

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting
Wednesday, May 21, 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.

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FOR ADDITIONAL INFORMATION

For additional information, please contact the City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535, cityhall@cityoflagunawoods.org, 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

5/16/25
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 OPPORTUNITIES

The City plans to offer the following remote viewing and/or listening opportunities as a courtesy for this meeting. These opportunities are not guaranteed to be operable, technically feasible, or uninterrupted. The instructions provided below are not guaranteed to be correct or all-inclusive as Zoom and YouTube may modify their interfaces and interfaces may differ by device or application. Members of the public who wish to ensure that they are able to view and/or listen to this meeting should attend in person.

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” (if given an option select “by meeting ID”)
- Enter the following meeting ID: 856 7061 2034
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 652241
- Enter a name and email address as required by Zoom

Parties are advised that information they provide to Zoom may be publicly visible and/or visible to the City and others. 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 (253) 215-8782
- Follow the prompts and provide the information required by Zoom
- When prompted for a webinar ID enter: 856 7061 2034
- When prompted for a passcode enter: 652241

Parties are advised that their telephone number and information provided to Zoom may be publicly visible and/or visible to the City and others. 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

Parties are advised that information they provide to YouTube may be publicly visible and/or visible to the City and others. 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:

Members of the public wishing to address the City Council on items appearing on this agenda are advised to indicate their interest in doing so by submitting a speaker card

to City staff or proceeding to the podium, one-by-one, at the time an item is considered.

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

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

Speakers are requested, but not required, to identify themselves, both on any 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 Asian American and Pacific Islander Heritage Month – May 2025

Recommendation: Approve and present a proclamation.

4.2 Older Adults Month – May 2025

Recommendation: Approve and present a proclamation.

4.3 Drowning Prevention Awareness Period – May 2025

Recommendation: Approve and present a proclamation.

4.4 Jewish American Heritage Month – May 2025 (agendized by Councilmember Moore)

Recommendation: Approve and present a proclamation.

4.5 90th Birthday – Roz Rhodes (agendized by Mayor Horne)

Recommendation: Approve and present a commendation.

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 February 2025.

6.2 Quarterly Financial Report

Recommendation: Receive and file the Quarterly Financial Report for the third quarter of Fiscal Year 2024-25.

VII. CONSENT CALENDAR

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

7.1 City Council Minutes

Recommendation: Approve the City Council meeting minutes for the regular meeting on April 16, 2025.

7.2 Payment Register

Recommendation: Approve the payment register dated May 21, 2025 in the amount of \$939,031.27.

7.3 Senior Mobility Program

Recommendation: Adopt a new agency service plan for the two-year cycle of the Senior Mobility Program beginning July 1, 2025 and ending June 30, 2027 describing its goal, core purpose, objectives, trip eligibility, operations, fare structure, funding, and various program requirements in a format required by the Orange County Transportation Authority’s Senior Mobility Program guidelines.

7.4 Measure M2 (OC Go) Eligibility

Recommendation: Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, CONCERNING THE STATUS AND UPDATE OF THE CIRCULATION ELEMENT, AND MITIGATION FEE PROGRAM FOR THE MEASURE M (M2) (OC GO) PROGRAM

VIII. PUBLIC HEARINGS

8.1 Inclusionary Housing In-Lieu Fee

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AN IN-LIEU FEE THAT MAY BE USED TO SATISFY THE REQUIREMENT TO PROVIDE INCLUSIONARY UNITS FOR RENT AT THE SITE OF A RESIDENTIAL DEVELOPMENT, PURSUANT TO LAGUNA WOODS MUNICIPAL CODE SECTION 13.25.050, AND DETERMINING AND CERTIFYING THAT THIS ACTION IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

8.2 Fire Hazard Severity Zones

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 10.13 OF THE LAGUNA WOODS MUNICIPAL

CODE PERTAINING TO FIRE HAZARD SEVERITY ZONES; DESIGNATING THE MODERATE, HIGH, AND VERY HIGH FIRE HAZARD SEVERITY ZONES IN ITS JURISDICTION AS RECOMMENDED BY THE STATE FIRE MARSHAL PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 51178; AND, DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

IX. CITY COUNCIL BUSINESS

9.1 Ad Hoc Audit Committee

Recommendation: Appoint two members of the City Council to an Ad Hoc Audit Committee beginning immediately through October 31, 2025 to work with the City's independent auditors on matters related to the Fiscal Year 2024-25 audit.

9.2 Employee Positions, Compensation, and Benefits

Recommendation:

1. Approve job classifications for the following City employee positions: Building Inspector, Building Official, Permit Technician, and Planning & Environmental Services Director.

AND

2. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 24-31, AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES, INCLUDING THE CITY MANAGER AND OTHER LOCAL AGENCY EXECUTIVES AS DEFINED IN CALIFORNIA GOVERNMENT CODE SECTION 3511.1

9.3 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.

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 Adjourned Regular Meeting: Wednesday, May 28, 2025 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

Next Regular Meeting: Wednesday, June 18, 2025 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

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4.1
ASIAN AMERICAN AND PACIFIC ISLANDER
HERITAGE MONTH
– MAY 2025

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City of Laguna Woods

Asian American and Pacific Islander Heritage Month May 2025

Proclamation

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby proclaim May 2025 as “Asian American and Pacific Islander Heritage Month” in the City of Laguna Woods and encourages reflection on the accomplishments that Asian Americans and Pacific Islanders have made throughout history.

Dated this 21st day of May 2025

Shari L. Horne
Mayor

Attest: Yolie Trippy
City Clerk

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4.2
OLDER ADULTS MONTH
– MAY 2025

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City of Laguna Woods
Older Americans Month
May 2025

Proclamation



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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby proclaim May 2025 as “Older Americans Month” in the City of Laguna Woods and encourages the recognition of older adults and the people who serve them as being powerful and vital to the fabric of our country.

Dated this 21st day of May 2025

Shari L. Horne
Mayor

Attest: Yolie Trippy
City Clerk

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4.3
DROWNING PREVENTION AWARENESS
PERIOD
– MAY-AUGUST 2025

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City of Laguna Woods
**Drowning Prevention
Awareness Period
May-August 2025**

Proclamation

WHEREAS, in the United States, unintentional drowning has seen a concerning rise, with over 4,500 deaths each year from 2020 to 2022, marking an increase of 500 annual fatalities compared to 2019; and

WHEREAS, drowning is a leading cause of injury-related deaths among children under five in California, with approximately 60 children in this age group losing their lives to drowning each year; and

WHEREAS, for every child who dies from drowning, another seven receive emergency care for non-fatal submersion injuries, which can result in long-term disabilities; and

WHEREAS, drowning can occur silently and swiftly, often in as little as 20 to 60 seconds; and

WHEREAS, drowning can occur in as little as two inches of water, including inflatable and built-in swimming pools, spas, bath tubs, buckets, the ocean, lakes, and anywhere else there is water; and

WHEREAS, the themes of the Orange County Fire Authority's 2025 water safety campaign are "Always Watch the Water" and "Never Swim Alone"; and

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

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby proclaim May-August 2025 as "Drowning Awareness Prevention Period" in the City of Laguna Woods and encourages all residents, businesses, and homeowners associations to become partners in preparedness by increasing their knowledge of proper safety measures in drowning prevention.

Dated this 21st day of May 2025

Shari L. Horne
Mayor

Attest: Yolie Trippy
City Clerk

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4.4

JEWISH AMERICAN HERITAGE MONTH

– MAY 2025

(AGENDIZED BY COUNCILMEMBER MOORE)

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City of Laguna Woods
**Jewish American
Heritage Month
May 2025**

Proclamation

WHEREAS, the history of Jewish Americans in Laguna Woods is inextricably tied to the greater story of the United States; and

WHEREAS, Jewish refugees have fled oppression and discrimination for centuries and have sought sanctuary in the United States, California, and Laguna Woods; and

WHEREAS, Jews are an ethnic people who share a culture, language, ancestry, and identity, and remain connected through Judaism, the ethnic religion comprising the ancient beliefs, practices, mythologies, and laws of the Jewish people; and

WHEREAS, the Jewish community has helped define the character and values of Laguna Woods through the presence of a Jewish synagogue and other temples that meet locally; and

WHEREAS, celebrating our community's diverse heritage helps foster understanding of the challenges faced by those around us, and inoculate us against hate.

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby proclaim May 2025 as "Jewish American Heritage Month" in the City of Laguna Woods and encourages reflection on the accomplishments that Jewish Americans have made throughout history.

Dated this 21st day of May 2025

Shari L. Horne
Mayor

Attest: Yolie Trippy
City Clerk

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4.5

**90TH BIRTHDAY – ROZ RHODES
(AGENDIZED BY MAYOR HORNE)**

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City of Laguna Woods

Commendation

ROZ RHODES

On behalf of the City of Laguna Woods, it is an honor and a pleasure to extend this commendation to Roz Rhodes on the occasion of her 90th birthday, which was celebrated on April 8, 2025. Congratulations and best wishes for many more joyous years to come.

Dated this 21st day of May 2025

Shari L. Horne, Mayor
City of Laguna Woods

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6.1
CITY TREASURER'S REPORT

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City Treasurer's Report Monthly Financial Snapshot

Financial Assets IN THE BANK as of April 30, 2025

BY FUND

General Fund (Operating) **\$6,930,680**

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 **\$3,252,409**

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) **\$13,936,789**

BY INVESTMENT TYPE

Cash and Cash Equivalents **\$691,826**
4.97% of portfolio

Pooled Money Investment Accounts **\$6,945,097**
49.83% of portfolio
This includes investments in a state government investment pool.

Investments - Earning **\$6,299,866**
45.20% of portfolio
This includes certificates of deposit.

Total (All Funds) **\$13,936,789**

Financial Assets HELD IN TRUST FUNDS as of April 30, 2025

California Employers' Pension Prefunding Trust Fund (CEPPT) **\$284,513**

- New Contributions** **\$0**
- Gain/(Loss) from Month Prior** **\$1,816**

The CEPPT is used to prefund employee pension obligations.

California Employers' Retiree Benefit Trust Fund (CERBT) **\$145,325**

- New Contributions** **\$0**
- Gain/(Loss) from Month Prior** **(\$10)**

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

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

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City of Laguna Woods
City Treasurer's Report
For the Month Ended April 30, 2025

ITEM 6.1

CASH AND INVESTMENTS

	Beginning Balances As of 3/31/25	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 4/30/25	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 1)	\$ 761,677	\$ 940,276	\$ (939,835)	\$ (125,000)	\$ 637,117	4.57%	
Money Market Funds, Multi-Bank Securities (MBS) Account (Note 4)	\$ 122,425	\$ 25,670	\$ (23,448)	\$ (100,000)	\$ 24,646	0.18%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	\$ 31,933	\$ 21,560	\$ (25,670)	\$ -	\$ 27,823	0.20%	
Petty Cash	\$ 749	\$ 51	\$ -	\$ -	\$ 800	0.01%	
Laguna Woods Civic Support Fund Checking Account	\$ 1,619	\$ -	\$ (180)	\$ -	\$ 1,439	0.01%	
Total Cash and Cash Equivalents	\$ 918,403	\$ 987,556	\$ (989,133)	\$ (225,000)	\$ 691,826	4.96%	100.00%
Pooled Money Investment Accounts							
Local Agency Investment Fund (LAIF - fair value) (Notes 2 and 3)	\$ 7,364,193	\$ 72,226	\$ -	\$ (491,322)	\$ 6,945,097	49.83%	
Total Pooled Money Investment Accounts	\$ 7,364,193	\$ 72,226	\$ -	\$ (491,322)	\$ 6,945,097	49.83%	90.00%
Investments - Interest and Income Bearing							
Certificates of Deposit - non-negotiable (fair value) (Note 2)	\$ 5,578,375	\$ -	\$ -	\$ 721,491	\$ 6,299,866	45.20%	
Total Investments - Interest and Income Bearing	\$ 5,578,375	\$ -	\$ -	\$ 721,491	\$ 6,299,866	45.20%	90.00%
TOTAL	\$ 13,860,971	\$ 1,059,782	\$ (989,133)	\$ 5,169	\$ 13,936,789	100.00%	

Summary of Total Cash, Cash Equivalents, and Investments:

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	\$ (2,613,852)	\$ 3,250,970	\$ 637,117
Money Market Funds, MBS Account	\$ 24,646	\$ -	\$ 24,646
Earned Interest in Transit and Accrued Interest, MBS Account	\$ 27,823	\$ -	\$ 27,823
Petty Cash	\$ 800	\$ -	\$ 800
LAIF	\$ 6,945,097	\$ -	\$ 6,945,097
Certificates of Deposit	\$ 6,299,866	\$ -	\$ 6,299,866
Laguna Woods Civic Support Fund Checking Account	\$ -	\$ 1,439	\$ 1,439
Totals	\$ 10,684,380	\$ 3,252,409	\$ 13,936,789

(See NOTES on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
For the Month Ended April 30, 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	244,787	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	245,147	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	245,730	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	245,032	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	245,032	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	246,453	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	246,024	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	201,586	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	246,970	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	247,470	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	242,506	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	248,077	245,000	4.800	Semi-Annual	10/05/23	Green***	4.800	04/05/27
06051XSZ6	2025-2	BANK OF AMERICA NA	24 months	04/04/25	04/10/25	245,000	244,520	245,000	4.000	Semi-Annual	10/10/25	Green*	4.000	04/12/27
84464PCD7	2025-4	SOUTHPOINT BK	24 months	04/24/25	04/29/25	235,000	234,551	235,000	4.000	Monthly	05/29/25	Green***	4.000	04/29/27
50625LBN2	2022-3	LAFAYETTE FED CR	60 months	05/24/22	06/15/22	245,000	240,769	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	245,025	245,000	4.100	Monthly	09/21/24	Green***	4.100	08/21/27
05612LED0	2025-3	BMW BK NORTH AMERICA	30 months	04/04/25	04/11/25	245,000	244,422	245,000	4.000	Semi-Annual	10/11/25	Green***	4.000	10/12/27
14042RUX7	2022-5	CAPITAL ONE NATL ASSN	60 months	10/06/22	10/13/22	245,000	247,176	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	244,657	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	202,690	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	251,586	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	254,854	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	246,232	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	249,523	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	243,567	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	245,483	245,000	4.200	Semi-Annual	07/29/25	Green***	4.200	01/29/30
Accrued Interest - Month End													27,823	
Total CDs						6,270,000	6,327,689	6,270,000						

(*) 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	6,939,204	6,945,097	6,939,204	Note 3	Quarterly	N/A	N/A	N/A	N/A
Total PMIA						6,939,204	6,945,097	6,939,204						

(See NOTES on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
For the Month Ended April 30, 2025

ITEM 6.1

CASH AND INVESTMENTS

	Beginning Balances As of 3/31/25	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 4/30/25
Other Post-Employment Benefits (OPEB) Trust					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (Note 2) (CERBT holds all assets and administers the OPEB Trust)	\$ 145,335	\$ -	\$ (8)	\$ (1)	\$ 145,325
Employer Pension Contributions Trust					
CalPERS California Employers' Pension Prefunding Trust (CEPPT) (Note 2) (CEPPT holds all assets and administers the Employer Pension Contributions Trust)	\$ 282,698	\$ -	\$ (52)	\$ 1,868	\$ 284,513
Total Other Funds - Held in Trust	<u>\$ 428,032</u>	<u>\$ -</u>	<u>\$ (61)</u>	<u>\$ 1,867</u>	<u>\$ 429,839</u>

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



City of Laguna Woods
City Treasurer's Report
For the Month Ended April 30, 2025

CASH AND INVESTMENTS

Notes:

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

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

LAIF / The City made to deposits to the LAIF account and withdrew \$500,000. The amount was transferred to the City's checking account for cash flow purposes. The balance, as previously adjusted for fair market value, was adjusted by \$8,677.54 to reflect the fair market value of the investment at March 31, 2025. In total, the balance includes an adjustment in the amount of \$5,892.71 to reflect fair market value.

Investments / There were no maturities of investments. The City invested \$725,000 cash balance in three Certificates of Deposit: \$245,000 in a Bank of America Certificate of Deposit for a 24-month term at a 4.000% yield rate, \$245,000 in a BMW Bank Certificate of Deposit for a 30-month term at a 4.000% yield rate, and \$235,000 in a Southpoint Bank Certificate of Deposit for a 24-month term at a 4.000% yield rate. Investments were adjusted in the amount of (\$3,508.90) to report balances at fair market value as of April 30, 2025.

OPEB Trust / The City made no contributions to or withdrawals from the OPEB Trust. The OPEB Trust experienced a net loss of (\$9.52) in April 2025.

Employer Pension Contributions Trust / The City made no contributions to or withdrawals from the CEPPT account. The Trust experienced a net gain of \$1,815.71 in April 2025.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported in April 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	\$72,225.88	January 1, 2025 thru March 31, 2025	See Notes	July 2025	The pool interest yield for March 2025 was 4.281% 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 \$25,669.69 and transferred out \$23,447.80 in Money Market Funds balances to the City's checking account in April 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 and transferred to the City's checking account 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 April 30, 2025 was 3.40%. The City's portfolio also has \$27,823.30 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: 2025.05.15
 14:38:46 -07'00'

Elizabeth Torres, City Treasurer

6.2
QUARTERLY FINANCIAL REPORT

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City of Laguna Woods
Fiscal Year 2024-25 Third Quarter Financial Report
Quarter Ended March 31, 2025
(75% of Year Elapsed)

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

General Fund				
	<u>Amended Budget</u>	<u>YTD Actual @ 3/31/25</u>	<u>Actual % of Budget</u>	<u>Variance Explanation</u>
Revenues:				
Property Tax	\$ 3,405,200	\$ 1,850,607	54%	Note 1
Property Transfer Tax	114,900	87,596	76%	
Sales Tax	1,233,000	787,379	64%	Note 2
Cannabis Business Tax	-	682,629	0%	
Franchise Fees	753,100	366,610	49%	Note 3
Transient Occupancy Tax	620,000	387,112	62%	Note 4
Development Processing Fees	827,400	637,697	77%	
Interest	340,000	237,261	70%	
Miscellaneous	213,800	118,643	55%	Note 5
Total Revenues	7,507,400	5,155,534	69%	
Expenditures:				
City Council	19,157	16,756	87%	
General Government	1,378,727	1,021,177	74%	
Administrative Services	532,395	409,699	77%	
Engineering & Infrastructure Services	382,855	265,738	69%	
Planning & Environmental Services	1,807,672	1,229,011	68%	
Public Safety Services	3,400,489	2,471,584	73%	
Information Technology & Cyber Security	24,101	10,497	44%	
Total Expenditures	7,545,396	5,424,462	72%	
Transfers to Other Funds	1,675,852	1,675,852	100%	
Net Change in Fund Balance	(1,713,848)	(1,944,780)		
Beginning Fund Balance	10,544,508	10,544,508		
Ending Fund Balance	\$ 8,830,660	\$ 8,599,728		

<u>Fund Balance Detail:</u>	<u>June 30, 2024</u>	<u>June 30, 2025</u>	
Nonspendable - Prepaid Items	\$ 22,210	\$ -	
Restricted			
Employee Benefits	169,211	169,211	
SMIP 5%	2,739	2,739	
SB1473 10%	1,630	1,630	
Committed			
Waste Diversion	58,333	58,333	
Assigned			
Paid Leave Contingency	136,394	136,394	No change during quarter
Self Insurance Contingency	50,000	50,000	No change during quarter
General Fund Contingency	3,481,406	3,567,306	Equals 50% of budgeted revenues (Three contingency accounts combined)
Unassigned	6,622,585	4,614,115	
Total	\$ 10,544,508	\$ 8,599,728	



City of Laguna Woods
Fiscal Year 2024-25 Third Quarter Financial Report
Quarter Ended March 31, 2025
(75% of Year Elapsed)

Other Funds				
	Amended Budget	YTD Actual @ 3/31/25	Actual % of Budget	Variance Explanation
<u>Fuel Tax</u>				
Revenues	\$ 503,700	\$ 370,314	74%	
Expenditures	435,518	246,215	57%	
Net Change	68,182	124,099		
Beginning Fund Balance	572,737	572,737		
Ending Fund Balance	<u>\$ 640,919</u>	<u>\$ 696,836</u>		
<u>Road Maintenance & Rehabilitation Program</u>				
Revenues	\$ 465,600	\$ 308,682	66%	Note 6
Expenditures	64,000	29,409	46%	
Net Change	401,600	279,273		
Beginning Fund Balance	913,098	913,098		
Ending Fund Balance	<u>\$ 1,314,698</u>	<u>\$ 1,192,371</u>		
<u>Measure M2 (OC Go)</u>				
Revenues	\$ 348,600	\$ 219,181	63%	Note 7
Expenditures	290,700	133,246	46%	
Net Change	57,900	85,935		
Beginning Fund Balance	296,758	296,758		
Ending Fund Balance	<u>\$ 354,658</u>	<u>\$ 382,693</u>		
<u>Service Authority for Abandoned Vehicles (SAAV)</u>				
Revenues	\$ -	\$ 1,141	-	
Expenditures	-	-	-	
Net Change	-	1,141		
Beginning Fund Balance	40,273	40,273		
Ending Fund Balance	<u>\$ 40,273</u>	<u>\$ 41,414</u>		
<u>Supplemental Law Enforcement Services Act (SLESA)</u>				
Revenues	\$ 169,600	\$ 196,538	116%	
Expenditures	176,100	132,075	75%	
Net Change	(6,500)	64,463		
Beginning Fund Balance	34,494	34,494		
Ending Fund Balance	<u>\$ 27,994</u>	<u>\$ 98,957</u>		
<u>Mobile Source Reduction</u>				
Revenues	\$ 22,000	\$ 24,113	110%	
Expenditures	-	-	-	
Net Change	22,000	24,113		
Beginning Fund Balance	259,431	259,431		
Ending Fund Balance	<u>\$ 281,431</u>	<u>\$ 283,544</u>		



City of Laguna Woods
Fiscal Year 2024-25 Third Quarter Financial Report
Quarter Ended March 31, 2025
(75% of Year Elapsed)

	Amended Budget	YTD Actual @ 3/31/25	Actual % of Budget	Variance Explanation
<u>PEG/Cable Television</u>				
Revenues	\$ 18,800	\$ 16,864	90%	
Expenditures	15,000	-	0%	
Net Change	3,800	16,864		
Beginning Fund Balance	68,405	68,405		
Ending Fund Balance	<u>\$ 72,205</u>	<u>\$ 85,269</u>		
<u>Senior Mobility</u>				
Revenues	\$ 145,700	\$ 70,078	48%	Note 7
Expenditures	807,000	545,104	68%	
Transfer In from General Fund	580,000	580,000	100%	
Net Change	(81,300)	104,974		
Beginning Fund Balance	188,241	188,241		
Ending Fund Balance	<u>\$ 106,941</u>	<u>\$ 293,215</u>		
<u>Community Development Block Grant (CDBG)</u>				
Revenues	\$ 150,000	\$ -	0%	Note 8
Expenditures	150,000	124,491	83%	Note 9
Net Change	-	(124,491)		
Beginning Fund Balance	-	-		
Ending Fund Balance	<u>\$ -</u>	<u>\$ (124,491)</u>		
<u>Federal Grants Programs Fund</u>				
Revenues	\$ 782,869	\$ -	0%	Note 10
Expenditures	901,257	469,099	52%	Note 11
Net Change	(118,388)	(469,099)		
Beginning Fund Balance	-	-		
Ending Fund Balance	<u>\$ (118,388)</u>	<u>\$ (469,099)</u>		
<u>State of California Grants</u>				
Revenues	\$ 193,972	\$ 8,297	4%	Note 12
Expenditures	500,983	22,166	4%	Note 13
Net Change	(307,011)	(13,869)		
Beginning Fund Balance	(2,024)	(2,024)		
Ending Fund Balance	<u>\$ (309,035)</u>	<u>\$ (15,893)</u>		
<u>Miscellaneous Special Revenue Fund</u>				
Revenues	\$ -	\$ 145	-	
Expenditures	-	-	-	
Net Change	-	145		
Beginning Fund Balance	91	91		
Ending Fund Balance	<u>\$ 91</u>	<u>\$ 236</u>		



City of Laguna Woods
Fiscal Year 2024-25 Third Quarter Financial Report
Quarter Ended March 31, 2025
(75% of Year Elapsed)

	Amended Budget	YTD Actual @ 3/31/25	Actual % of Budget	Variance Explanation
Capital Projects				
Revenues	\$ -	\$ 37,645	-	
Expenditures	1,644,668	396,325	24%	Note 14
Transfer In from General Fund	1,095,852	1,095,852	100%	
Net Change	(548,816)	737,172		
Beginning Fund Balance	1,018,623	1,018,623		
Ending Fund Balance	<u>\$ 469,807</u>	<u>\$ 1,755,795</u>		

Capital Projects Expenditure Detail:				
City Centre Park Enhancement Project	\$ 125,000	\$ 3,118	2%	
El Toro Rd & Moulton Parkway Water Quality Treatment Project	90,768	54,460	60%	
Circulation Improvement Project	31,604	3,589	11%	
CIP - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Ph 8	16,052	14,816	92%	Note 9
CIP - Woods End Wilderness Trail Drainage and Improvement Project	71,279	26,348	37%	
CIP - Paseo De Valencia-Moulton Parkway Confluence Bypass Corridor Project	109,946	-	0%	
City Hall Refurb Safety: Ph 4	876,799	171,370	20%	
City Hall Refurb Safety: Ph 5	49,970	14,569	29%	
CIP - Ridge Route Drive Drainage Repair Project	273,250	108,055	40%	
	<u>\$ 1,644,668</u>	<u>\$ 396,325</u>	24%	

Notes:

1. Includes only the first of two substantial property tax payments; second was received in May
2. Includes July through January revenue; February revenue was received in April
3. Includes two full quarters and one partial quarter of revenue due to franchise fee payment timing
4. Includes July through February revenue; March revenue was received in April
5. Second of two waste and recycling services reimbursements from CR&R was received in April
6. Represents July through February revenue; March revenue was received in April
7. Represents July through February Measure M2 revenue and earned interest allocation; March and April Measure M2 revenue will be received in May
8. Reimbursable grant; revenues are received after expenditures are incurred and submitted for reimbursement
9. Pedestrian Accessibility Phase 8 project was completed during the third quarter; retention payment was paid in April
10. Revenues will be recognized at the end of the year after all expenditures are incurred
11. ARPA funds were fully obligated as of December 31, 2024, final projects are in progress
12. Represents 1st and 2nd quarter interest income and partial reimbursement from one grant. The majority of the budget are reimbursable grants, revenues will be received after expenditures are incurred and submitted for reimbursement
13. Projects are expected to begin in the second half of the fiscal year
14. Projects are in progress

7.0
CONSENT CALENDAR SUMMARY

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: May 21, 2025 Regular Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the May 21, 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 May 21, 2025 Consent Calendar contains the following items:

- 7.1 Approval of the City Council meeting minutes for the regular meeting on April 16, 2025.
- 7.2 Approval of the payment register dated May 21, 2025 in the amount of \$939,031.27. A list of payments is included in the agenda packet; detailed information about individual payments is available at or from City Hall.
- 7.3 Adoption of a new agency service plan for the two-year cycle of the Senior Mobility Program beginning July 1, 2025 and ending June 30, 2027

describing its goal, core purpose, objectives, trip eligibility, operations, fare structure, funding, and various program requirements in a format required by the Orange County Transportation Authority's Senior Mobility Program guidelines. The proposed agency service plan is consistent with the action taken by the City Council at the regular meeting on April 16, 2025, regarding the Senior Mobility Program's upcoming two-year cycle.

