

1.4.09 PROCEDURE

- A. Subject to the requirements of the Brown Act and/or unless otherwise specifically provided by law, committees shall establish their own rules for conducting meetings and doing business.
- B. It shall be the duty of each committee member to attend meetings and take an active part in committee discussions. Absence from three consecutive meetings without the formal consent of the committee shall be deemed to constitute retirement of the committee member, and the position shall automatically become vacant.

1.4.10 PUBLIC STATEMENTS

No committee or committee member shall make a financial commitment, political or other endorsement, statement of position on legislation, or commit or speak in anyway on behalf of the City, without first obtaining the express consent of the City Council. Said consent shall be by motion and approval of the City Council at duly convened meeting of the Council. Nothing in these rules shall be construed, however, to inhibit or forbid political or other activity, in a purely individual capacity, by any member of a standing committee, so long as such member does not purport to speak for, or as a member of, such committee.

No member of any committee shall speak on behalf of that committee or issue any statement purporting to be on behalf of a committee without the express written approval of the City Manager. Unless so authorized, committee members who wish to speak on a subject within the purview of their committee may identify themselves as a committee member, but shall state that they do not speak on behalf of the City or any committee and that the opinion they offer is their own personal opinion.

1.4.11 REPORTS - DISSENT

When any committee submits a report or recommendations to the City Council, dissenting members shall be entitled to have their viewpoints fully, fairly and accurately presented.

1.4.12 REVIEW OF ACTIVITIES BY CITY COUNCIL

- A. Copies of agendas and minutes of all standing committees shall be provided to City Council members on a regular basis. Committee actions shall be considered recommendations to either staff or the City

Council. All recommendations forwarded to the City Council shall require an affirmative vote of a majority of the committee members present at a duly convened meeting; recommendations of subcommittees shall require review and action of the full committee prior to proceeding forward to the City Council. Recommendations forwarded to the City Council shall not be implemented without formal action by the Council.

- B. The City Manager and/or any City Council member may agendize consideration of a committee recommendation for council review and action.
- C. Annually, each standing committee shall prepare a report to the Council outlining its activities for the prior year.
- D. Nothing in this section shall prohibit the City Manager from seeking input from committees in the pursuit of staff activities and determinations. Such input shall be considered a part of the staff determination and shall not require approval of the Council. No committee or committee member shall speak on behalf of staff unless so authorized by the City Manager or his/her designee.

1.4.13 COMMITTEES ESTABLISHED

By minute action, the City Council has established the following standing committees:

- A. A Land Use and Design Review Committee to act in an advisory capacity to the City Council and staff in matters pertaining to community growth, land use and development standards, signage, urban run-off and the location of buildings, structures and works. This committee shall also serve as the City's Landscape Advisory Committee, as defined by Chapter 4.26 of the Laguna Woods Municipal Code.
- B. A Community Services Committee to act in an advisory capacity to the City Council and staff in matters pertaining to transportation, health and social services; community beautification and recycling; recreation and cultural programs; and community communications and public relations. This committee shall strive to promote the City of Laguna Woods as a community

ITEM 7.6 – Attachment C
that embraces diversity and supports programs and services that benefit all of its residents.

- C. A Public Safety Committee to act in an advisory capacity to the City Council in matters of public safety including: road design, streetlight and traffic control device location, maintenance and operation; fire, paramedic and ambulance services, animal control services; and emergency management services.

Adopted by City Council: June 21, 2000

Revised: September 20, 2000
March 21, 2001
November 14, 2001
April 17, 2002
October 16, 2002
March 21, 2007
November 19, 2008

PROPOSED FOR REPEAL

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**CITY OF LAGUNA WOODS
ADMINISTRATIVE POLICY 1.5**

DOG PARK ADVISORY GROUP

1.5.01. Statement of Purpose.

The City of Laguna Woods recognizes that the collective knowledge and experience of its residents and other stakeholders can benefit the local decision-making process. To facilitate constructive opportunities for public input and engagement, and to promote transparency through an open exchange of information and ideas, the City Council has established a Dog Park Advisory Group.

The Dog Park Advisory Group is responsible for providing citizen advice and oversight on matters pertaining to the operation and maintenance of “A Place for Paws” Dog Park including, but not limited to, rules, regulations, physical conditions, and capital improvement projects. The Dog Park Advisory Group shall be consulted for assistance in identifying desired dog park-related programs, projects, and services as a part of each of the City’s two-year budget and work plan development processes.

1.5.02. Eligibility Requirements.

Any resident of Laguna Woods is eligible to serve on the Dog Park Advisory Group. Eligibility requirements shall also include interest, willingness, and ability to contribute to the purpose of the Dog Park Advisory Group.

1.5.03. Applications.

Individuals who are interested and eligible to serve on the Dog Park Advisory Group shall file a completed application form with the City Clerk’s Office (Exhibit A to this administrative policy). Application forms filed with the City Clerk’s Office shall be made available to City Councilmembers for purposes of each City Councilmember’s deliberation and independent selection of appointees. Application forms filed with the City Clerk’s Office and all of the information contained thereon, are considered to be public records and are subject to unrestricted public disclosure. Application forms are considered to be public records regardless of whether or not the applicant is ultimately appointed to the Dog Park Advisory Group or whether or not an application form is withdrawn by the applicant or deemed ineligible by the City Clerk’s Office.

1.5.04. Appointment and Terms.

Appointments to the Dog Park Advisory Group shall be made as follows:

- A. Each City Councilmember is able to appoint one individual to the Dog Park Advisory Group. Appointments shall be made by City Councilmembers filing original signed and dated notices with the City Clerk's Office. Appointments shall be considered effective five calendar days following the date of receipt by the City Clerk's Office and shall continue until one or more of the following occurs:
1. The member resigns. Members of the Dog Park Advisory Group may resign at any time. Resignations shall be made by the member filing an original signed and dated notice, or email notice from the email address on file, with the City Clerk's Office. Resignations shall be considered effective immediately upon receipt by the City Clerk's Office and are not revokable. For the purpose of this administrative policy, "resignation" shall also include vacancies due to a member's passing, being declared mentally incompetent by a court of law, or any of the circumstances listed in Government Code Section 1770.
 2. The regular two-year term of the Dog Park Advisory Group ends. Regardless of the date that a member of the Dog Park Advisory Group was appointed, all Dog Park Advisory Group appointments expire on December 31 of even numbered years. There is no limit to the number of terms for members of the Dog Park Advisory Group.
 3. The City Councilmember who appointed the member to the Dog Park Advisory Group ceases to be a member of the City Council. Members of the Dog Park Advisory Group appointed by a City Councilmember who ceases to be a member of the City Council shall cease to be members of the Dog Park Advisory Group upon the end of the appointing City Councilmember's term of office.
 4. The member is removed by the City Councilmember who appointed him/her to the Dog Park Advisory Group. Members of the Dog Park Advisory Group serve at the pleasure of the City Councilmember who appointed them and may be removed by the same, with or without cause or notice. Removals shall be made by a City Councilmember filing an original signed and dated notice with the City Clerk's Office. Removals shall be considered effective immediately upon receipt by the City Clerk's Office.

5. The member is removed by the City Council. The City Council reserves the right to remove any member of the Dog Park Advisory Group, with or without cause, following a publically noticed vote with no more than one dissention of the quorum of the City Councilmembers present at the time. Removals shall be considered effective immediately upon the vote. In this case, the name of the member contemplated for removal must be printed on the meeting agenda.
- B. Two members of the Dog Park Advisory Group shall be appointed by a majority vote of the Laguna Woods Village Dog Club Board of Directors (“Board of Directors”). The Board of Directors shall submit an appointment letter to the City Clerk’s Office identifying the name of each appointee, the date of the vote, the names and titles of each member of the Board of Directors, and the vote of each member of the Board of Directors for each appointment. The appointment letter shall be accompanied by a completed application form for each appointee in the format required by this administrative policy. Appointments shall be considered effective five calendar days following the date of receipt of all required materials from the Board of Directors by the City Clerk’s Office and shall continue until one or more of the following occurs:
1. The member resigns. Members of the Dog Park Advisory Group may resign at any time. Resignations shall be made by the member filing an original signed and dated notice, or email notice from the email address on file, with the City Clerk’s Office. Resignations may also be submitted to the Board of Directors to be forwarded to the City Clerk’s Office. Resignations shall be considered effective immediately upon receipt by the City Clerk’s Office and are not revokable. For the purpose of this administrative policy, “resignation” shall also include vacancies due to a member’s passing, being declared mentally incompetant by a court of law, or any of the circumstances listed in Government Code Section 1770.
 2. The member is removed or replaced by the Laguna Woods Village Dog Club Board of Directors. The Board of Directors may remove or replace any member of the Dog Park Advisory Group, with or without cause, following a majority vote. Removals or replacements shall be considered effective five calendar days following the date of receipt of a notification letter from the Board of Directors by the City Clerk’s Office. The Board of Directors is encouraged to exercise sound judgement and discretion prior to removing or replacing any member of the Dog Park Advisory Group. The Board of

Directors is further encouraged to establish an internal process providing for an orderly nomination and appointment process, including the establishment of terms and desired qualifications.

3. The member is removed by the City Council. The City Council reserves the right to remove any member of the Dog Park Advisory Group, with or without cause, following a publically noticed vote with no more than one dissention of the quorum of the City Councilmembers present at the time. Removals shall be considered effective immediately upon the vote. In this case, the name of the member contemplated for removal must be printed on the meeting agenda.

In order to maintain its eligibility to make appointments to the Dog Park Advisory Group, all members of the Laguna Woods Village Dog Club Board of Directors shall execute and file with the City Clerk's Office an acknowledgement of this Administrative Policy and a non-discrimination agreement in form sufficient to the City Manager and City Attorney, within 10 calendar days of their appointment to such position.

1.5.05. Meetings and Conduct.

- A. Scheduling. The Dog Park Advisory Group shall hold regular meetings at a date, time, and place set by resolution of the City Council. Meetings may be called or cancelled for any lawful reason and by any lawful means consistent with this administrative policy, other City Council direction, and applicable laws.
- B. Noticing and Rules of Conduct. All Dog Park Advisory Group meetings shall be publically noticed and conducted in accordance with the Ralph M. Brown Act and applicable laws. The Dog Park Advisory Group may establish their own rules for conducting meetings, subject to the Ralph M. Brown Act, this administrative policy, other City Council direction, and applicable laws.
- B. Quorum. A majority of the members currently appointed to the Dog Park Advisory Group shall constitute a quorum of the Dog Park Advisory Group's membership. A quorum shall be required for the Dog Park Advisory Group to conduct any business and a majority of a quorum present at any meeting shall be required to carry a motion.
- D. Chair and Vice Chair. The Dog Park Advisory Group shall appoint a chair and vice chair from amongst its membership. The chair, or vice chair in the absence of the chair, shall conduct meetings and attest to meeting minutes. When neither

the chair nor the vice chair are present at a meeting, a quorum of members may call the meeting to order and appoint an acting chair for the same purposes.

- E. Agenda Content. Items may be placed on the Dog Park Advisory Group agendas by a majority vote of the City Council or by the City Manager, consistent with this administrative policy and other City Council direction.
- F. Nature of Action. The Dog Park Advisory Group is advisory in nature to both the City Council and City staff. The Dog Park Advisory Group is able to provide input and make recommendations, but may not provide direction to City staff and possess no authority to bind the City to any particular course of action.
- G. Dissent. When the Dog Park Advisory Group submits a recommendation to the City Council or City staff, dissenting members are entitled to have the reason for their dissent fully, fairly, and accurately presented.
- H. Meeting Minutes. City staff shall prepare minutes for Dog Park Advisory Group meetings consisting of a record of the actions taken, presentation of the dissent thereto (if applicable), and public comments received, subject to approval by the Dog Park Advisory Group. The chair, or vice chair or acting chair in his or her absence, shall attest, in writing, to the approval of the meeting minutes and a copy shall be filed with the City Clerk's Office.

1.5.06. Subcommittees.

The establishment and appointment of a subcommittee or other subsidiary body to the Dog Park Advisory Group shall require prior approval of the City Council and shall comply with any conditions as the City Council may require. In general, the Dog Park Advisory Group are encouraged to carry out its advisory duties at meetings of the Dog Park Advisory Group as a whole, including at special meetings when necessary. All actions or deliberations related to the allocation or award of City grant monies shall be undertaken by the Dog Park Advisory Group as a whole. The City Council will only consider the establishment and appointment of ad hoc subcommittees to act in advisory capacities on discrete, short-term circumstances and matters.

Any subcommittee to the Dog Park Advisory Group may be disbanded or terminated at any time and for any reason by the City Council. The City Council may also impose additional conditions or limitations on any subcommittee.

1.5.07. Public Statements.

Neither the Dog Park Advisory Group nor any member thereof shall make a political or other endorsement; statement of position on legislation; financial commitment; or commit or speak in anyway, including but not limited to the issuance of statements, on behalf of the Dog Park Advisory Group or the City, without first obtaining the express consent of the City Council. Nothing in his administrative policy shall be construed, however, to inhibit or forbid political or other speech or activity, in a purely individual capacity, by any member of the Dog Park Advisory Group, so long as such member does not purport to speak for, or as a member of, the Dog Park Advisory Group.

Unless so authorized, Dog Park Advisory Group members who wish to speak on a subject within the purview of the Dog Park Advisory Group may identify themselves as a Dog Park Advisory Group member, but shall state that they do not speak on behalf of the City or the Dog Park Advisory Group, and that the opinion they offer is their own personal opinion.

1.5.08. Routine City Council Reporting.

- A. Provision of Meeting Agendas and Minutes (regular). The City Clerk’s Office shall provide City Councilmembers with the agendas and minutes for the Dog Park Advisory Group on a regular basis.
- B. Provision of Meeting Agendas and Minutes (annual). The City Clerk’s Office shall compile and provide City Councilmembers with the minutes for the Dog Park Advisory Group that occurred during the preceding calendar year no later than January 31 of each year.

City Council Approval: February 21, 2018

**CITY OF LAGUNA WOODS
ADMINISTRATIVE POLICY 2.8**

COMMUNITY SERVICES GRANT PROGRAM

2.8.01. Statement of Purpose.

The City of Laguna Woods recognizes that nonprofit organizations fill an important role in improving and maintaining a high quality of life for residents. To encourage nonprofit organizations to develop, provide, and enhance beneficial services, the City has established a Community Services Grant Program to award monetary grants to qualified nonprofit organizations using the process described herein.

2.8.02. Eligibility Requirements.

An organization is eligible to be awarded funding from the Community Services Grant Program if it is recognized as a tax-exempt organization under Section 501(c)3 of the Internal Revenue Code and provides social services, transportation services, or other services that contribute to the quality of life for Laguna Woods residents. Activities whose principal purpose or objective is the dissemination of religious or political views or advocacy are not eligible for funding consideration.

2.8.03. Prioritization of Eligible Services.

Social services (e.g., health, safety, crisis, mobility, disabled, and financial assistance programs for older adults) are the highest priority for funding from the Community Services Grant Program, followed by transportation services (e.g., disabled, golf cart and alternative vehicle, connective, shuttle, bus, and driver training programs for older adults), and other services (e.g., arts and recreation). This prioritization is intended to help prospective applicants prepare responsive applications that focus on areas of significant need within Laguna Woods. Such priorities in no way limit the Community Services Committee's ability to make recommendations to the City Council or the City Council's ability to award funding at its sole and absolute discretion.