- 7.4 Adoption of a resolution concerning the status and update of the Circulation Element, and Mitigation Fee Program for the Measure M (M2) (OC Go) Program. The City is required to take this action every two fiscal years to remain eligible to receive Measure M2 (OC Go) funds. The City Council's most recent, similar action was taken on May 31, 2023 by unanimous vote. The proposed resolution is based on a model resolution from the Orange County Transportation Authority and includes confirmation that the City's General Plan Circulation Element is consistent with the Orange County Master Plan of Arterial Highways, as well as certification that the City has an existing mitigation fee program that assesses traffic impacts of new development and requires new development to pay a fair share of necessary transportation improvements attributable to the new development. The City collects the following mitigation fees from qualifying new development projects: Coastal Area Road Improvements and Traffic Signals Zone 2D (on behalf of the County of Orange), Moulton Parkway and Laguna Niguel Fee Program (on behalf of the County of Orange), and San Joaquin Hills Road Fee Program zones A and B (on behalf of the San Joaquin Hills Transportation Corridor Agency).

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
April 16, 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 2:03 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 Manager Macon, City Attorney Patterson, Administrative Services Director/City Treasurer Torres, City Clerk Trippy

All staff participated in-person at the meeting location.

III. PLEDGE OF ALLEGIANCE

Assemblymember Diane Dixon led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

Mayor Horne moved Item 4.3 as the next item on the agenda. There were no objections.

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

Assemblymember Diane Dixon presented a commendation to 72nd Assembly District Woman of the Year, Rebeca Gilad.

City Clerk Trippy read the commendation.

Moved by Councilmember Conners, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to approve and present the commendation.

Rebeca Gilad made comments.

Councilmembers made comments.

The City Council took a brief recess at 2:20 p.m. to take pictures. The meeting resumed thereafter.

4.1 Community College Awareness Month – April 2025

City Clerk Trippy read the proclamation.

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

Marcia Milchiker, Board Trustee, South Orange County Community College District, made comments.

Councilmembers made comments.

The City Council took a brief recess at 2:37 p.m. to take pictures. The meeting resumed thereafter.

Mayor Horne moved Item 4.4 as the next item on the agenda. There were no objections.

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

Alex Smith, Chief Executive Officer, and Alex Mellor, Risk Services Director, for the California Joint Powers Insurance Authority, made a presentation and responded to questions.

Councilmembers made comments.

The City Council took a brief recess at 2:50 p.m. to take pictures. The meeting resumed thereafter.

4.2 Donate Life Month – April 2025

City Clerk Trippy read the proclamation.

Councilmembers made comments.

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

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Vicki Johnson, resident, encouraged the City to research how it can protect residents, visitors, and relatives (some of whom may be students) from arrest for political dissent.

Councilmember Connors briefly responded to Ms. Johnson's comments.

VI. CITY TREASURER'S REPORT

6.1 City Treasurer Report

Administrative Services Director/City Treasurer Torres made a presentation.

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

VII. CONSENT CALENDAR

Moved by Mayor Pro Tem McCary, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 7.1-7.7.

7.1 City Council Minutes

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

7.2 Payment Register

Approved the payment register dated April 16, 2025, in the amount of \$949,313.54.

7.3 Purchase of New Zero Emission Vehicles

1. 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

AND

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

7.5 Waste Disposal Agreement

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

7.6 Administrative Policies

1. Adopted 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. Repealed 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

1. Approved 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. Accepted 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 authorized the City Manager to execute and record, or cause to be executed and recorded, a notice of completion with the County of Orange.

AND

3. Authorized the City Manager to release the contract retention payment withheld per state law, and exonerated 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

City Manager Macon made a presentation.

Moved by Councilmember Conners, seconded by Mayor Pro Tem McCary, 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 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

City Manager Macon made a presentation.

Vicki Johnson, resident, commented on mobility programs in other cities and encouraged the City to consider making it possible to book trips using an on-demand app.

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

Councilmembers discussed the item and staff responded to questions.

Moved by Councilmember Moore, seconded by Mayor Pro Tem McCary, and carried unanimously on a 5-0 vote, to 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 2023-24 Capital Improvement Program

City Manager Macon made a presentation.

Mayor Horne briefly left the meeting at 4:03 p.m.

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

City Manager Macon made a presentation.

Vicki Johnson, resident, asked about long-term financial concerns associated with law enforcement costs.

Councilmembers discussed the item and staff responded to questions.

City Manager Macon briefly responded to Ms. Johnson's comments.

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

Councilmember Moore introduced the item.

Connor Medina, Regional Public Affairs Manager, League of California Cities/Orange County Division, made comments.

Councilmembers made comments and Mr. Medina responded to questions.

Moved by Councilmember Moore, seconded by Mayor Pro Tem McCary, and carried on unanimously a 5-0 vote, to:

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 Manger 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:
 - 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

10.1 Coastal Greenbelt Authority

Mayor Pro Tem McCary provided a report.

10.2 Orange County Fire Authority

Mayor Horne provided a report, including two videos.

Division Chief Mike Summers, Orange County Fire Authority, made comments.

10.3 Orange County Library Advisory Board

Councilmember Moore stated that there had been no meeting and commented on library activities.

10.4 Orange County Mosquito and Vector Control District

Councilmember Lee provided a report.

10.5 San Joaquin Hills Transportation Corridor Agency

Councilmember Connors provided a report and noted that The Toll Roads will participate in an Earth Day event in Laguna Woods Village.

Mayor Horne noted that the Orange County Fire Authority will also participate in the Earth Day event in Laguna Woods Village.

10.6 South Orange County Watershed Management Area

Councilmember Moore commented on her upcoming participation in a tour of the Delta, Oroville Dam, and Sites Reservoir.

10.7 Liaisons to Community Bridge Builders

Mayor Horne provided a report.

10.8 Other Comments and Reports

Mayor Pro Tem McCary reported on her participation in the League of California Cities Community Services Policy Committee meeting on March 28, 2025.

XI. CLOSED SESSION – None

XII. CLOSED SESSION REPORT – None

XII. ADJOURNMENT

The meeting was adjourned at 5:10 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, May 21, 2025, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, CMC, City Clerk

Approved: May 21, 2025

SHARI L. HORNE, Mayor

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

ITEM 7.2

PAYMENT REGISTER

May 21, 2025

This Report Covers the Period 04/01/2025 through 04/30/2025

Date	Vendor Name	Description	Amount	
Debit	Automatic Bank Debits:			
04/02/2025	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / April 2025	711.05	
04/02/2025	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / March 2025	1,438.63	
04/04/2025	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / April 2025	708.48	
04/08/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 03/07/2025	3,595.72	
04/08/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 03/07/2025	3,001.05	
04/08/2025	NAVIA BENEFIT SOLUTIONS, INC	125 Cafeteria Plan Administration / March 2025	200.00	
04/09/2025	ADP TAX	Payroll Transfer / Pay Period Ended 04/04/2025	25,775.55	
04/09/2025	ADP WAGE PAY	Payroll Taxes / Pay Period Ended 04/04/2025	11,962.18	
04/10/2025	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / April 2025	164.64	
04/11/2025	CALPERS - HEALTH	Employee Benefit Program / April 2025	13,773.22	
04/11/2025	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 04/04/2025	3,050.00	
04/11/2025	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 03/07/2025 & 03/21/2025	510.60	
04/11/2025	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / April 2025	281,143.47	
04/14/2025	U.S. BANK	Bank Service Charges / March 2025	34.89	
04/17/2025	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / April 2025	35.00	
04/18/2025	ADP PAYROLL SERVICES	Payroll Processing Fees / March 2025	79.50	
04/22/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 03/21/2025	3,000.27	
04/22/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 03/21/2025	3,001.05	
04/23/2025	ADP TAX	Payroll Taxes / Pay Period Ended 04/18/2025	11,855.94	
04/23/2025	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 04/18/2025	26,204.88	
04/24/2025	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / April 2025	91.03	
04/25/2025	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 04/18/2025	1,800.00	
Check Number	Checks:			
8330	04/04/2025	AT&T	Telephone / 458-3487 / March 2025	61.75
8331	04/04/2025	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / March 2025	4,754.00
8332	04/04/2025	CALIFORNIA BUILDING STANDARDS COMMISSION	Building Permit Fee Assessment / January - March 2025	674.10
8333	04/04/2025	CAPTIONING UNLIMITED	Closed Captioning / March 2025	100.00
8334	04/04/2025	COASTAL CURRENT ELECTRIC	City Hall Maintenance	700.00
8335	04/04/2025	DEPARTMENT OF CONSERVATION	Strong Motion Instrumentation & Seismic Hazard Mapping Fee / January - March 2025	975.21
8336	04/04/2025	DIVISION OF THE STATE ARCHITECT	Disability Access & Education Fee / January - March 2025	46.80
8337	04/04/2025	LSA ASSOCIATES, INC.	Planning Services / February 2025	3,145.00
8338	04/04/2025	NUVIS	Architectural Services	2,520.00
8339	04/04/2025	PETTY CASH	Replenish Petty Cash / March 2025	-
8340	04/04/2025	RECREATION BRANDING SERVICES	Graphic Design Services / December 2024 - February 2025	147.87
8341	04/04/2025	STAPLES	Office & Janitorial Supplies	1,385.70
8342	04/04/2025	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	7,601.92
8343	04/04/2025	VOID	VOID	-
8344	04/04/2025	VIDIFLO, LLC	Broadcasting Audio Services	485.00
8345	04/10/2025	AETNA BEHAVIORAL HEALTH, LLC	Employee Benefit Program / May 2025	22.62
8346	04/10/2025	AIRESPRING INC	City Hall Internet Service / April 2025	596.33
8347	04/10/2025	ALLIANCE BUILDING MAINTENANCE, LLC	Janitorial Services / February - March 2025	5,598.00
8348	04/10/2025	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / February 2025	7,001.46
8349	04/10/2025	CALIFORNIA DEPARTMENT OF TAX & FEE ADMINISTRATION	Use Tax / Calendar Year 2024	2.00

CITY OF LAGUNA WOODS

ITEM 7.2

PAYMENT REGISTER

May 21, 2025

This Report Covers the Period 04/01/2025 through 04/30/2025

Date	Vendor Name	Description	Amount	
8350	04/10/2025	CARASOFT TECHNOLOGY CORP	eSignature Security Software / March 2025 - March 2026	2,205.00
8351	04/10/2025	CARTER ENTERPRISES GROUP, INC.	ADA Pedestrian Accessibility Improvement Project: Phase 8	9,082.50
8352	04/10/2025	CHASE DESIGN, INC.	Website Design Services / March 2025	712.50
8353	04/10/2025	EPIC IO TECHNOLOGIES, INC.	City Hall Internet Service / April 2025	201.45
8354	04/10/2025	ESTATE DESIGN AND CONSTRUCTION, INC.	City Hall Refurbishment & Safety Project: Phase 4	73,926.23
8355	04/10/2025	FLOCK GROUP, INC	Automated License Plate Readers	12,100.00
8356	04/10/2025	IRWIN B BORNSTEIN, CPA	Financial Consulting Services / March 2025	2,825.00
8357	04/10/2025	KONE INC.	City Hall Elevator Maintenance	466.15
8358	04/10/2025	LIFTECH ELEVATOR SERVICES, LLC	City Hall Refurbishment & Safety Project: Phase 4	47,101.00
8359	04/10/2025	NV5, INC.	Engineering Services / December 2024 - February 2025	62,282.75
8360	04/10/2025	VOID	VOID	-
8361	04/10/2025	VOID	VOID	-
8362	04/10/2025	PV MAINTENANCE INC	Street, City Hall & Park Maintenance / February 2025	14,234.95
8363	04/10/2025	RINGCENTRAL, INC.	Telephone Services / April 2025	797.34
8364	04/10/2025	RJM DESIGN GROUP	Landscape Architectural Services / February 2025	1,374.15
8365	04/10/2025	RUTAN & TUCKER, LLP	Legal Services / December 2024 - February 2025	18,276.02
8366	04/10/2025	SOUTHERN CALIFORNIA EDISON	Electric Services / February - March 2025	7,505.20
8367	04/10/2025	SWEEPING CORPORATION OF AMERICA	Street Sweeping Services / March 2025	3,480.00
8368	04/10/2025	TRIPEPI, SMITH AND ASSOCIATES, INC.	Broadcasting Services / March 2025	1,072.33
8369	04/10/2025	UNITED STORM WATER, INC	Catch Basin Cleaning / February 2025	7,832.00
8370	04/10/2025	WILLDAN ENGINEERING	Code Enforcement Services / February 2025	7,560.00
8371	04/18/2025	ALPHA CARD SYSTEM, LLC	Senior Mobility Program Supplies and Software	1,783.10
8372	04/18/2025	AT&T	Telephone / 581-9821 / March 2025	86.38
8373	04/18/2025	AT&T	White Pages / April 2025	4.30
8374	04/18/2025	AT&T	Telephone / 583-1105 / March 2025	31.65
8375	04/18/2025	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / April 2025	3,590.00
8376	04/18/2025	CALIFORNIA YELLOW CAB	Senior Mobility Program Services / March 2025	83,421.10
8377	04/18/2025	CLEARSOURCE FINANCIAL	Fee Study Services	9,620.00
8378	04/18/2025	COUNTY OF ORANGE	Automated Fingerprint ID System / March 2025	522.00
8379	04/18/2025	FUSCOE ENGINEERING, INC.	Engineering Services / March 2025	130.00
8380	04/18/2025	GCI CONSTRUCTION INC.	El Toro Road & Moulton Parkway Water Quality Treatment Project: Phase 2	88,511.50
8381	04/18/2025	HDL COREN & CONE	Property Tax Forecast / Fiscal Year 2025-26	2,489.87
8382	04/18/2025	KONE INC.	City Hall Elevator Maintenance / April 2025	232.31
8383	04/18/2025	ORANGE COUNTY REGISTER-NOTICES	Public Notices / March 2025	2,398.11
8384	04/18/2025	PV MAINTENANCE INC	Street, City Hall & Park Maintenance / March 2025	11,735.27
8385	04/18/2025	RICOH USA, INC.	Copier Usage / January - March 2025	894.28
8386	04/18/2025	RJM DESIGN GROUP	Landscape Architectural Services / March 2025	12,059.16
8387	04/18/2025	SOUTHERN CALIFORNIA GAS COMPANY	Gas Service - City Hall / March 2025	150.79
8388	04/25/2025	ALPHA CARD SYSTEM, LLC	Senior Mobility Program Supplies	215.50
8389	04/25/2025	BOUTWELL FAY LLP	Legal Services / January and March 2025	2,004.50
8390	04/25/2025	CHASE DESIGN, INC.	Website Design Services / February 2025	900.00
8391	04/25/2025	COUNTY OF ORANGE	800MHz Communication Charges - Cost Allocation / April - June 2025	1,619.78
8392	04/25/2025	GEOSYNTEC CONSULTANTS, INC	Engineering Services / March 2025	3,620.00
8393	04/25/2025	GRANITE FINANCIAL SOLUTIONS, INC	Computer Software / April - June 2025	136.00
8394	04/25/2025	LAGUNA GENERAL CONSTRUCTION, INC.	Cancelled Permit Refund	133.00
8395	04/25/2025	RICOH USA, INC.	Copier Lease / May 2025	246.57

**CITY OF LAGUNA WOODS
PAYMENT REGISTER
May 21, 2025**

ITEM 7.2

This Report Covers the Period 04/01/2025 through 04/30/2025

Date	Vendor Name	Description	Amount
8396 04/25/2025	SOUTHERN CALIFORNIA SHREDDING,	Shredding Services / March 2025	470.00
8397 04/25/2025	TONY'S LOCKSMITH & SAFE SERV.	City Hall Maintenance	189.65
8398 04/25/2025	TYLER TECHNOLOGIES, INC.	Permitting Software Annual SaaS Fees / June 2025 - May 2026	5,191.70
8399 04/25/2025	VERIZON WIRELESS	Building iPads Data Plans / March 2025	120.03
8400 04/25/2025	WM CURBSIDE, LLC	HHW & Sharps Program / March 2025	5,535.24
Total Bank Debits and Checks:			\$ 939,031.27
TOTAL			\$ 939,031.27

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 April 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. No petty cash transactions were paid during this time period.

Note 3 - The table below summarizes credit card expenditures paid via Check #8342 to U.S. Bank totaling \$7,601.92:

Amazon	Office Supplies	\$10.98
GoDaddy	Website Domain Renewal	\$23.17
Sinch Mailgun	Computer Software	\$35.00
Microsoft	Office 365 Online Services	\$135.00
Microsoft	Office 365 Subscription / April 2025	\$512.50
Zoom	Video Conferencing	\$31.98
GoTo	Computer Software	\$1,539.99
ContractSafe	Computer Software	\$3,767.58
OC Parking	Parking for OC Waste Management Commission Meeting	\$8.00
GoDaddy	Civic Support Fund Website Domain Renewal	\$95.88
GoDaddy	Civic Support Fund Office 365 Email Renewal	\$84.32
Stamps.com	Postage	\$29.99
League of California Cities	Orange County Division Meeting / Moore	\$30.00
Amazon	City Hall Maintenance	\$149.44
Target	City Hall Maintenance	\$95.98
Home Depot	City Hall Maintenance	\$2.11
UCLA Course Extension	Employee Development	\$1,050.00
Total Credit Card Reimbursement:		\$7,601.92

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: 2025.05.15
14:31:31 -07'00'

Elizabeth Torres, Administrative Services Director/City Treasurer

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7.3 SENIOR MOBILITY PROGRAM

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

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Senior Mobility Program

Agency Service Plan

Jurisdictions and agencies participating in the Orange County Transportation Authority (OCTA) Senior Mobility Program (SMP) must complete the following Service Plan in order to receive SMP funding. The Service Plan must be developed in accordance with SMP Guidelines, included as Attachment 1, and submitted to OCTA for review. Upon review from OCTA, the Service Plan must be formally adopted by the agency's council or governing body and approved by the OCTA Board of Directors. Any modifications to SMP services will require submittal of a new Service Plan.

Participant Information:

Agency City of Laguna Woods Date 05/21/2025
 Program Contact Christopher Macon Phone (949) 639-0525
 Email cmacon@cityoflagunawoods.org

Service Description:

1. Program goals and objectives:

The City's Senior Mobility Program subsidizes the cost of taxi travel for Laguna Woods residents who are at least 60 years of age. The core purpose of the City's Senior Mobility Program is to promote lifelong mobility through the provision of affordable, older adult-oriented transportation services.

Objectives include:

- Offering affordable and discounted taxi services to increase resident mobility.
- Improving service to key destinations not readily served by transit.
- Improving coordination between transit services to provide more frequent and better-timed connections between services.
- Providing an on-call, door-to-door service for residents (demand response).
- Making transit more accessible and convenient for residents by participating in OCTA marketing and outreach efforts to encourage use of fixed-route transit services by older adults.
- Ensuring the safety of resident transit users by maintaining adequate oversight of safety-related aspects of the services provided by a contract service provider.

2. Indicate how SMP service will be operated: *(Please check all that apply)*

- | | |
|--|---|
| <input type="checkbox"/> Directly-Operated | <input checked="" type="checkbox"/> Subsidized Taxi Program |
| <input type="checkbox"/> Contract Service Provider | <input type="checkbox"/> Other (Please Describe) |
| <input type="checkbox"/> Volunteers | |

The City contracts with a taxi company to provide all transportation services. Enrolled residents receive an identification card from the City that makes them eligible for subsidized fares for taxi travel from the City's contracted taxi company.

3. Eligible trips provided under the SMP are limited to the following categories. Please indicate the categories of service to be provided by your program: *(Please check all that apply)*

- | | |
|---|---|
| <input checked="" type="checkbox"/> Senior Center | <input checked="" type="checkbox"/> Personal Care |
| <input checked="" type="checkbox"/> Nutrition | <input checked="" type="checkbox"/> Shopping |
| <input checked="" type="checkbox"/> Medical | <input checked="" type="checkbox"/> Social / Recreation (Please Describe) |

Residents may travel to or from any social/recreation destinations within Orange County (e.g., air travel (John Wayne Airport), amusement parks, aquariums/zoos, beaches/parks, charity-social group events, cemeteries, community-cultural events, education/employment, family-friends, financial institutions, funerals/memorial services, governments offices/services, libraries/museums/historical sites, movies/theaters/concerts, places of worship, religious institutions, restaurants, sporting/fitness, and transit centers/hubs), provided trips start or end in Laguna Woods. Social/recreation travel is not permitted outside of Orange County. The City does not charter buses or otherwise organize group travel to casinos, wineries, or any other destination using SMP funds.

4. SMP Guidelines restricts trips outside of Orange County to medical trips within approximately 10 miles of the Orange County border. Do you intend to provide medical trips outside of Orange County?

Yes

No

If yes, please list the trip purpose and destinations: *(e.g., medical trips to the VA Hospital in Long Beach)*

<p>Medical trips to and from VA Long Beach</p>
--

5. Fare structure:

<p>For the two-year cycle of the Senior Mobility Program beginning July 1, 2025, and ending June 30, 2027, the co-pays are as follows:</p> <ul style="list-style-type: none"> • \$0 to or from Laguna Hills Transportation Center. • \$0 to or from Irvine Station. • \$0 to or from Santa Ana Regional Transportation Center. • \$8 for trips of 5 miles or less within Orange County (one-way) • \$8 for trips over 5 miles and up to 10 miles within Orange County (one-way) • \$18 for trips over 10 miles and 15 miles or less within Orange County (one-way) • \$28 for trips over 15 miles or less within Orange County (one-way) • \$28 for trips to or from VA Long Beach • \$40 for trips to or from John Wayne Airport
--

6. Number of vehicles:

0

7. Projected annual ridership:

15,000 one-way trips

8. Source(s) of 20 percent match funding:

City's General Fund

Program Requirements:

1. Jurisdiction/Agency shall follow competitive procurement practices in selection of vendors for all services which it does not provide using its own work force. Any Request for Proposals (RFP) for services shall specify the use of vehicles meeting Americans with Disabilities Act (ADA) accessibility standards.
2. Jurisdiction/Agency will perform, or ensure that a contracted vendor performs, maintenance of all vehicles used in the Senior Mobility program, including, at a minimum:
 - a) Daily Pre-Trip Inspections that meet or exceed the guidelines provided in the attached Pre-Trip Inspection Checklist (Attachment 2)
 - b) Scheduled preventative maintenance that meets or exceeds the guidelines provided in the attached PM Checklist, including the maintenance of all accessibility features of the vehicles.
 - c) Maintain maintenance records for each vehicle for five (5) years and, if required, cooperate fully in annual motor coach carrier terminal inspections conducted by the California Highway Patrol.
3. Jurisdiction/Agency will ensure that its operators, or its contracted vendor's operators, are properly licensed and trained to proficiency to perform duties safely, and in a manner which treats its riders with respect and dignity. Disability awareness and passenger assistance will be included in this training.
4. Jurisdiction/Agency will establish and implement an alcohol and drug program that complies with 41 U.S.C. sections 701-707, (the Drug Free Workplace Act of 1988), and will produce any documentation necessary to establish its compliance with sections 701-707.
5. Jurisdiction/Agency will submit a monthly report to OCTA's Community Transportation Services Department as illustrated in Attachment 3.
6. Jurisdiction/Agency will participate in OCTA marketing and outreach efforts to encourage use of fixed route transit service by older adults.

- 7. Jurisdiction/Agency will note OCTA sponsorship in any promotional material for service funded under this agreement and will display an OCTA Senior Mobility Program logo on vehicles used in this program (excluding taxis).
- 8. Jurisdiction/Agency will ensure that it maintains adequate oversight and control over all aspects of services that are provided by a contracted vendor.

IN WITNESS WHEREOF, has formally adopted the Senior Mobility Program Scope of Work as written above.

AGENCY REPRESENTATIVE

Name: Christopher Macon

Title: City Manager

OCTA REPRESENTATIVE

Name: _____

Title: _____

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7.4 MEASURE M2 (OC GO) ELIGIBILITY

**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, CONCERNING THE STATUS AND UPDATE OF THE CIRCULATION ELEMENT, AND MITIGATION FEE PROGRAM FOR THE MEASURE M (M2) (OC GO) PROGRAM

WHEREAS, the City of Laguna Woods (“City”) seeks to maintain its eligibility to receive apportionments of Measure M2 (OC Go) sales tax revenues that can be used to fund transportation-related projects and programs; and

WHEREAS, a prerequisite of such eligibility for the City is the annual filing of a Measure M2 eligibility package for review and approval by the Orange County Transportation Authority (“OCTA”); and

WHEREAS, one component of the Measure M2 eligibility package is the information contained in this resolution; and

WHEREAS, the City desires to maintain and improve the streets within its jurisdiction, including those arterials contained in the Master Plan of Arterial Highways (“MPAH”); and

WHEREAS, the City has endorsed a definition of, and process for, determining consistency of the City’s Traffic Circulation Plan with the MPAH; and

WHEREAS, the City has adopted a General Plan Circulation Element (titled the “Mobility Element”) which does not preclude implementation of the MPAH within its jurisdiction; and

WHEREAS, the City is required to adopt a resolution biennially informing the OCTA that the City’s Circulation Element is in conformance with the MPAH and whether any changes to any arterial highways of said Circulation Element have been adopted by the City during Fiscal Year 2023-24 and Fiscal Year 2024-25; and

WHEREAS, the City is required to send, biennially, to the OCTA all recommended changes to the City’s Circulation Element and the MPAH for the purposes of re-qualifying for participation in the Comprehensive Transportation Funding Programs; and

WHEREAS, the City is required to adopt a resolution biennially certifying that the City has an existing Mitigation Fee Program that assesses traffic impacts of new development and requires new development to pay a fair share of necessary transportation improvements attributable to the new development.