2.8.04. Determination of Funding Availability.

Each fiscal year, as a part of its annual budget development process, the City Council shall determine at which level to fund the Community Services Grant Program for the upcoming fiscal year. This determination shall be made taking into account community needs, as well as the City's financial position, budgeting priorities, funds

availability, short and long-term obligations, and other considerations regarding prudent public oversight and administration.

2.8.05. Application Period and Submittal Process.

- A. Application Period – When funded by the City Council, the Community Services Grant Program shall accept applications for a 45-day period beginning no earlier than July 1 of the applicable fiscal year. Applications shall be accepted for grants to be awarded effective on January 1 of the subsequent calendar year.
- B. Application Period Notices – A public notice announcing the application period and the availability of grant funds shall be published in the *Laguna Woods Globe* and the *Orange County Register* prior to the beginning of the application period. In addition, notices shall be mailed to (1) applicants that submitted applications for funding consideration in any of the five immediately preceding Community Services Grant Program cycles; (2) organizations identified through an annual consultation with the Orange County Office on Aging; (3) organizations that have requested such notification by contacting the City in writing; and, (4) Laguna Woods Village TV6. A notice shall also be posted on Channel 31.
- C. Application Form – Applications must be made on a standardized form approved by the City Manager and the City Attorney. In addition to a complete form, all applicants shall submit a determination letter from the Internal Revenue Service (IRS) verifying that the applicant is recognized as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. The City reserves the right to request supplemental information from any or all applicants at its discretion. Application forms shall be distributed with a listing of the funding awarded as a part of the two previous grant cycles for information purposes. Submission of a completed application confers no rights upon an applicant with respect to any favorable consideration for funding. All funding is awarded at the City Council’s sole and absolute discretion.
- D. Late and Incomplete Applications – Applications must be received no later than the published application deadline. Applications postmarked before the deadline, but not actually received by the City prior to the deadline, will not be accepted. Applicants that submit incomplete applications will be notified by the City and asked to submit the missing information within five calendar days of notification. Failure to do so will result in the application being deemed ineligible.

2.8.06. Community Services Committee Responsibilities.

A. Prior to grant awards by the City Council, the Community Services Committee shall be responsible for all of the following activities:

- Reviewing eligible grant applications;
- Receiving applicant presentations and conducting follow-up interviews; and
- Making grant award recommendations to the City Council.

To ensure that there are multiple opportunities for public input, the Community Services Committee shall fulfill the above described responsibilities over the course of at least two open and publically noticed meetings – the first to receive applicant presentations and conduct follow-up interviews and the second to make grant award recommendations to the City Council.

Community Services Committee members who serve on the board of directors for any applicant shall not participate in or use their official position to influence the Committee’s responsibilities under this subsection (A) with respect to the subject organization.

B. Following grant awards by the City Council, the Community Services Committee shall be responsible for all of the following activities:

- Reviewing the quarterly and year-end reports from each funded organization;
- Conducting an on-site evaluation of each funded organization; and
- Making grant-related recommendations to the City Council.

C. The Community Services Committee shall seek to maximize public value in its recommendations to the City Council and shall, at a minimum, consider all of the following, in the fulfillment of its responsibilities:

- The nonprofit status of the organization;
- The number of Laguna Woods residents directly or indirectly benefited;
- The scope and extent to which one or more public needs is advanced;
- The amount of the request, including administrative overhead ratios;
- The manners in which effectiveness and outcomes can be evaluated;
- The potential for exposure of the City to liability or other legal concerns; and
- Conformance with the provisions of this administrative policy.

2.8.07. City Council Responsibilities.

All grant awards must be approved by a majority vote of the City Council in an open and publically noticed meeting. The City Council reserves the right to exercise its sole and absolute discretion in the approval of grant awards and may require applicants to participate in additional presentations or follow-up interviews, or provide such other information as it deems necessary to make decisions regarding grant awards.

2.8.08. Grant Agreements.

As a condition of grant awards, organizations shall execute an agreement with the City of Laguna Woods. In addition to a binding description of grant purposes, deliverables, and amounts, agreements shall, at a minimum, require all of the following:

- A. Proof of insurance and indemnification in form, type, and amounts determined necessary by the City Attorney and City's risk manager.
- B. Commitment not to discriminate in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition, marital status, or sexual orientation in connection with or related to the performance of services for which grant funds are awarded.
- C. Assurances that the organization shall provide the City or its agents with on-site access to evaluate the services for which grant funds are awarded.
- D. Assurances that the organization shall submit quarterly and year-end reports to the City in accordance with all applicable policies, terms, and conditions.
- E. Assurances that financial records shall be made available to the City and/or its agents upon request; maintained in accordance with generally accepted accounting principles; and, be sufficiently complete and detailed so as to permit an accurate evaluation of the services for which grant funds are awarded.
- F. Acknowledgment that the City reserves the right to perform an independent audit of grant fund expenditures by an auditor of the City's choosing, with or without cause, at any time within five years of the end of the agreement. Accordingly, the organization shall retain all records related to the expenditure of grant funds for a period of no less than five years from the end of the agreement.
- G. Acknowledgement that any breach of the agreement that results in termination of the agreement shall require the repayment of the full amount of the grant funds distributed, to date, by the City within 30 days of the termination date.

- H. Acknowledgement that any unused grant funds as of the end of the agreement must be returned to the City within 30 days of the end of the agreement.

Grant agreements are subject to approval as to form by the City Attorney and shall be signed by the Mayor on behalf of the City.

2.8.09. Grant Reporting.

- A. Each funded organization shall be responsible for preparing and submitting three quarterly reports and one annual report during the term of the agreement. The City reserves the right to require additional reporting at its discretion.
- B. At a minimum, all reports shall include a progress and financial summary stating the manner in which grant funds were expended and services delivered during the specified period. The annual report shall additionally include a comparison of actual expenditures and accomplishments to the deliverables and amounts set forth in the grant agreement.
- C. The City Manager is authorized to establish requirements related to reporting, including, but not limited to, requiring certain forms and information.

2.8.10. Grant Payments.

Following grant awards by the City Council, organizations shall receive quarterly payments from the City of one-fourth of the overall grant award. The initial payment shall be mailed by the City within 10 days of the start of the calendar year for which funding was awarded. Subsequent payments shall be mailed following the receipt of quarterly or annual reports in form sufficient to the City. Failure to submit a report in form sufficient to the City shall preclude the organization from receiving subsequent payments until the required reports are submitted and deemed complete by the City.

Table 2.8-1: Grant Payment and Reporting Table

Quarter	Quarterly Report Due	Annual Report Due	Quarterly Payment Mailed
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1 (January-March)	April 30	N/A	By January 10
2 (April-June)	July 30	N/A	Within 30 days of the receipt of the required report in form sufficient to the City
3 (July-September)	October 30	N/A	
4 (October-December)	N/A	January 30	

2.8.11. On-Site Evaluations.

The Community Services Committee shall conduct at least one on-site evaluation of each funded organization during the term of grant agreements. The Committee may appoint up to three of its members to participate in each on-site evaluation. On-site evaluations shall be coordinated by City staff and scheduled for the third quarter of each grant cycle. Committee members shall evaluate the effectiveness of the services for which grants were awarded and provide an oral report to the Community Services Committee, as a whole, at its next regularly scheduled meeting.

City Council Approval: August 20, 2014

This Administrative Policy is effective beginning with the 2015 Community Services Grant Program.

CITY OF LAGUNA WOODS

**ADMINISTRATIVE POLICY 3.3
THIRD PARTY USE OF CITY COUNCIL CHAMBERS**

3.3.01 PURPOSE

To establish policies and procedures a policy for third party use of the City Council Chambers.

3.3.02 GENERAL POLICY

- A. Reservations are required for the use of the City Council Chambers; written requests are required for Category 2 and 3 users. Written requests shall contain the following information:
1. Name of organization and basis of eligibility
 2. Name and telephone number of a contact person
 3. Date, time and purpose for use of the facility
 4. Number and description of planned event attendees
 5. Methods of publicizing the event – publicity for Category 2 and 3 users must include a statement that the event has no connection with the City of Laguna Woods
- B. City Council, City committees, organizations co-located in City Hall, and city sponsored events shall have priority for use of the Council Chambers.
- C. With the exception of official holidays, the normal operating hours of City Hall are 8:00 a.m. through 5:00 p.m., Monday through Friday. Use of the Council Chambers outside of normal operating hours will require a City staff person or Councilmember to be in attendance at City Hall during the entire time of the event.
- D. The maximum capacity of the Council Chambers is 103; events that exceed the maximum capacity will not be allowed.
- E. The on-site sale of goods or services is not permitted at City Hall

- F. The use of polyurethane materials is not permitted at City Hall.
- G. No smoking is permitted at City Hall.
- H. The use of alcohol is not permitted at City Hall.
- I. Other than coffee, water, soft drinks, cookies and candy, no food is permitted in the Council Chambers (exceptions may be made for sandwiches/salads).
- J. No tape, nails, staples, etc. will be permitted on the walls, ceilings, windows or furniture in the Council Chambers.
- K. Category 2 and 3 users must sign an indemnification statement and the City of Laguna Woods reserves the right to require any group to provide liability insurance for their event.
- L. The City reserves the right to cancel or reject current and future reservations due to misuse of facilities or violation of policies and procedures.
- M. Scheduling of the City Council Chambers is supervised by the City Manager's Office and interpretation of and exceptions to the Use Policy are the responsibility of that office.

3.3.03 EXTENDED HOURS FEE

Category 2 and 3 users are subject to a \$35 per hour fee for use outside of normal City business hours and to the actual availability of a staff person to open and close the facility.

The extended hours fee may be waived if a councilmember or staff person is a member of a Category 2 organization holding an event, is present at the event, and assumes responsibility for securing the facility.

There will be no waiver of fees for Category 3 users.

3.3.04 USE OF CITY EQUIPMENT

Approximately 84 chairs are available for use in the Council Chambers as well as a dais that seats eleven. There are also 4 six foot folding tables available. The room contains a microphone system and a 102” pull down video screen. All other equipment must be provided by the user.

Any person or group causing damage to City Hall and/or equipment will be required to pay for the damage.

3.3.05 CONDITIONS OF FACILITY, CLEAN-UP AND DAMAGES

At the end of the permitted use, it is the responsibility of Category 2 and 3 users to:

- Remove all equipment, supplies, displays and personal articles. Any supplies left in the room may be discarded.
- Clean off tables used and any carpet areas soiled or dampened.
- Clean-up and remove all trash to outside trash dumpsters.

3.3.06 CATEGORIES OF USERS

A. Category 1

City of Laguna Woods sponsored and co-sponsored events and events of agencies that have a joint use agreement with the City and organizations to which the City is a member or contributes funding may reserve the City Council Chambers during normal business hours at no cost. Use of facilities after hours will be permitted if a City staff member or Councilmember is in attendance at the meeting.

B. Category 2

Not-for-profit civic, social and religious organizations that:

- maintain a physical address within the City, and
- have at least a 60% Laguna Woods’ resident membership or provide general services to Laguna Woods residents

may reserve the City Council Chambers during normal business hours at no cost. Use of the facility after hours will be subject to the extended fee policy.

C. Category 3

Laguna Woods’s businesses and profit-making organizations that:

- maintain a physical address in the City of Laguna Woods, and
- whose event attendance is expected to be at least 60% Laguna Woods’ residents

may reserve the City Council Chambers during normal business hours. A \$35 reservation fee will be assessed per use. Use of the facility after hours will be subject to the extended use fee policy.

Adopted by City Council: February 16, 2005

PROPOSED FOR REPEAL



City Council Chambers Use Application and Permit

Reservation Date: _____

Hours (including set-up and clean-up) _____

Equipment/Set -Up Required _____

Applicant/Organization _____

Type of Organization _____

Address _____

Contact Name _____

Telephone _____ Email _____

Type of Meeting/Activity _____

Will food/drinks be served (no alcohol is allowed in city facilities) _____

Number of people expected _____ Admission charge _____

Materials to be distributed/sold _____

Open to Public: ___ Yes ___ No Will minors be present: ___ Yes ___ No

Meeting Notice/Advertising Flyers _____ Newspaper _____ Other _____

Indemnification

Applicant hereby agrees to defend, indemnify and hold harmless the City of Laguna Woods, and their council members, officers, staff, employees, servants, attorneys, and agents (hereinafter collectively the “City Representatives”) from and against any and all claims, demands, expenses, liabilities, disputes, rights, remedies, and causes of action of every kind and nature whatsoever, including attorney’s fees (hereinafter collectively “Claims”) asserted by anyone including any person, entity, or governmental agency, which Claims arise from, or in any way relate to: (a) the proposed use of City premises or facilities; (b) the event described herein; or any acts or omissions of Applicant or Applicant’s officers, employees, volunteers, invitees, or guests, or any participant in the proposed event. This provision applies regardless of any active or passive negligent act or omission of City Representatives but does not apply to the extent the Claims are caused by the gross negligence or willful or wanton misconduct of City Representatives. This Indemnification applies even if insurance is required.

Insurance will be required from Class C users.

Applicant Name/Organization _____

Applicant Signature _____ Date: _____

Position/Authorization _____

For Office Use Only

User Category _____ Fee _____ Indemnification _____ Insurance _____

Set-Up _____

Food _____

Application: _____ Approved _____ Denied by _____

Conditions/Comments:

7.7

**EL TORO ROAD AND MOULTON PARKWAY
WATER QUALITY TREATMENT PROJECT:
PHASE 2
*(NO REPORT)***

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

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9.1 ANIMAL REGISTRATION

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: April 16, 2025 Regular Meeting

SUBJECT: Animal Registration

Recommendation

Approve 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 SECTION 5.02.010 AND CHAPTER 5.04 OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO ANIMAL REGISTRATION, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Background

The City’s existing animal registration ordinance was adopted on October 18, 2000 and is codified in Laguna Woods Municipal Code Chapter 5.04. Definitions of terms appearing in Title 5 (Animals) of the Laguna Woods Municipal Code are codified in Laguna Woods Municipal Code Section 5.02.010.

At the regular meeting on March 19, 2025, the City Council conducted a public hearing and voted unanimously to approve the introduction and first reading of the ordinance included with this agenda report as Attachment A.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on proposed modifications of Title 5 (Animals) of the Laguna Woods Municipal Code (Attachment A). Staff recommends that the City Council conduct a public hearing and initiate the adoption process for the proposed ordinance in order to modify the allowable periods of time for which animal registrations may be issued, registration application requirements, registration fee waivers and exemptions, and other registration-related provisions and requirements. The proposed ordinance is further intended to clarify and enhance ease of use and application of Title 5 of the Laguna Woods Municipal Code, both for internal parties and the public.

The proposed ordinance would reorganize and rephrase much of Laguna Woods Municipal Code Chapter 5.04 with the most significant modification being the period of time for which an animal registration can be issued. At present, animal registrations are issued by calendar year, which can result in the need for more frequent than typical rabies vaccinations, if a dog's most recent vaccination is not valid through the end of the calendar year (state law prohibits the issuance of registrations for periods that exceed the expiration date of a dog's most recent rabies vaccination). By shifting to a more flexible "up to 36 months" registration term, registrations would be able to be obtained for the specific duration of a dog's current rabies vaccination. This is the same registration term the City of Laguna Beach already offers for dogs residing within Laguna Beach.

To reflect the aforementioned modification of the registration term, the proposed ordinance would also delete the "registration year" definition from Laguna Woods Municipal Code Section 5.02.010.

If the recommended action is taken at today's meeting, the ordinance would take effect in 30 calendar days.

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

Sufficient funds to support this project are included in 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.

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

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ORDINANCE NO. 25-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING SECTION 5.02.010 AND CHAPTER 5.04 OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO ANIMAL REGISTRATION, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, staff has recommended amending Section 5.02.010 and Chapter 5.04 of Title 5 (Animals) of the Laguna Woods Municipal Code (“Code Amendments”) to modify the allowable periods of time for which animal registrations may be issued, registration application requirements, registration fee waivers and exemptions, and other registration-related provisions and requirements; and to clarify and enhance ease of use and application of Title 5 of the Laguna Woods Municipal Code, both for internal parties and the public; and

WHEREAS, on March 19, 2025, 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 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. Sections 5.02.010 and Chapter 5.04 of Title 5 (Animals) of the Laguna Woods Municipal Code are hereby amended 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.

[SIGNATURES ON NEXT PAGE]

PASSED, APPROVED AND ADOPTED this XX day of XX 2025.

SHARI L. HORNE, 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. 25-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2025, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2025 by the following vote to wit:

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

YOLIE TRIPPY, CMC, City Clerk

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**EXHIBIT A
CODE AMENDMENTS**

*Section 5.02.010(95) (“Definitions” > “Registration year”) of Chapter 5.04 (“Registration”) is hereby repealed from Title 5 (“Animals”) of the Laguna Woods Municipal Code in its entirety (deletions shown with **strikethrough**):*

~~(95) Registration year, under this chapter, shall commence on January 1 of each year and shall end on December 31 of the same year.~~

*Chapter 5.04 (“Registration”) of Title 5 (“Animals”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining, deletions shown with **strikethrough**):*

CHAPTER 5.04. - REGISTRATION

Sec. 5.04.010. - Registration required for dogs.

~~It shall be unlawful for any person to own or harbor or keep any dog four months of age or older within the City unless there is attached to such dog a collar upon which there is a current numbered metal. The collar need not be attached to the dog while such dog remains in the dwelling of the owner or other person having custody thereof, or in the enclosed yard adjacent thereto. Nothing contained in this section, however, shall be construed to relieve the necessity of having a current tag for each dog.~~
(a) No person shall own, harbor, or keep any dog four months of age or older without obtaining and holding in full force and effect a registration for such dog from the City and such other City registrations, permits, or licenses as may be required.

(b) This section is not intended to be exclusive and compliance with its provisions shall not excuse noncompliance with any federal, state, or other local laws.

Sec. 5.04.020. - ~~Thirty~~Fifteen-day time limit to register.

Application for registration must be made within 15 days after obtaining a dog over four months of age or within 15 days of establishing residence within ~~the City~~Laguna Woods.

~~Sec. 5.04.030. – Rabies vaccination.~~

~~No dog shall be registered without presentation of a rabies vaccination certificate signed by a licensed veterinarian. Such certificate shall be valid for the entire registration period.~~

Sec. 5.04.~~040~~030. - Registration fee.

~~A fee shall be paid annually to the City for each registration required by this chapter, as provided by City Council resolution. The registration fee shall be prorated on a quarterly basis for new residents, newly acquired dogs, or puppies at four months of age. Proof of new residency, purchase date of dog or dog's age must be presented for prorating of the fee. Any person whose dog has been spayed or neutered is eligible for a one-time fee exempt license for up to two years, provided that a certificate of sterilization issued by a licensed veterinarian is presented with the registration application. Such fee shall not apply to any dog while kept or maintained exclusively within a commercial kennel or by a recognized animal rescue organization.~~(a) A fee shall be paid for each registration required by this chapter, in an amount established by resolution of the City Council.

(b) The period of time for which registration shall be issued may vary from 12 months to 36 months, subject to the rabies vaccination for the dog being valid for the entire period of time. Registration may be issued for new residents, newly acquired dogs, or dogs at four months of age for periods of time less than 12 months if the dog's rabies certificate expires sooner than the minimum registration period. Proof of new residency, purchase date of dog, or dog's age must be presented for prorating of the fee.

(c) No registration fee shall be required for the following:

(1) Assistance dogs as defined in California Food and Agricultural Code Section 30850.

(2) Dogs honorably discharged from the armed forces of the United States.

(3) Dogs in the care, custody and control of persons who are traveling through Laguna Woods or temporarily staying in Laguna Woods, for a period not exceeding 15 days or with proof of current registration

from primary place of residence, or brought into Laguna Woods for the exclusive purpose of being entered in a dog show or exhibition, provided such dogs are so entered and not kept elsewhere.

(4) Dogs used in crime detection or apprehension by public officers.

(5) Dogs housed in a duly licensed pet show prior to sale.

(6) Dogs while kept or maintained exclusively within a commercial kennel or by a recognized animal rescue organization.

(d) Registration fees are not refundable or transferable.

~~Sec. 5.04.050. – Registration fee exemptions.~~

~~No registration shall be required for the following:~~

~~(1) Assistance dogs as defined in Food and Agricultural Code § 30850.~~

~~(2) Dogs honorably discharged from the armed forces of the United States;~~

~~(3) Dogs in the care, custody and control of nonresidents who are traveling through the City or temporarily staying in the City, for a period not exceeding 15 days or with proof of current registration from primary place of residence, or brought into the City for the exclusive purpose of being entered in a dog show or exhibition, provided such dogs are so entered and not kept elsewhere in the City;~~

~~(4) Dogs used in crime detection or apprehension by public officers;~~

~~(5) Dogs housed in a duly licensed pet show prior to sale.~~

Sec. 5.04.060040. - Registration application.

~~The owner shall state at the time application is made and, upon standard printed forms of application provided for such purpose, his name, address and telephone number, and the name, breed, color, age and sex of each animal for which application is made.~~Registration applications shall be

reviewed for conformance with this chapter and acted upon administratively by the Animal Services Manager. In applying for registration, the owner of a dog shall furnish to the City a sworn statement, upon a form provided by the City, setting forth the following information:

- (a) Contact information for the owner of the dog;
- (b) Descriptive information for the purpose of identifying the dog;
- (c) Proof of rabies vaccination of the dog signed by a veterinarian licensed to practice in the state of California or otherwise lawfully able to practice in the state of California (e.g., under the federal Servicemembers Civil Relief Act); and
- (d) Any additional information which the Animal Services Manager may require.

Sec. 5.04.~~070~~050. - ~~Issuance~~Registration tag.

(a) Upon collection of the registration fee and submittal of the registration application, ~~a dated receipt will be issued stating the name, address and telephone number of the owner, dog tag number, description of the dog, and the expiration date of the rabies vaccination, together with a registration tag stamped with a serial number, year and name of the City~~ the Animal Services Manager shall issue a registration tag to the owner of the dog.

(b) In case any registration tag is lost or destroyed, replacement may be obtained upon showing such proof as may be required, and upon payment of a replacement fee in an amount established by resolution of the City Council.

(c) Registrations are not transferable.

Sec. 5.04.~~080~~060. - **Display of registration tag.**

(a) No person who owns, harbors, or keeps any dog shall fail or refuse to exhibit the registration ~~and~~ tag required by this chapter upon demand of any person charged with the enforcement of this chapter.

~~(b) In case any registration tag is lost or destroyed, replacement may be obtained upon showing such proof as may be required, and upon payment of the replacement fee as set by resolution of the City Council.~~

(eb) No unauthorized person shall remove from any ~~animal~~dog any collar, harness, or other device to which is attached a current registration tag ~~for the current year~~ or remove such registration tag from any ~~animal~~dog.

~~(d) Animal registrations are not transferable or refundable.~~

(ec) ~~It is unlawful for any person to~~No person shall attach any current ~~license~~registration tag to any dog, which registration tag was not issued for said dog, or to counterfeit or imitate a ~~dog~~registration tag, or to attach a counterfeit or imitation registration tag to any dog; ~~and it shall be unlawful for any person to make any false statement as to any fact required in connection with the securing and issuance of the tag.~~

Sec. 5.04.~~090~~070. - Delinquency date; ~~additional~~late fee.

Registrations shall become delinquent ~~sixty~~60 days following the date on which they are due, and all delinquent registrations shall be subject to the payment of a ~~penalty, as set by resolution of the City Council,~~ late fee, in an amount established by resolution of the City Council, in addition to the registration fee.

Sec. 5.04.080. - **Revocation of registration.**

The Animal Services Manager may suspend or revoke any registration that is found to have been obtained on that basis of incomplete, untrue, inaccurate, or otherwise misrepresented information.

Sec. 5.04.~~100~~090. - **Registration of cats.**

Cats over four months of age may be registered ~~with the City~~ in the same manner in which dogs are registered, and for the same fee. ~~Cats must have a current rabies vaccination valid for the entire one-year registration period.~~

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9.2
SENIOR MOBILITY PROGRAM

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: April 16, 2025 Regular Meeting

SUBJECT: Senior Mobility Program

Recommendation

Approve an extension and amendment of the agreement with Cabco Yellow, Inc. doing business as California Yellow Cab for Senior Mobility Program transportation services, including, but not limited to, modifications of the amount of transportation costs paid by the City, and authorize the City Manager to execute the extension and amendment, subject to approval as to form by the City Attorney.

Background

The Senior Mobility Program subsidizes the cost of taxi travel for Laguna Woods residents who are at least 60 years of age. Made possible, in part, with the generous support of the Orange County Transportation Authority (“OCTA”) and Orange County’s Measure M2 (OC Go) half-cent sales tax, the Senior Mobility Program promotes lifelong mobility through the provision of affordable, older adult-oriented transportation services.

Residents who enroll in the Senior Mobility Program receive an identification card that reduces regular California Yellow Cab fares for trips that start or end in Laguna Woods (the amount residents pay is referred to as the “co-pay”). For the current two-year cycle of the Senior Mobility Program that began on July 1, 2023 and will end on June 30, 2025, the co-pays are as follows:

- \$0 to or from **Laguna Woods City Hall/Public Library**
- \$0 to or from **Irvine Station** (access to Amtrak, Metrolink, and OCTA buses)

- \$5 for **trips up to 10 miles within Orange County** (each way)
- \$10 for **trips over 10 miles within Orange County** (each way)
- \$15 to or from **VA Long Beach**
- \$25 to or from **John Wayne Airport**

A report summarizing participation in the Senior Mobility Program and travel provided for the first 18 months (July 1, 2023 through December 31, 2024) of the current two-year cycle is included as Attachment C.

Discussion

Today’s meeting is an opportunity for City Council action, as well as public input, on a proposed extension and amendment of the agreement with California Yellow Cab for Senior Mobility Program transportation services (Attachment A). Staff recommends that the City Council approve and authorize execution of the proposed extension and amendment in order to establish a compensation and fare structure for the next two-year cycle of the Senior Mobility Program, beginning on July 1, 2025 and ending on June 30, 2027. Staff believes that the proposed extension and amendment would result in a more fiscally sustainable Senior Mobility Program, while still providing significant subsidies of most market rate fares.

Modifications included in the proposed extension and amendment include, but are not limited to, the following:

- Extend the term of the agreement with California Yellow Cab through June 30, 2027 (the end of the next two-year cycle of the Senior Mobility Program). The agreement would otherwise end on June 30, 2026.
- Modify the compensation and fare structure (see Table 1 below and the draft Senior Mobility Program flyer included as Attachment B)

Table 1: Proposed Modifications to Certain Destination Charges

Destination	Proposed Modifications
Trips to or from Laguna Woods City Hall/Public Library	Eliminate the current 100% subsidy (\$0 co-pay) and charge based on mileage (e.g., a trip to or from City Hall from anywhere in Laguna Woods would be less than 10 miles and require a co-pay

Destination	Proposed Modifications
	of \$8; the City would pay \$10.50). This would prevent the 100% subsidy from being used for trips where City Hall is not the intended destination (e.g., booking a trip to City Hall only to walk to the Willow Tree Center without paying the co-pay that would apply if the trip was booked there).
Trips up to 10 miles within Orange County (each way)	Reduce the current subsidy by \$3, thereby increasing the co-pay from \$5 to \$8. The City would pay \$10.50 instead of \$13.50 per trip.
Trips between 10.1 and 15 miles within Orange County (each way)	Reduce the current subsidy by \$8, thereby increasing the co-pay from \$10 to \$18. The City would pay \$34 instead of \$42 per trip.
Trips over 15 miles within Orange County (each way)	Reduce the current subsidy by \$18, thereby increasing the co-pay from \$10 to \$28. The City would continue to pay \$3 per mile less the co-pay amount (e.g., for a 20-mile trip, the City would pay \$32 (\$60 less the \$28 co-pay)).
Trips to or from VA Long Beach	Reduce the current subsidy by \$13, thereby increasing the co-pay from \$15 to \$28. The City would pay \$62 instead of \$75 per trip.
Trips to or from John Wayne Airport	Reduce the current subsidy by \$15, thereby increasing the co-pay from \$25 to \$40. The City would pay \$12 instead of \$27 per trip.

- Add new 100% subsidized (\$0 co-pay) trips to the following destinations, as proposed in the City’s successful application for 2024 Enhanced Mobility for Seniors and Individuals with Disabilities (“EMSD”) Program funding from OCTA:
 - Laguna Hills Transportation Center
 - Santa Ana Regional Transportation Center

- Specify that trips to or from all terminals at John Wayne Airport (including the main terminals (A, B, and C) and terminals serving full-service fixed base operators (currently, ACI Jet and Clay Lacy Aviation)) will be considered John Wayne Airport trips. This modification would prevent trips to or from terminals serving full-service fixed base operators from being made for co-pays less than trips to or from the main terminals.

Fiscal Impact

The City's costs of providing the Senior Mobility Program are directly related to the number of residents who enroll and the type and frequency of travel they choose to participate in. As residents may use the Senior Mobility Program as little or as much as they would like, expenditure projections include a high level of volatility. The unknown effect that changes in co-pay amounts may have on how residents use the Senior Mobility Program further complicates expenditure projections.

For the current two-year cycle of the Senior Mobility Program, the City has contributed \$580,000 from the General Fund to the Senior Mobility Fund to meet higher than expected demand and provide sufficient cash flow for direct costs.

Staff anticipates that the proposed compensation and fare structure would require General Fund contributions to the Senior Mobility Fund of at least \$812,104 over the upcoming fiscal years 2025-27 budget cycle. The amount of General Fund contributions required in Fiscal Year 2025-26 would be less than in Fiscal Year 2026-27 due to the receipt of \$325,000 in EMSD Program funds.

EMSD Program funds will be received on a reimbursement basis, meaning that the City will be required to make expenditures in advance of receiving offsetting revenue from OCTA. As such, if the City Council takes the recommended action, staff plans to recommend transferring the General Fund contributions to the Senior Mobility Fund in equal halves in Fiscal Year 2025-26 and Fiscal Year 2026-27 (\$406,052 each year). Any transferred funds that remain unspent at the end of either fiscal year would be available for expenditures in the following fiscal year.

Report Prepared With: Liz Torres, Administrative Services Director/City Treasurer

Attachments: A – Proposed Extension and Amendment
B – Draft Senior Mobility Program Flyer for 7/2025-6/2027 Cycle
C – Senior Mobility Program Participation & Travel Report, 7/1/23-12/31/24

**EXTENSION AND AMENDMENT OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
CABCO YELLOW, INC. DBA CALIFORNIA YELLOW CAB
FOR SENIOR MOBILITY PROGRAM TRANSPORTATION SERVICES**

This EXTENSION AND AMENDMENT of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was entered into on June 22, 2023, by and among the City of Laguna Woods, a California municipal corporation ("CITY") and Cabco Yellow, Inc. doing business as California Yellow Cab ("CONSULTANT"), is made and entered into this _____ by and among the CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between July 1, 2023 and 11:59 p.m. on June 30, 2026; and

WHEREAS, the AGREEMENT allows for the term of the AGREEMENT to be extended upon written agreement of both parties through a maximum of 11:59 p.m. on June 30, 2027.