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

SECTION 1. The City Council for the City does hereby inform OCTA that:

- a) The arterial highway portion of the City’s Circulation Element is in conformance with the MPAH.
- b) The City attests that no unilateral reduction in through lanes has been made on any MPAH arterials during Fiscal Year 2023-24 and Fiscal Year 2024-25.
- c) The City affirms that it will bring forward requests to amend the MPAH, when necessary, in order to ensure that the MPAH and the General Plan Circulation Element remain consistent.
- d) The City Council reaffirms that the existing Mitigation Fee Program is in effect.

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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8.1
INCLUSIONARY HOUSING IN-LIEU FEE

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
FOR: May 21, 2025 Regular Meeting
SUBJECT: Inclusionary Housing In-Lieu Fee

Recommendation

1. Receive staff report.

AND
2. Open public hearing.

AND
3. Receive public testimony.

AND
4. Close public hearing.

AND
5. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AN IN-LIEU FEE THAT MAY BE USED TO SATISFY THE REQUIREMENT TO PROVIDE INCLUSIONARY UNITS FOR RENT AT THE SITE OF A RESIDENTIAL DEVELOPMENT, PURSUANT TO LAGUNA WOODS

MUNICIPAL CODE SECTION 13.25.050, AND DETERMINING AND CERTIFYING THAT THIS ACTION IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Background

Inclusionary housing ordinances generally require that a percentage of the units in qualifying residential development projects be reserved for and made available to households of certain income levels. In certain cases, alternative compliance options are provided (e.g., the payment of in-lieu fees). Though not exclusively, in many cities, inclusionary housing ordinances play a critical role in promoting the construction of affordable units within otherwise market-rate or above-market-rate projects in furtherance of local housing development goals established through the State of California’s Regional Housing Needs Assessment (“RHNA”) process.

The City’s existing inclusionary housing ordinance was adopted on September 18, 2024 and is codified in Laguna Woods Municipal Code Chapter 13.25. The ordinance contemplates an in-lieu fee that would be subsequently established by resolution of the City Council.

The General Plan Housing Element includes the following program to assist in the development of adequate housing to meet the needs of extremely low, very low, low-, and moderate-income households (Policy Objective H-1.2):

Program H-1.2.3. Conduct a market study and then amend the existing inclusionary housing ordinance to modify the minimum percentages of new housing units that must be deed-restricted for extremely low, very low, and low-income households, as feasible and advantageous to promote the development of affordable housing.

Note: In accordance with [the California Department of Housing and Community Development’s] “Housing Element Site Inventory Guidebook Government Code Section 65583.2” memorandum dated June 10, 2020, amendment of the ordinance will follow consultation with both for-profit and nonprofit developers to determine an appropriate mix of incomes that make development feasible in Laguna Woods. The City will also consult with housing advocates. When applied to rental housing, the ordinance will include options for the developer to meet the inclusionary requirements other than exclusively requiring building affordable units on site.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on a proposed resolution that would establish an in-lieu fee as contemplated by Laguna Woods Municipal Section 13.25.050(a) in the amount of \$642 per square foot of required affordable units (Attachment A). Staff recommends that the City Council adopt the proposed resolution in order to help to satisfy the requirements of California Assembly Bill 1505 (Bloom, Chapter 376, Statutes of 2017), which generally requires jurisdictions with inclusionary housing ordinances to allow alternatives to the on-site development of inclusionary housing units for rental projects. An in-lieu fee is one of several alternatives that the City's inclusionary housing ordinance allows and would only apply if a developer seeks to provide the City with funds to make substitute inclusionary units for rent feasible, rather than provide inclusionary units for rent at the site of a residential development.

The City retained Economic & Planning Systems, Inc. ("EPS") to recommend an appropriate in-lieu fee that provides some degree of equivalency with the cost to new development of providing affordable housing on-site. A fact sheet on EPS is included as Attachment B. EPS staff will make a presentation at today's meeting regarding their recommendation and technical analysis (Attachment C) and be available to answer questions. EPS previously prepared a market study to support amendments to the City's inclusionary housing ordinance that was presented to the City Council on August 24, 2024.

Environmental Review

The City Council is asked to find that this activity 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 this activity 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.

Fiscal Impact

Sufficient funds to support this project are included in the City’s budget.

Documents Available for Review

Related documents – including the proposed fee schedule, technical supporting documentation, 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.

- Attachments: A – Proposed Resolution
 Exhibit A – Proposed Inclusionary Housing Fee Schedule
B – EPS Fact Sheet
C – Technical Memorandum from EPS

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AN IN-LIEU FEE THAT MAY BE USED TO SATISFY THE REQUIREMENT TO PROVIDE INCLUSIONARY UNITS FOR RENT AT THE SITE OF A RESIDENTIAL DEVELOPMENT, PURSUANT TO LAGUNA WOODS MUNICIPAL CODE SECTION 13.25.050, AND DETERMINING AND CERTIFYING THAT THIS ACTION IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, to comply with California Assembly Bill 1505 (Bloom, Chapter 376, Statutes of 2017), Laguna Woods Municipal Code Section 13.25.050 sets forth alternatives that may be used to satisfy its requirement to provide inclusionary units for rent at the site of a residential development; and

WHEREAS, one of the alternatives set forth in Laguna Woods Municipal Code Section 13.25.050 is payment to the City of an in-lieu fee established by resolution of the City Council for deposit into an affordable housing trust fund; and

WHEREAS, the intent of allowing an in-lieu fee option is to provide the City with funds to make substitute inclusionary units for rent feasible, thus meeting the purpose and intent of Laguna Woods Municipal Code Chapter 13.25; and

WHEREAS, Laguna Woods Municipal Code Section 13.25.050 requires the amount of the in-lieu fee to be reasonably equal to the cost of constructing the inclusionary units for rent not being provided at the site of the residential development; and

WHEREAS, the City retained Economic & Planning Systems, Inc. (“EPS”) to recommend an appropriate in-lieu fee that provides some degree of equivalency with the cost to new development of providing affordable housing on-site; EPS’ recommendation and technical analysis were presented to the City Council on May 21, 2025; and

WHEREAS, based on EPS’ recommendation and technical analysis, staff has recommended adopting the in-lieu fee that is included on the Inclusionary Housing In-Lieu Fee Schedule attached hereto as Exhibit A; and

WHEREAS, public noticing for the aforementioned public hearing included

publication in the *Laguna Woods Globe* on May 8, 2025 and May 15, 2025, as well as direct distribution by staff to the Building Industry Association of Southern California, Inc., which had previously requested notice of potential new fees; and

WHEREAS, the in-lieu fee that is included on the Inclusionary Housing In-Lieu Fee Schedule attached hereto as Exhibit A was made available to the public at and from Laguna Woods City Hall, and on the City’s website, beginning on May 8, 2025; and

WHEREAS, on May 21, 2025, the City Council held a duly noticed public hearing regarding the proposed adoption of an in-lieu fee at which the members of the City Council, utilizing their independent judgement, reviewed and considered all of the information, evidence, and testimony presented, both written and oral; and

WHEREAS, the City Council finds that it is in the best interest of the City to adopt the Inclusionary Housing In-Lieu Fee Schedule attached hereto as Exhibit A.

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

SECTION 1. Each of the recitals to this resolution are true and correct, and are adopted herein as findings.

SECTION 2. The Inclusionary Housing In-Lieu Fee Schedule attached hereto as Exhibit A is hereby adopted to be effective beginning on July 21, 2025. In adopting such fee schedule, the City Council finds that the amount of the fee is reasonably equal to the cost of constructing the inclusionary units for rent not being provided at the site of the residential development, and relies in part on the recommendation and technical analysis prepared by EPS in making such findings.

SECTION 3. After reviewing the entire project record, the City Council hereby determines and certifies that this activity 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 activity 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 4. 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
INCLUSIONARY HOUSING IN-LIEU FEES**

Fee Schedule

Effective beginning on July 21, 2025

DESCRIPTION	FEE
In-Lieu Fee*	\$642 per affordable square foot**

* This fee is one of several alternatives to satisfy the requirement to provide inclusionary units for rent at the site of a residential development. It only applies if the applicant elects the in-lieu fee option set forth in Laguna Woods Municipal Code 13.25.050.

** The amount of square feet of affordable units is calculated by taking the average size of the project's market-rate units and multiplying it by the number of required affordable units.

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About Economic & Planning Systems

Economic & Planning Systems, Inc. (EPS) is a land economics consulting firm experienced in the full spectrum of services related to real estate development, the financing of public infrastructure and government services, land use and conservation planning, and government organization.

EPS was founded on the principle that real estate development and land use-related public policy should be built on realistic assessment of market forces and economic trends, feasible implementation measures, and recognition of public policy objectives, including provisions for required public facilities and services.

AREAS OF EXPERTISE

- ▶ Real Estate Economics
- ▶ Public Finance
- ▶ Land Use & Transportation
- ▶ Economic Development & Revitalization
- ▶ Fiscal and Economic Impact Analysis
- ▶ Housing Policy
- ▶ Public-Private Partnership (P3)
- ▶ Parks and Open Space Economics

Clients Served

Since 1983 EPS has provided consulting services to hundreds of public- and private-sector clients in Colorado and throughout the United States. Clients include cities, counties, special districts, multi-jurisdictional authorities, property owners, developers, financial institutions, and land use attorneys.

Staff Capabilities

The professional staff includes specialists in public finance, real estate development, land use and transportation planning, government organization, and computer applications. The firm excels in preparing concise analyses that disclose risks and impacts, support decision making, and provide solutions to real estate development and land use-related problems.

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TECHNICAL MEMORANDUM

To: Christopher Macon, City of Laguna Woods
From: Julie Cooper and Thomas Gonzales
Subject: City of Laguna Woods Inclusionary Housing In-Lieu Fee Study; EPS #234001
Date: May 7, 2025

Introduction and Background

The City of Laguna Woods recently updated its Inclusionary Housing Program (IHP) to better reflect City goals and housing development market conditions. The IHP requires that a certain percentage of units in newly constructed, market-rate housing developments be priced at specific levels affordable to households making less than the Area Median Income (AMI) for Orange County.

Under Assembly Bill 1505 (2017), California law requires that cities provide alternative means of compliance with an inclusionary housing requirement for rental housing, other than on-site affordable housing construction. An in-lieu fee is a commonplace option for this alternative compliance, allowing developers to pay a fee to the city instead of building affordable units on-site within the development project itself.

Economic & Planning Systems, Inc. (EPS) was engaged to study and recommend an appropriate affordable unit in-lieu fee for Laguna Woods. The City's IHP allows for rental projects to satisfy the requirement to provide on-site affordable units by paying an in-lieu fee, subject to City Council approval. The fee amount is to be established by Council and reflect the approximate cost of constructing the inclusionary units on-site.

EPS suggests an in-lieu fee amount based on the estimated affordability gap for delivering subsidized units under the latest IHP requirements. The affordability gap can vary by project type, and EPS has calculated in-lieu fee amounts using the same development pro forma analysis previously used to evaluate the feasibility impacts on new projects under the IHP—as shared with the City in a technical memorandum dated June 13, 2024.

The Economics of Land Use



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In-Lieu Fee Recommendation

EPS recommends establishing an inclusionary housing in-lieu fee of \$642 per total square feet of required affordable units, which was calculated using an affordability gap methodology. The recommended fee level is based on a blended average of the maximum justifiable fee for two different prototype rental development projects, as shown in **Table 1**.

Given that the IHP requires new residential units to build affordable units similar to the project's market-rate units, EPS has determined that selecting a single fee for rental projects that relates to the otherwise required number of on-site affordable units (rather than the number of market-rate units) would be the most straightforward and appropriate approach. **Table 1** shows this single, blended fee amount on a per affordable square foot basis (the recommended format for implementation in Laguna Woods). It also shows the equivalent fee level per market rate square foot, another common format, to allow easier comparison with fee levels in other cities.

Table 1: Summary of Recommended Maximum In-Lieu Fees by Prototype

Product Category	In-Lieu Fee (per Affordable Sq. Ft.)	Equivalent Fee per Market-Rate Sq. Ft.
Multifamily Garden-Style Rental Apartment	\$608	\$30.42
Multifamily Wrap-Style Rental Apartment	\$676	\$33.81
<i>Blended Average Fee Amount</i>	<i>\$642</i>	<i>\$32.12</i>

Recommended Implementation Measures

EPS recommends that the fee be officially adopted by resolution by City Council and referenced in the City's Zoning Code. In addition, EPS recommends that the resolution establish an automatic annual escalation of the fee using a construction cost or inflation index,¹ which ensures that the fee scales with changes in building costs over time until such point that an updated fee study is conducted.

Inclusionary Housing Program Context

The City has established an inclusionary housing program that requires developers of new residential projects to rent or sell a portion of units on-site (within the proposed project)

¹ Recommended indices include the California Department of General Services' California Construction Cost Index (CCCI) (<https://www.dgs.ca.gov/RESD/Resources/Page-Content/Real-Estate-Services-Division-Resources-List-Folder/DGS-California-Construction-Cost-Index-CCCI>) or the Engineering News-Record's Construction Cost Index (<https://www.enr.com/economics>)

at rates below market pricing and affordable to households at specific income levels. The required affordable unit set asides under the current IHP are:

- 5 percent of units in new rental projects
 - Half (2.5 percent) for those at or below the Very Low Income level
 - Half (2.5 percent) for those at or below the Extremely Low Income level
- 10 percent of units in new for-sale project
 - Half (5 percent) for those at or below the Low Income level
 - Half (5 percent) for those at or below the Very Low Income level

The income levels noted above are defined by the California Department of Housing and Community Development (HCD) on a county-wide level and are based on the median income for that county (also called the area median income or AMI). Each year, HCD identifies maximum household incomes for a range of income levels, including Extremely Low, Very Low, Low, and Moderate; and for a range of household sizes. The 2024 HCD income limits for Orange County are shown in **Table 2**.

Table 2: Orange County 2024 Maximum Income Limits by Persons in Household

Affordability Category	Nominal Percentage of County Median	Number of Persons in Household					
		1	2	3	4	5	6
Extremely Low Income	30%	\$33,150	\$37,900	\$42,650	\$47,350	\$51,150	\$54,950
Very Low Income	50%	\$55,250	\$63,100	\$71,050	\$78,900	\$85,250	\$91,550
Low Income	80%	\$88,400	\$101,000	\$113,650	\$126,250	\$136,350	\$146,450
Median Income	100%	\$90,300	\$103,200	\$116,100	\$129,000	\$139,300	\$149,650
Moderate Income	120%	\$108,350	\$123,850	\$139,300	\$154,800	\$167,200	\$179,550

Sources: CA Department of Housing and Community Development; Economic & Planning Systems, Inc.

It is important to note that while the area median income and associated affordable income levels for Orange County may differ from median incomes for Laguna Woods households, affordable housing developers and operators must adhere to the county-wide income levels in developing and operating affordable projects, particularly if they are utilizing state and federal funding programs. Therefore, EPS uses these income levels in the following analyses.

It is also worth noting that, while the categories of income levels are nominally associated with various percentages of median income, the actual figures provided by HCD do not always adhere mathematically to those nominal categories. For example, the median income for a three-person household is identified as \$116,100. The Low Income category is nominally set at 80 percent of median income, but HCD shows the limit for Low Income households as \$113,650, which is 97.9 percent of the \$116,100 median income for that household size. HCD makes adjustments like this for areas with unique

market circumstances (e.g., high housing costs relative to incomes), and the figures are correct for use herein even if they do not reflect direct mathematical relationships.

In-Lieu Fee Review and Analysis

As noted above, City code under the recently updated IHP provides an alternative means of compliance in the form of paying an in-lieu fee for rental projects, subject to approval by City Council. The in-lieu fee amount is to be set “reasonably equal to the cost of constructing the inclusionary units” on-site.

Proposed Methodology

EPS has proposed an in-lieu fee level calculated based on the affordability gap, or the cost to a developer of subsidizing an affordable unit of housing as required under the IHP. The affordability gap reflects the difference between the total building cost, including developer profit and the cost of land, and the supportable value of each housing unit at a given level of affordability.

The cost of building a housing unit is generally the same whether that unit is to be rented at market-rate or at a more affordable level. However, the revenue a developer can expect from the affordable unit is generally less than the revenue from the market-rate units.

Thus, the supportable value of an affordable unit is typically lower than the market value and reflects the maximum amount that can be financed through revenue from rental income at the designated affordability level. The lower the income of the households being served, the lower the revenue, and the lower the supportable value. A lower supportable value in turn means a higher affordability gap, or subsidy necessary to feasibly construct the unit, and a higher resulting in-lieu fee.

Calculating an in-lieu fee based on the affordability gap is a common approach used to determine a maximum appropriate in-lieu fee to charge developers and is reflective of the true cost of building and financing a new affordable housing unit.

To calculate the in-lieu fee amounts, EPS used the same development pro forma model previously used to evaluate the feasibility impacts on new projects under the IHP—as shared with the City in a technical memorandum dated June 13, 2024. EPS had previously vetted the project prototypes and development value and cost assumptions with local market-rate and affordable developers in late 2023 as part of the firm’s work evaluating the feasibility impacts of the City’s IHP.²

² EPS spoke with two market-rate housing developers active within southern Orange County: City Ventures, which primarily builds for-sale townhomes; and The Hanover Company, which is currently building a multifamily rental wrap building in Laguna Niguel. EPS reviewed various analysis assumptions, including return metrics, construction costs, and market values, in order to confirm their reasonableness. EPS also asked developers about land values they have typically targeted and/or at which they have purchased land to confirm the reasonableness of the land cost assumptions.

EPS also spoke with affordable housing developers National CORE and Jamboree, who reported recent project costs at least as high as, if not higher than, those estimated by EPS for construction of new market-rate units: \$450,000 to \$550,000 per unit inclusive of land cost for garden-style housing projects

In-Lieu Fee Analysis based on Affordability Gap

Product Type Assumptions

EPS calculated the affordability gap at various affordability levels for two rental development prototypes. These hypothetical residential projects match the prototypes used for evaluating the feasibility impacts of the IHP:

- 1. A **garden-style multifamily rental apartment prototype** with one bedroom, 825 square feet of living area, surface parking, and developed at a density of 30 units per acre.
- 2. A **wrap multifamily rental apartment prototype** with one bedroom, 825 square feet of living area, structured parking garage, and developed at a density of 50 units per acre.

Based on EPS research on typical rental projects within nearby areas, one-bedroom apartments of approximately 825 square feet are the most common type of unit.³ The densities chosen for these two prototypes correspond to the minimum and maximum densities for the City’s Residential High Density zoning overlay district.⁴ The characteristics for the prototype development products are summarized in **Table 3**.

Table 3 Prototype For Rent Residential Products

Item	Garden-Style Apartments	Wrap Apartments
Building Type	Multifamily	Multifamily
Density	30 units/acre	50 units/acre
Type	1 Bedrooms	1 Bedrooms
Unit Size	825 square feet	825 square feet
Parking Type	Surface Carports	Structured Garage

The unit characteristics for each prototype are meant to represent average unit sizes, with the resulting analysis demonstrating the affordability gap for an average residential project. The findings of this analysis assume that the unique unit mix of any particular project will, in aggregate, conform to these average unit sizes. While any specific project will have its own cost and revenue factors that may be impacted in part by its unit mix,

and \$600,000 to \$750,000 per unit for podium-style housing projects (typically slightly more expensive than wrap-style projects).

³ EPS looked at CoStar data for projects built since 2014 within 10 miles of Laguna Woods. Out of a total 16,337 multifamily rental units in this area, 51 percent were one-bedroom units with an average site of approximately 817 square feet. EPS rounded this amount to the nearest 25 square feet.

⁴ Table N in Exhibit C of the City’s General Plan Housing Element identifies the Residential High Density overlay zoning district as accommodating the entirety of Laguna Woods’ development capacity for potential Very Low and Low income housing unit production.

this approach of using average unit characteristics is intended to robustly represent general development economics.

Land Cost Assumptions

In this analysis, the affordability gap is based on calculating total project costs inclusive of land cost. Land cost can reflect either the "land value" for a vacant site or the "existing use value" of a site with an existing land use, depending on the site in question.

EPS selected an estimated land price of \$4.0 million per acre based on collected information from actual property transactions, which showed that land values within Laguna Woods have ranged from \$2.6 million per acre to \$6.3 million per acre.⁵

To further confirm the land price estimate, EPS also conducted high-level analysis to confirm that the existing value of developed and active properties within the City's developable land inventory are likely equal to or higher than the selected \$4.0 million per acre value.⁶ The price also aligns with previously completed developer interviews that revealed recent residential development projects within the area have been able to pay between \$4.0 million and \$4.6 million per acre to acquire land. Finally, the price estimate appears to be reasonable and conservative when compared with three recent land transactions located near Laguna Woods, which ranged from \$4.46 million to \$5.88 million per acre.⁷

Development Cost Assumptions

Beyond the cost of land acquisition, the cost of developing a new housing project includes several other cost categories: site preparation, direct/hard costs (e.g., construction labor and materials), indirect/soft costs (e.g., architecture, entitlement, marketing, financing, insurance), and developer profit. For multifamily projects, EPS also defines parking costs per unit as a separate line item.

EPS utilized customary assumptions for site preparation and indirect/soft costs, based on prior project experience. EPS assumed site preparation costs of \$10 per land square foot for multifamily rental apartment projects. For indirect/soft costs, EPS assumed that these would total 30 percent of the direct cost budget. EPS also applied a development cost contingency set at five percent of the combined direct and indirect costs, to account for potential cost overruns.

For direct/hard costs, EPS utilized cost estimates previously developed to evaluate the feasibility impacts of the Laguna Woods IHP at the end of 2023, with an inflation factor of

⁵ The Helm Center site sold for \$6.34 million per acre in 2023 and Saddleback Golf Cars sold for \$3.63 million per acre in 2017, while the 2022 appraisal reports for City Centre Park identified nearby land transactions in the range \$2.6 to \$2.8 million per acre.

⁶ EPS estimated current market valuations for six commercial properties listed in the Laguna Woods Housing Site Inventory, none of which had sold within the last five years. Values were estimated using data on rentable building area (square footage), in-place rental rates, market occupancies, and capitalization rates as reported by CoStar in January 2023. Values per acre ranged from \$4.49 million to \$7.26 million.

⁷ According to data obtained from CoStar, 1.4 acres on Alfonso Drive in Irvine sold for \$4.46 million per acre in March 2023, 31.86 acres on Bake Parkway in Irvine sold for \$4.58 million per acre in December 2023, and 0.85 acres at 23811 El Toro Road in Lake Forest sold for \$5.88 million in August 2024.

approximately two percent that accounts for year-over-year cost increases based on the California Department of General Services Construction Cost Index. These cost estimates were initially created based on a review of several sources to estimate construction costs, including Rider Levitt Bucknall and Marshall & Swift, as well as feasibility proformas from other EPS projects in Orange County. EPS additionally confirmed the appropriateness of those cost assumptions during subsequent developer interviews.⁸

EPS assumed developer profit for rental housing projects would be based on a “yield on cost” return metric of 5.5 percent. Yield on cost is equal to the annual net operating income (NOI) divided by the total costs of development including land.⁹ The 5.5 percent threshold for yield on cost reflect EPS research and experience in the region.

It is important to note that these generalized return metrics do not account for the time value of money and are not based on any assumption regarding project timeline. EPS assumptions for prototype revenues and costs used to calculate the return metrics are detailed in the following sections.

Table 4 on the following page details the full set of assumptions and estimated costs per unit for the two rental prototypes: garden-style apartment and wrap-style apartment.

⁸ The costs represent those typical of market-rate housing development, since those projects are subject to the City’s inclusionary housing requirements. EPS also spoke with local affordable housing developers Jamboree Housing and National CORE about the cost of constructing multifamily, dedicated affordable housing. They reported slightly higher costs in the ranges of \$450,000 to \$500,000 for garden-style projects and \$600,000 to \$750,000 for podium projects, inclusive of land costs. Podium projects are typically more expensive than the wrap style projects considered in this study’s analysis. The developers indicated that several factors contribute to higher cost for dedicated affordable housing projects, especially requirements from funding programs including mandates to pay prevailing wage rates, as well as limited opportunities for refinancing that constrain a project’s maintenance and renovation budgets (and necessitate upfront investment in more durable and expensive project materials).

⁹ Reviewing the yield on cost is a shorthand but very common approach used by developers when analyzing for income-producing properties (e.g., rental housing) to ensure that the project costs are less than the ultimate market value finished product, leaving enough profit to make the project feasible.