NOW THEREFORE, the parties amend the AGREEMENT as follows:

1. CITY and CONSULTANT hereby agree to an EXTENSION of the AGREEMENT for a period beginning on July 1, 2026 and ending at 11:59 p.m. on June 30, 2027 with no changes to the terms and conditions of the AGREEMENT except as provided herein.

2. CITY and CONSULTANT hereby agree to an AMENDMENT of the AGREEMENT consisting only of the modifications shown on pages 2-3 of this EXTENSION AND AMENDMENT, to be effective beginning on July 1, 2025.

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

CITY OF LAGUNA WOODS:

Approved as to Form:

By _____
Christopher Macon, City Manager

Alisha Patterson, City Attorney

CONSULTANT:

By _____
Akbar Majid, President

AMENDMENT TEXT

Exhibit “B” (“Compensation”) of the AGREEMENT is amended to read as follows (additions shown with underlining):

EXHIBIT "B"
COMPENSATION

CONSULTANT shall be compensated using the following rates:

Table B-1: Compensation Schedule

A Destination¹	B Enrolled Resident Co-Pay (collected by CONSULTANT’s driver upon arriving at the destination)²	C CITY Charge (invoiced by CONSULTANT on a monthly basis)	D Total Amount Paid to CONSULTANT (Columns B + C)
Trips to or from Laguna Woods City Hall (24264 El Toro Road, Laguna Woods, CA 92637)	\$0.00	\$18.50	\$18.50
Trips to or from <u>Laguna Hills Transportation Center (24282 Calle de los Caballeros, Laguna Hills, CA 92653)</u>	<u>\$0.00</u>	<u>\$18.50</u>	<u>\$18.50</u>
Trips to or from Irvine Station (15215 Barranca Parkway, Irvine, CA 92618)	\$0.00	\$18.50	\$18.50
Trips to or from <u>Santa Ana Regional Transportation Center (1000 East Santa Ana Boulevard, Santa Ana, CA 92701)</u>	<u>\$0.00</u>	<u>\$52.00</u>	<u>\$52.00</u>
Trips of 5 miles or less within Orange County (one-way)	\$5.00 <u>\$8.00</u>	\$18.50 <u>\$10.50</u>	\$13.50 <u>\$18.50</u>
Trips over 5 miles and up to 10 miles within Orange County (one-way)	\$5.00 <u>\$8.00</u>	\$22.50 <u>\$19.50</u>	\$27.50
Trips over 10 miles within Orange County (one-way)	\$10.00 <u>If the trip is 15 miles or less, \$18.00.</u> <u>If the trip is over 15 miles, \$28.00.</u>	If trip is 20 miles or less, \$42.00 <u>\$34.00</u> If trip is over 20 miles, \$3.00 per mile less the Resident Co-Pay	If trip is 20 miles or less, \$52.00 If trip is over 20 miles, \$3.00 per mile <u>less the Resident Co-Pay</u>
Trips to or from VA Long Beach (5901 East Seventh Street, Long Beach, CA 90822)	\$15.00 <u>\$28.00</u>	\$75.00 <u>\$62.00</u>	\$90.00
Trips to or from John Wayne Airport (18601 Airport Way, Santa Ana, CA 92707; <u>19301 Campus Drive, Santa Ana, CA 92707; 19711 Campus Drive, Santa Ana, CA 92707; or, 361 Paularino Avenue, Costa Mesa, CA 92626</u>)	\$25.00 <u>\$40.00</u>	If trip is 10 miles or less, \$2.50 If trip is over 10 miles, \$27.00 <u>\$12.00</u>	If trip is 10 miles or less, \$27.50 If trip is over 10 miles, \$52.00

ITEM 9.2 – Attachment A

¹ All trips must start or end in Laguna Woods, CA 92637.

² CITY may change trip co-pays with a minimum of 30 days' notice to CONSULTANT, at CITY's sole discretion. City Manager of CITY is authorized to make such changes on behalf of CITY.

The rates set forth in Table B-1 are all inclusive. CONSULTANT shall not receive additional or supplemental compensation.

CITY shall not be liable for any failure of CONSULTANT's drivers to collect current amount of the Enrolled Resident Co-Pay identified in Table B-1.

CONSULTANT shall provide all services under this AGREEMENT on an as-needed basis. This AGREEMENT does not state, convey, imply or infer a specific, minimum or expected amount of work or compensation.

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For travel between July 1, 2025 and June 30, 2027.

ITEM 9.2 - Attachment B



The **Senior Mobility Program** subsidizes the cost of taxi travel for Laguna Woods residents who are at least 60 years of age.

Made possible, in part, with the generous support of the Orange County Transportation Authority and Orange County's Measure M2 (OC Go) half-cent sales tax, the Senior Mobility Program promotes lifelong mobility through the provision of affordable, older adult-oriented transportation services.

- **NO ENROLLMENT FEE**
- **UP TO TWO GUESTS RIDE FREE**
(when picked up with an enrolled resident)
- **WHEELCHAIR ACCESSIBLE TAXIS AVAILABLE**

Enrolled residents receive an identification card that reduces regular California Yellow Cab fares to the following co-pays, for all trips starting or ending in Laguna Woods:

\$0

to or from
Laguna Hills Transportation Center, Irvine Station, and Santa Ana Regional Transportation Center

\$8

for trips
up to 10 miles within Orange County
(each way)

\$18

for trips
between 10.1 and 15 miles within Orange County
(each way)

\$28

for trips
over 15 miles within Orange County
(each way)

for trips to or from
VA Long Beach

\$40

for trips to or from
John Wayne Airport



City of Laguna Woods
For more information,
please call City Hall at
(949) 639-0500.



HOW IT WORKS

1 **Enroll in the Senior Mobility Program**

City Hall is located at
24264 El Toro Road, Laguna Woods, CA 92637.

2 **Call California Yellow Cab at (714) 948-2040**

to schedule your trip and let them know you are enrolled in the Senior Mobility Program.

Please have your valid Senior Mobility Program identification card ready before you call.

*(scheduling trips at least 24 hours in advance is strongly recommended)
(wheelchair accessible taxis are available on request)*

3 **Grant access to the taxi**

If you live in Laguna Woods Village, **use DwellingLive** or **call Gate Clearance at (949) 597-4301** to let them know a taxi will be picking you up.

4 **Show your valid Senior Mobility Program identification card**

to the taxi driver at the start of your trip.

5 **Pay your co-pay**

when you arrive at your destination.

*(pay by cash, Visa, Mastercard, American Express, or Discover)
(tipping is optional)*



CITY OF LAGUNA WOODS

Senior Mobility Program Participation & Travel Report

July 1, 2023 - December 31, 2024



The Senior Mobility Program subsidizes the cost of taxi travel for Laguna Woods residents who are at least 60 years of age. Made possible, in part, with the generous support of the Orange County Transportation Authority and Orange County's Measure M2 (OC Go) half-cent sales tax, the Senior Mobility Program promotes lifelong mobility through the provision of affordable, older adult-oriented transportation services.

5,531 Enrollment

This represents approximately **34.5%** of Laguna Woods residents who are at least 60 years of age (2020 U.S. Census).

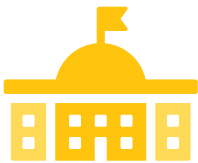
76.6 Average Age of Participants

This is based on the age of participants at the time of enrollment.

77.0 Median Age of Participants

For comparison, the median age of Laguna Woods residents is **74.9** (2020 U.S. Census).

Taxi Travel Provided



City Hall/Public Library

141 **350.10**

Trips (One-Way) *Miles Traveled*



John Wayne Airport

3,172 **40,240.99**

Trips (One-Way) *Miles Traveled*



Other; up to 10 miles

18,156 **79,276.70**

Trips (One-Way) *Miles Traveled*



Irvine Station

642 **3,871.60**

Trips (One-Way) *Miles Traveled*



VA Long Beach

126 **3,720.50**

Trips (One-Way) *Miles Traveled*



Other; over 10 miles

7,522 **125,076.10**

Trips (One-Way) *Miles Traveled*

Total: **29,759**
Trips (One-Way)

252,535.99
Miles Traveled

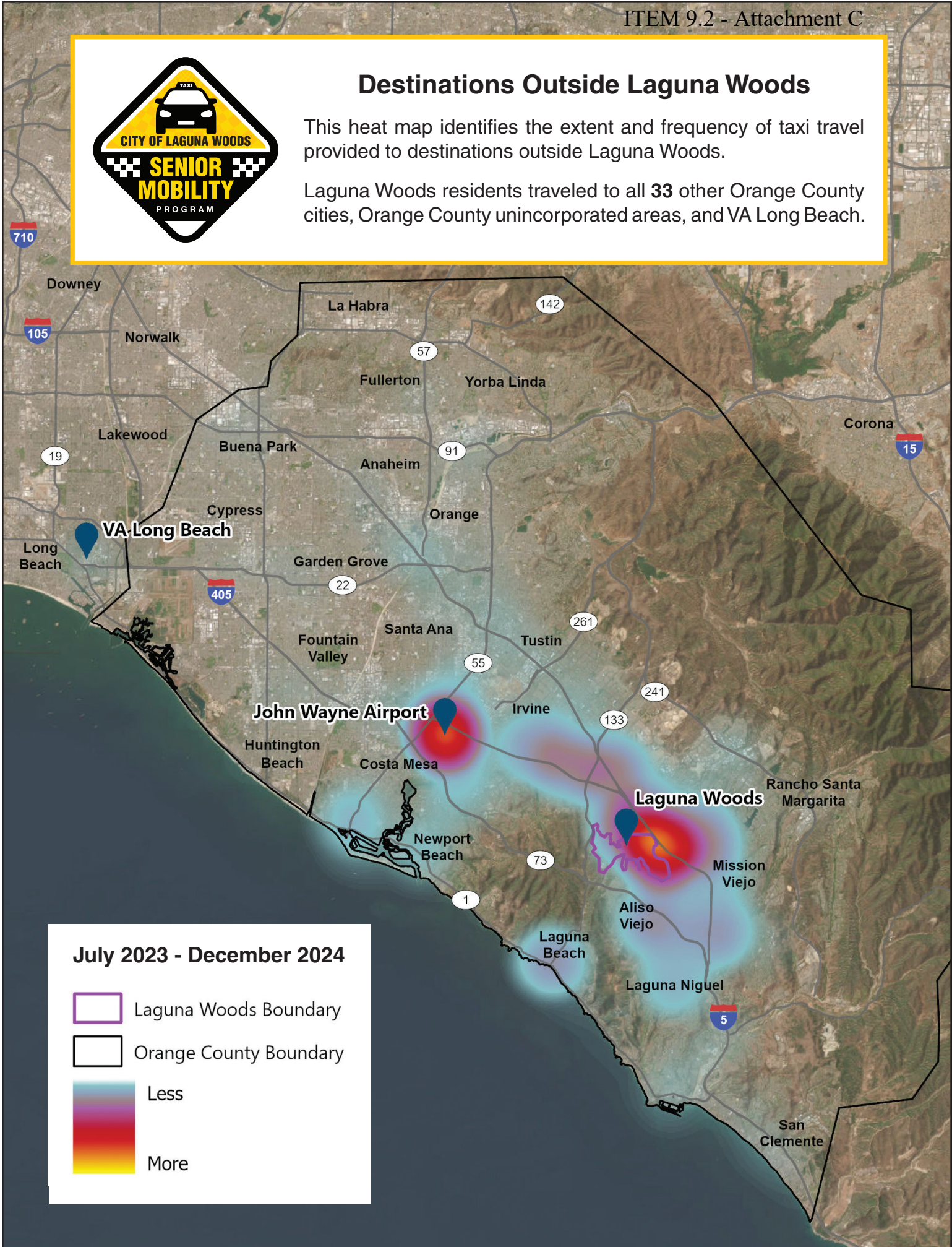
\$785,257.35
City Expenditures (Excluding Staff Time)



Destinations Outside Laguna Woods

This heat map identifies the extent and frequency of taxi travel provided to destinations outside Laguna Woods.

Laguna Woods residents traveled to all **33** other Orange County cities, Orange County unincorporated areas, and VA Long Beach.



July 2023 - December 2024

-  Laguna Woods Boundary
-  Orange County Boundary
-  Less
-  More

9.3
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: April 16, 2025 Regular Meeting

SUBJECT: Fiscal Years 2023-34 Capital Improvement Program

Recommendation

Receive and file a quarterly report on the status of the Fiscal Years 2023-34 Capital Improvement Program and potential amendments thereof.

Background

In accordance with Administrative Policy 2.9, and in order to assist with the long-term development of funding for major capital improvement projects on public property, the City Council adopts an 11-year Capital Improvement Program (“CIP”) as a part of each two-year budget. At each fiscal year intervening two-year budget adoptions, the City Council adopts an amended CIP for the same 11-year period in order to remain eligible to receive Measure M2 (OC Go) funds.

The City uses Measure M2 (OC Go) funds to support the maintenance, operation, and construction of roads and right-of-way.

The current CIP was adopted by the City Council on June 28, 2023 for an 11-year period spanning Fiscal Year 2023-24 through Fiscal Year 2033-34. The City Council most recently amended the CIP on November 20, 2024.

Discussion

Today’s meeting is an opportunity for City Council action, as well as public input, on matters concerning the Fiscal Years 2023-34 CIP.

Staff will provide a quarterly report on the status of the Fiscal Years 2023-34 CIP. The report will highlight progress toward the completion of CIP projects, as well as opportunities, needs, and challenges related to capital improvements.

CIP Projects – Construction Phase

Circulation Improvement Project – Fiscal Year 2024-25
City Hall Refurbishment and Safety Project: Phase 4
City Hall Refurbishment and Safety Project: Phase 4 (Elevator)
Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)

CIP Projects – Design Phase

City Centre Park Enhancement Project
City Hall Complex Parking Lot Improvement Project
City Hall Refurbishment and Safety Project: Phase 5
Woods End Wilderness Preserve Trail Drainage and Improvement Project

CIP Projects – Pre-Design Phase

Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9

CIP Projects – Led by City of Laguna Hills

Paseo de Valencia - Moulton Parkway Confluence Bypass Corridor Project

CIP Projects – Completed in Fiscal Years 2023-25

Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phases 6 and 6B
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8
City Hall Electric Vehicle Charging Infrastructure Project
City Hall/Public Library Project
El Toro Road and Moulton Parkway Water Quality Improvement Project: Phase 1
El Toro Road and Moulton Parkway Water Quality Improvement Project: Phase 2
El Toro Road Medians Improvement Project (El Toro Road between Moulton Parkway and Calle Sonora)
Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)
Ridge Route Drive Drainage Repair Project

Fiscal Impact

This quarterly report is for information only.

Report Prepared With: April Baumgarten, Public Works Administrator

9.4

**FISCAL YEARS 2025-27 BUDGET AND WORK
PLAN & FISCAL YEARS 2025-36 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: April 16, 2025 Regular Meeting

SUBJECT: Fiscal Years 2025-27 Budget and Work Plan & Fiscal Years 2025-36 Capital Improvement Program

Recommendation

1. Provide direction to the City Manager on the development of the Fiscal Years 2025-27 Budget and Work Plan.

AND

2. Provide direction to the City Manager on the development of the Fiscal Years 2025-36 Capital Improvement Program

Background

At the regular meeting on March 19, 2025, the City Council heard a presentation on preliminary drafts of chapters 1.0 (City Background), 2.0 (City Organization), and 3.0 (City Budget Practices) of the Fiscal Years 2025-27 Budget and Work Plan. Councilmembers expressed consensus support for the authorized employee positions and staffing plans described in Chapter 2.0, including the “in-sourcing” of building and code enforcement functions.

Discussion

Today’s meeting is one of several opportunities for the City Council to receive public input and provide direction to staff on the development of the Fiscal Years 2025-27 Budget and Work Plan (July 1, 2025 through June 30, 2027) & Fiscal

Years 2025-36 Capital Improvement Program (July 1, 2025 through June 30, 2036).

A preliminary draft of Chapter 8.0 of the Fiscal Years 2025-27 Budget and Work Plan is included as Attachment A. Staff plans to discuss the preliminary draft and other budgetary matters at the meeting.

Additional budget chapters will be presented for review at future meetings.

Report Prepared With: Liz Torres, Administrative Services Director/City Treasurer
April Baumgarten, Public Works Administrator

Attachment: A – Draft Chapter 8.0 (City Capital Projects)

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 2025-26 through 2035-36.

CAPITAL PROJECTS APPROPRIATIONS SUMMARY – BUDGETED

The appropriations summarized below are included in the Fiscal Years 2025-27 Budget & Work Plan. For additional information on specific projects, please refer to the worksheets beginning on page 8.0-9.

Fiscal Year 2025-26

- *General Fund/Capital Projects Fund*
 - City Hall Complex Parking Lot Improvement Project (\$50,000)
 - City Hall Refurbishment and Safety Project: Phase 5 (\$1,300,000)
 - Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria and Moulton Parkway) (\$85,000) – will be reimbursed by the City of Laguna Hills
 - Public Works Warehouse Project (\$50,000)
 - Transit Shelter and Street Furniture Project (\$75,000)

FUND TOTAL: \$1,560,000

- *Road Maintenance & Rehabilitation Program Fund*
 - Circulation Improvement Project – Fiscal Year 2025-26 (\$169,042)
 - Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria and Moulton Parkway) (\$346,782)

FUND TOTAL: \$515,824

- *Community Development Block Grant (CDBG) Fund*
 - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9 (\$500,000)

FUND TOTAL: \$500,000

GRAND TOTAL – FISCAL YEAR 2025-26: \$2,575,824

61% General Fund, 39% Special Revenue Funds

Unspent appropriations approved prior to July 1, 2025 are expected to be carried over to Fiscal Year 2025-26 for the following projects, pursuant to Section 2.9.04(10) of Administrative Policy 2.9:

- *General Fund/Capital Projects Fund*
 - City Centre Park Enhancement Project
 - City Hall Refurbishment and Safety Project: Phase 4

- City Hall Refurbishment and Safety Project: Phase 5
- Paseo De Valencia – Moulton Parkway Confluence Bypass Corridor Project
- Woods End Wilderness Preserve Trail Drainage and Improvement Project
- *Federal Grants Fund*
 - Circulation Improvement Project – Fiscal Year 2024-25
 - Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)
- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)
- *State of California Grants Fund*
 - Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)
 - Woods End Wilderness Preserve Trail Drainage and Improvement Project

Fiscal Year 2026-27

- *General Fund/Capital Projects Fund*
 - Transit Shelter and Street Furniture Project (\$350,000)

FUND TOTAL: \$350,000
 - *Road Maintenance & Rehabilitation Program Fund*
 - Circulation Improvement Project – Fiscal Year 2026-27 (\$135,209)
 - Pavement Management Plan Project (Northbound Moulton Parkway between City Limits and Calle Cortez) (\$393,997)

FUND TOTAL: \$529,206
 - *Community Development Block Grant (CDBG) Fund*
 - Pedestrian Accessibility Improvement Project: Phase 10 (\$500,000)

FUND TOTAL: \$500,000
- GRAND TOTAL – FISCAL YEAR 2026-27: \$1,379,206
- 25% General Fund, 75% Special Revenue Funds

Unspent appropriations approved prior to July 1, 2026 are expected to be carried over to Fiscal Year 2026-27 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 planned for inclusion in future budgets and work plans. 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 8.0-47.

Fiscal Year 2027-28

- *Road Maintenance & Rehabilitation Program Fund*
 - Circulation Improvement Project – Fiscal Year 2027-28 (\$236,873)
 - Pavement Management Plan Project (Westbound El Toro Road between Moulton Parkway and Calle Sonora) (\$333,408)
- FUND TOTAL: \$570,281
- *Community Development Block Grant (CDBG) Fund*
 - Pedestrian Accessibility Improvement Project: Phase 11 (\$500,000)
- FUND TOTAL: \$500,000
- GRAND TOTAL – FISCAL YEAR 2027-28: \$1,070,281

Fiscal Year 2028-29

- *Road Maintenance & Rehabilitation Program Fund*
 - Circulation Improvement Project – Fiscal Year 2028-29 (\$135,235)
 - Pavement Management Plan Project (Northbound Moulton Parkway between Via Campo Verde and Gate 12) (\$331,000)
- FUND TOTAL: \$466,235
- *Community Development Block Grant (CDBG) Fund*
 - Pedestrian Accessibility Improvement Project: Phase 12 (\$500,000)
- FUND TOTAL: \$500,000
- GRAND TOTAL – FISCAL YEAR 2028-29: \$966,235

Fiscal Year 2029-30

- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Southbound Moulton Parkway between Gate 16 and Via Campo Verde) (\$325,000)
- FUND TOTAL: \$325,000
- *Community Development Block Grant (CDBG) Fund*
 - Pedestrian Accessibility Improvement Project: Phase 13 (\$500,000)
- FUND TOTAL: \$500,000
- GRAND TOTAL – FISCAL YEAR 2029-30: \$825,000

Fiscal Year 2030-31

- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Westbound Santa Maria Avenue between Moulton Parkway and Terminus) (\$350,000)
- FUND TOTAL: \$350,000
- *Community Development Block Grant (CDBG) Fund*
 - Pedestrian Accessibility Improvement Project: Phase 14 (\$500,000)
- FUND TOTAL: \$500,000
- GRAND TOTAL – FISCAL YEAR 2030-31: \$850,000

Fiscal Year 2031-32

- *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)
- FUND TOTAL: \$276,000
- *Community Development Block Grant (CDBG) Fund*
 - Pedestrian Accessibility Improvement Project: Phase 15 (\$500,000)
- FUND TOTAL: \$500,000
- GRAND TOTAL – FISCAL YEAR 2031-32: \$776,000

Fiscal Year 2032-33

- *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)

FUND TOTAL: \$343,000

- *Community Development Block Grant (CDBG) Fund*

- Pedestrian Accessibility Improvement Project: Phase 16 (\$500,000)

FUND TOTAL: \$500,000

GRAND TOTAL – FISCAL YEAR 2032-33: \$843,000

Fiscal Year 2033-34

- *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)

FUND TOTAL: \$336,000

- *Community Development Block Grant (CDBG) Fund*

- Pedestrian Accessibility Improvement Project: Phase 17 (\$500,000)

FUND TOTAL: \$500,000

GRAND TOTAL – FISCAL YEAR 2033-34: \$836,000

Fiscal Year 2034-35

- *Road Maintenance & Rehabilitation Program Fund*

- Pavement Management Plan Project (Placeholder for project per forthcoming Fiscal Years 2026-36 Pavement Management Plan)

FUND TOTAL: \$TBD

- *Community Development Block Grant (CDBG) Fund*

- Pedestrian Accessibility Improvement Project: Phase 18 (\$500,000)

FUND TOTAL: \$500,000

GRAND TOTAL – FISCAL YEAR 2034-35: \$TBD

Fiscal Year 2035-36

- *Road Maintenance & Rehabilitation Program Fund*

- Pavement Management Plan Project (Placeholder for project per

forthcoming Fiscal Years 2026-36 Pavement Management Plan)

FUND TOTAL: \$TBD

- *Community Development Block Grant (CDBG) Fund*
 - Pedestrian Accessibility Improvement Project: Phase 19 (\$500,000)

FUND TOTAL: \$500,000

GRAND TOTAL – FISCAL YEAR 2035-36: \$TBD

FUTURE OUTLOOK FOR CAPITAL IMPROVEMENT PROJECTS

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.

Closed-Circuit Television (CCTV) Cameras at Signalized Intersections

Members of the City Council have expressed interest in installing CCTV cameras at signalized intersections to allow the City's traffic engineers to monitor and observe traffic flow in real time. The CCTV cameras would not serve an enforcement purpose (i.e., they would not be red light cameras or speed cameras). Staff agrees that the installation of CCTV cameras would improve the City's traffic operations capabilities and anticipates identifying opportunities for installation as part of future CIPs. *(Note: Staff consulted with the California State Controller's Office and was informed that the installation of CCTV cameras cannot be funded using Fuel Tax monies. As such, it is anticipated that General Fund appropriations would be required.)*

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.

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.

Statewide Water Quality Control Plans for Trash

The City is in the process of refining 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/or 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:

- Bus Stop Relocation Project – Eastbound El Toro Road Past Moulton Parkway
- City Hall Complex Emergency Backup Generator Project
- City Hall Refurbishment and Safety Project – Future Phases
- El Toro Road Green Street and Flood Relief Project
- Ridge Route Drive Utility Undergrounding Project
- Streetscape Enhancement Project – Moulton Parkway
- Streetscape Enhancement Project – Santa Maria Avenue

For additional information on presently unfunded and unscheduled projects, please refer to the worksheets beginning on page 8.0-47.

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEETS

CARRYOVER PROJECTS TO FISCAL YEAR 2025-26

QUICK REFERENCE	
Project Title	Page Number
Circulation Improvement Project – Fiscal Year 2024-25	8.0-11
City Hall Complex Parking Lot Improvement Project	8.0-13
City Centre Park Enhancement Project	8.0-14
City Hall Refurbishment and Safety Project: Phase 4	8.0-16
City Hall Refurbishment and Safety Project: Phase 5	8.0-18
Paseo de Valencia - Moulton Parkway Confluence Bypass Corridor Project	8.0-19
Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)	8.0-22
Woods End Wilderness Preserve Trail Drainage and Improvement Project	8.0-24

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CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Circulation Improvement Project – Fiscal Year 2024-25

Funding Status: Funded (2024-25)

Priority

Alignment:



Healthy and safe



High in quality of life

Project Description

This project involves the addition of a safety light over a pedestrian crosswalk, the installation of new accessible pedestrian signals, the replacement of illuminated street name signs, and other traffic-related improvements.

Planned Safety Light Additions

- (1) Moulton Parkway/Via Campo Verde

Planned Accessible Pedestrian Signal Installations

- El Toro Road/Avenida Sevilla

Other Planned Improvements

- Pedestrian crosswalk button relocation – southeast corner of El Toro Road/Avenida Sevilla (east-west crosswalk)
- Traffic signal modification – southbound Moulton Parkway-facing side of Moulton Parkway/Via Iglesia
- New flashing yellow beacon and sign – southbound Moulton Parkway approaching Moulton Parkway/Via Iglesia
- Traffic signal backplate and visor replacements – El Toro Road/Avenida Sevilla, Moulton Parkway/Via Campo Verde, and Moulton Parkway/Via Iglesia

Purpose

This project is intended to improve the ease and safety of pedestrian and vehicular travel by increasing intersection and crosswalk visibility, as well as enhancing crosswalk operation.

Replacing traffic signal backplates and visors is also intended to serve a maintenance function. The new traffic signal backplates will include a retroreflective border strip around the outside edge of the front surface.

Though not explicitly called for in the General Plan Housing Element, this project supports 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*).

[Housing Element H-3.1.1 Analysis –
Circulation Improvement Project – Fiscal Year 2024-25]

Improvements	U.S. Census Tract(s)	Notes
Safety light addition at Moulton Parkway/Via Campo Verde	60590626.41	Adjacent to Census Tract 60590626.48 (low resource designation 3 on 2025 TCAC/ HCD Opportunity Map)
Accessible pedestrian signal at El Toro Road/Avenida Sevilla	60590626.22 and 60590626.46	Census Tract 60590626.22 has a low resource designation 3, and Census Tract 60590626.46 has a low resource designation 2, on 2025 TCAC/ HCD Opportunity Map

Cost

The one-time cost of designing and constructing this project is estimated at \$137,644 (as of November 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 (\$137,644).

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

City Hall Complex Parking Lot Improvement Project

Funding Status: Partially Funded (2023-24, 2025-26)

Priority

Alignment:



Healthy and safe

Project Description

This project involves repaving the asphalt parking lot and driveways at the City Hall Complex (including adjusting grades and restriping); replacing cracked and lifted concrete curbs and gutters; improving overhead lighting; installing an additional dual-port, Level 2 electric vehicle charging station; laying conduit to accommodate potential future surveillance cameras and a step-up transformer to provide sufficient power for Level 3 electric vehicle charging stations; 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 this project is estimated at \$91,804. The one-time cost of constructing this project is not yet known. A construction budget will be considered after design documents are completed.

Funding

\$41,804 in American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds and \$50,000 in General Fund monies will be used to fund this project.

- Fiscal Year 2023-24: Federal Grants Fund (\$41,804)
 - Fiscal Year 2025-26: General Fund/Capital Projects Fund (\$50,000)
- TOTAL: \$91,804

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

City Centre Park Enhancement Project

Funding Status: Partially Funded (2024-25)

Priority

Alignment:



Healthy and safe



Environmentally conscious

Project Description

This project involves redeveloping City Centre Park within a smaller footprint that allows for the co-location of a potential future fire station and adding shade from tree canopies, landscaping including manicured planter beds and educational signage for a botanic garden-type look, seating areas, and public art. Notable aspects of this project include the following:

- This project includes the City's first public art installation. The City will collaborate with one or more local artists to create an installation that highlights the area's Native American and agricultural history.
- This project includes the addition of habitat to support the breeding and migration of Monarch butterflies (generally, a variety of milkweed and nectar plants with staggered flowering or blooming times) and related educational signage.

Purpose

California Senate Bill 475 (Min, Chapter 287, Statutes of 2023) authorizes the City to use a portion of City Centre Park as a fire station and for public safety purposes, subject to the reinvestment of \$212,000 in capital improvements in the remaining City Centre Park. This project is intended to construct the capital improvements required by California Senate Bill 475 and enhance the recreational utility of City Centre Park.

Cost

The one-time cost of designing this project is estimated at \$125,000. The one-time cost of constructing this project is not yet known. A construction budget will be considered after design documents are completed.

Funding

General Fund monies will be used to fund this project (\$125,000).

It is anticipated that the Orange County Fire Authority will reimburse the City for costs associated with this project, subject to negotiation of the same in a lease agreement for use of a portion of City Centre Park as a fire station.

DRAFT

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

City Hall Refurbishment and Safety Project: Phase 4

Funding Status: Funded (2023-24, 2024-25)

Priority

Alignment:



Healthy and safe



Professionally and efficiently served

Project Description

This project involves refurbishments and safety improvements at City Hall.

Phase 4: Includes the replacement of windows, doors, balcony railing, and carpeting; construction of new ceilings, walls, windows, and doors; lighting improvement; heating, ventilation, and air conditioning improvement; and, other work related to accessibility, functionality, safety, and security.

Phase 4 (Elevator): Includes the modernization of the elevator machine room equipment, hall and car signals fixtures, hall and car door equipment, cab interior, and related control systems such as electrical and fire life safety.