Table 4: Construction Cost by Prototype

Item	Multifamily Garden-Style Rental Apartment		Multifamily Wrap-Style Rental Apartment	
	Assumptions	Per Unit	Assumptions	Per Unit
Development Prototype				
Density	30 units/acre		50 units/acre	
Net Unit Size	825		825	
Efficiency Factor	90%		83%	
Gross Unit Size	917 sq.ft.		994 sq.ft.	
Number of Bedrooms	1.0 per unit		1.0 per unit	
Amount of Parking	1.5 per unit		1.5 per unit	
Land Cost	\$4,000,000 per acre	\$133,333	\$4,000,000 per acre	\$80,000
Development Costs				
Site Improvements	\$10 per land sq.ft.	\$14,520	\$10 per land sq.ft.	\$8,712
Direct Construction Costs [1]	\$270 per gross sq.ft.	\$247,590	\$285 per gross sq.ft.	\$283,290
Parking Costs	\$12,000 per space, carport	<u>\$18,000</u>	\$41,000 per space, structured	<u>\$61,500</u>
<i>Subtotal, Direct Costs</i>		<i>\$280,110</i>		<i>\$353,502</i>
Indirect Costs [2]	30.0% of direct const. costs	\$84,033	30.0% of direct const. costs	\$106,051
<i>Subtotal</i>		<i>\$364,143</i>		<i>\$459,553</i>
Development Cost Contingency	5% of direct and indirect costs	\$18,207	5% of direct and indirect costs	\$22,978
<i>Development Cost Total</i>		<i>\$382,350</i>		<i>\$482,530</i>
Total Project Costs incl. Land		\$515,683		\$562,530
Developer Profit Threshold	5.5% yield on cost		5.5% yield on cost	
Project Costs incl. Profit				

[1] Includes on-site work, offsite work, vertical construction, general requirements, overhead and builder fees.

[2] Includes costs for architecture and engineering; entitlement and fees; project management; commissions, and general administration; financing and charges; and insurance.

Sources: Interviews with local residential developers; Rider Levett Bucknall; Marshall & Swift; Economic & Planning Systems, Inc.

Revenue and Value Assumptions for Affordable Units

As noted, the supportable value for each affordable unit is based on the potential revenue from rents. Rents for affordable units are based on maximum housing costs affordable to households at a specified income level.¹⁰

Consistent with guidance in State law (Health and Safety Code Section 50052.5), this analysis assumes a one-bedroom, rental apartment is occupied by a two-person household. The analysis also assumes, consistent with HCD guidelines, that households spend no more than 30 percent of their gross annual income on total housing costs. For rental units, housing costs are assumed to include rent and utilities.

Table 5 shows, at various income levels, the supportable value of the rental prototypes. This amount can also be considered the maximum project cost that a developer could finance through rental revenue after meeting their profit threshold.

¹⁰ Income levels in Orange County are set by HCD on an annual basis and differ by household size, as shown in **Table 2**.

Table 5: Supportable Development Cost for Rental Prototypes at Various Income Levels

Item	Extremely Low Income (30% AMI)	Very Low Income (50% AMI)	Low Income (80% AMI)	Median Income (100% AMI)	Moderate Income (120% AMI)
Multifamily Garden-Style Rental Apartment					
Development Program Assumptions					
Number of Bedrooms	1	1	1	1	1
Household Size (Occupants) per 2-bedroom Unit [1]	2	2	2	2	2
Maximum Supportable Development Cost					
Household Income [2]	\$37,900	\$63,100	\$101,000	\$101,000	\$103,200
Annual Utility Cost Allowance	\$200	\$200	\$200	\$200	\$200
Income Available for Rent/Year after Utilities [3]	\$8,976	\$16,536	\$27,906	\$28,566	\$34,761
(less) Operating Expenses per Unit/Year [4]	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Net Operating Income	(\$3,024)	\$4,536	\$15,906	\$16,566	\$22,761
Developer Profit Threshold (Yield on Cost) [5]	5.5%	5.5%	5.5%	5.5%	5.5%
Supportable Value	(\$54,982)	\$82,473	\$289,200	\$301,200	\$413,836
Multifamily Wrap Rental Apartment					
Development Program Assumptions					
Number of Bedrooms	1	1	1	1	1
Household Size (Occupants) per 2-bedroom Unit [1]	2	2	2	2	2
Maximum Supportable Development Cost					
Household Income [2]	\$37,900	\$63,100	\$101,000	\$101,000	\$103,200
Annual Utility Cost Allowance	\$200	\$200	\$200	\$200	\$200
Income Available for Rent/Year after Utilities [3]	\$8,976	\$16,536	\$27,906	\$28,566	\$34,761
(less) Operating Expenses per Unit/Year [4]	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
Net Operating Income	(\$3,524)	\$4,036	\$15,406	\$16,066	\$22,261
Developer Profit Threshold (Yield on Cost) [5]	5.5%	5.5%	5.5%	5.5%	5.5%
Supportable Value	(\$64,073)	\$73,382	\$280,109	\$292,109	\$404,745

[1] Consistent with guidance in State law (Health and Safety Code Section 50052.5), a 1-bedroom unit should be assumed to be occupied by a 2-person household.

[2] Reflects 2023 HCD Income Limits. Incomes are calculated for a two-person household.

[3] Assumes that no more than 30% of a household's income should be spent on housing costs.

[4] Operating expenses are generally based on EPS feasibility studies in the region and are inclusive of utility costs and property taxes.

[5] The yield on cost is a typical target financial return rate used by developers to determine whether to move forward with a project.

Sources: California Department of Housing and Community Development; Economic & Planning Systems, Inc.

Higher levels of affordability mean higher rents and more potential income for a developer, meaning a higher supportable (financeable) value of those units.

Affordability Gap Analysis Findings

As noted, the affordability gap represents the difference between the total project cost and the supportable value of each unit at a given affordability level. This amount is equivalent to the subsidy provided by the market-rate developer to build a unit at a given level of affordability for a given project.

EPS calculated the affordability gap, or subsidy, per unit, for each of the two prototypes at five different income levels, as shown in **Table 6** and **Table 7**. As is clear in the tables below, higher affordability levels correlate with higher supportable values, which means a smaller gap in financing that must be subsidized.

Table 6: Affordability Gap Analysis, Multifamily Garden-Style Rental Prototype

Item	Multifamily Garden-Style Rental Apartment				
	Extremely Low Income (30% AMI)	Very Low Income (50% AMI)	Low Income (80% AMI)	Median Income (100% AMI)	Moderate Income (120% AMI)
Development Program Assumptions					
Density (Units/Acre)	30	30	30	30	30
Gross Unit Size	825	825	825	825	825
Number of Bedrooms	1	1	1	1	1
Occupants per 1-bedroom Unit	2	2	2	2	2
Development Cost Assumptions					
Land Costs	\$133,333	\$133,333	\$133,333	\$133,333	\$133,333
Direct Development Costs	\$280,110	\$280,110	\$280,110	\$280,110	\$280,110
Indirect Development Costs	\$84,033	\$84,033	\$84,033	\$84,033	\$84,033
Development Cost Contingency	\$18,207	\$18,207	\$18,207	\$18,207	\$18,207
Total Project Costs per Unit	\$515,683	\$515,683	\$515,683	\$515,683	\$515,683
Supportable Value per Unit	(\$54,982)	\$82,473	\$289,200	\$301,200	\$413,836
Affordability Gap / Subsidy per Unit	(\$570,665)	(\$433,211)	(\$226,483)	(\$214,483)	(\$101,847)

Sources: HCD; Interviews with local residential developers; Rider Levett Bucknall; Marshall & Swift; Economic & Planning Systems, Inc.

Table 7: Affordability Gap Analysis, Multifamily Wrap Rental Prototype

Item	Multifamily Wrap Rental Apartment				
	Extremely Low Income (30% AMI)	Very Low Income (50% AMI)	Low Income (80% AMI)	Median Income (100% AMI)	Moderate Income (120% AMI)
Development Program Assumptions					
Density (Units/Acre)	50	50	50	50	50
Gross Unit Size	825	825	825	825	825
Number of Bedrooms	1	1	1	1	1
Occupants per 1-bedroom Unit	2	2	2	2	2
Development Cost Assumptions					
Land Costs	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
Direct Development Costs	\$353,502	\$353,502	\$353,502	\$353,502	\$353,502
Indirect Development Costs	\$106,051	\$106,051	\$106,051	\$106,051	\$106,051
Development Cost Contingency	\$22,978	\$22,978	\$22,978	\$22,978	\$22,978
Total Project Costs per Unit	\$562,530	\$562,530	\$562,530	\$562,530	\$562,530
Supportable Value per Unit	(\$64,073)	\$73,382	\$280,109	\$292,109	\$404,745
Affordability Gap / Subsidy per Unit	(\$626,603)	(\$489,148)	(\$282,421)	(\$270,421)	(\$157,785)

Sources: HCD; Interviews with local residential developers; Rider Levett Bucknall; Marshall & Swift; Economic & Planning Systems, Inc.

Recommended Fee Level

Based on the findings of the affordability gap analysis, EPS calculated a fee level that would be equivalent to the affordability gap, or subsidy, needed to meet the City's affordability requirements under the IHP.

The calculation is shown below in **Table 8** for a hypothetical 80-unit project. EPS selected 80 units to represent a large project with inclusionary requirements that result in a round number of affordable units, which makes the calculation of fee amounts as

straightforward as possible. For both prototypes analyzed, the developer would be providing a total subsidy of over \$2,000,000 to build the required affordable units: two Extremely Low Income units and two Very Low Income units. This amount is equivalent to the combined affordability gap of all four of these units.

In-lieu fee amounts are then shown in three different formats: per the number of affordable units required at the project, per the project’s total combined square feet of affordable units, and per the project’s number of market rate units. Fee amounts are rounded to the nearest dollar per square foot, or \$100 per unit.

Given that the IHP requires new rental developments to build affordable units similar to the project’s market-rate units, the amount of square feet of affordable units can be calculated by taking the average size of the project’s market-rate units and multiplying it by the number of required affordable units. In the calculation in **Table 8**, this amount is 825 square feet times four units for a total of 3,300 “affordable square feet.”

These fee levels can be considered the maximum justifiable amount that could be charged to a developer as an alternative to building the units on-site. The City could reasonably charge an in-lieu fee equal to or less than the amounts shown. The potential fee revenue would be roughly equivalent to the cost to a developer of constructing affordable units on-site and could be used to subsidize similar units elsewhere.

Table 8: In-Lieu Fee Calculation for an 80-unit Project by Prototype under current IHP

	<i>Extremely Low Income</i>	<i>Very Low Income</i>	<i>Total</i>	Calculated In-Lieu Fee Amount			
				<i>per Affordable Unit</i>	<i>per Affordable Sq.Ft.</i>	<i>per Market-Rate Unit</i>	<i>per Market-Rate Sq.Ft.</i>
Multifamily Garden-Style Rental Apartment							
Units	2.0	2.0	4.0	4		80	
AMI	30% AMI	50% AMI					
Subsidy per Unit	\$570,665	\$433,211					
Total Subsidy Required	\$1,141,331	\$866,422	\$2,007,800	\$501,900	\$608	\$25,100	\$30.42
Multifamily Wrap Rental Apartment							
Units	2.0	2.0	4.0	4		80	
AMI	30% AMI	50% AMI					
Subsidy per Unit	\$626,603	\$489,148					
Total Subsidy Required	\$1,253,206	\$978,297	\$2,231,500	\$557,900	\$676	\$27,900	\$33.81
Blended Average Fee Amount				\$529,900	\$642	\$26,500	

Source: Economic & Planning Systems, Inc.

Under the current IHP affordability requirements, the potential fee amount varies from \$501,900 to \$557,900 per affordable unit, or \$25,100 to \$27,900 per market-rate unit, depending on the prototype.

Of the fee formats shown, EPS recommends setting the fee based on the square feet of affordable units required for a given project. This equates to a fee level of \$608 to \$678 for the two prototypes. EPS further recommends that the City select a blended average fee amount of \$642 per affordable square foot. The two fee amounts calculated are based

on generic project assumptions, and selecting an average between the two amounts can better account for the variability in potential project types, as well as simplify calculation.

Charging a fee based on the affordable units rather than based on the market-rate units ensures that the fee amount is equivalent to what the developer would have to build on-site. Specifically, it matches the fee to the number of required units for projects that require a fractional unit, which under the IHP may be rounded down to the nearest whole number of units if the fraction is below 0.5 and otherwise must be rounded up.

Furthermore, basing the fee on the total square feet in those affordable units rather than simply the number of units makes the fee more flexible and fairer. It avoids unduly penalizing projects that build smaller units or rewarding projects that build larger units.

Next Steps

Setting an in-lieu fee is an important step in ensuring compliance with State law and providing clarity for developers interested in working in the City. To better define exactly how the fee will be calculated, the City should consider implementing administrative rules or amending the IHP ordinance to specify how to determine the required affordable square footage.

In establishing a fee, the City should also consider how best to make use of future potential in-lieu fee revenue to advance affordable housing projects. Affordable housing developers typically need a source of local funds to leverage and attract state and federal funding sources. The City could use fee revenue to directly provide such funding for these projects, or it could pool its funds with other nearby cities. Direct funding would offer the City greater control over use of funds by focusing exclusively on projects within the City limits, while pooling funds could allow the City to contribute to larger projects and projects that may be able to move forward more quickly than projects funded by the City alone, even though those projects may not be located within the City itself.

To directly fund its own affordable housing projects, the City would need to establish a local housing trust fund, like the City of Laguna Beach has done recently, or another form of affordable housing program. To pool its resources, the City could consider participating in the Orange County Housing Finance Trust, which has over a dozen member cities, or work with neighboring cities to establish another shared fund.

Stakeholder Input on Use of Funds

During previous work to support the recent update to the City's IHP, EPS spoke with affordable housing advocacy stakeholders. They suggested that funds collected from an in-lieu fee could potentially be used to catalyze affordable housing development in partnership with faith-based property owners in Laguna Woods. Properties owned by faith-based organizations make up a large part of the developable land inventory within Laguna Woods, and recent California legislation has further streamlined the construction of affordable housing on land owned by faith-based organizations.¹¹

¹¹ Effective January 1, 2024, California Senate Bill 4 (SB4) makes it legal for faith-based institutions and non-profit colleges to build affordable, multi-family homes on lands they own by streamlining the permitting process and overriding local zoning restrictions.

EPS also spoke directly with two affordable housing developers active in the area: Jamboree Housing and National CORE. These developers confirmed interest in building affordable housing projects within the City and working with faith-based property owners, and they indicated that availability of local funds for such projects is a main driver for project success (due to matching requirements needed for many grant funding programs). One developer reported City-related entitlement challenges for a potential affordable housing project previously considered for a faith-based property. In discussing this comment with City staff, it should be noted that, at the time, the City's land use zoning only allowed housing on faith-based properties as an accessory use. Faith-based properties have since been identified for "by-right" housing in the Housing Element. Both developers expressed interest in working with the City on future projects.

Setting an in-lieu fee that reflects actual costs to build a new unit of housing can allow affordable developers to deliver a similar number of housing units in future projects, as well as potentially leverage these "local match" funds to access additional funding from state, federal, and private grant providers.

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8.2 FIRE HAZARD SEVERITY ZONES

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: May 21, 2025 Regular Meeting

SUBJECT: Fire Hazard Severity Zones

Recommendation

1. Receive staff report.

AND
2. Open public hearing.

AND
3. Receive public testimony.

AND
4. Close public hearing.

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 10.13 OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO FIRE HAZARD SEVERITY ZONES; DESIGNATING THE MODERATE,

HIGH, AND VERY HIGH FIRE HAZARD SEVERITY ZONES IN ITS JURISDICTION AS RECOMMENDED BY THE STATE FIRE MARSHAL PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 51178; AND, DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Background

California Government Code Section 51178 et seq. requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones (“FHSZs”) based on consistent statewide criteria and the severity of fire hazard that is expected to prevail in those areas. The State Fire Marshall is required to consider factors including, but not limited to, fuel loading, slope, fire weather, and areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread. The State Fire Marshal does not consider risk-based factors such as fuel reduction projects, defensible space, or ignition-resistant building construction in identifying FHSZs.

The ordinance designating the City’s existing FHSZs was adopted in January 2012 and is codified in Laguna Woods Municipal Code Chapter 10.13 (Attachment B).

Discussion

Today’s meeting is an opportunity for City Council action, as well as public input, on a proposed ordinance that would amend Chapter 10.13 of the Laguna Woods Municipal Code pertaining to FHSZs and designate the moderate, high, and very high FHSZs in its jurisdiction as recommended by the State Fire Marshal pursuant to California Government Code Section 51178 (Attachment A). Staff recommends that the City Council initiate the adoption process for the proposed ordinance in order to help satisfy the City’s obligations under California Government Code Section 51179 et seq., which generally requires the City to designate FHSZs that are at least equal to those recommended by the State Fire Marshal. State law requires the City Council to take such action, by ordinance, within 120 days of receiving recommendations from the State Fire Marshal (the recommendations were received on March 24, 2025, resulting in a deadline of July 22, 2025).

Please note that the City did not create the FHSZs, is required by state law to adopt the FHSZs, and cannot make the FHSZs less restrictive.

A summary of the acreage and land uses located within the FHSZs that would be designated by the proposed ordinance is included as Attachment C.

A frequently asked questions document prepared by the California Department of Forestry and Fire Protection (“CAL FIRE”) is included as Attachment D.

FHSZs are used for several purposes including, but not limited to, designating areas where California’s defensible space standards (including the forthcoming Zone 0 regulations, which will apply to the very high FHSZ) and wildland urban interface building codes apply. Certain hazard disclosures are also required during property transactions in the high and very high FHSZs.

To comply with California Government Code Section 51178.5, the City made the recommendations from the State Fire Marshal available for public review and comment beginning on March 24, 2025. The recommendations have been available on the City’s website and at or from City Hall since that date. Staff also directly notified Village Management Services (“VMS”) staff and PMP Management staff and requested that they notify the Golden Rain Foundation of Laguna Woods Board of Directors (VMS), Third Laguna Hills Mutual Board of Directors (VMS), and Mutual No. 50 Board of Directors (PMP Management). Thereafter, a news story about the recommendations was posted to Laguna Woods Village’s website on March 27, 2025 and included in Laguna Woods Village’s “What’s Up in the Village” e-newsletter on March 28, 2025.

The City Manager met with VMS staff on March 31, 2025 to discuss the recommendations from the State Fire Marshal, requirements for properties within the FHSZs (e.g., California’s forthcoming Zone 0 regulations), and potential opportunities for the City to support compliance efforts.

If the recommended action is taken at today’s meeting, staff anticipates scheduling the second reading and consideration of adoption of the proposed ordinance for the City Council’s regular meeting on June 18, 2025. If adopted on June 18, 2025, the ordinance would take effect 30 days thereafter and notices would be posted as required by California Government Code Section 51179(g).

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; CAL FIRE’s Local Responsibility Area Fire Hazard Severity Zones As Identified by the State Fire Marshal map for the City of Laguna Woods, Orange County, dated March 24, 2025; and, the Laguna Woods Municipal Code – are available for public review at City Hall during normal working hours and on the City’s website at www.cityoflagunawoods.org/projects (select the “Fire Hazard Severity Zones” project webpage). CAL FIRE’s Local Responsibility Area Fire Hazard Severity Zones As Identified by the State Fire Marshal map for the City of Laguna Woods, Orange County, dated March 24, 2025, is also available at <https://osfm.fire.ca.gov/>.

Report Prepared With: Nadia Cook, Conservation Administrator

Attachments: A – Proposed Ordinance
 Exhibit A – Proposed Code Amendments
 B – Existing Laguna Woods Municipal Code Chapter 10.13
 C – Summary of the Acreage and Land Uses Within the FHSZs
 D – CAL FIRE’s Frequently Asked Questions

ORDINANCE NO. 25-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 10.13 OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO FIRE HAZARD SEVERITY ZONES; DESIGNATING THE MODERATE, HIGH, AND VERY HIGH FIRE HAZARD SEVERITY ZONES IN ITS JURISDICTION AS RECOMMENDED BY THE STATE FIRE MARSHAL PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 51178; AND, DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, California Government Code Section 51179 requires the City to designate, by ordinance, moderate, high, and very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the State Fire Marshal pursuant to California Government Code Section 51178; and

WHEREAS, the City received the State Fire Marshal’s recommendations pursuant to California Government Code Section 51178 on March 24, 2025; and

WHEREAS, within 30 days after receiving the State Fire Marshal’s recommendations, the City is required to make the information available for public review and comment in a format that is understandable and accessible to the general public, including, but not limited to, maps; and

WHEREAS, the City made the State Fire Marshal’s recommendations available for public review and comment beginning on March 24, 2025, on the City’s website and at or from City Hall; and

WHEREAS, the information that was made available for public review and comment included, but was not limited to, the California Department of Forestry and Fire Protection’s Local Responsibility Area Fire Hazard Severity Zones As Identified by the State Fire Marshal map for the City of Laguna Woods, Orange County, dated March 24, 2025 (“map exhibit”); and

WHEREAS, public noticing for the aforementioned public hearing included publication in the *Laguna Woods Globe* on May 8, 2025; and

WHEREAS, this Ordinance was made available to the public at and from

City Hall, and on the City’s website, beginning on May 9, 2025; and

WHEREAS, staff has recommended amending Chapter 10.13 of Title 10 (Buildings and Construction) of the Laguna Woods Municipal Code as set forth in this Ordinance (“Code Amendments”) in order to help satisfy the City’s obligations under California Government Code Section 51179 et seq.; and

WHEREAS, the Code Amendments are consistent with California Government Code Section 51176, which provides that the purpose of Chapter 6.8 (Moderate, High, and Very High Fire Hazard Severity Zones) of Part 1 of Division 1 of Title 5 of the California Government Code “is to classify lands in the state in accordance with whether a very high fire hazard is present so that public officials are able to identify measures that will retard the rate of spread, and reduce the potential intensity, of uncontrolled fires that threaten to destroy resources, life, or property, and to require that those measures be taken”; and

WHEREAS, on May 21, 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. Chapter 10.13 of Title 10 (Buildings and Construction) of the Laguna Woods Municipal Code is 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

**EXHIBIT A
CODE AMENDMENTS**

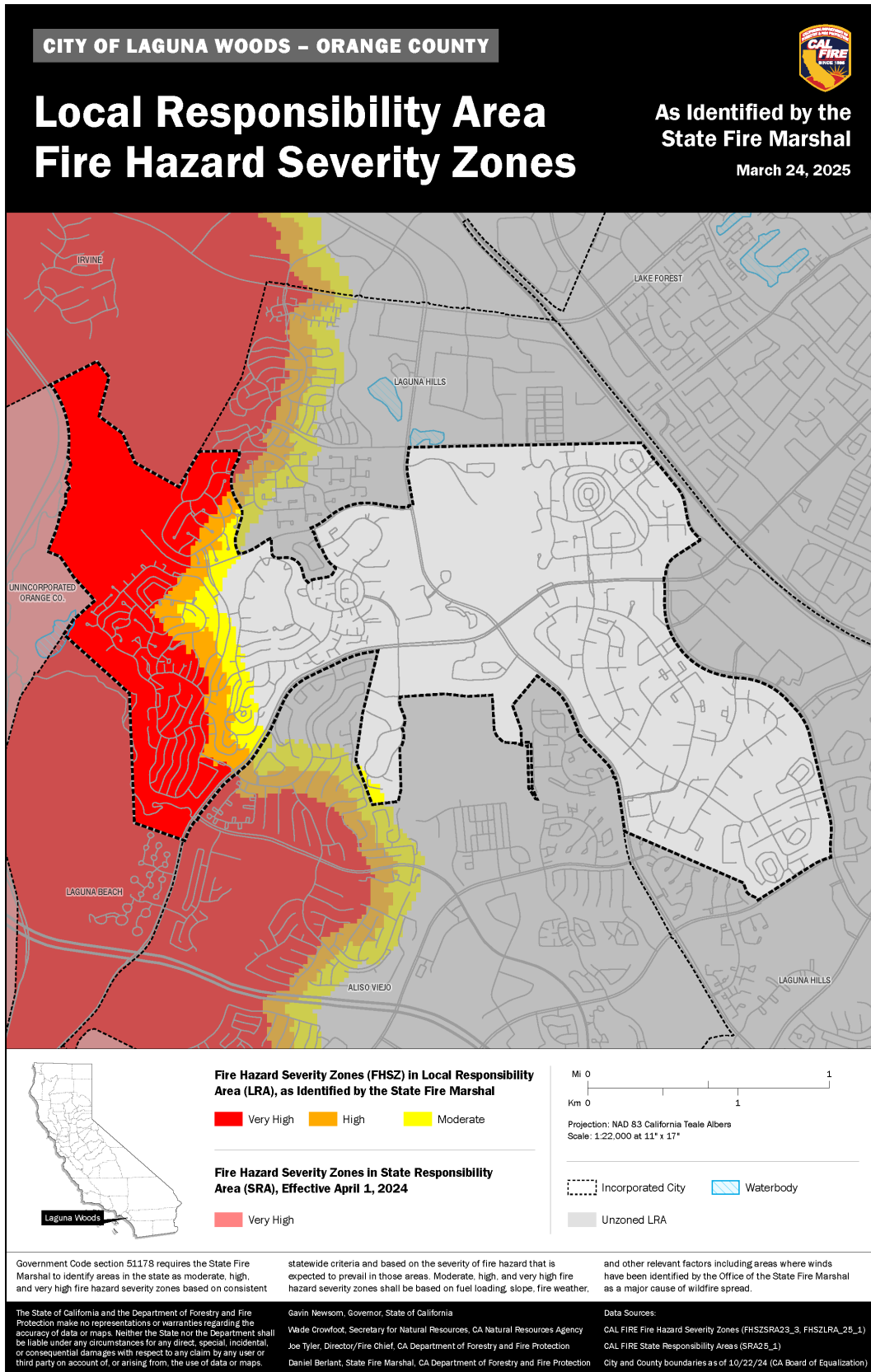
Chapter 10.13 (“Fire Hazard Severity Zones”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is repealed and replaced in its entirety to read as follows:

CHAPTER 10.13. - FIRE HAZARD SEVERITY ZONES

Sec. 10.13.010. - Fire hazard severity zones.