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

Phase 4: The one-time cost of designing and constructing this project is estimated at \$600,000 (as of October 2024; subject to the completion of construction).

Phase 4 (Elevator): The one-time cost of designing and constructing this project is estimated at \$322,482 (as of February 2025; subject to the completion of construction).

Funding

General Fund monies will be used to fund this project (\$922,482).

- Fiscal Year 2023-24: General Fund/Capital Projects Fund (\$250,000)

- Fiscal Year 2024-25: General Fund/Capital Projects Fund (\$350,000)
 - Fiscal Year 2024-25: General Fund/Capital Projects Fund (\$322,482)
- TOTAL: \$922,482

DRAFT

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

City Hall Refurbishment and Safety Project: Phase 5

Funding Status: Partially Funded (2023-24, 2025-26)

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 includes the following:

- Remodel of the first-floor lobby, counter, and office areas
- 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 (including temporary relocation of City Hall functions during construction) is not yet known; however, \$1,300,000 has been appropriated as a budgetary placeholder. A final construction budget will be considered after design documents are completed.

Funding

General Fund monies will be used to fund this project (\$1,385,000).

- Fiscal Year 2023-24: General Fund/Capital Projects Fund (\$85,000)
 - Fiscal Year 2025-26: General Fund/Capital Projects Fund (\$1,300,000)
- TOTAL: \$1,385,000

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

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

General Fund monies will be used to fund the City's portion of project costs

(\$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 Hills, as the lead agency for this project, will account for and appropriate the grant award.

- Fiscal Year 2024-25: General Fund/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

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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 from completion date

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 the adjustment of utility covers and valves to grade; re-establishment of survey monuments, painted striping, and pavement markings; relocation of vehicle stop lines back from crosswalks; reconstruction of curbs, gutters, and sidewalks; installation of green-colored pavement in bikeways; and, replacement of traffic signal backplates, visors, and illuminated street name signs.

Planned Illuminated Street Name Sign Replacements

- El Toro Road/Aliso Creek Road
- El Toro Road/Calle Corta

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.

Reconstructing curbs, gutters, sidewalks and other concrete road elements is intended to serve a maintenance function.

Installing green-colored pavement in bicycle lanes is intended to further consistency with Chapter 9C of the 2014 California Manual of Uniform Traffic Control Devices, which calls for the consideration of the use of green-colored pavement in bikeways where appropriate.

Replacing traffic signal backplates and visors is intended to serve a maintenance function. The new traffic signal backplates will include a retroreflective border strip around the outside edge of the front surface.

Replacing illuminated street names signs is intended to serve a maintenance function and improve wayfinding.

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, \$160,942.65 in American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds, 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: Federal Grants Fund (\$160,942.65)
 - Fiscal Year 2024-25: State of California Grants Fund (\$200,000)
- TOTAL: \$424,942.65

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 General Fund monies, \$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: General Fund/Capital Projects Fund (\$47,012) – *satisfies the 20% match required by 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

NEW PROJECTS FOR FISCAL YEAR 2025-26

QUICK REFERENCE	
Project Title	Page Number
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9	8.0-27
Circulation Improvement Project – Fiscal Year 2025-26	8.0-30
Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria and Moulton Parkway)	8.0-32
Public Works Warehouse Project	8.0-34
Transit Shelter and Street Furniture Project	8.0-35

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CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9

Funding Status: Contingent on the receipt of external funding (2025-26)

Priority

Alignment:



Healthy and safe



High in quality of life

Project Description

About the Pedestrian Accessibility Improvement Project

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 are 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.

About Phase 9 – Primary Project

Phase 9 involves the reconstruction of the following driveway crossings:

- El Toro Road adjacent to the Lutheran Church of the Cross
- Santa Maria Avenue adjacent to Polly's Pies Restaurant & Bakery

[Housing Element H-3.1.1 Analysis – Phase 9]

Improvements	U.S. Census Tract(s)	Notes
Driveway crossing on El Toro Road	60590 <u>626.22</u>	Target Census Tract – TCAC/HCD Opportunity Map
Driveway crossing on Santa Maria Avenue	60590 <u>626.21</u>	Adjacent to census tracts 60590 <u>626.48</u> (low resource designation 3 on 2025 TCAC/ HCD Opportunity Map) and 60590 <u>626.22</u> (Target Census Tract – TCAC/HCD Opportunity Map)

About Phase 9 – Waitlist/Expanded Scope Project

If additional funding is available, Phase 9 will be expanded to include the installation of accessible pedestrian signals at the following intersections:

- El Toro Road/Calle Sonora
- El Toro Road/Home Depot & Town Centre
- El Toro Road/Moulton Parkway
- Moulton Parkway/Laguna Woods Village Gates 12 & 16
- Moulton Parkway/Via Campo Verde
- Santa Maria Avenue/Moulton Parkway

[Housing Element H-3.1.1 Analysis – Phase 9 – Waitlist/Expanded Scope]

Improvements	U.S. Census Tract(s)	Notes
Accessible pedestrian signal at El Toro Road/Calle Sonora	60590 <u>626.41</u> and 60590 <u>626.48</u>	Census Tract 60590 <u>626.48</u> has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map
Accessible pedestrian signal at El Toro Road/Home Depot & Town Centre	60590 <u>626.41</u> and 60590 <u>626.48</u>	Census Tract 60590 <u>626.48</u> has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map
Accessible pedestrian signal at El Toro Road/Moulton Parkway	60590 <u>626.41</u> and 60590 <u>626.48</u>	Census Tract 60590 <u>626.48</u> has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map
Accessible pedestrian signal at Moulton Parkway/Laguna Woods	60590 <u>626.48</u>	Census Tract 60590 <u>626.48</u> has a low resource designation 3 on 2025 TCAC/ HCD Opportunity

Village Gates 12 & 16		Map
Accessible pedestrian signal at Moulton Parkway/Via Campo Verde	60590 <u>626.41</u>	Adjacent to Census Tract 60590 <u>626.48</u> (low resource designation 3 on 2025 TCAC/ HCD Opportunity Map)
Accessible pedestrian signal at Santa Maria Avenue/Moulton Parkway	60590 <u>626.21</u> and 60590 <u>626.48</u>	Census Tract 60590 <u>626.46</u> has a low resource designation 2 on 2025 TCAC/ HCD Opportunity Map

Purpose

This project is intended to improve the ease and safety of pedestrian travel, while also promoting 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

Phase 9 – Primary Project

The one-time cost of designing and constructing this project is estimated at \$250,000 (as of December 2024; subject to the completion of design documents, construction drawings, and competitive bidding).

Phase 9 – Waitlist/Expanded Scope Project

The one-time cost of designing and constructing this project is estimated at \$250,000 (as of December 2024; 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 (\$250,000-\$500,000). The maximum CDBG award has been appropriated (\$500,000); however, if the City does not receive an award or is awarded an amount less than the maximum, the City Manager will reduce appropriations accordingly, pursuant to the authority set forth in Section 2.9.05 of Administrative Policy 2.9. No direct costs will be incurred until the effective date of a funding award.

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Circulation Improvement Project – Fiscal Year 2025-26

Funding Status: Funded (2025-26)

Priority

Alignment:



Healthy and safe



High in quality of life

Project Description

This project involves the addition of safety lights over pedestrian crosswalks and the replacement of various traffic signal components (backplates, visors, and illuminated street name signs).

Planned Safety Light Additions

- (1) El Toro Road/Lutheran Church & Catholic Church
- (1) El Toro Road/Avenida Sevilla

Planned Traffic Signal Backplate and Visor Replacements

- El Toro Road/Lutheran Church & Catholic Church

Planned Illuminated Street Name Sign Replacements

- El Toro Road/Lutheran Church & Catholic Church

Purpose

This project is intended to improve the ease and safety of pedestrian and vehicular travel by increasing intersection and crosswalk visibility.

Replacing traffic signal backplates, visors, and illuminated street names signs is also intended to serve a maintenance function. The new traffic signal backplates will include a retroreflective border strip around the outside edge of the front surface. The new illuminated street name signs will include the City's logo consistent with previous City Council direction.

Though not explicitly called for in the General Plan Housing Element, this project supports 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*).

[Housing Element H-3.1.1 Analysis –
Circulation Improvement Project – Fiscal Year 2025-26]

Improvements	U.S. Census Tract(s)	Notes
Safety light addition and illuminated street name sign replacements at El Toro Road/Lutheran Church & Catholic Church	60590626.22 and 60590626.46	Census Tract 60590626.22 has a low resource designation 3, and Census Tract 60590626.46 has a low resource designation 2, on 2025 TCAC/ HCD Opportunity Map
Safety light addition at El Toro Road/Avenida Sevilla	60590626.22 and 60590626.46	Census Tract 60590626.22 has a low resource designation 3, and Census Tract 60590626.46 has a low resource designation 2, on 2025 TCAC/ HCD Opportunity Map

Cost

The one-time cost of designing and constructing this project is estimated at \$169,042 (as of April 2025; 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 (\$169,042).

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria and Moulton Parkway)

Funding Status: Funded (2025-26)

Priority

Alignment:



Healthy and safe



High in quality of life

Estimated Useful Life: 15 years from completion date

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 the adjustment of utility covers and valves to grade; re-establishment of survey monuments, painted striping, and pavement markings; relocation of vehicle stop lines back from crosswalks; reconstruction of curbs, gutters, and sidewalks; installation of green-colored pavement in bikeways; and, replacement of traffic signal backplates, visors, and illuminated street name signs.

Planned Sidewalk Reconstruction

- Santa Maria Avenue

Planned Traffic Signal Backplate and Visor Replacements

- El Toro Road/Moulton Parkway
- Moulton Parkway/Santa Maria Avenue

Planned Illuminated Street Sign Replacements

- El Toro Road/Moulton Parkway
- Moulton Parkway/Santa Maria Avenue

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 blended PCI of 81.6 for

all segments; the lowest segment PCI was 77.

Relocating vehicle stop lines back from pedestrian crosswalks is intended to promote expanded clearance zones for pedestrians.

Reconstructing curbs, gutters, sidewalks and other concrete road elements is intended to serve a maintenance function.

Installing green-colored pavement in bicycle lanes is intended to further consistency with Chapter 9C of the 2014 California Manual of Uniform Traffic Control Devices, which calls for the consideration of the use of green-colored pavement in bikeways where appropriate.

Replacing traffic signal backplates and visors is intended to serve a maintenance function. The new traffic signal backplates will include a retroreflective border strip around the outside edge of the front surface.

Replacing illuminated street names signs is intended to serve a maintenance function and improve wayfinding.

Cost

The one-time cost of designing and constructing this project is estimated at \$431,782 (as of April 2025; subject to the completion of design documents, construction drawings, and competitive bidding). The City of Laguna Hills will reimburse the City for work conducted on the portion of the specified street section within its jurisdiction (estimated to be \$85,000).

Funding

\$85,000 in General Fund monies and \$346,782 in Road Maintenance & Rehabilitation Program Fund monies will be used to fund this project. Expenses related to the work conducted on the portion of the specified street section within the City of Laguna Hills' jurisdiction will be paid using General Fund monies and reimbursed by the City of Laguna Hills.

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Public Works Warehouse Project

Funding Status: Partially Funded (2025-26)

Priority Alignment:



Professionally and efficiently served

Project Description

This project involves the construction of a public works warehouse to store equipment, supplies, and materials, and serve as a staging area for the City’s construction projects. Facility needs are estimated to be 1,500-2,500 square feet, a portion of which could be outdoors.

Purpose

This project is intended to allow the City to take possession of, and better manage, its equipment, supplies, and materials, which are currently stored in a private facility in the city of Laguna Niguel. This project will also provide a construction staging location other than the City Hall Complex’s parking lot, which will reduce wear-and-tear on asphalt surfaces.

Cost

The one-time cost of designing and constructing this project is not yet known. \$50,000 has been appropriated to provide for site evaluation, conceptual design, and related due diligence. A design and construction budget will be considered after those efforts are completed and a site is selected.

Funding

General Fund monies will be used to fund this project (\$50,000).

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Transit Shelter and Street Furniture Project

Funding Status: Partially Funded (2025-26, 2026-27)

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.

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; however, \$350,000 has been appropriated as a budgetary placeholder. A final construction budget will be considered after design documents are completed.

Funding

General Fund monies will be used to fund this project (\$425,000).

- Fiscal Year 2025-26: General Fund/Capital Projects Fund (\$75,000)
 - Fiscal Year 2026-27: General Fund/Capital Projects Fund (\$350,000)
- TOTAL: \$425,000

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CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEETS

NEW PROJECTS FOR FISCAL YEAR 2026-27

QUICK REFERENCE	
Project Title	Page Number
Circulation Improvement Project – Fiscal Year 2026-27	8.0-39
Pedestrian Accessibility Improvement Project: Phase 10	8.0-41
Pavement Management Plan Project (Northbound Moulton Parkway between City Limits and Calle Cortez)	8.0-45

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CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Circulation Improvement Project – Fiscal Year 2026-27

Funding Status: Funded (2026-27)

Priority

Alignment:



Healthy and safe



High in quality of life

Project Description

This project involves the addition of safety lights over pedestrian crosswalks and the replacement of various traffic signal components (backplates, visors, and illuminated street name signs).

Planned Safety Light Additions

- (1) Moulton Parkway/Santa Maria Avenue

Planned Traffic Signal Backplate and Visor Replacements

- Moulton Parkway/Laguna Woods Village Gates 12 & 16

Planned Illuminated Street Name Sign Replacements

- Moulton Parkway/Laguna Woods Village Gates 12 & 16
- Moulton Parkway/Via Campo Verde

Purpose

This project is intended to improve the ease and safety of pedestrian and vehicular travel by increasing intersection and crosswalk visibility.

Replacing traffic signal backplates, visors, and illuminated street names signs is also intended to serve a maintenance function. The new traffic signal backplates will include a retroreflective border strip around the outside edge of the front surface. The new illuminated street name signs will include the City's logo consistent with previous City Council direction.

Though not explicitly called for in the General Plan Housing Element, this project supports 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*).

[Housing Element H-3.1.1 Analysis –
Circulation Improvement Project – Fiscal Year 2026-27]

Improvements	U.S. Census Tract(s)	Notes
Safety light addition at Moulton Parkway/Santa Maria Avenue	60590 <u>626.21</u> and 60590 <u>626.48</u>	Census Tract 60590 <u>626.46</u> has a low resource designation 2 on 2025 TCAC/ HCD Opportunity Map
Illuminated street name sign replacements at Moulton Parkway/ Laguna Woods Village Gates 12 & 16	60590 <u>626.48</u>	Census Tract 60590 <u>626.48</u> has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map
Illuminated street name sign replacements at Moulton Parkway/Via Campo Verde	60590 <u>626.41</u>	Adjacent to Census Tract 60590 <u>626.48</u> (low resource designation 3 on 2025 TCAC/ HCD Opportunity Map)

Cost

The one-time cost of designing and constructing this project is estimated at \$135,209 (as of April 2025; 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 (\$135,209).

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Pedestrian Accessibility Improvement Project: Phase 10

Funding Status: Contingent on the receipt of external funding (2026-27)

Priority

Alignment:



Healthy and safe



High in quality of life

Project Description

About the Pedestrian Accessibility Improvement Project

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 are 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.

About Phase 10 – Primary Project

Phase 10 involves the reconstruction of the following driveway crossings:

- El Toro Road/Laguna Woods Village Equestrian Center
- Paseo De Valencia/Chase Bank

[Housing Element H-3.1.1 Analysis – Phase 10]

Improvements	U.S. Census Tract(s)	Notes
Driveway crossing at El Toro Road/Laguna Woods Village Equestrian Center	060590 <u>626.41</u>	Adjacent to Census Tract 60590 <u>626.48</u> (low resource designation 3 on 2025 TCAC/ HCD Opportunity Map)
Driveway crossing at Paseo De Valencia/Chase Bank	060590 <u>626.22</u>	Target Census Tract – TCAC/HCD Opportunity Map

About Phase 10 – Waitlist/Expanded Scope Project

If additional funding is available, Phase 10 will be expanded to include the installation of accessible pedestrian signals at the following intersections:

- El Toro Road/Calle Sonora
- El Toro Road/Home Depot & Town Centre
- El Toro Road/Moulton Parkway
- Moulton Parkway/Laguna Woods Village Gates 12 & 16
- Moulton Parkway/Via Campo Verde
- Santa Maria Avenue/Moulton Parkway

[Housing Element H-3.1.1 Analysis – Phase 10 – Waitlist/Expanded Scope (A)]

Improvements	U.S. Census Tract(s)	Notes
Accessible pedestrian signal at El Toro Road/Calle Sonora	60590 <u>626.41</u> and 60590 <u>626.48</u>	Census Tract 60590 <u>626.48</u> has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map
Accessible pedestrian signal at El Toro Road/Home Depot & Town Centre	60590 <u>626.41</u> and 60590 <u>626.48</u>	Census Tract 60590 <u>626.48</u> has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map
Accessible pedestrian signal at El Toro Road/Moulton Parkway	60590 <u>626.41</u> and 60590 <u>626.48</u>	Census Tract 60590 <u>626.48</u> has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map
Accessible pedestrian signal at Moulton Parkway/Laguna Woods Village Gates 12 & 16	60590 <u>626.48</u>	Census Tract 60590 <u>626.48</u> has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map
Accessible pedestrian	60590 <u>626.41</u>	Adjacent to Census Tract

signal at Moulton Parkway/Via Campo Verde		60590626.48 (low resource designation 3 on 2025 TCAC/ HCD Opportunity Map)
Accessible pedestrian signal at Santa Maria Avenue/Moulton Parkway	60590626.21 and 60590626.48	Census Tract 60590626.48 has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map

If the aforementioned expanded/waitlist scope is completed as part of Phase 9 of the Pedestrian Accessibility Improvement Project, Phase 10 will instead be expanded to include the installation of accessible pedestrian signals at the following intersections:

- El Toro Road/Lutheran Church & Catholic Church
- El Toro Road/Canyon Wren Lane
- El Toro Road/Calle Corta
- Moulton Parkway/Calle Cortez
- Moulton Parkway/Via Iglesia
- Moulton Parkway/Calle Aragon

[Housing Element H-3.1.1 Analysis – Phase 10 – Waitlist/Expanded Scope (B)]

Improvements	U.S. Census Tract(s)	Notes
Accessible pedestrian signal at El Toro Road/Lutheran Church & Catholic Church	60590626.22 and 60590626.46	Census Tract 60590626.22 has a low resource designation 3, and Census Tract 60590626.46 has a low resource designation 2, on 2025 TCAC/ HCD Opportunity Map
Accessible pedestrian signal at El Toro Road/Canyon Wren Lane	60590626.35 and 60590626.48	Census Tract 60590626.48 has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map
Accessible pedestrian signal at El Toro Road/Calle Corta	60590626.35, 60590626.48, and 60590626.49	Census Tract 60590626.48 has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map
Accessible pedestrian signal at Moulton Parkway/Calle Cortez	60590626.41	Intersection is second north of Census Tract 60590626.47 (target for CalEnviroScreen)
Accessible pedestrian signal at Moulton Parkway/Via Iglesia	60590626.41	Intersection is first north of Census Tract 60590626.47 (target for CalEnviroScreen)

Accessible pedestrian signal at Moulton Parkway/Calle Aragon	60590626.41 and 60590626.47	Census Tract 60590626.47 is target for CalEnviroScreen
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Purpose

This project is intended to improve the ease and safety of pedestrian travel, while also promoting 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

Phase 10 – Primary Project

The one-time cost of designing and constructing this project is estimated at \$250,000 (as of April 2025; subject to the completion of design documents, construction drawings, and competitive bidding).

Phase 10 – Waitlist/Expanded Scope Project (either (A) or (B))

The one-time cost of designing and constructing this project is estimated at \$250,000 (as of April 2025; 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 (\$250,000-\$500,000). The maximum CDBG award has been appropriated (\$500,000); however, if the City does not receive an award or is awarded an amount less than the maximum, the City Manager will reduce appropriations accordingly, pursuant to the authority set forth in Section 2.9.05 of Administrative Policy 2.9. No direct costs will be incurred until the effective date of a funding award.

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Pavement Management Plan Project (Northbound Moulton Parkway between City Limits and Calle Cortez)

Funding Status: Funded (2026-27)

Priority

Alignment:



Healthy and safe



High in quality of life

Estimated Useful Life: 15 years from completion date

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 the adjustment of utility covers and valves to grade; re-establishment of survey monuments, painted striping, and pavement markings; relocation of vehicle stop lines back from crosswalks; reconstruction of curbs, gutters, and sidewalks; installation of green-colored pavement in bikeways; and, replacement of traffic signal backplates, visors, and illuminated street name signs.

Planned Traffic Signal Backplate and Visor Replacements

- Moulton Parkway/Calle Cortez
- Moulton Parkway/Calle Aragon

Planned Illuminated Street Sign Replacements

- Moulton Parkway/Calle Cortez
- Moulton Parkway/Via Iglesia
- Moulton Parkway Calle Aragon

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 blended PCI of 80.3 for all segments; the lowest segment PCI was 78.

Relocating vehicle stop lines back from pedestrian crosswalks is intended to promote expanded clearance zones for pedestrians.

Reconstructing curbs, gutters, sidewalks and other concrete road elements is intended to serve a maintenance function.

Installing green-colored pavement in bicycle lanes is intended to further consistency with Chapter 9C of the 2014 California Manual of Uniform Traffic Control Devices, which calls for the consideration of the use of green-colored pavement in bikeways where appropriate.

Replacing traffic signal backplates and visors is intended to serve a maintenance function. The new traffic signal backplates will include a retroreflective border strip around the outside edge of the front surface.

Replacing illuminated street names signs is intended to serve a maintenance function and improve wayfinding.

Cost

The one-time cost of designing and constructing this project is estimated at \$393,997 (as of March 2024; 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 (\$393,997).

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEETS

PROJECTS FOR FUTURE FISCAL YEARS

QUICK REFERENCE	
Project Title	Page Number
<i>Scheduled Projects</i>	
Circulation Improvement Project – Fiscal Year 2027-28	8.0-50
Circulation Improvement Project – Fiscal Year 2028-29	8.0-52
Pedestrian Accessibility Improvement Project – Future Phases 11 through 19	8.0-59
Pavement Management Plan Project – Future Phases	8.0-63
<i>Unscheduled Projects</i>	
Bus Stop Relocation Project – Eastbound El Toro Road Past Moulton Parkway	8.0-49
City Hall Complex Emergency Backup Generator Project	8.0-54
City Hall Refurbishment and Safety Project – Future Phases	8.0-56
El Toro Road Green Street and Flood Relief Project	8.0-57
Ridge Route Drive Utility Undergrounding Project	8.0-66
Streetscape Enhancement Project – Moulton Parkway	8.0-67
Streetscape Enhancement Project – Santa Maria Avenue	8.0-68

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CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Bus Stop Relocation Project – Eastbound El Toro Road Past Moulton Parkway

Funding Status: Unfunded

Priority

Alignment:



Healthy and safe



High in quality of life

Projected Funding Plan: Unscheduled

Project Description

This project involves the relocation of the bus stop located on eastbound El Toro Road past the Mobil Station to a new location approximately 400 feet to the east, past the El Toro Road/Willow Tree Center (City Hall) driveway. A bus turnout and new shelter facilities will be constructed in the new location.

Purpose

This project is intended to improve the safety of vehicular travel by relocating the existing bus stop away from the three right-in/right-out driveways located in the approximately 225 feet of eastbound El Toro Road following the El Toro Road/Moulton Parkway intersection. Whereas the existing bus stop is located in a vehicular travel lane of El Toro Road, the relocated bus stop will include a bus turnout to allow buses to pull out of traffic for loading and unloading.

Cost & Funding

The one-time cost of designing and constructing this project is estimated at **\$TBD** (as of April 2025; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; the City will seek grant opportunities.

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Circulation Improvement Project – Fiscal Year 2027-28

Funding Status: Unfunded

Priority

Alignment:



Healthy and safe



High in quality of life

Projected Funding Plan: Fiscal Year 2027-28

Project Description

This project involves the addition of safety lights over pedestrian crosswalks and the replacement of illuminated street name signs.

Planned Safety Light Additions

- (2) El Toro Road/Calle Corta
- (1) El Toro Road/Canyon Wren Lane

Planned Traffic Signal Backplate and Visor Replacements

- El Toro Road/Calle Corta
- El Toro Road/Canyon Wren Lane

Planned Illuminated Street Name Sign Replacements

- El Toro Road/Canyon Wren Lane

Purpose

This project is intended to improve the ease and safety of pedestrian and vehicular travel by increasing intersection and crosswalk visibility.

Replacing traffic signal backplates, visors, and illuminated street names signs is also intended to serve a maintenance function. The new traffic signal backplates will include a retroreflective border strip around the outside edge of the front surface. The new illuminated street name signs will include the City's logo consistent with previous City Council direction.

Though not explicitly called for in the General Plan Housing Element, this project supports 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*).

*[Housing Element H-3.1.1 Analysis –
Circulation Improvement Project – Fiscal Year 2027-28]*

Improvements	U.S. Census Tract(s)	Notes
Safety light additions at El Toro Road/Calle Corta	60590626.35, 60590626.48, and 60590626.49	Census Tract 60590626.48 has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map
Safety light addition and illuminated street name sign replacements at El Toro Road/Canyon Wren Lane	60590626.35 and 60590626.48	Census Tract 60590626.48 has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map

Cost & Funding

The one-time cost of designing and constructing this project is estimated at \$236,873 (as of April 2025; subject to the completion of design documents, construction drawings, and competitive bidding). It is anticipated that Road Maintenance & Rehabilitation Program Fund monies will be used to fund this project (\$236,873).

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Circulation Improvement Project – Fiscal Year 2028-29

Funding Status: Planned

Priority

Alignment:



Healthy and safe



High in quality of life

Projected Funding Plan: Fiscal Year 2028-29

Project Description

This project involves the addition of a safety light over a pedestrian crosswalk, the installation of new accessible pedestrian signals, the replacement of illuminated street name signs, and other traffic-related improvements.

Planned Safety Light Additions

- (2) El Toro Road/Aliso Creek Road

Planned Traffic Signal Backplate and Visor Replacements

- El Toro Road/Aliso Creek Road
- El Toro Road/Home Depot & Town Centre

Planned Illuminated Street Name Sign Replacements

- El Toro Road/Home Depot & Town Centre

Purpose

This project is intended to improve the ease and safety of pedestrian and vehicular travel by increasing intersection and crosswalk visibility.

Replacing traffic signal backplates, visors, and illuminated street names signs is also intended to serve a maintenance function. The new traffic signal backplates will include a retroreflective border strip around the outside edge of the front surface. The new illuminated street name signs will include the City's logo consistent with previous City Council direction.

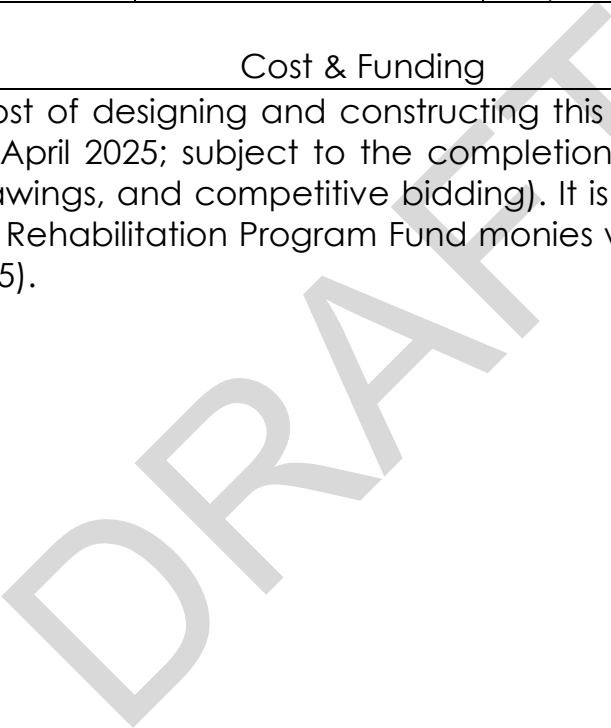
Though not explicitly called for in the General Plan Housing Element, this project supports Goal H-3 (*Administer housing and community development programs and activities in a manner to affirmatively further fair housing for all persons*) and Policy Objective H-3.1 (*Enhance access to housing*).

[Housing Element H-3.1.1 Analysis –
Circulation Improvement Project – Fiscal Year 2028-29]

Improvements	U.S. Census Tract(s)	Notes
Safety light additions at El Toro Road/Aliso Creek Road	60590 <u>626.49</u>	Intersection is first west of Census Tract 60590 <u>626.48</u> (low resource designation 3 on 2025 TCAC/ HCD Opportunity Map)
Illuminated street name sign replacements at El Toro Road/Home Depot & Town Centre	60590 <u>626.41</u> and 60590 <u>626.48</u>	Census Tract 60590 <u>626.48</u> has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map

Cost & Funding

The one-time cost of designing and constructing this project is estimated at \$135,235 (as of April 2025; subject to the completion of design documents, construction drawings, and competitive bidding). It is anticipated that Road Maintenance & Rehabilitation Program Fund monies will be used to fund this project (\$135,235).



CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

City Hall Complex Emergency Backup Generator Project

Funding Status: Unfunded

Priority

Alignment:



Healthy and safe



Professionally and efficiently served

Projected Funding Plan: Unscheduled

Project Description

This project involves the addition of an emergency backup generator and automatic transfer switch to serve portions of the City Hall Complex (two buildings – City Hall and the Public Library). The generator will be capable of providing sufficient power to allow core 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.

- *82.2% of Laguna Woods residents are 65 or older, with an average age of 74.9 years (2020 U.S. Census) – Older adults, including persons who rely on electric life-sustaining equipment, are identified by the California Public Utilities Commission as particularly vulnerable to the effects of de-energization during PSPS events. Older adults are also considered to be access and functionally impaired, per California Government Code Section 8593.3(f)(1).*
- *Climate Change – Cooling centers are considered “local community resilience stations” established to mitigate the public health impacts of extreme heat and other emergency situations exacerbated by climate*

change (e.g., power outages/PSPS events) on local populations, per California Government Code Section 8593.3(f)(3)).

Cost & Funding

The one-time cost of designing and constructing this project is estimated at \$425,000 (as of April 2025; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; the City will seek grant opportunities.

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CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**City Hall Refurbishment and Safety Project
FUTURE PHASES**

Funding Status: Unfunded

Priority

Alignment:



Healthy and safe



Professionally and efficiently served

Projected Funding Plan: Unscheduled

Project Description

This project involves refurbishments and safety improvements at City Hall.