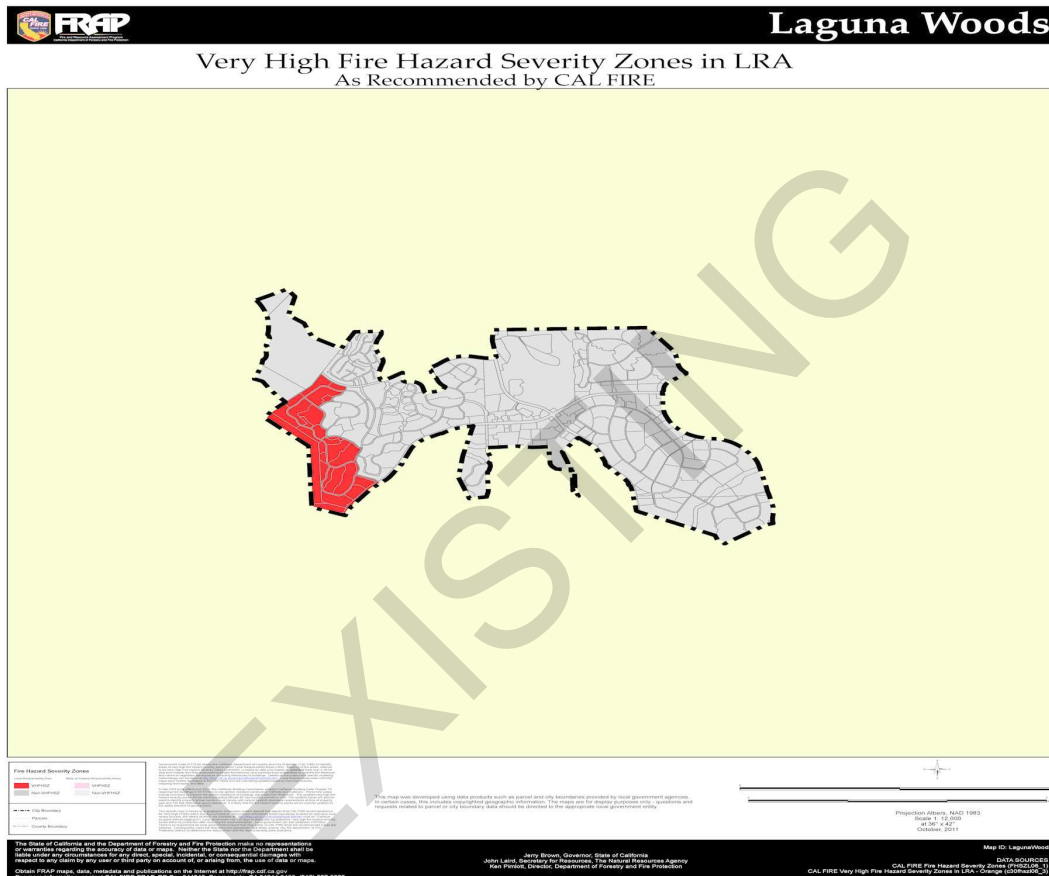
(a) *Designation.* The areas identified on the map exhibit in Section 10.13.010(b) shall be the City’s designated moderate, high, and very high fire hazard severity zones. The fire hazard severity zones are the same as identified by the State Fire Marshal in its map exhibit dated March 24, 2025.

(b) *Map exhibit.*



Sec. 10.13.010. - Very high fire hazard severity zones.

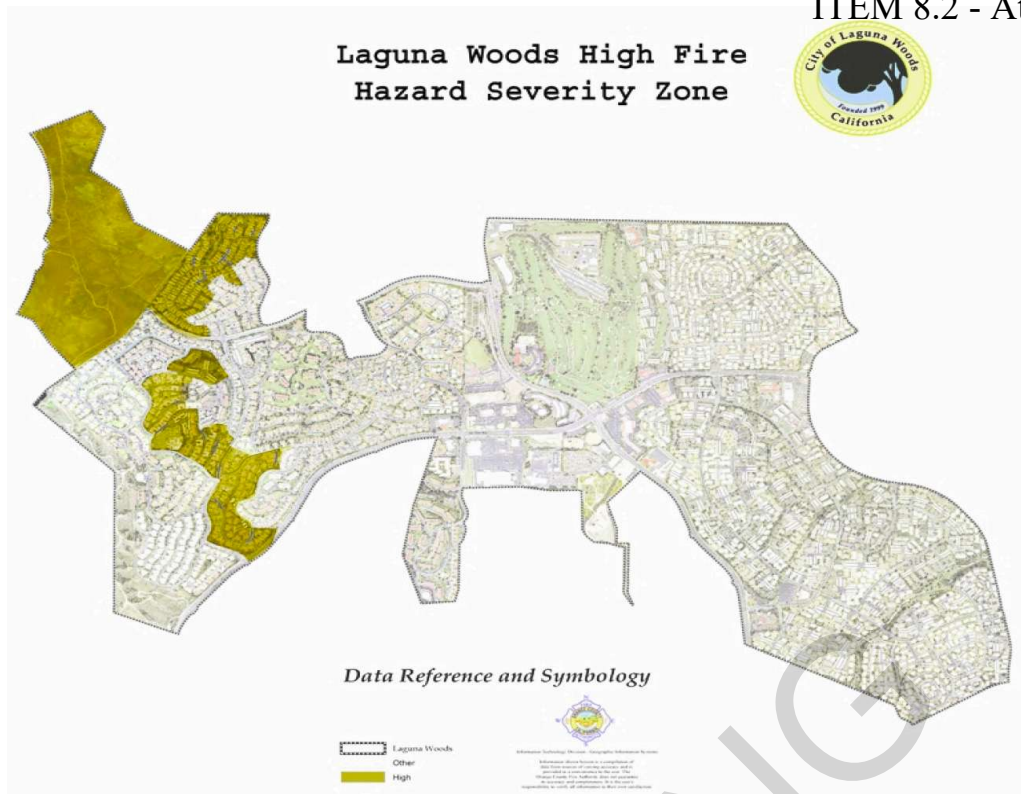
- (a) *Designation.* The areas identified on the map exhibit in Section 10.13.010(b) shall be the City's designated Very High Fire Hazard Severity Zones in accordance with Government Code § 51179(a).
- (b) *Map exhibit.*



(Ord. No. 12-01, § 2, 1-18-2012)

Sec. 10.13.020. - High fire hazard severity zone.

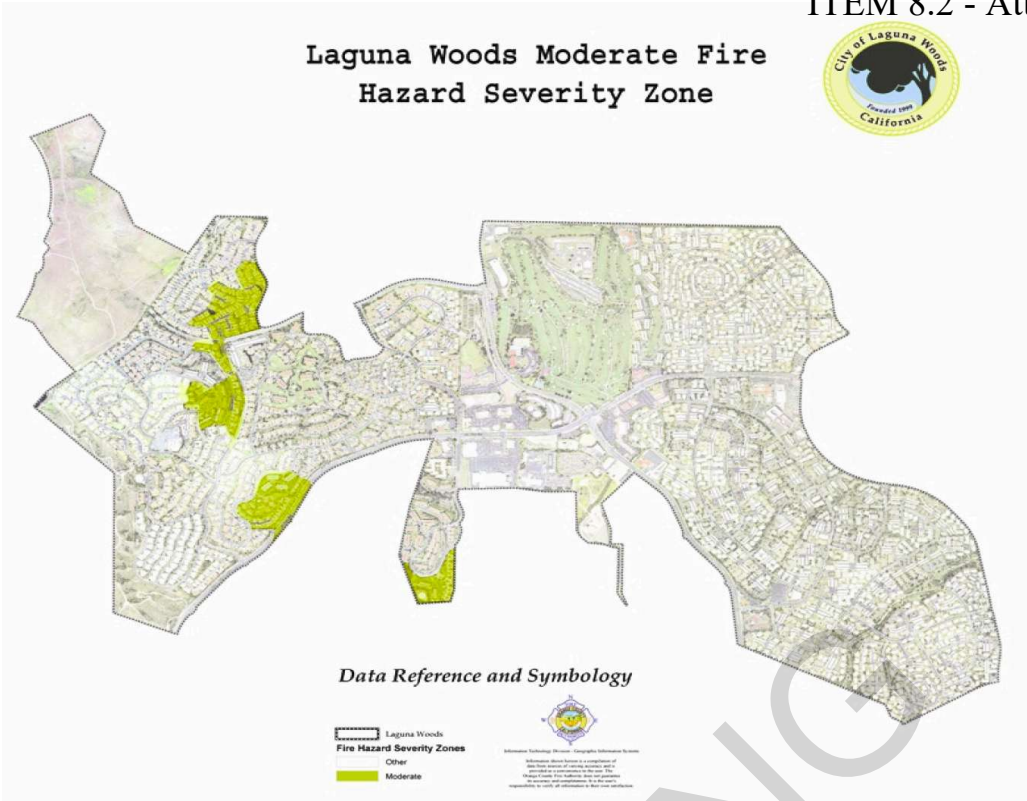
- (a) *Designation.* The areas identified on the map identified as Laguna Woods High Fire Hazard Severity Zones are for application as the High Fire Hazard Severity Zones of the City of Laguna Woods.
- (b) Related references are in the California Building Code, Chapter 7A and the California Residential Code, Section R327.
- (c) *Map exhibit.*



(Ord. No. 12-02, § 4, 2-15-2012)

Sec. 10.13.030. - Moderate fire hazard severity zone.

- (a) *Designation.* The areas identified on the map identified as Laguna Woods Moderate Fire Hazard Severity Zones are for application as the Moderate Fire Hazard Severity Zones of the City of Laguna Woods.
- (b) Related references are in the California Building Code, Chapter 7A and the California Residential Code, Section R327.
- (c) *Map exhibit.*



(Ord. No. 12-02, § 4, 2-15-2012)

EXISTING

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2025 Fire Hazard Severity Zone Map Summary

General Plan Land Use Designation	Acreage			Grand Total
	Very High Fire Hazard Severity Zone	High Fire Hazard Severity Zone	Moderate Fire Hazard Severity Zone	
Community Facilities	2.869	-	1.561	4.430
High Density Residential	-	-	3.531	3.531
Open Space	225.638	-	-	225.638
Residential Community	232.367	75.333	58.955	366.655
N/A (Public Roads)	7.572	2.337	3.317	13.227
2025 Map Total	468.446 (247.193; 112%)	77.670 (-233.924; -75%)	67.364 (-25.209, -27%)	613.481 (-11.94; -2%)
2012 Map* Total	221.253	311.594	92.573	625.421

All numbers rounded

* "2012 Map" refers to the maps adopted by City of Laguna Woods Ordinance No. 12-02

2025 Fire Hazard Severity Zone Map Summary

General Plan Land Use Designation	Structures			Grand Total
	Very High Fire Hazard Severity Zone	High Fire Hazard Severity Zone	Moderate Fire Hazard Severity Zone	
All	545 includes: 1,315 manors* 42 carports* Clubhouse 5 Clubhouse 6 Gatehouse 9 Gate 11 Emg. Gate ETWD R-3 ETWD Gate 11 Lift ETWD Oso Lift ----- Woods End	229 includes: 711 manors* 28 carports* Gatehouse 11	TBD includes: TBD manors* TBD carports* The Towers (311 residential units) Gatehouse 10 Gate 14 Emg. Gate ETWD R-4	TBD

THIS SUMMARY REMAINS IN DRAFT FORM AND IS SUBJECT TO CHANGE.

Emg. = Emergency, ETWD = El Toro Water District, Lift = Lift Station, TBD = to be determined

Multiple structures at a single address (e.g., a clubhouse with an outbuilding) are counted as one structure.

** All manors and carports are within Third Laguna Hills Mutual. The 311 residential units in The Towers are listed separately.*

ITEM 8.2
Attachment D

CAL FIRE's Frequently Asked Questions

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FREQUENTLY ASKED QUESTIONS ABOUT: *2024 Fire Hazard Severity Zones*

Fire Hazard Severity Zones Explained

- **What is a “Fire Hazard Severity Zone,” or FHSZ?**
 - **Answer:** Public Resource Code 4202; The State Fire Marshal shall classify lands within state responsibility areas into fire hazard severity zones. Each zone shall embrace relatively homogeneous lands and shall be based on fuel loading, slope, fire weather, and other relevant factors present, including areas where winds have been identified by the department as a major cause of wildfire spread. Government Code 51178; The State Fire Marshal shall identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

- **Why are fire hazard severity maps being updated?**
 - **Answer:** The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The hazard mapping process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings.

- **What do Fire Hazard Severity Zones measure?**
 - **Answer:** The Fire Hazard Severity Zone map evaluates “**hazard**,” not “**risk**”. The map is like flood zone maps, where lands are described in terms of the probability level of a particular area being inundated by floodwaters, and not specifically prescriptive of impacts. “**Hazard**” is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts. “**Risk**” is the potential damage a fire can do to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction.

- **Where do Fire Hazard Severity Zones apply?**
 - **Answer:** Fire Hazard Severity Zones are found in areas where the state has financial responsibility for wildfire protection and prevention, called the State Responsibility Area. More than 31 million acres are in this area. Under Senate Bill 63 (Stern, 2021) Government Code 51178 was amended to add the Moderate and High Fire Hazard Severity Zones with the Very High in local jurisdictions.

- **What are the uses of Fire Hazard Severity Zones?**
 - **Answer:** The zones are used for several purposes including to designate areas where California’s defensible space standards and wildland urban interface building codes are

required. They can be a factor in real estate disclosure, and local governments may consider them in their general plan.

- **Is there an easy way to determine the Fire Hazard Severity Zone of my property?**
 - **Answer:** You can search by address to find your current designation on the web at: osfm.fire.ca.gov/FHSZ
- **What are the key elements of the Fire Hazard Severity Zone model?**
 - **Answer:** The fire hazard severity model for wildland fire has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The zones reflect areas that have similar burn probabilities and fire behavior characteristics. The factors considered in determining fire hazard within wildland areas are fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. FHSZs are not a structure loss model, as key information regarding structure ignition (such as roof type, etc.) is not included.
- **How do the Fire Hazard Severity Zone Maps differ from California Public Utilities Commission (CPUC) High Fire Threat District Maps?**
 - **Answer:** The California Public Utilities Commission (CPUC) sponsored map, known as "CPUC High Fire Threat District Map" (HFTD), includes similar factors as those in the FHSZ maps, however the CPUC HFTD Map is designed specifically for identifying areas where there is an increased risk for utility associated wildfires. As such, the CPUC map includes fire hazards associated with historical powerline-caused wildfires, current fuel conditions, and scores areas based on where fires start, as opposed to where potential fires may cause impacts.
- **Why is my property in a different zone than the adjacent area, which looks similar?**
 - **Answer:** In non-wildland areas, zone edges occur based on distance to the wildland edge. Because hazard in these areas is largely determined by incoming embers from adjacent wildland, urban areas that are similar in vegetation type and housing density may have a change in FHSZ class as the distance to the wildland edge increases. Areas immediately adjacent to wildland receive the same FHSZ score as that wildland where fire originates, and the model then produces lower scores as the distance to wildland edge increases.

In wildland areas, zone edges are a result of the way zones are delineated. Specifically, zones represent areas of similar slope and fuel potential. Zone boundaries divide zones based on geographic and vegetation features that align with fire hazard potential; although, at a local scale, it may appear that the immediate area is similar on both sides of the edge. The class value within a zone is based on the average hazard score across the whole zone, so areas that are in the same zone but not immediately adjacent to a local area can have an influence on the final zone classification.

Data Related Questions

- **How are Fire Hazard Severity Zones determined?**
 - **Answer:** CAL FIRE used the best available science and data to develop, and field test a model that served as the basis of zone assignments. The model evaluated the probability of

the area burning and potential fire behavior in the area. Many factors were included such as fire history, vegetation, flame length, blowing embers, proximity to wildland, terrain, and weather.

- **What new data will be included in the new model, and how does this differ from the previous model?**
 - **Answer:** A 2 km grid of climate data covering the years 2003-2018 is being used in the update. The previous model used stock weather inputs across the state to calculate wildland fire intensity scores. The updated model will adjust fire intensity scores based on the most extreme fire weather at a given location, considering temperature, humidity, and wind speed. In addition, ember transport is being modeled based on local distributions of observed wind speed and direction values instead of using a generic buffer distance for urban areas adjacent to wildlands.
- **What is the difference between the various Fire Hazard Severity Zones?**
 - **Answer:** Classification of a wildland zone as Moderate, High or Very High fire hazard is based on the average hazard across the area included in the zone, which have a minimum size of 200 acres. In wildlands, hazard is a function of modeled flame length under the worst conditions and annual burn probability. Both these factors generally increase with increasing hazard level, but there may be instances where one value is Very High and the other is low, pushing the overall hazard into a more intermediate ranking. On average, both modeled flame length and burn probability increase by roughly 40-60% between hazard classes. Classification outside of wildland areas is based on the fire hazard of the adjacent wildland and the probability of flames and embers threatening buildings.
- **Why does the model place an emphasis on the spread of embers?**
 - **Answer:** Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks.

State Regulated Area Questions

- **When were the maps last updated?**
 - **Answer:** The Office of the State Fire Marshal began the regulatory process for the State Responsibility Area (SRA) in December 2022, the final maps were adopted on January 31, 2024, and became effective April 1, 2024.
- **What is “State Responsibility Area,” or SRA?**
 - **Answer:** SRA is a legal term defining the area where the state has financial responsibility for wildland fire protection and prevention. Incorporated cities and federal ownership are not included. Within the SRA, CAL FIRE is responsible for fire prevention and suppression. There are more than 31 million acres in SRA, with an estimated 1.7 million people and 800,000 existing homes.
- **How is state responsibility area determined?**
 - **Answer:** The Board of Forestry and Fire Protection (Board) classifies land as State Responsibility Area. The legal definition of SRA is found in the Public Resources Code Section 4125. The Board has developed detailed procedures to classify lands as State Responsibility Area. Lands are removed from SRA when they become incorporated by a city, change in ownership to the federal government, become more densely populated, or are converted to intensive agriculture that minimizes the risk of wildfire. While some lands are removed from SRA automatically, the Board typically reviews changes every five years.

- **What Fire Hazard Severity Zones are in State Responsibility Area?**
 - **Answer:** All of the State Responsibility Area is in a Fire Hazard Severity Zone. Lands are either ranked as Moderate, High or Very High Fire Hazard Severity Zones.
- **What are the wildland urban interface (WUI) building codes in State Responsibility Area?**
 - **Answer:** The WUI building codes (California Building Code (CBC) Chapter 7A) reduce the risk of embers fanned by wind-blown wildfires from igniting buildings. The codes for roofing, siding, decking, windows, and vents apply throughout all state responsibility area regardless of the fire hazard severity ranking. Ember-resistant building materials can be found at: <https://osfm.fire.ca.gov/divisions/fire-engineering-and-investigations/buildingmaterials-listing/>
- **Is the GIS data for Fire Hazard Severity Zones available for download?**
 - **Answer:** The data inputs used to develop the Fire Hazard Severity Zones are identified in the Initial Statement of Reasons (ISOR) [Title 19 Development \(ca.gov\)](#). CAL FIRE has developed an additional data package which consists of sequential modeling steps, including any data inputs that were not already publicly available and referenced in the ISOR. The data package encompasses 34 spatial datasets and 8 tables, provided in raster, polygon, and table format. These datasets are formatted for Esri ArcGIS software, except for four tables provided in Excel. Ten of the datasets are updated versions used to produce an edited SRA FHSZ map following the public comment period that ended April 4, 2023. Upon formal adoption of the FHSZ map, the final SRA FHSZ geospatial data file will become available. The data package is available on the FHSZ website [Fire Hazard Severity Zones \(ca.gov\)](#) under the science and methods banner.
- **Why do waterbodies have a Fire Hazard Severity Zone Classification?**
 - **Answer:** All areas in State Responsibility Area, including water bodies, require a fire hazard severity zone designation. The 2007 FHSZ maps zoned all water as moderate by default. In the 2023 FHSZ model we added a buffer of FHSZ from the surrounding wildland into water bodies to account for potential threat of embers to buildings on docks and house boats, as well as variation in reservoir height that occurs with drought.

Local Regulated Area Questions

- **What is “Local Responsibility Area”, or LRA?**
 - **Answer:** Local Responsibility Areas (LRA) are incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. This is typically provided by city fire departments, fire protection districts, counties, and by CAL FIRE under contract.
- **When did Fire Hazard Severity Zones start in Local Responsibility Area?**
 - **Answer:** The “Bates Bill” (AB 337), Government Code Section 51175, was prompted by the devastating Oakland Hills Fire of 1991. This mid-1990s legislation calls for CAL FIRE to evaluate fire hazard severity in local responsibility area and to make a recommendation to the local jurisdiction where very high FHSZs exist. The Government Code then provides direction for the local jurisdiction to take appropriate action.
- **How are Fire Hazard Severity Zones determined in local responsibility areas?**
 - **Answer:** CAL FIRE uses an extension of the state responsibility area Fire Hazard Severity

Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area.

- **What are the requirements for landowners in FHSZs in local responsibility areas?**
 - **Answer:** California’s WUI building codes (CBC Chapter 7A) apply to the design and construction of new buildings located in High and Very High FHSZs in Local Responsibility Areas. Local ordinances may require ignition resistant construction for remodel projects. Check with your local building department to determine which ignition resistant building codes apply to your project. In addition, Government Code Section 51182 calls for defensible space clearance and other wildland fire safety practices for buildings. Owners are also required to make a natural hazard disclosure as part of a real estate transfer. For information regarding “home hardening” and defensible space clearance, visit www.ReadyForWildfire.org.
- **Does the designation of Very High Fire Hazard Severity Zones in the Local Responsibility Area trigger the 100-foot clearance requirement?**
 - **Answer:** Yes, per Government Code 51182 unless a local government has passed a more stringent requirement, the 100-foot defensible space clearance applies. For information regarding “home hardening” and defensible space clearance, visit www.ReadyForWildfire.org.
- **How does CAL FIRE assist Local Governments in Fire Hazard Severity Zones?**
 - **Answer:** CAL FIRE’s Land Use Planning Program is a specialized unit that provides support to local governments by providing fire safety expertise on the State’s wildland urban interface building codes, wildfire safety codes, as well as helping in the development of the safety elements in general plans.
- **What is the process for developing Fire Hazard Severity Zones in the Local Responsibility Area?**
 - **Answer:** CAL FIRE uses the same modeling data that is used to map the State Responsibility Area. The map, along with a model ordinance, are then sent to the governing body for adoption.
- **How are the new Fire Hazard Severity Zones impacting development?**
 - **Answer:** Many of the changes expanding fire hazard severity zones in local responsibility areas (LRA) have been supported by the building industry. CAL FIRE works closely with the building industry when setting various building codes and defensible space requirements, so we are working together to not affect development itself but to make sure development matches the hazards of that area.
- **When will the Local Responsibility Area Map be released?**
 - **Answer:** The Local Responsibility Area Map Process will happen after the State Responsibility Area process has been completed, which is estimated to occur in the winter of 2025.
- **Why haven’t Moderate and High Fire Hazard Severity Zone classes been classified before in the Local Responsibility Area?**
 - **Answer:** New legislation, Senate Bill 63 (Stern, 2021), now requires the adoption of all three Fire Hazard Severity Zone classes in the Local Responsibility Area. Previously only Very High Fire Hazard Severity Zones were required for adoption in Local Responsibility Areas.

Insurance Related Questions

- **Will the new Fire Hazard Severity Zones affect my ability to get or maintain insurance?**
 - **Answer:** Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. It is unlikely that insurance risk models specifically call out CAL FIRE Fire Hazard Severity Zones as a factor, but much of the same data that is used in the fire hazard severity zone model are likely included in the insurance companies' risk models. However, insurance risk models incorporate many additional factors and factors that change more frequently than those that CAL FIRE includes in its hazard mapping, which is built to remain steady for the next 10+ years.

Resources, Additional Information, and Contact Information

- To find the current FHSZ designation for a property, visit FHSZ Map Viewer ([ca.gov](https://www.fire.ca.gov/fhsz-map-viewer)).
- Helpful links:
 - FHSZ Website:
 - osfm.fire.ca.gov/FHSZ
 - FHSZ Map Viewer:
 - [FHSZ Map Viewer \(ca.gov\)](https://www.fire.ca.gov/fhsz-map-viewer)
- Contacts for FHSZ for Public Questions:
 - (916) 633-7655
 - FHSZinformation@fire.ca.gov

9.1
AD HOC AUDIT COMMITTEE

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: May 21, 2025 Regular Meeting

SUBJECT: Ad Hoc Audit Committee

Recommendation

Appoint two members of the City Council to an Ad Hoc Audit Committee beginning immediately through October 31, 2025 to work with the City's independent auditors on matters related to the Fiscal Year 2024-25 audit.

Notes

In 2024, councilmembers McCary and Moore were appointed to work with the City's independent auditors on matters related to the Fiscal Year 2023-24 audit.

In 2023, councilmembers Horne and McCary were appointed to work with the City's independent auditors on matters related to the Fiscal Year 2022-23 audit.

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9.2
EMPLOYEE POSITIONS, COMPENSATION,
AND BENEFITS

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: May 21, 2025 Regular Meeting

SUBJECT: Employee Positions, Compensation, and Benefits

Recommendation

1. Approve job classifications for the following City employee positions: Building Inspector, Building Official, Permit Technician, and Planning & Environmental Services Director.

AND

2. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 24-31, AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES, INCLUDING THE CITY MANAGER AND OTHER LOCAL AGENCY EXECUTIVES AS DEFINED IN CALIFORNIA GOVERNMENT CODE SECTION 3511.1

Background

The City Manager is responsible for hiring and supervising all City employees, subject to the City Council's approval of job classifications, authorization of positions, and establishment of a compensation schedule and benefits.

The City Council most recently updated its resolution establishing a compensation schedule and benefits for employees on August 21, 2024.

Discussion

Today’s meeting is an opportunity for City Council action, as well as public input, on the following proposals:

Job Classifications –

- *Approval of job classifications for four new employee positions.* 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. The proposed job classifications describe four of the five new positions to be added (the fifth position – Code Enforcement Officer – would be considered at a future meeting).

Compensation –

- *Establishment of new compensation ranges for four new employee positions.* Compensation ranges establish minimum and maximum rates of pay for each job classification. Once hired, movement within compensation ranges is based on merit and subject to budgetary constraints.

EXEMPT POSITIONS	
Position	Compensation Range (annual equivalent)
Building Official	Existing: N/A Proposed: \$127,320.00-\$178,248.00
Planning & Environmental Services Director	Existing: N/A Proposed: \$134,030.00-\$187,642.00

NON-EXEMPT POSITIONS	
Position	Compensation Range (hourly)
Building Inspector	Existing: N/A Proposed: \$38.74-\$54.24
Permit Technician	Existing: N/A Proposed: \$29.54-\$41.36

- *Increases of compensation ranges for certain employee positions based on a market survey.* Compensation range increases are not the same as pay raises; unless an employee is currently paid less than their position’s proposed

compensation range, compensation range increases affect only the minimum and maximum amounts they could be paid. Movement within compensation ranges continues to be based on merit and subject to budgetary constraints.

EXEMPT POSITIONS	
Position	Compensation Range (annual equivalent)
City Clerk	Existing: \$91,676.00-\$128,346.40 Proposed: \$98,975.00-\$138,565.00
Deputy City Clerk*	Existing: \$67,225.60-\$94,120.00 Proposed: \$76,375.00-\$106,925.00
Management Analyst*	Existing: \$75,088.00-\$105,123.20 Proposed: \$80,300.00-\$112,420.00
Senior Management Analyst*	Existing: \$87,386.00-\$122,340.40 Proposed: \$94,450.00-\$132,230.00

* These positions exist, but are not currently authorized to be filled.

- *Notation of an increase of the City Manager’s base salary by 2%, from \$208,396.26 to \$212,564.19 annually, effective December 13, 2025.* This increase has already been approved as part of the City Manager’s May 17, 2023 employment agreement but would be noted in the proposed resolution in the interest of transparency. December 13, 2025 is the beginning of the first pay period of the 2026 calendar year (pay date: January 1, 2026).

Benefits –

- *Modifications related to paid holidays.* The Building Official, Building Inspectors, and Permit Technicians would be required to work on Martin Luther King, Jr. Day, Cesar Chavez Day, and Juneteenth National Independence Day, but would receive one hour of administrative leave (if exempt (Building Official)) or 1.5 times pay (if non-exempt (Building Inspectors and Permit Technicians)) for every hour worked. This is intended to reduce potential delays to construction projects if building services were not offered on those City-observed holidays.

All full-time and part-time employees, except for the City Manager, would receive the one hour of administrative leave (if exempt) or 1.5 times pay (if non-exempt) for every hour they are required to work on City-observed holidays. Limited part-time employees do not receive paid holidays.

- *Provision of educational assistance.* A new qualified educational assistance program (“EdAP”) would provide nontaxable financial assistance for tuition, textbooks, and other educational expenses on a reimbursement basis. The EdAP would be offered to all employees who have been employed by the City for at least six months (including the City Manager), except for limited part-time employees who are not designated as a “Building Employee.” The EdAP is recommended to enhance professional development for all full-time and part-time employees and provide an opportunity for Building Division employees to receive reimbursement for costs associated with maintaining the certifications required to perform their jobs. Maximum reimbursements would range from \$1,050 to \$5,250 per employee, per calendar year, based on length of employment. Employees who voluntarily leave employment or are terminated for cause within 12 months of receiving reimbursement would generally be required to repay the amount received within 60 calendar days of separation. No reimbursement would be provided for courses that are not completed or completed with a C- grade or less (or a fail, if graded on a pass/fail basis).
- *Provision of acting status pay.* Employees who are temporarily assigned to a higher level job classification for 14 consecutive calendar days or more would receive acting status pay equivalent to the starting compensation for the job classification to which they are temporarily assigned, unless their increase in compensation would be less than 10% in which case they would receive acting status pay equivalent to a 10% increase in compensation.
- *Addition of unpaid leave policies.* New language would memorialize the City Manager’s ability to grant unpaid leaves of absence to employees and establish related policies including, but not limited to, the cessation of paid time off accrual, floating holiday accrual, and holiday pay, after the seventh consecutive calendar day of unpaid leave.

Fiscal Impact

The proposed resolution would not take effect until the beginning of the next fiscal year (July 1, 2025). Funds to accommodate the new positions, compensation, and benefits would be included in the Fiscal Years 2025-27 Budget & Work Plan.

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

- Attachments:
- A – Proposed Job Classification – Building Inspector
 - B – Proposed Job Classification – Building Official
 - C – Proposed Job Classification – Permit Technician
 - D – Proposed Job Classification – Planning & Environmental Services Director
 - E – Proposed Resolution – Compensation and Benefits (clean)
 - F – Proposed Resolution – Compensation and Benefits (redline)

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CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: **BUILDING INSPECTOR**

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

DEFINITION:

Under general supervision, Building Inspectors perform technical inspections to enforce the California Building Standards Code and standards, laws, regulations, and policies governing building/structure design, alteration, construction, and maintenance. Building Inspectors also provide technical assistance to property owners, property occupants, contractors, and other parties, and perform administrative and clerical services related to the operations and activities of the Building Division of the Planning & Environmental Services Department (“Division”).

SUPERVISION RECEIVED:

Employees are expected to apply well-developed program knowledge and skill to their exercise of independent discretion and judgment. Employees may only receive periodic instruction or assistance as new and unusual situations arise. Work is typically reviewed upon completion and, primarily, for overall outcomes.

ESSENTIAL DUTIES:

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

- Perform technical inspections to enforce the California Building Standards Code and standards, laws, regulations, and policies governing building/structure design, alteration, construction, and maintenance.
- Take enforcement action related to inspection findings, including issuing stop work orders, correction notices, notices of violation, and administrative citations.
- Keep records of inspections performed and enforcement actions taken.
- Assist property owners, occupants, contractors, architects, engineers, and others in

understanding inspection findings and enforcement actions.

- Review inspection records provided by third-party deputy inspectors.
- Schedule inspections and provide follow-up communications related to the same, including confirmation, reminder, and anticipated arrival notices.
- Assist property owners, occupants, contractors, architects, engineers, and others in understanding the requirements and conduct of inspections.
- Perform outreach to property owners, occupants, contractors, and others regarding expired and soon-to-expire building permits, including scheduling inspections and explaining the process for remedying or preventing expiration.
- Participate in building counter consultations, pre-construction meetings, job site meetings, and other efforts to ensure that property owners, occupants, contractors, and others understand inspection requirements.
- Coordinate with the El Toro Water District, Orange County Fire Authority, Orange County Health Care Agency, and other special districts, joint powers authorities, and governmental agencies regarding building/structure design, alteration, construction, and maintenance and conformity of the same to the standards, laws, regulations, and policies enforced by such entities.
- Coordinate with code enforcement and legal counsel on enforcement matters and legal proceedings related to assigned programs, projects, and services.
- Create, scan, file, and maintain physical and electronic records.
- Perform administrative, clerical, professional, and technical building counter services, building permitting, building inspection, and building code enforcement duties to support or relieve other City employees or meet Division demands.
- Assist with special events hosted, or participated in, by the City, including by interacting with members of the public (e.g., at a City table or booth) and moving, arranging, and configuring tables, chairs, and other equipment, as well as food, drinks, decorations, displays, waste, and other items, materials, and supplies.
- Provide support and relief coverage for City and Division employees, including filling in for Permit Technicians, when necessary.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Standards, laws, rules, and regulations, as well as operational and activity characteristics, applicable to the assigned programs, projects, and services.
- The California Building Standards Code.
- Processes for conducting and documenting building inspections in the State of California, including the timing of and requirements for inspecting buildings in various states of alteration and construction.
- Possible defects and faults that can affect the operation of mechanical, electrical, and plumbing appliances, building systems, and equipment.
- Principles and techniques of record keeping and filing.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Establish and maintain effective and collaborative professional relationships with internal and external parties.
- Demonstrate an awareness and appreciation of local cultural diversity.
- Maintain confidentiality and discretion when necessary or directed.
- Provide responsive and courteous assistance to members of the public.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments while working independently in a field environment with frequent interruptions.

- Understand, analyze, interpret, and apply data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply the California Building Standards Code and other standards, laws, rules, regulations, and policies to assigned duties.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, analyze, interpret, and apply design and descriptive information, including plans, maps, manufacturer’s specifications, property records, statistics, charts, graphs, and tables.
- Understand, calculate, and interpret percentages, fractions, ratios, statistics, and spatial relationships, including areas, square footages, and dimensions.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a high school diploma (or equivalent) and two years of full-time work experience as a building inspector in the State of California. Prior experience as a licensed general contractor or building plans examiner in the State of California may be substituted for building inspector work experience. Prior experience using Tyler Technologies’ Enterprise Permitting and Licensing Software (formerly Energov) and ERP Financial Management Pro (formerly Incode) are highly desirable.

Licenses/Certifications:

Must possess and maintain one or more valid certifications from the International Code Council (“ICC”) determined by the City Manager to be required for the inspection assignment. This includes Building Inspector or Combination Inspector certifications for general purpose inspection assignments; however, other certifications may be required for more specialized assignments (e.g., if an inspection assignment will focus on plumbing inspections, the City Manager may determine that a Plumbing Inspector certification is required in addition to or in lieu of Building Inspector or Combination Inspector certifications). Additional ICC certifications are highly desirable.

Must possess and maintain a valid Class C California Driver’s License and must qualify for and maintain insurability under the City’s vehicle insurance policies, as may change from time to time. This position involves the regular performance of duties and travel that require operation of a personal vehicle.

Must possess and maintain valid first aid (adult, child, and infant), cardiopulmonary resuscitation (“CPR”), and automated external defibrillator (“AED”) certification. Employees who do not possess certification prior to their date of hire must obtain certification within six months of their date of hire.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. While some activities are performed sitting in a sedentary manner at a desk, and sitting or standing at a counter, employees are most frequently required to conduct building inspections and perform other activities that require exertion of physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, crouching, and crawling as well as carrying, lifting, pushing, and pulling objects up to 30 pounds. Regular use of ladders and the performance of activities in attics, crawlspaces, suspended structures, and demolished and partially constructed structures (e.g., active and inactive construction sites and structures damaged by fires and floods), as well as on roofs, scaffolding, and temporary construction structures, is required. The safety of each construction site and structure in which activities are performed is considered unknown at the time of initial entry and at all times thereafter. The surfaces upon which activities are performed may be in motion, rough, hot, slippery, wet, sloped, and uneven.

While some of the duties of this class are performed in an office setting with low to moderate noise and regular interruption, employees are regularly required to travel and work in other settings (e.g., meetings, events, and building inspections), including in outside weather with exposure to rain, humidity, heat, cold, and sunlight. Employees frequently experience high levels of noise and vibration, as well as exposure to odors, fumes, dust, smoke, hazardous substances, and other irritants that can cause discomfort and injury. Employees may also come into contact with hazardous traffic conditions.

Work schedules and hours vary for this class based on the City's needs and include some early mornings, evenings, weekends, and holidays. Employees are generally expected to be on-site for the hours during which building inspections are scheduled, which may begin prior to the hours of operation for other City programs and services. Employees may also be required to be on-call to address unexpected and emergency needs.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, facsimile machines, calculators, microfiche readers, telephones, digital cameras, rulers, architectural scales, drafting compasses, levels, tape measures, light meters, noise meters, soil probes, pressure gauges, keys, electronic access control devices, and other measuring devices to collect data and information, as well as personal protective equipment. "Ability to effectively use computers" includes, but is not limited to, the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, Edge, and SharePoint, and Google Earth, as well as the City's cashiering, code enforcement, geographic information system ("GIS"), multifactor authentication, permitting, inspection, scheduling, records, and teleconferencing software, as may change from time to time. "Computers" includes, without limitation, tablet devices.

OTHER NOTICES:

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

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

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

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

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

The City of Laguna Woods is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category [race (including, but not limited to, traits historically associated with race such as hair texture and protective hairstyles), color, religion (including, but not limited to, religious dress and grooming practices), sex/gender (including, but not limited to, pregnancy, childbirth, breastfeeding, and related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (including, but not limited to, genetic characteristics and cancer or a record or history of cancer), military or veteran status, national origin (including, but not limited to, language use and possession of a driver’s license issued to persons unable to provide their presence in the United States is authorized under federal law), ancestry, disability (including, but not limited to, mental and physical disabilities such as cancer, genetic characteristics, and human immunodeficiency virus (“HIV”)/acquired immunodeficiency syndrome (“AIDS”)), genetic information, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics].

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

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



CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: **BUILDING OFFICIAL**

STATUS: **EXEMPT AND AT-WILL**

DEFINITION:

Under general supervision, the Building Official plans, organizes, directs, coordinates, manages, and oversees the operations and activities of the Building Division of the Planning & Environmental Services Department (“Division”) including, but not limited to, the following service areas: building counter services, building plan review, building permitting, building inspection, and building code enforcement. The Building Official is responsible for administering and enforcing the California Building Standards Code and standards, laws, regulations, and policies governing building/structure design, alteration, construction, and maintenance.

SUPERVISION RECEIVED:

Employees are expected to apply well-developed program knowledge and skill to their exercise of independent discretion and judgment. Employees may only receive periodic instruction or assistance as new and unusual situations arise. Work is typically reviewed upon completion and, primarily, for overall outcomes.

ESSENTIAL DUTIES:

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

- Plan, organize, direct, coordinate, manage, and oversee Division operations and activities, including building counter services, building plan review, building permitting, building inspection, and building code enforcement.
- Perform the duties of the “Building Official” set forth in the California Building Standards Code and other state standards laws, regulations, and policies.
- Administer and enforce the California Building Standards Code and standards, laws, regulations, and policies governing building/structure design, alteration,

construction, and maintenance.

- Develop, administer, implement, and monitor Division budgets and work plans, including continuously monitoring and responding to changing conditions.
- Ensure that Division operations and activities are implemented in accordance with established goals, objectives, budgets, work plans, regulations, and policies.
- Ensure that Division operations and activities are implemented in a manner that provides customers and other members of the public with accurate and consistent information, and results in accurate and consistent charges for service.
- Ensure that Division operations and activities are performed in a manner that is safe and consistent with applicable occupational health and safety regulations.
- Ensure compliance with the California Building Standards Code; standards, laws, regulations, and policies governing building/structure design, alteration, construction, and maintenance; local, state, and federal laws; and, regulations that apply to assigned duties, as well as with applicable City policies, contractual agreements, grant agreements, deadlines, and other obligations.
- Review, make determinations, and prepare documentation regarding the adoption of the California Building Standards Code and local amendments thereof.
- Review, make determinations, and prepare documentation regarding the use of alternate methods of compliance with the California Building Standards Code.
- Mediate and resolve inquiries and disputes arising as a result of interpretations and applications of the California Building Standards Code, including building plan review and inspection findings.
- Coordinate with the El Toro Water District, Orange County Fire Authority, Orange County Health Care Agency, and other special districts, joint powers authorities, and governmental agencies regarding building/structure design, alteration, construction, and maintenance and conformity of the same to the standards, laws, regulations, and policies enforced by such entities.
- Coordinate with the Capistrano Unified School District, County of Orange, Orange County Fire Authority, Saddleback Valley Unified School District, San Joaquin Hills Transportation Corridor Agency, and other special districts, joint powers authorities, and governmental agencies to ensure that development impact fees are levied and collected as required by such entities.
- Coordinate with code enforcement and legal counsel on enforcement matters and legal proceedings related to assigned programs, projects, and services.
- Prepare and submit all fee reports and remittance forms that are required to be

submitted to the State of California in connection with building permit issuance, including the Building Standards Administration Special Revolving Fund Fee, SB 1186 License Fee for Construction-related Accessibility, and the Strong-Motion Instrumentation and Seismic Hazard Mapping Fee.

- Plan and maintain a program to provide for the continuity of Division operations and activities, as well as the performance of safety assessment services, in the event of disasters and other emergency situations.
- Research, compile, and analyze information and assorted data.
- Create, scan, file, and maintain physical and electronic records.
- Perform administrative, analytical, clerical, professional, and technical building counter services, building plan review, building permitting, building inspection, and building code enforcement duties to support or relieve subordinate employees or meet Division demands.
- Negotiate, develop, and administer contractual agreements with public and private parties, including participation in and implementation of solicitation processes.
- Prepare and present oral and written reports, briefs, plans, budgets, and studies to the City Manager, Planning & Environmental Services Director, City staff, City Council, and City committees.
- Provide responsible and complex professional support to the City Manager, Planning & Environmental Services Director, and City staff on issues and matters related to Division operations and activities.
- Represent the City and Division to internal and external parties (e.g., members of the public, elected officials, other City departments, and outside organizations), including negotiating and resolving sensitive and controversial issues, as well as explaining and defending Division operations and activities.
- Select, train, supervise, and regularly evaluate Division employees, including implementing discipline and termination proceedings when necessary.
- Maintain knowledge of current laws, potential legislation, best practices, trends, innovations, and technology related to Division operations and activities.
- Identify, recommend, and implement improvements related to the efficiency and effectiveness of Division operations and activities (e.g., policies, procedures, regulations, organizational structures, resource allocations, and service levels).
- Identify, recommend, pursue, and implement innovative methods of funding and implementing Division operations and activities (e.g., grants, contracts, public-private partnerships, community participation, and technological integration).

- Assist with special events hosted, or participated in, by the City, including by interacting with members of the public (e.g., at a City table or booth) and moving, arranging, and configuring tables, chairs, and other equipment, as well as food, drinks, decorations, displays, waste, and other items, materials, and supplies.
- Provide support and relief coverage for City and Division employees, including filling in for Building Inspectors and Permit Technicians, when necessary.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Standards, laws, rules, and regulations, as well as operational and activity characteristics, applicable to the assigned programs, projects, and services.
- The California Building Standards Code, including the role of and processes for adopting local amendments thereof.
- Processes for obtaining governmental approvals to alter and construct buildings in the State of California, including the relationship of development impact fees and planning reviews (such as the California Environmental Quality Act (“CEQA”)).
- Processes for conducting and documenting building inspections in the State of California, including the timing of and requirements for inspecting buildings in various states of alteration and construction.
- Possible defects and faults that can affect the operation of mechanical, electrical, and plumbing appliances, building systems, and equipment.
- Principles of human resources management (both employees and volunteers).
- Principles and techniques of record keeping and filing.
- Methods of program evaluation and assessment.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record,

classify, compute, tabulate, categorize, and transcribe data and information.

- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Establish and maintain effective and collaborative professional relationships with internal and external parties.
- Demonstrate an awareness and appreciation of local cultural diversity.
- Maintain confidentiality and discretion when necessary or directed.
- Provide responsive and courteous assistance to members of the public.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Maintain effective organization of multiple activities and assignments while working independently in a field environment with frequent interruptions.
- Understand, analyze, interpret, and apply data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply the California Building Standards Code and other standards, laws, rules, regulations, and policies to assigned duties.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, analyze, interpret, and apply design and descriptive information, including plans, maps, manufacturer's specifications, property records, statistics, charts, graphs, and tables.
- Understand, calculate, and interpret percentages, fractions, ratios, statistics, and spatial relationships, including areas, square footages, and dimensions.
- Analyze and resolve issues that require complex planning for multi-disciplinary operations and activities, as well as concrete and abstract variables.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a bachelor's degree from an accredited college or university with major course work in architecture, construction technology, engineering, or a similar subject, and five years of increasingly responsible full-time work experience involving relevant operations and activities, at least a portion of which includes building inspection. Four years of prior experience as a building official, building plans examiner, or building inspector in the State of California may be substituted for possession of a bachelor's degree. Prior experience as a building plans examiner; prior experience in a supervisory position; and, prior experience using Tyler Technologies' Enterprise Permitting and Licensing Software (formerly Energov) and ERP Financial Management Pro (formerly Incode) are highly desirable.

Licenses/Certifications:

Must possess and maintain valid Building Inspector (or Combination Inspector) and Certified Building Official ("CBO") certifications from the International Code Council ("ICC"). Additional ICC certifications, including Building Plans Examiner, are highly desirable, as are certification as a Certified Access Specialist ("CAsp") and possession of architectural and/or engineering licenses from the State of California.

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's vehicle insurance policies, as may change from time to time. This position involves the regular performance of duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. While many activities are performed sitting in a sedentary manner at a desk, and sitting or standing at a counter, employees are frequently required to conduct building inspections, accompany subordinate employees as they conduct building inspections, and perform other activities that require exertion of physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, crouching, and crawling as well as carrying, lifting, pushing, and pulling objects up to 30 pounds. Regular use of ladders and the performance of activities in attics, crawlspaces, suspended structures, and demolished and partially constructed structures (e.g., active and inactive construction sites and structures damaged by fires and floods), as well as on roofs, scaffolding, and temporary construction structures, is required. The safety of each construction site and structure in which activities are performed is considered unknown at the time of initial entry and at all times thereafter. The surfaces upon which activities are performed may be in motion, rough, hot, slippery, wet, sloped, and uneven.

While many of the duties of this class are performed in an office setting with low to moderate noise and regular interruption, employees are also frequently required to travel and work in other settings (e.g., meetings, events, and building inspections), including in outside weather with exposure to rain, humidity, heat, cold, and sunlight. Employees frequently experience high levels of noise and vibration, as well as exposure to odors, fumes, dust, smoke, hazardous substances, and other irritants that can cause discomfort and injury. Employees may also come into contact with hazardous traffic conditions.

Work schedules and hours vary for this class based on the City's needs and include some early mornings, evenings, weekends, and holidays. Employees are generally expected to be on-site during the building counter's hours of operation, which may begin prior to the hours of operation for other City programs and services. Employees may also be required to be on-call to address unexpected and emergency needs.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, facsimile machines, cash registers, credit card terminals, calculators, microfiche readers, telephones, digital cameras, rulers, architectural scales, drafting compasses, levels, tape measures, light meters, noise meters, soil probes, pressure gauges, keys, electronic access control devices, and other measuring devices to collect data and information, as well as personal protective equipment. "Ability to effectively use computers" includes, but is not limited to, the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, Edge, and SharePoint, and Google Earth, as well as the City's cashiering, code enforcement, geographic information system ("GIS"), multifactor authentication, permitting, inspection, scheduling, records, and teleconferencing software, as may change from time to time. "Computers" includes, without limitation, tablet devices.

OTHER NOTICES:

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

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

This position is exempt under the Fair Labor Standards Act.

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

All City employees are designated Disaster Service Workers by both state law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during

hours, and performing work significantly different from the employee’s normal duties.

The City of Laguna Woods is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category [race (including, but not limited to, traits historically associated with race such as hair texture and protective hairstyles), color, religion (including, but not limited to, religious dress and grooming practices), sex/gender (including, but not limited to, pregnancy, childbirth, breastfeeding, and related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (including, but not limited to, genetic characteristics and cancer or a record or history of cancer), military or veteran status, national origin (including, but not limited to, language use and possession of a driver’s license issued to persons unable to provide their presence in the United States is authorized under federal law), ancestry, disability (including, but not limited to, mental and physical disabilities such as cancer, genetic characteristics, and human immunodeficiency virus (“HIV”)/acquired immunodeficiency syndrome (“AIDS”)), genetic information, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics].

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

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



CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: PERMIT TECHNICIAN

STATUS: NON-EXEMPT AND AT-WILL

DEFINITION:

Under general supervision, Permit Technicians process applications and other submittals for building and other construction-related permits issued by the Building Division of the Planning & Environmental Services Department (“Division”). Permit Technicians also assist property owners, property occupants, contractors, and other parties in navigating permitting processes, accept customer payments, and perform administrative and clerical related to the operations and activities of the Division.

SUPERVISION RECEIVED:

Employees receive specific direction for new, difficult, or unusual assignments, and are expected to demonstrate independence and exercise initiative in carrying out routine or recurring assignments consistent with prior direction received. Work on new, difficult, or unusual assignments is typically reviewed while in process whereas work on routine or recurring assignments is typically reviewed upon completion to ensure it is technically accurate and conforms to defined procedural limits.

ESSENTIAL DUTIES:

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

- Greet visitors and members of the public.
- Receive permit applications/submittals (e.g., forms, plans, and reports) and review the same for accuracy and completeness of documentation. Plan review is limited to nonstructural plans designated by the Building Official that can be reviewed “over the counter” by applying objective standards that are uniformly verifiable by reference to an external and uniform benchmark or criterion available.
- Route documents for which plan review is required to appropriate departments,

outside agencies, and third-party contract service providers.

- Using the California Contractors State License Board license database, verify that contractor licenses are current and active at the time of permit issuance.
- Issue permits, including calculating and collecting applicable fees.
- Keep records of permit applications/submittals under review and permits issued.
- Schedule inspections and prepare and maintain related calendars and schedules.
- Assist property owners, occupants, contractors, architects, engineers, and others in understanding the requirements for permit issuance, as well as the requirements and conduct of inspections.
- Perform outreach to property owners, occupants, contractors, and others regarding expired and soon-to-expire building permits, including scheduling inspections and explaining the process for remedying or preventing expiration.
- Provide administrative and clerical services related to the Division, including reception, customer service, switchboard, scheduling, and cashiering.
- Receive and respond to public and private inquiries and complaints, including by providing information and referrals to appropriate points of contact.
- Track, verify, and report on the status, history, and outcomes of inquiries and complaints, including referrals to other departments and outside agencies.
- Prepare responses to public records requests, discovery requests, subpoenas, and similar requests for information.
- Assist with the preparation and submittal of fee reports and remittance forms that are required to be submitted to the State of California in connection with building permit issuance, including the Building Standards Administration Special Revolving Fund Fee, SB 1186 License Fee for Construction-related Accessibility, and the Strong-Motion Instrumentation and Seismic Hazard Mapping Fee.
- Research, compile, and analyze information and assorted data
- Create, scan, file, and maintain physical and electronic records.
- Assist with special events hosted, or participated in, by the City, including by interacting with members of the public (e.g., at a City table or booth) and moving, arranging, and configuring tables, chairs, and other equipment, as well as food, drinks, decorations, displays, waste, and other items, materials, and supplies.
- Provide support and relief coverage for City and Division employees, including

providing administrative and clerical services related to City Hall's front counter.

- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

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

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Establish and maintain effective and collaborative professional relationships with internal and external parties.
- Demonstrate an awareness and appreciation of local cultural diversity.
- Maintain confidentiality and discretion when necessary or directed.
- Provide responsive and courteous assistance to members of the public.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, interpret, and apply data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws,

procedures, standards, and practices to variable situations.

- Understand, analyze, interpret, and apply design and descriptive information, including plans, maps, manufacturer’s specifications, property records, statistics, charts, graphs, and tables.
- Add, subtract, multiply, and divide.
- Understand, calculate, and interpret percentages, fractions, and ratios.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a high school diploma (or equivalent) and two years of full-time work experience involving interaction with the general public and cashiering or clerical services. Six months of full-time work experience, or one year of part-time work experience, as a permit technician in the State of California may be substituted for two years of full-time work experience. Prior experience using Tyler Technologies’ Enterprise Permitting and Licensing Software (formerly Energov) and ERP Financial Management Pro (formerly Incode) is highly desirable.