The scope of work for future phases is expected to include the following:

- Remodel of the second-floor lobby and office areas
- Replacement of the red tile roof
- 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 & Funding

The one-time cost of designing the remodel of the second-floor lobby and office areas and replacement of the red tile roof is estimated at \$150,000. 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:

El Toro Road Green Street and Flood Relief Project

Funding Status: Unfunded

Priority

Alignment:



High in quality of life

Projected Funding Plan: Unscheduled

Project Description

This project involves making “green street” improvements and upsizing the existing storm drain and catch basins on eastbound El Toro Road between Laguna Woods City Hall and the Valencia Center (approximately 0.5 linear miles). As part of this project, the eastbound sidewalk will be reconstructed to include natural stormwater management approaches that slow, filter, and cleanse stormwater runoff from impervious areas.

Purpose

This project is based on the findings of a hydrologic/hydraulic study that was commissioned by the City in 2019 to analyze recurring instances of localized flooding that affect both vehicle travel lanes and the joint-use pedestrian/ bicycle/golf cart sidewalk. The work is intended to mitigate localized flooding resultant of a 10-year storm event.

- *El Toro Road carries significant traffic* – El Toro Road is an arterial highway identified on the 2024 Orange County Master Plan of Arterial Highways as “major” with a capacity of up to 45,000 average daily trips.
- *Climate Change* – State agencies and academic institutions (including the University of California) have long held that, despite drought conditions, precipitation and flood risk is likely to increase as a result of climate change. The 2021 California Climate Adaptation Strategy projects that Orange County will see “increased frequency and severity of rain events” and increased oscillation “between dry and wet weather extremes.”

Cost & Funding

The one-time cost of designing and constructing this project is estimated at \$1,950,000 (as of February 2025; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; the City will seek grant opportunities.

DRAFT

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Pedestrian Accessibility Improvement Project FUTURE PHASES 11 THROUGH 19

Funding Status: Planned

Priority

Alignment:



Healthy and safe



High in quality of life

Projected Funding Plan: See table below

Project Description

About the Pedestrian Accessibility Improvement Project

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 are 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.

In addition to any unconstructed improvements identified for phases 9 or 10 of the Pedestrian Accessibility Improvement Project, the following improvements will be prioritized in future phases:

Intersection Curb Ramp Improvements

- El Toro Road/Laguna Woods Village Equestrian Center
- El Toro Road/Moulton Parkway (will require replacement of the colored concrete within the pedestrian crosswalks)

Sidewalk Improvements

- Eastbound El Toro Road between the signalized Home Depot Center driveway and the Laguna Woods Village Equestrian Center driveway
- Westbound Santa Maria Avenue between Moulton Parkway and San Remo

Driveway Crossing Reconstruction

- El Toro Road/Willow Tree Center (ALDI Sign)
- El Toro Road/Willow Tree Center (Olive Garden)
- Moulton Parkway/Willow Tree Center (South of Mobil Station)
- Moulton Parkway/Willow Tree Center (The Coffee Bean & Tea Leaf)

Accessible Pedestrian Signal Installations

- El Toro Road/Aliso Creek Road
- El Toro Road/Lutheran Church & Catholic Church

[Housing Element H-3.1.1 Analysis – Phase 11 through 19]

Improvements	U.S. Census Tract(s)	Notes
Intersection curb ramps at El Toro Road/Laguna Woods Equestrian Center	060590626.41	Adjacent to Census Tract 60590626.48 (low resource designation 3 on 2025 TCAC/ HCD Opportunity Map)
Intersection curb ramps at El Toro Road/Moulton Parkway	60590626.41 and 60590626.48	Census Tract 60590626.48 has a low resource designation 3 on 2025 TCAC/ HCD Opportunity Map
Sidewalk on eastbound El Toro Road between the signalized Home Depot Center driveway and the Laguna Woods Village Equestrian Center driveway	060590626.41	Adjacent to Census Tract 60590626.48 (low resource designation 3 on 2025 TCAC/ HCD Opportunity Map)
Sidewalk on westbound Santa Maria Avenue between Moulton	60590626.21 and 60590626.48	Census Tract 60590626.46 has a low resource designation 2 on 2025 TCAC/ HCD Opportunity

Parkway and San Remo		Map
Driveway crossing at El Toro Road/Willow Tree Center (ALDI Sign)	60590626.46	Census Tract 60590626.46 has a low resource designation 2, on 2025 TCAC/ HCD Opportunity Map
Driveway crossing at El Toro Road/Willow Tree Center (Olive Garden)	60590626.22 and 60590626.46	Census Tract 60590626.22 has a low resource designation 3, and Census Tract 60590626.46 has a low resource designation 2, on 2025 TCAC/ HCD Opportunity Map
Driveway crossing at Moulton Parkway/Willow Tree Center (South of Mobil Station)	60590626.46	Census Tract 60590626.46 has a low resource designation 2, on 2025 TCAC/ HCD Opportunity Map
Driveway crossing at Moulton Parkway/Willow Tree Center (The Coffee Bean & Tea Leaf)	60590626.41	Adjacent to Census Tract 60590626.48 (low resource designation 3 on 2025 TCAC/ HCD Opportunity Map)
Accessible pedestrian signal at El Toro Road/Aliso Creek Road	60590626.49	Intersection is first west of Census Tract 60590626.48 (low resource designation 3 on 2025 TCAC/ HCD Opportunity Map)
Accessible pedestrian signal at El Toro Road/Lutheran Church & Catholic Church	60590626.22 and 60590626.46	Census Tract 60590626.22 has a low resource designation 3, and Census Tract 60590626.46 has a low resource designation 2, on 2025 TCAC/ HCD Opportunity Map

Purpose

This project is intended to improve the ease and safety of pedestrian travel, while also promoting 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 2027-28 through 2035-36, the one-time cost of designing and constructing these projects is estimated at \$2,250,000-\$4,500,000 (as of April 2025; 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
11	2027-28	\$250,000-\$500,000
12	2028-29	\$250,000-\$500,000
13	2029-30	\$250,000-\$500,000
14	2030-31	\$250,000-\$500,000
15	2031-32	\$250,000-\$500,000
16	2032-33	\$250,000-\$500,000
17	2033-34	\$250,000-\$500,000
18	2034-35	\$250,000-\$500,000
19	2035-36	\$250,000-\$500,000
Total		\$2,250,000-\$4,500,000

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CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:
Pavement Management Plan Project
FUTURE PHASES

Funding Status: Planned

Priority
Alignment:



Healthy and safe



High in quality of life

Projected Funding Plan: See table below

Estimated Useful Life: 15 years from each project's completion date

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 the adjustment of utility covers and valves to grade; re-establishment of survey monuments, painted striping, and pavement markings; relocation of vehicle stop lines back from crosswalks; reconstruction of curbs, gutters, and sidewalks; installation of green-colored pavement in bikeways; and, replacement of traffic signal backplates, visors, and illuminated street name signs.

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.

Reconstructing curbs, gutters, sidewalks and other concrete road elements is intended to serve a maintenance function.

Installing green-colored pavement in bicycle lanes is intended to further consistency with Chapter 9C of the 2014 California Manual of Uniform Traffic Control Devices, which calls for the consideration of the use of green-colored pavement in bikeways where appropriate.

Replacing traffic signal backplates and visors is intended to serve a maintenance function. The new traffic signal backplates will include a retroreflective border strip around the outside edge of the front surface.

Replacing illuminated street names signs is intended to serve a maintenance function and improve wayfinding.

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 \$2,294,408 (as of April 2025; subject to the completion of design documents, construction drawings, and competitive bidding). It is anticipated that Road Maintenance & Rehabilitation Program Fund monies will be used to fund these projects.

Street Section(s)	Blended PCI / Lowest Segment PCI as of October 2023	Anticipated Fiscal Year	Total
Westbound El Toro Road between Moulton Parkway and Calle Sonora <i>(Planned Illuminated Street Name Sign Replacements: El Toro Road/Calle Sonora, El Toro Road/Moulton Parkway)</i> <i>(Planned Traffic Signal Backplate and Visor Replacements: El Toro Road/Calle Sonora)</i>	81 / 79	2027-28	\$333,408
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
TBD pending adoption of the Pavement Management Plan for 2026-27 through 2035-36		2034-35	TBD
TBD pending adoption of the Pavement Management Plan for 2026-27 through 2035-36		2035-36	TBD
Total			\$2,294,408

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CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Ridge Route Drive Utility Undergrounding Project

Funding Status: Unfunded

Priority

Alignment:



Healthy and safe

Projected Funding Plan: Unscheduled

Project Description

This project involves undergrounding approximately 2,100 linear feet of power lines located within the City’s street right-of-way on eastbound Ridge Route Drive between Peralta Drive and Avenida De La Carlota. *(Note: Staff has initiated communication with Southern California Edison to explore the feasibility of this project and begin to quantify associated costs.)*

Purpose

This project is intended to eliminate the fire risk created by the presence of power lines in an urban setting adjacent to a primary arterial highway (Ridge Route Drive).

Cost & Funding

The one-time cost of designing and constructing this project is not yet known. Funding has not yet been identified; it is anticipated that General Fund appropriations will be required.

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Streetscape Enhancement Project – Moulton Parkway

Funding Status: Unfunded

Priority

Alignment:



High in quality of life



Environmentally conscious

Projected Funding Plan: Unscheduled

Project Description

This project involves refreshing four street medians on Moulton Parkway between Via Campo Verde and the southern City limit (approximately 0.6 linear miles) with additional trees and drought-tolerant landscaping.

Planned Enhancements

- Planting of Carrotwood trees in the three medians between Via Campo Verde and Via Iglesia
- Planting of Carrotwood trees and relandscaping of the median south of Calle Aragon to the City limit for greater visual consistency with the four medians between Via Campo Verde and Via Iglesia

Purpose

This project is intended to increase shade, improve air quality, reduce the urban heat island effect, and enhance streetscape aesthetics.

The planting of trees is specifically 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.

Cost & Funding

The one-time cost of designing and constructing this project is estimated at \$225,000 (as of April 2025; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; the City will seek grant opportunities.

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Streetscape Enhancement Project – Santa Maria Avenue

Funding Status: Unfunded

Priority

Alignment:



High in quality of life



Environmentally conscious

Projected Funding Plan: Unscheduled

Project Description

This project involves retrofitting four street medians on Santa Maria Avenue between its eastern terminus and Moulton Parkway (approximately 0.6 linear miles) with additional trees and drought-tolerant landscaping.

Purpose

This project is intended to increase shade, improve air quality, reduce the urban heat island effect, and enhance streetscape aesthetics.

The planting of trees is specifically 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.

Cost & Funding

The one-time cost of designing and constructing this project is estimated at \$375,000 (as of April 2025; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; the City will seek grant opportunities.

[PLACEHOLDER FOR FISCAL YEARS 2025-36 CAPITAL IMPROVEMENT PROGRAM FUNDING PLAN]

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9.5

SOBER LIVING HOMES

(AGENDIZED BY COUNCILMEMBER MOORE)

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AB-424 Alcohol and other drug programs: complaints. (2025-2026)

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Date Published: 03/19/2025 09:00 PM

AMENDED IN ASSEMBLY MARCH 19, 2025

CALIFORNIA LEGISLATURE— 2025–2026 REGULAR SESSION

ASSEMBLY BILL

NO. 424

Introduced by Assembly Member Davies

February 05, 2025

An act to add Section 11834.33 to the Health and Safety Code, relating to alcohol and other drug programs.

LEGISLATIVE COUNSEL'S DIGEST

AB 424, as amended, Davies. Alcohol and other drug programs: complaints.

Existing law provides for the licensure and regulation of alcohol or other drug recovery or treatment facilities serving adults by the State Department of Health Care Services, as prescribed. Existing law prohibits the operation, establishment, management, conduct, or maintenance of an alcohol or other drug recovery or treatment facility to provide recovery, treatment, or detoxification services within this state without first obtaining a current valid license.

This bill would, when the department receives a complaint against a licensed alcohol or other drug recovery or treatment facility, or a complaint alleging that a facility is unlawfully operating without a license, from a member of the public, require the department to provide, within ~~30~~ 10 days of the date of the complaint, notice to the person filing the complaint that the complaint has been received and to provide, upon closing the complaint, notice to the person filing the complaint that the complaint has been closed and whether the department found the facility to be in violation of the provisions governing facility licensure and regulation.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 11834.33 is added to the Health and Safety Code, to read:

11834.33. When the department receives a complaint against an alcohol or other drug recovery or treatment facility licensed pursuant to this chapter, or against a facility alleged to be in violation of Section 11834.30, from a member *of* the public, the department shall do both of the following:

(a) Within ~~30~~ *10* days of the date of the complaint, provide notice to the person filing the complaint that the complaint has been received.

(b) Upon closing the complaint, provide notice to the person filing the complaint that the complaint has been closed and whether the department found the facility to be in violation of this chapter.


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AB-425 Certification of alcohol and other drug programs. (2025-2026)

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Date Published: 02/05/2025 09:00 PM

CALIFORNIA LEGISLATURE— 2025–2026 REGULAR SESSION

ASSEMBLY BILL

NO. 425

Introduced by Assembly Member Davies

February 05, 2025

An act to add Section 11832.26 to the Health and Safety Code, relating to public health.

LEGISLATIVE COUNSEL'S DIGEST

AB 425, as introduced, Davies. Certification of alcohol and other drug programs.

Existing law grants the sole authority in state government to the State Department of Health Care Services to certify alcohol or other drug programs and to license adult alcohol or other drug abuse recovery or treatment facilities. Existing law requires the department to adopt the American Society of Addiction Medicine treatment criteria, or an equivalent evidence-based standard, as the minimum standard of care for licensed facilities and requires a licensee to maintain those standards with respect to the level of care to be provided by the licensee.

This bill would similarly require the department to adopt the American Society of Addiction Medicine treatment criteria, or an equivalent evidence-based standard, as the minimum standard of care for alcohol or other drug programs certified by the department. The bill would also require certified programs to maintain those standards with respect to the level of care to be provided by the certified program. The bill would authorize the department to implement, interpret, or make specific this section by means of plan or provider bulletins or similar instructions until regulations are adopted and require that regulations be adopted by January 1, 2026.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. (a) The Legislature finds and declares the following:

(1) Drug Medi-Cal organized delivery system (DMC-ODS) is a program for the organized delivery of substance use disorder (SUD) services to Medi-Cal-eligible individuals with SUD residing in a county that has elected to participate in the DMC-ODS program.

(2) Critical elements of DMC-ODS include providing a continuum of care modeled after the American Society of Addiction Medicine (ASAM) Criteria for SUD treatment services, increased local control and accountability, greater administrative oversight, creation of utilization controls to improve care and efficient use of resources, evidence-based practices in substance use treatment, and increased coordination with other systems of care.

(3) According to the State Department of Health Care Services, this approach provides Medi-Cal members with access to the care and system interaction needed in order to achieve sustainable recovery.

(b) It is the intent of the Legislature to assist all who seek SUD recovery in California to achieve sustainable recovery. Therefore, it is further the intent of the Legislature that all SUD programs certified by the State of California be required to meet or exceed ASAM standards and evidence-based practices.

SEC. 2. Section 11832.26 is added to the Health and Safety Code, to read:

11832.26. (a) The department shall adopt the American Society of Addiction Medicine treatment criteria or an equivalent evidence-based standard as the minimum standard of care for an alcohol or other drug program certified in accordance with this chapter. A certified program shall maintain those standards with respect to the level of care to be provided by the certified program.

(b) The department may implement, interpret, or make specific this section by means of plan or provider bulletins or similar instructions until regulations are adopted. The department shall adopt regulations by January 1, 2026.