Licenses/Certifications:

Must possess and maintain valid Permit Technician certification from the International Code Council (“ICC”). Additional ICC certifications are highly desirable.

Must possess and maintain a valid Class C California Driver’s License and must qualify for and maintain insurability under the City’s vehicle insurance policies, as may change from time to time. This position involves the regular performance of duties and travel that require operation of a personal vehicle.

Must possess and maintain valid first aid (adult, child, and infant), cardiopulmonary resuscitation (“CPR”), and automated external defibrillator (“AED”) certification. Employees who do not possess certification prior to their date of hire must obtain certification within six months of their date of hire.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

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

and crouching, as well as carrying, lifting, pushing, and pulling objects up to 30 pounds.

While most of the duties of this class are performed in an office setting with low to moderate noise and regular interruption, employees may also be required to travel and work in other settings (e.g., meetings and events), including in outside weather with exposure to rain, humidity, heat, cold, and sunlight. Employees may also come into contact with hazardous traffic conditions.

Employees may be required to provide light janitorial services including, but not limited to, collecting and removing waste, cleaning spills, dusting, and vacuuming, which may result in exposure to odors, fumes, dust, hazardous substances, and other irritants.

Work schedules and hours vary for this class based on the City's needs and include some early mornings, evenings, weekends, and holidays. Employees are generally expected to be on-site during the building counter's hours of operation, which may begin prior to the hours of operation for other City programs and services.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, facsimile machines, cash registers, credit card terminals, calculators, microfiche readers, telephones, digital cameras, rulers, architectural scales, keys, electronic access control devices, and other measuring devices to collect data and information. "Ability to effectively use computers" includes, but is not limited to, the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, Edge, and SharePoint, and Google Earth, as well as the City's cashiering, code enforcement, geographic information system ("GIS"), multifactor authentication, permitting, scheduling, records, and teleconferencing software, as may change from time to time. "Computers" includes, without limitation, tablet devices.

OTHER NOTICES:

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

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

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

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

All City employees are designated Disaster Service Workers by both state law and City

ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee's normal duties.

The City of Laguna Woods is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category [race (including, but not limited to, traits historically associated with race such as hair texture and protective hairstyles), color, religion (including, but not limited to, religious dress and grooming practices), sex/gender (including, but not limited to, pregnancy, childbirth, breastfeeding, and related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (including, but not limited to, genetic characteristics and cancer or a record or history of cancer), military or veteran status, national origin (including, but not limited to, language use and possession of a driver's license issued to persons unable to provide their presence in the United States is authorized under federal law), ancestry, disability (including, but not limited to, mental and physical disabilities such as cancer, genetic characteristics, and human immunodeficiency virus ("HIV")/acquired immunodeficiency syndrome ("AIDS")), genetic information, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics].

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

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



CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: **PLANNING & ENVIRONMENTAL SERVICES
DIRECTOR**

STATUS: **EXEMPT AND AT-WILL**

DEFINITION:

Under general supervision, the Planning & Environmental Services Director plans, organizes, directs, coordinates, manages, and oversees the operations and activities of the Planning & Environmental Services Department (“Department”) including, but not limited to, the following service areas: planning, building, economic development, code enforcement, resource conservation, water quality (stormwater), and waste and recycling. The Planning & Environmental Services Director also provides responsible and complex professional support to the City Manager.

SUPERVISION RECEIVED:

Employees are expected to apply well-developed program knowledge and skill to their exercise of independent discretion and judgment. Employees may only receive periodic instruction or assistance as new and unusual situations arise. Work is typically reviewed upon completion and, primarily, for overall outcomes.

ESSENTIAL DUTIES:

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

- Serve as the head of the Department and plan, organize, direct, coordinate, manage, and oversee Department operations and activities, including planning, building, economic development, code enforcement, resource conservation, water quality (stormwater), and waste and recycling.
- Develop, administer, implement, and monitor Department budgets and work plans, including continuously monitoring and responding to changing conditions.
- Ensure that Department operations and activities are implemented in accordance

with established goals, objectives, budgets, work plans, regulations, and policies.

- Ensure compliance with local, state, and federal laws; and, regulations that apply to assigned duties, as well as with applicable City policies, contractual agreements, grant agreements, deadlines, and other obligations.
- Perform administrative, analytical, professional, and technical duties to support or relieve subordinate employees or meet Department demands.
- Negotiate, develop, and administer contractual agreements with public and private parties, including participation in and implementation of solicitation processes.
- Prepare and present oral and written reports, briefs, plans, budgets, and studies to the City Manager, City staff, City Council, and City committees.
- Provide responsible and complex professional support to the City Manager and City staff on issues and matters related to Department operations and activities.
- Serve as a staff liaison to one or more City committees, including developing agendas, facilitating meetings, making presentations, and preparing minutes.
- Represent the City and Department to internal and external parties (e.g., members of the public, elected officials, other City departments, and outside organizations), including negotiating and resolving sensitive and controversial issues, as well as explaining and defending Department operations and activities.
- Select, train, supervise, and regularly evaluate Department employees, including implementing discipline and termination proceedings when necessary.
- Maintain knowledge of current laws, potential legislation, best practices, trends, innovations, and technology related to Department operations and activities.
- Identify, recommend, and implement improvements related to the efficiency and effectiveness of Department operations and activities (e.g., policies, procedures, regulations, organizational structures, resource allocations, and service levels).
- Identify, recommend, pursue, and implement innovative methods of funding and implementing Department operations and activities (e.g., grants, contracts, public-private partnerships, community participation, and technological integration).
- Manage fleet vehicles and related resources assigned to the Department, including monitoring use and safety, and ensuring that the manufacturer's recommended maintenance and emergent maintenance needs are timely addressed.
- Assist with special events hosted, or participated in, by the City, including by interacting with members of the public (e.g., at a City table or booth) and moving, arranging, and configuring tables, chairs, and other equipment, as well as food,

drinks, decorations, displays, waste, and other items, materials, and supplies.

- Serve as a member of the Executive Management Team that oversees the day-to-day operations and activities of the City and provides strategic leadership.
- Provide support and relief coverage for City and Department employees.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Standards, laws, rules, and regulations, as well as operational and activity characteristics, applicable to the assigned programs, projects, and services.
- Processes for obtaining governmental approvals to alter and construct buildings in the State of California, including the roles of the California Environmental Quality Act (“CEQA”) and California Building Standards Code.
- Principles of grant applications and administration.
- Principles of human resources management (both employees and volunteers).
- Principles of the California Public Records Act and Ralph M. Brown Act.
- Principles and techniques of record keeping and filing.
- Methods of program evaluation and assessment.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.

- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Establish and maintain effective and collaborative professional relationships with internal and external parties.
- Demonstrate an awareness and appreciation of local cultural diversity.
- Maintain confidentiality and discretion when necessary or directed.
- Provide responsive and courteous assistance to members of the public.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, interpret, and apply data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply CEQA, the California Building Standards Code, and other standards, laws, rules, regulations, and policies to assigned duties.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, analyze, interpret, and apply design and descriptive information, including plans, maps, manufacturer's specifications, property records, statistics, charts, graphs, and tables.
- Understand, calculate, and interpret percentages, fractions, ratios, statistics, and spatial relationships, including areas, square footages, and dimensions.
- Analyze and resolve issues that require complex planning for multi-disciplinary operations and activities, as well as concrete and abstract variables.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a bachelor's degree from an accredited college or university with major course work in public administration, public policy, architecture, biology, environmental science, natural resource management, planning, or a similar subject, and five years of increasingly responsible full-time work experience involving relevant operations and activities. Possession of a master's degree; prior experience in a

supervisory or senior-level planning or environmental services position; and, American Institute of Certified Planners (“AICP”) certification is highly desirable.

Licenses/Certifications:

Must possess and maintain a valid Class C California Driver’s License and must qualify for and maintain insurability under the City’s vehicle insurance policies, as may change from time to time. This position involves the regular performance of duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. While most activities are performed sitting in a sedentary manner at a desk, and sitting or standing at a counter, employees are periodically required to accompany subordinate employees as they conduct building inspections and perform other activities that require exertion of physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, crouching, and crawling as well as carrying, lifting, pushing, and pulling objects up to 30 pounds. Periodic use of ladders and the performance of activities in attics, crawlspaces, suspended structures, and demolished and partially constructed structures (e.g., active and inactive construction sites and structures damaged by fires and floods), as well as on roofs, scaffolding, and temporary construction structures, is required. The safety of each construction site and structure in which activities are performed is considered unknown at the time of initial entry and at all times thereafter. The surfaces upon which activities are performed may be in motion, rough, hot, slippery, wet, sloped, and uneven.

While most of the duties of this class are performed in an office setting with low to moderate noise and regular interruption, employees are also frequently required to travel and work in other settings (e.g., meetings, events, and accompanying subordinate employees as they conduct building inspections), which may involve outside weather with exposure to rain, humidity, heat, cold, and sunlight. Employees may experience high levels of noise and vibration, as well as exposure to odors, fumes, dust, smoke, hazardous substances, and other irritants that can cause discomfort and injury. Employees may also come into contact with hazardous traffic conditions.

Work schedules and hours vary for this class based on the City’s needs and include some early mornings, evenings, weekends, and holidays.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, facsimile machines, cash registers, credit card terminals, calculators, microfiche readers, telephones, digital cameras, rulers, architectural scales, keys, electronic access control

devices, and other measuring devices to collect data and information. “Ability to effectively use computers” includes, but is not limited to, the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, Edge, and SharePoint, and Google Earth, as well as the City’s cashiering, code enforcement, geographic information system (“GIS”), multifactor authentication, permitting, inspection, scheduling, records, and teleconferencing software, as may change from time to time. “Computers” includes, without limitation, tablet devices.

OTHER NOTICES:

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

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

This position is exempt under the Fair Labor Standards Act.

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

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

The City of Laguna Woods is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category [race (including, but not limited to, traits historically associated with race such as hair texture and protective hairstyles), color, religion (including, but not limited to, religious dress and grooming practices), sex/gender (including, but not limited to, pregnancy, childbirth, breastfeeding, and related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (including, but not limited to, genetic characteristics and cancer or a record or history of cancer), military or veteran status, national origin (including, but not limited to, language use and possession of a driver’s license issued to persons unable to provide their presence in the United States is authorized under federal law), ancestry, disability (including, but not limited to, mental and physical disabilities such as cancer, genetic characteristics, and human immunodeficiency virus (“HIV”)/acquired immunodeficiency syndrome (“AIDS”)), genetic information, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics].

The City provides employment rights and non-discrimination on the basis of disability as

established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position's essential functions.

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

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RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 24-31 AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES, INCLUDING THE CITY MANAGER AND OTHER LOCAL AGENCY EXECUTIVES AS DEFINED IN CALIFORNIA GOVERNMENT CODE SECTION 3511.1

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

SECTION 1. Effective July 1, 2025, Resolution No. 24-31 is hereby repealed and replaced with this resolution.

SECTION 2. Compensation Schedule. The compensation schedule for City employees is established as set forth in Exhibit A, attached hereto and incorporated by this reference.

The City Manager is authorized to hire, promote, and compensate employees within established compensation ranges, to offer benefits, to fill any full-time position as a part-time or limited part-time position, and to hire employees for time-limited periods, consistent with City Council-adopted budgets and this resolution.

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

- A. Paid Holidays: The City shall observe the following holidays with full-time employees receiving eight hours of compensation for each weekday on which a holiday is observed: Martin Luther King Jr. Day, Presidents’ Day, Cesar Chavez Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, and Winter Holiday (December 24 through January 1; when December 24 falls on a Tuesday, Winter Holiday shall be observed beginning on December 23; when January 1 falls on a Sunday or Thursday, Winter Holiday shall be observed through January 2). Except for Winter Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it

shall be observed the on prior Friday; when a holiday falls on a Sunday, it shall be observed on the following Monday.

Full-time employees with the designation “Building Employee” in Exhibit A shall be required to work on the days Martin Luther King, Jr. Day, Cesar Chavez Day, and Juneteenth National Independence Day are observed but shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued administrative leave time.

Except for the City Manager, full-time employees who are required by their supervisor to work on any City-observed holiday, with such requirement made in writing, shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued administrative leave time.

- B. Floating Holidays: The City shall provide each full-time employee with two floating holidays per calendar year, equivalent to 16 hours of pay credited the first pay period of each calendar year. Floating holidays are not accrued on a pro-rata basis throughout the calendar year. Full-time employees must be in paid status on regularly scheduled workdays before and after using floating holiday time. Floating holiday time shall be used in increments of eight hours.

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

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

CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time. The CalPERS plans have the following additional Class 1 Benefit Provisions: One Year Final Compensation (FAC 1) (classic employees only) and Increased Industrial Disability Retirement (IDR) Allowance to 75% of Compensation (75% IDR) (all employees).

- D. Retiree Medical: As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who meet the applicable statutory and CalPERS contract requirements to obtain CalPERS retiree medical benefits. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet applicable statutory and CalPERS contract requirements, with each 174 hours counting as one month.
- E. Monthly Benefit Allowance: The City shall provide each full-time employee with a monthly benefit allowance of \$1,500.00 per month. A portion of the allowance shall be allocated to pay for health insurance, as provided in this resolution. The remaining balance of the monthly benefit allowance may be allocated by the employee to elect benefits available through the City's Internal Revenue Code Section 125 Flexible Benefits Plan, in accordance with applicable plan documents. Any amount of the monthly benefit allowance that remains after the allocations described above shall be forfeited. Full-time employees shall be required to make elections for the annual calendar year use of the entirety of monthly benefit allowances during an enrollment/election period established by the City Manager, as may change from time to time. Modifications of annual calendar year elections following any enrollment/election period shall be limited to qualifying events as set forth in applicable plan documents.
- F. Health Insurance: All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under California law. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all full-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted first from each full-time employee's monthly benefit allowance and then from salary (if necessary).
- G. Flexible Benefits Plan: The City shall contract for the provision of an Internal

Revenue Code Section 125 Flexible Benefits Plan; enrollment in the plan shall be voluntary for all full-time employees. Full-time employees may contribute to the plan by electing to allocate a portion of their monthly benefit allowance and/or through a salary reduction at their sole expense.

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

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

- J. Paid Bereavement Leave: Full-time employees shall be eligible for a total of up to 40 hours per 12-month period of paid bereavement leave in the event of any death in the immediate family or reproductive loss event. For the purpose of this provision, "immediate family" includes spouse, registered domestic partner, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, child, stepchild, grandparent, stepgrandparent, grandchild, and stepgrandchild of the full-time employee or the full-time employee's spouse or registered domestic partner. For the purpose of this provision, "reproductive loss event" shall have the meaning set forth in California Government Code 12945.6.
- K. Paid Court Leave: While California Government Code Section 1230 does not require the City to grant full-time employees paid leaves of absence to appear as a witness in court other than as a litigant, to serve on a jury, or to respond

to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the full-time employee, full-time employees shall be eligible for a total of up to 80 hours per 12-month period of paid court leave for those purposes when proof of such obligation is provided and proof of any amounts received for jury and/or witness fees is provided (if applicable). During paid court leave, full-time employees shall (i) be paid the amount of the difference between his/her/their regular earnings and any amounts received for jury and/or witness fees, and (ii) be responsive to the City’s telephone and other communications when not precluded by the purposes for which paid court leave is granted.

- L. Educational Assistance: Eligible full-time employees may participate in the Educational Assistance Program set forth in Exhibit B, attached hereto and incorporated by this reference.

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

- A. Paid and Unpaid Holidays: The City shall observe the following holidays with part-time employees receiving eight hours of compensation for each weekday on which a holiday is observed: New Year’s Day, Martin Luther King Jr. Day, Presidents’ Day, Cesar Chavez Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Friday after Thanksgiving. The City shall also observe the following unpaid holidays: Winter Holiday (December 24 through January 1; when December 24 falls on a Tuesday, Winter Holiday shall be observed beginning on December 23; when January 1 falls on a Sunday or Thursday, Winter Holiday shall be observed through January 2). Except for Winter Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it shall be observed on the prior Friday; when a holiday falls on a Sunday, it shall be observed on the following Monday.

Part-time employees with the designation “Building Employee” in Exhibit A shall be required to work on the days Martin Luther King, Jr. Day, Cesar Chavez Day, and Juneteenth National Independence Day are observed but shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt.

Upon separation from the City, part-time employees shall be compensated for the balance of their accrued administrative leave time.

Except for the City Manager, part-time employees who are required by their supervisor to work on any City-observed holiday, with such requirement made in writing, shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued administrative leave time.

- B. Floating Holidays: The City shall provide each part-time employee with two floating holidays per calendar year, equivalent to 16 hours of pay credited the first pay period of each calendar year. Floating holidays are not accrued on a pro-rata basis throughout the calendar year. Part-time employees must be in paid status on regularly scheduled workdays before and after using floating holiday time. Floating holiday time shall be used in increments of eight hours and only between December 24 and 31.

Part-time employees may maintain a balance of no more than 16 hours of unused floating holiday time (Floating Holiday Accrual Limit) and shall not accrue additional floating holiday time when the Floating Holiday Accrual Limit has been reached. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued floating holiday time. The use of floating holiday time need not correspond to a part-time employee's hours regularly worked.

- C. Retirement: All City employees, including part-time employees, are required to participate in the Social Security system. Part-time employees who work 1,000 hours or more in a fiscal year, shall be eligible for membership in CalPERS for retirement benefits, unless excluded in the City's agreement with CalPERS. Eligible part-time employees considered "classic" by CalPERS shall pay the 7% employee contribution pursuant to the terms of Resolution No. 12-18. Eligible part-time employees considered "new members" by CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time. The CalPERS plans have the following additional Class 1 Benefit Provisions: One Year Final Compensation (FAC 1) (classic employees only) and Increased Industrial Disability Retirement (IDR) Allowance to 75% of Compensation (75% IDR) (all employees).

- D. Retiree Medical: As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who meet the applicable statutory and CalPERS contract requirements to obtain CalPERS retiree medical benefits. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet applicable statutory and CalPERS contract requirements, with each 174 hours counting as one month.
- E. Monthly Benefit Allowance: The City shall provide part-time employees with a monthly benefit allowance of \$1,200.00 per month. A portion of the allowance shall be allocated to pay for health insurance, as provided in this resolution. The remaining balance of the monthly benefit allowance may be allocated by the employee to elect benefits available through the City's Internal Revenue Code Section 125 Flexible Benefits Plan, in accordance with applicable plan documents. Any amount of the monthly benefit allowance that remains after the allocations described above shall be forfeited. Part-time employees shall be required to make elections for the annual calendar year use of the entirety of monthly benefit allowances during an enrollment/election period established by the City Manager, as may change from time to time. Modifications of annual calendar year elections following any enrollment/election period shall be limited to qualifying events as set forth in applicable plan documents.
- F. Health Insurance: All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under California law. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all part-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted first from each part-time employee's monthly benefit allowance and then from salary (if necessary).
- G. Flexible Benefits Plan: The City shall contract for the provision of an Internal Revenue Code Section 125 Flexible Benefits Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a salary reduction at their sole expense and/or by electing to allocate a portion of their monthly benefit allowance, if provided.
- H. Deferred Compensation Plan: The City shall contract for the provision of an

Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a pre-tax and/or Roth salary reduction at their sole expense.

- I. Paid Time Off: Part-time employees shall accrue 160 hours per calendar year of annual paid time off (leave), which shall be pro-rated based on the number of hours regularly worked less than 40 hours per week. Paid time off may be used for doctors' appointments, personal and family sick time, bereavement leave, jury duty leave, vacation, and personal business. Paid time off may also be used up to the number of hours regularly worked during unpaid holidays that fall on weekdays (less any floating holiday time used). Hours earned are accrued on a pro-rata basis by pay period.

Part-time employees may maintain a balance of no more than 300 hours of paid time off (Leave Accrual Limit) and shall cease to accrue additional paid time off when the Leave Accrual Limit has been reached. When a part-time employee's balance of paid time off falls below the Leave Accrual Limit, accrual shall resume beginning with the first pay period following the pay period in which the balance of paid time off fell below the Leave Accrual Limit. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued paid time off.

- J. Paid Bereavement Leave: Part-time employees shall be eligible for a total of up to 40 hours per 12-month period of paid bereavement leave in the event of any death in the immediate family or reproductive loss event. For the purpose of this provision, "immediate family" includes spouse, registered domestic partner, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, child, stepchild, grandparent, stepgrandparent, grandchild, and stepgrandchild of the part-time employee or the part-time employee's spouse or registered domestic partner. For the purpose of this provision, "reproductive loss event" shall have the meaning set forth in California Government Code 12945.6.
- K. Paid Court Leave: While California Government Code Section 1230 does not require the City to grant part-time employees paid leaves of absence to appear as a witness in court other than as a litigant, to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the part-time employee, part-time employees shall be eligible for a total of up to 64 hours

per 12-month period of paid court leave for those purposes when proof of such obligation is provided and proof of any amounts received for jury and/or witness fees is provided (if applicable). During paid court leave, part-time employees shall (i) be paid the amount of the difference between his/her/their regular earnings and any amounts received for jury and/or witness fees, and (ii) be responsive to the City’s telephone and other communications when not precluded by the purposes for which paid court leave is granted.

- L. Educational Assistance: Eligible part-time employees may participate in the Educational Assistance Program set forth in Exhibit B, attached hereto and incorporated by this reference.

SECTION 5. Limited Part-Time Employee Benefits. All employees who work less than 20 hours per week on a regularly assigned basis shall be considered “limited part-time employees” for the purpose of this resolution. Limited part-time employees shall receive the following benefits:

- A. Retirement: All City employees, including limited part-time employees, are required to participate in the Social Security system.
- B. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all limited part-time employees. Limited part-time employees may contribute to the plan through a pre-tax and/or Roth salary reduction at their sole expense.
- C. Paid Time Off: On the 90th calendar day of employment, and every January 1 thereafter, limited part-time employees shall accrue 40 hours of annual paid time off (leave), which may be used for personal illness, to care for a sick family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if the limited part-time employee is a victim of domestic violence, sexual assault, or stalking. Paid time off must be used in a minimum increment of two hours per calendar day. There is no accrual or carryover of paid time off between or across calendar years. Upon termination from the City, limited part-time employees shall not be compensated for the balance of their paid time off. If a limited part-time employee separates from and is rehired by the City within one year, previously accrued and unused paid time off shall be reinstated.
- D. Educational Assistance: Eligible limited-time employees with the designation

“Building Employee” in Exhibit A may participate in the Educational Assistance Program set forth in Exhibit B, attached hereto and incorporated by this reference.

SECTION 6. Employee Assistance Program. The City shall contract for an employee assistance program to provide voluntary, confidential assistance to employees in working through various life challenges that may adversely affect job performance, health, and personal well-being in order to optimize the City’s success. All full-time, part-time, and limited part-time employees shall be enrolled in the employee assistance program with the cost of enrollment paid by the City.

SECTION 7. Technology Allowances. The City Manager is authorized to offer technology allowances of either (i) \$25.00 per employee per month to employees who are regularly required to use their personal cellular telephone as part of the City’s multi-factor authentication and cyber security protocols, with the exception of the City Manager, or (ii) \$79.50 per employee per month to employees who are regularly required to use their personal cellular telephones, personal computers, and/or other personal technology to conduct City business, with the exception of the City Manager. Such technology allowances shall be added to employee compensation and shall be paid in the first pay period of each month, subject to any applicable wage withholding or similar taxes. Employees must be in paid status on regularly scheduled workdays during the first pay period of each month in order to receive payment.

SECTION 8. Notary Public Stipends. The City Manager is authorized to offer notary public stipends of \$100.00 per employee per month to employees who regularly provide notary public and foreign pension acknowledgement services in the course of City business, with the exception of the City Manager. Such notary public stipends shall be added to employee compensation and shall be paid in the first pay period of each month, subject to any applicable wage withholding or similar taxes. Employees must be in paid status on regularly scheduled workdays during the first pay period of each month, and in possession of an active and valid notary public commission from the State of California as of the payroll processing date for the first pay period of each month, in order to receive payment. The City Manager is also authorized to incur and pay, on behalf of the City, costs related to the education and commission of employees who regularly provide notary public services in the course of City business, with the exception of the City Manager.

SECTION 9. Acting Appointments. Employees temporarily assigned to a higher level job classification (based on the comparative starting compensations set

forth in Exhibit A) for 14 consecutive calendar days or more shall receive acting status pay equivalent to the starting compensation for the job classification to which they are temporarily assigned, unless their increase in compensation would be less than 10% in which case they shall receive acting status pay equivalent to a 10% increase in compensation. Benefits shall remain unchanged during temporary assignments.

SECTION 10. Unpaid Leave. The City Manager may grant employees other than the City Manager leaves of absence without pay, upon written request of the employee setting forth the reason for the request. The City Manager shall evaluate requests on the basis of need, duration, and work requirements. No employee shall expect that requests will be granted. The City Manager shall respond to the employee's request in writing. The City Manager has discretion, in accordance with applicable law and regulation, to grant less than the full amount of leave requested. Any unpaid leave of absence lasting more than seven consecutive calendar days shall preclude the employee from accruing paid time off and floating holidays, and from receiving holiday pay, after the seventh consecutive calendar day until their return to paid status. Upon expiration of an approved unpaid leave of absence and at the City Manager's sole discretion, unless otherwise required by law or regulation, the employee shall be reinstated in the position held at the time leave was granted, assuming the position still exists. An employee who fails to report to duty promptly at expiration of an approved unpaid leave of absence shall be subject to disciplinary action up to and including termination and/or subject to separation due to job abandonment.

SECTION 11. City Manager's Compensation and Benefits. The City Manager shall receive such other compensation and benefits as set forth in the employment agreement separately approved by the City Council on May 17, 2023 and as may be subsequently amended.

SECTION 12. 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

**EXHIBIT A
COMPENSATION SCHEDULE**

Exempt Full-Time Employees (Annual Equivalent)	
Administrative Services Director/City Treasurer	\$134,030.00 – \$187,642.00
Assistant to the City Manager	\$103,090.00 – \$144,326.00
Building Official*	\$127,320.00 – \$178,248.00
City Clerk	\$98,975.00 – \$138,565.00
City Manager	\$208,396.26 (<i>Existing</i>) \$212,564.19 (<i>Effective 12/13/25</i>)
Conservation Administrator	\$89,674.00 – \$125,543.60
Deputy City Clerk	\$76,375.00 – \$106,925.00
Development Manager	\$89,918.40 – \$125,881.60
Management Analyst	\$80,300.00 – \$112,420.00
Planning & Environmental Services Director	\$134,030.00 – \$187,642.00
Public Works Administrator	\$96,252.00 – \$134,752.80
Senior Management Analyst	\$94,450.00 – \$132,230.00
Non-Exempt Full-Time Employees (Hourly Rate)	
Accountant	\$35.45 – \$49.63
Accounting Clerk	\$25.27 – \$35.38
Building Inspector*	\$38.74 – \$54.24
Permit Technician*	\$29.54 – \$41.36
Senior Accountant	\$38.91 – \$54.47
Non-Exempt Part-Time/Limited Part-Time Employees (Hourly Rate)	
Receptionist	\$20.00 – \$28.00

* Designated as “Building Employee”

EXHIBIT B
EDUCATIONAL ASSISTANCE PROGRAM

This City of Laguna Woods Educational Assistance Program (Plan) is intended to be a qualified educational assistance program that provides nontaxable Educational Assistance to Eligible Employees of the City of Laguna Woods (Employer) under Internal Revenue Code (Code) Section 127.

I. ELIGIBILITY

A. The Eligible Employees covered under this Plan include the following:

- i. Employees currently employed by the Employer;
- ii. Employees currently employed by the Employer who are on leave, as for example, in the Armed Forces of the United States; and

B. This Plan includes the following additional conditions for eligibility:

- i. Full-time employees are eligible to participate in this Plan beginning on the 366th day of their employment with the Employer;
- ii. Part-time employees are eligible to participate in this Plan beginning on the 366th day of their employment with the Employer;
- iii. Limited part-time employees with the designation “Building Employee” are eligible to participate in this Plan beginning on the 366th day of their employment with the Employer; and
- iv. Other limited part-time employees are not eligible to participate in this Plan.

II. EDUCATIONAL ASSISTANCE

A. The benefits provided under this Plan consist solely of the types of Educational Assistance specified in Section II.C and are limited to up to \$5,250.00 per Eligible Employee per calendar year, based on the Eligible Employee’s length of employment as per the schedule specified in Section II.B below. If an Eligible Employee receives Educational Assistance under this Plan that exceeds \$5,250.00 in a calendar year, the excess amount may be

subject to federal income tax and applicable federal employment taxes. Notwithstanding the benefits provided under this Plan, the Employer may directly pay for education and/or training for its employees outside of the Plan.

- i. “Educational Assistance” includes the payment by the Employer of expenses incurred by or on behalf of an Eligible Employee for Education of the Eligible Employee or the provision by the Employer of Education to an Eligible Employee. Expenses for Educational Assistance must be approved by the Employer per Section II.D and be job-related. Eligible Employees must provide all documentation under Section III.A in order to receive reimbursement after a course is completed. Eligible expenses for approved courses includes tuition, fees, and similar payments. “Educational Assistance” does not include (a) payment for, or the provision of, tools or supplies (other than required textbooks) that the Eligible Employee may retain after completing a course of instruction; (b) meals, lodging, or transportation; (c) any payment for, or the provision of any benefits with respect to, any course or other Education involving sports, games, or hobbies, unless such Education involves the business of the Employer or is required as part of a degree program; or (d) fees for late registration or for withdrawing from or dropping a course. The types of Educational Assistance covered by this Plan are specified in Section II.C.

B. Eligible Employees will be eligible for Educational Assistance up to the following annual maximums, based on their length of continuous employment with the Employer:

- i. 366 calendar days to less than 2 years of employment: Eligible for reimbursement of up to \$1,050.00 per calendar year (20% of the annual \$5,250.00 limit).
- ii. 2 years but less than 6 years of employment: Eligible for reimbursement of up to \$2,625.00 per calendar year (50% of the annual \$5,250.00 limit).
- iii. 6 years or more of employment: Eligible for reimbursement of up to \$5,250.00 per calendar year (100% of the annual limit).

C. This Plan provides the following types of Educational Assistance:

- i. For courses approved by the Employer pursuant to Section II.C below, reimbursement for tuition, fees, and similar payments, to an Eligible Employee; and
- ii. The provision, by the Employer, of courses of instruction for an Eligible Employee.

D. Applying for Course Approval:

- i. To receive course approval, an employee must submit a written request in the format required by the Employer. If the Employer approves the course, the Employer will provide a written statement noting the course approval, the expenses that are reimbursable, and the maximum amount of reimbursement that will be provided for the course. Until an employee has received a written course approval, the employee should consider a course unapproved, regardless of any discussions that the employee may have had with any representative of the Employer regarding the course.
 - ii. An employee may submit a course approval request before a course begins or while the course is ongoing. If an employee elects to sign up for a course before obtaining course approval, however, there is no assurance that the course will be approved for reimbursement. If the employee's decision to take a course is dependent on a particular amount of reimbursement being available under this Plan, the employee should make sure to obtain course approval before registering. To ensure that course approval is determined in time, course approval requests for advanced approval should be submitted at least 15 business days before the registration deadline for the course.
 - iii. No course will be considered for approval if a course approval request is submitted after the course ends.
 - iv. In addition to course approval, Eligible Employees must provide all of the information under Section III.A in order to receive reimbursement.
- E. The annual limit specified in Section II.B applies to amounts paid and expenses incurred by the Eligible Employee during a calendar year. For courses that span multiple calendar years, the reimbursable expenses will be allocated proportionally between the years based on course length, credits, or

other reasonable method determined by the Employer to determine when expenses are treated as incurred for purposes of applying each year's annual reimbursement limit. If an Eligible Employee seeks reimbursement for expenses incurred, the expenses must not have been incurred prior to employment. "Unused" amounts of the annual limit cannot be carried forward to subsequent years.

III. CLAIM REIMBURSEMENT

- A. To obtain reimbursement for a course, which will be paid after the course is completed provided all requirements of the Plan are met, the following must be submitted to the Employer within 30 calendar days after course completion:
- i. a signed and fully completed benefits request in the form required by the Employer;
 - ii. a copy of the course approval request already submitted and approved by the Employer;
 - iii. for courses that are graded, documentation showing completion of the course with a grade equivalent of "C" or better (or a pass for a course that is graded on a pass/fail basis); and
 - iv. documentation substantiating any course-related expenses for tuition, fees, or similar expenses required for the course that were incurred or paid by the employee and for which reimbursement is sought.
- B. Courses that are dropped, withdrawn from, or completed with a grade equivalent to "C-" or less will not be eligible for reimbursement, and employees will be responsible for any associated penalties or fees.
- C. Employees who voluntarily leave employment with the Employer or are terminated for cause (as defined by the Employer's policies) within 12 months of receiving Educational Assistance under the Plan shall be required to repay the amount received within 60 calendar days of separation. Exceptions may be made for involuntary separations not for cause or separations due to extenuating circumstances, at the discretion of the Employer.

IV. EXCLUSIVE BENEFIT

This Plan provides Educational Assistance for the exclusive benefit of Eligible Employees. Spouses and dependents of an Eligible Employee may not participate in this Plan, unless the spouse or dependent is also an Eligible Employee.

V. SUBSTANTIATION

An Eligible Employee receiving payments under this Plan must provide substantiation to the Employer of expenses incurred.

VI. NON-DISCRIMINATION

- A. This Plan shall not discriminate in favor highly compensated employees (as defined in section 414(q) of the Code) of the Employer.
- B. This Plan shall not be considered discriminatory under Treasury Regulation § 1.127-2(e) merely because: (a) Different types of Educational Assistance available under the Plan are utilized to a greater degree by Eligible Employees with respect to whom discrimination is prohibited than by other Eligible Employees, or (b) Conditions are required or considered in determining the availability of benefits with respect to a course of study for which benefits are otherwise available, including, but not limited to, successful completion of the course or attaining a particular course grade.

VII. NOTICE

The Employer shall provide each Eligible Employee with reasonable notice of the availability and terms of this Plan. This Plan shall be made available for review by Eligible Employees on the Employer's Human Resources website. An Eligible Employee shall receive a paper copy of this Plan upon written request.

VIII. FUNDING

The Employer will pay Educational Assistance benefits from its general assets. Employees are not required or permitted to contribute to the Plan.

IX. MISCELLANEOUS

The Employer may amend or terminate this Plan at any time, provided that any amendment or termination shall not affect the right of Eligible Employees to claim Education Assistance for courses in which they enrolled and which were approved

by the Employer for reimbursement prior to such amendment or termination.

The City Manager or their designee shall have the authority to interpret and administer this Plan, except as may pertain to their own use of this Plan in which case the City Manager (in case of a designee thereof) or the Mayor (in case of the City Manager) shall have the authority to interpret and administer this Plan. In the event of ambiguity, inconsistency, or uncertainty in the application of any provision, the City Manager or their designee (or City Council in case of the City Manager) is authorized to make final determinations, which shall be binding and not subject to further review.

This Plan shall be construed and enforced according to the laws of the State of California, to the extent not preempted by federal law.

X. EFFECTIVE DATE

This Plan is effective as of July 1, 2025.

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RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. ~~24-0124-31~~ AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES, INCLUDING THE CITY MANAGER AND OTHER LOCAL AGENCY EXECUTIVES AS DEFINED IN CALIFORNIA GOVERNMENT CODE SECTION 3511.1

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

SECTION 1. Effective ~~August 24, 2024~~July 1, 2025, Resolution No. ~~24-0124-31~~ is hereby repealed and replaced with this resolution.

SECTION 2. Compensation Schedule. The compensation schedule for City employees is established as set forth in Exhibit A, attached hereto and incorporated by this reference.

The City Manager is authorized to hire, promote, and compensate employees within established compensation ranges, to offer benefits, to fill any full-time position as a part-time or limited part-time position, and to hire employees for time-limited periods, consistent with City Council-adopted budgets and this resolution.

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

- A. Paid Holidays: The City shall observe the following holidays with full-time employees receiving eight hours of compensation for each weekday on which a holiday is observed: Martin Luther King Jr. Day, Presidents’ Day, Cesar Chavez Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, and Winter Holiday (December 24 through January 1; when December 24 falls on a Tuesday, Winter Holiday shall be observed beginning on December 23; when January 1 falls on a Sunday or Thursday, Winter Holiday shall be observed through January 2). Except for Winter Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it

shall be observed the on prior Friday; when a holiday falls on a Sunday, it shall be observed on the following Monday.

Full-time employees with the designation “Building Employee” in Exhibit A shall be required to work on the days Martin Luther King, Jr. Day, Cesar Chavez Day, and Juneteenth National Independence Day are observed but shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued administrative leave time.

Except for the City Manager, full-time employees who are required by their supervisor to work on any City-observed holiday, with such requirement made in writing, shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued administrative leave time.

- B. Floating Holidays: The City shall provide each full-time employee with two floating holidays per calendar year, equivalent to 16 hours of pay credited the first pay period of each calendar year. Floating holidays are not accrued on a pro-rata basis throughout the calendar year. Full-time employees must be in paid status on regularly scheduled workdays before and after using floating holiday time. Floating holiday time shall be used in increments of eight hours.

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

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

CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time. The CalPERS plans have the following additional Class 1 Benefit Provisions: One Year Final Compensation (FAC 1) (classic employees only) and Increased Industrial Disability Retirement (IDR) Allowance to 75% of Compensation (75% IDR) (all employees).

- D. Retiree Medical: As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who meet the applicable statutory and CalPERS contract requirements to obtain CalPERS retiree medical benefits. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet applicable statutory and CalPERS contract requirements, with each 174 hours counting as one month.
- E. Monthly Benefit Allowance: The City shall provide each full-time employee with a monthly benefit allowance of ~~\$1,200.00 per month through December 2024 and~~ \$1,500.00 per month ~~beginning January 2025~~. A portion of the allowance shall be allocated to pay for health insurance, as provided in this resolution. The remaining balance of the monthly benefit allowance may be allocated by the employee to elect benefits available through the City's Internal Revenue Code Section 125 Flexible Benefits Plan, in accordance with applicable plan documents. Any amount of the monthly benefit allowance that remains after the allocations described above shall be forfeited. Full-time employees shall be required to make elections for the annual calendar year use of the entirety of monthly benefit allowances during an enrollment/election period established by the City Manager, as may change from time to time. Modifications of annual calendar year elections following any enrollment/election period shall be limited to qualifying events as set forth in applicable plan documents.
- F. Health Insurance: All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under California law. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all full-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted first from each full-time employee's monthly benefit allowance and then from salary (if necessary).

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

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

- J. Paid Bereavement Leave: Full-time employees shall be eligible for a total of up to 40 hours per 12-month period of paid bereavement leave in the event of any death in the immediate family or reproductive loss event. For the purpose of this provision, "immediate family" includes spouse, registered domestic partner, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, child, stepchild, grandparent, stepgrandparent, grandchild, and stepgrandchild of the full-time employee or the full-time employee's spouse or registered domestic partner. For the purpose of this provision, "reproductive loss event" shall have the meaning set forth in California Government Code 12945.6.
- K. Paid Court Leave: While California Government Code Section 1230 does not require the City to grant full-time employees paid leaves of absence to appear

as a witness in court other than as a litigant, to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the full-time employee, full-time employees shall be eligible for a total of up to 80 hours per 12-month period of paid court leave for those purposes when proof of such obligation is provided and proof of any amounts received for jury and/or witness fees is provided (if applicable). During paid court leave, full-time employees shall (i) be paid the amount of the difference between his/her/their regular earnings and any amounts received for jury and/or witness fees, and (ii) be responsive to the City’s telephone and other communications when not precluded by the purposes for which paid court leave is granted.

L. Educational Assistance: Eligible full-time employees may participate in the Educational Assistance Program set forth in Exhibit B, attached hereto and incorporated by this reference.

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

A. Paid and Unpaid Holidays: The City shall observe the following holidays with part-time employees receiving eight hours of compensation for each weekday on which a holiday is observed: New Year’s Day, Martin Luther King Jr. Day, Presidents’ Day, Cesar Chavez Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Friday after Thanksgiving. The City shall also observe the following unpaid holidays: Winter Holiday (December 24 through January 1; when December 24 falls on a Tuesday, Winter Holiday shall be observed beginning on December 23; when January 1 falls on a Sunday or Thursday, Winter Holiday shall be observed through January 2). Except for Winter Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it shall be observed on the prior Friday; when a holiday falls on a Sunday, it shall be observed on the following Monday.

Part-time employees with the designation “Building Employee” in Exhibit A shall be required to work on the days Martin Luther King, Jr. Day, Cesar Chavez Day, and Juneteenth National Independence Day are observed but shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii)

receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued administrative leave time.

Except for the City Manager, part-time employees who are required by their supervisor to work on any City-observed holiday, with such requirement made in writing, shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued administrative leave time.

- B. Floating Holidays: The City shall provide each part-time employee with two floating holidays per calendar year, equivalent to 16 hours of pay credited the first pay period of each calendar year. Floating holidays are not accrued on a pro-rata basis throughout the calendar year. Part-time employees must be in paid status on regularly scheduled workdays before and after using floating holiday time. Floating holiday time shall be used in increments of eight hours and only between December 24 and 31.

Part-time employees may maintain a balance of no more than 16 hours of unused floating holiday time (Floating Holiday Accrual Limit) and shall not accrue additional floating holiday time when the Floating Holiday Accrual Limit has been reached. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued floating holiday time. The use of floating holiday time need not correspond to a part-time employee's hours regularly worked.

- C. Retirement: All City employees, including part-time employees, are required to participate in the Social Security system. Part-time employees who work 1,000 hours or more in a fiscal year, shall be eligible for membership in CalPERS for retirement benefits, unless excluded in the City's agreement with CalPERS. Eligible part-time employees considered "classic" by CalPERS shall pay the 7% employee contribution pursuant to the terms of Resolution No. 12-18. Eligible part-time employees considered "new members" by CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time. The CalPERS plans have the following additional Class 1 Benefit Provisions: One Year Final Compensation (FAC 1) (classic employees only) and Increased Industrial Disability Retirement (IDR) Allowance to 75% of Compensation (75% IDR) (all employees).

- D. Retiree Medical: As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who meet the applicable statutory and CalPERS contract requirements to obtain CalPERS retiree medical benefits. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet applicable statutory and CalPERS contract requirements, with each 174 hours counting as one month.
- E. Monthly Benefit Allowance: The City shall provide part-time employees with a monthly benefit allowance of ~~\$960.00 per month through December 2024~~ and \$1,200.00 per month ~~beginning January 2025~~. A portion of the allowance shall be allocated to pay for health insurance, as provided in this resolution. The remaining balance of the monthly benefit allowance may be allocated by the employee to elect benefits available through the City's Internal Revenue Code Section 125 Flexible Benefits Plan, in accordance with applicable plan documents. Any amount of the monthly benefit allowance that remains after the allocations described above shall be forfeited. Part-time employees shall be required to make elections for the annual calendar year use of the entirety of monthly benefit allowances during an enrollment/election period established by the City Manager, as may change from time to time. Modifications of annual calendar year elections following any enrollment/election period shall be limited to qualifying events as set forth in applicable plan documents.
- F. Health Insurance: All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under California law. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all part-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted first from each part-time employee's monthly benefit allowance and then from salary (if necessary).
- G. Flexible Benefits Plan: The City shall contract for the provision of an Internal Revenue Code Section 125 Flexible Benefits Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a salary reduction at their sole expense and/or by electing to allocate a portion of their monthly benefit allowance, if provided.

G.H. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a pre-tax and/or Roth salary reduction at their sole expense.

I. Paid Time Off: Part-time employees shall accrue 160 hours per calendar year of annual paid time off (leave), which shall be pro-rated based on the number of hours regularly worked less than 40 hours per week. Paid time off may be used for doctors' appointments, personal and family sick time, bereavement leave, jury duty leave, vacation, and personal business. Paid time off may also be used up to the number of hours regularly worked during unpaid holidays that fall on weekdays (less any floating holiday time used). Hours earned are accrued on a pro-rata basis by pay period.

Part-time employees may maintain a balance of no more than 300 hours of paid time off (Leave Accrual Limit) and shall cease to accrue additional paid time off when the Leave Accrual Limit has been reached. When a part-time employee's balance of paid time off falls below the Leave Accrual Limit, accrual shall resume beginning with the first pay period following the pay period in which the balance of paid time off fell below the Leave Accrual Limit. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued paid time off.

J. Paid Bereavement Leave: Part-time employees shall be eligible for a total of up to 40 hours per 12-month period of paid bereavement leave in the event of any death in the immediate family or reproductive loss event. For the purpose of this provision, "immediate family" includes spouse, registered domestic partner, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, child, stepchild, grandparent, stepgrandparent, grandchild, and stepgrandchild of the part-time employee or the part-time employee's spouse or registered domestic partner. For the purpose of this provision, "reproductive loss event" shall have the meaning set forth in California Government Code 12945.6.

K. Paid Court Leave: While California Government Code Section 1230 does not require the City to grant part-time employees paid leaves of absence to appear as a witness in court other than as a litigant, to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not

brought about through the connivance or misconduct of the part-time employee, part-time employees shall be eligible for a total of up to 64 hours per 12-month period of paid court leave for those purposes when proof of such obligation is provided and proof of any amounts received for jury and/or witness fees is provided (if applicable). During paid court leave, part-time employees shall (i) be paid the amount of the difference between his/her/their regular earnings and any amounts received for jury and/or witness fees, and (ii) be responsive to the City’s telephone and other communications when not precluded by the purposes for which paid court leave is granted.

L. Educational Assistance: Eligible part-time employees may participate in the Educational Assistance Program set forth in Exhibit B, attached hereto and incorporated by this reference.

SECTION 5. Limited Part-Time Employee Benefits. All employees who work less than 20 hours per week on a regularly assigned basis shall be considered “limited part-time employees” for the purpose of this resolution. Limited part-time employees shall receive the following benefits:

- A. Retirement: All City employees, including limited part-time employees, are required to participate in the Social Security system.
- B. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all limited part-time employees. Limited part-time employees may contribute to the plan through a pre-tax and/or Roth salary reduction at their sole expense.
- C. Paid Time Off: On the 90th calendar day of employment, and every January 1 thereafter, limited part-time employees shall accrue 40 hours of annual paid time off (leave), which may be used for personal illness, to care for a sick family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if the limited part-time employee is a victim of domestic violence, sexual assault, or stalking. Paid time off must be used in a minimum increment of two hours per calendar day. There is no accrual or carryover of paid time off between or across calendar years. Upon termination from the City, limited part-time employees shall not be compensated for the balance of their paid time off. If a limited part-time employee separates from and is rehired by the City within one year, previously accrued and unused paid time off shall be reinstated.

D. Educational Assistance: Eligible limited-time employees with the designation “Building Employee” in Exhibit A may participate in the Educational Assistance Program set forth in Exhibit B, attached hereto and incorporated by this reference.

SECTION 6. Employee Assistance Program. The City shall contract for an employee assistance program to provide voluntary, confidential assistance to employees in working through various life challenges that may adversely affect job performance, health, and personal well-being in order to optimize the City’s success. All full-time, part-time, and limited part-time employees shall be enrolled in the employee assistance program with the cost of enrollment paid by the City.

SECTION 7. Technology Allowances. The City Manager is authorized to offer technology allowances of either (i) \$25.00 per employee per month to employees who are regularly required to use their personal cellular telephone as part of the City’s multi-factor authentication and cyber security protocols, with the exception of the City Manager, or (ii) \$79.50 per employee per month to employees who are regularly required to use their personal cellular telephones, personal computers, and/or other personal technology to conduct City business, with the exception of the City Manager. Such technology allowances shall be added to employee compensation and shall be paid in the first pay period of each month, subject to any applicable wage withholding or similar taxes. Employees must be in paid status on regularly scheduled workdays during the first pay period of each month in order to receive payment.

SECTION 8. Notary Public Stipends. The City Manager is authorized to offer notary public stipends of \$100.00 per employee per month to employees who regularly provide notary public and foreign pension acknowledgement services in the course of City business, with the exception of the City Manager. Such notary public stipends shall be added to employee compensation and shall be paid in the first pay period of each month, subject to any applicable wage withholding or similar taxes. Employees must be in paid status on regularly scheduled workdays during the first pay period of each month, and in possession of an active and valid notary public commission from the State of California as of the payroll processing date for the first pay period of each month, in order to receive payment. The City Manager is also authorized to incur and pay, on behalf of the City, costs related to the education and commission of employees who regularly provide notary public services in the course of City business, with the exception of the City Manager.

SECTION 9. Acting Appointments. Employees temporarily assigned to a higher level job classification (based on the comparative starting compensations set forth in Exhibit A) for 14 consecutive calendar days or more shall receive acting status pay equivalent to the starting compensation for the job classification to which they are temporarily assigned, unless their increase in compensation would be less than 10% in which case they shall receive acting status pay equivalent to a 10% increase in compensation. Benefits shall remain unchanged during temporary assignments.

SECTION 10. Unpaid Leave. The City Manager may grant employees other than the City Manager leaves of absence without pay, upon written request of the employee setting forth the reason for the request. The City Manager shall evaluate requests on the basis of need, duration, and work requirements. No employee shall expect that requests will be granted. The City Manager shall respond to the employee's request in writing. The City Manager has discretion, in accordance with applicable law and regulation, to grant less than the full amount of leave requested. Any unpaid leave of absence lasting more than seven consecutive calendar days shall preclude the employee from accruing paid time off and floating holidays, and from receiving holiday pay, after the seventh consecutive calendar day until their return to paid status. Upon expiration of an approved unpaid leave of absence and at the City Manager's sole discretion, unless otherwise required by law or regulation, the employee shall be reinstated in the position held at the time leave was granted, assuming the position still exists. An employee who fails to report to duty promptly at expiration of an approved unpaid leave of absence shall be subject to disciplinary action up to and including termination and/or subject to separation due to job abandonment.

SECTION 911. City Manager's Compensation and Benefits. The City Manager shall receive such other compensation and benefits as set forth in the employment agreement separately approved by the City Council on May 17, 2023 and as may be subsequently amended.

SECTION 1012. 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

**EXHIBIT A
COMPENSATION SCHEDULE**

Exempt Full-Time Employees (Annual Equivalent)	
Administrative Services Director/City Treasurer	\$134,030.00 – \$187,642.00
Assistant to the City Manager	\$103,090.00 – \$144,326.00
<u>Building Official*</u>	<u>\$127,320.00 – \$178,248.00</u>
City Clerk	\$91,676.00 \$128,346.40 <u>\$98,975.00 – \$138,565.00</u>
City Manager	\$204,310.06 (Existing) \$208,396.26 (Effective 12/28/24) Existing <u>\$212,564.19 (Effective 12/13/25)</u>
Conservation Administrator	\$89,674.00 – \$125,543.60
Deputy City Clerk	\$67,225.60 \$94,120.00 <u>\$76,375.00 – \$106,925.00</u>
Development Manager	\$89,918.40 – \$125,881.60

Management Analyst	\$75,088.00 \$105,123.20 <u>\$80,300.00</u> – <u>\$112,420.00</u>
<u>Planning & Environmental Services Director</u>	<u>\$134,030.00</u> – <u>\$187,642.00</u>
Public Works Administrator	\$96,252.00 – \$134,752.80
Senior Management Analyst	\$87,386.00 \$122,340.40 <u>\$94,450.00</u> – <u>\$132,230.00</u>
Non-Exempt Full-Time Employees (Hourly Rate)	
Accountant	\$35.45 – \$49.63
Accounting Clerk	\$25.27 – \$35.38
<u>Building Inspector*</u>	<u>\$38.74</u> – <u>\$54.24</u>
<u>Permit Technician*</u>	<u>\$29.54</u> – <u>\$41.36</u>
Senior Accountant	\$38.91 – \$54.47
Non-Exempt Part-Time/Limited Part-Time Employees (Hourly Rate)	
Receptionist	\$20.00 – \$28.00

* Designated as “Building Employee”

EXHIBIT B
EDUCATIONAL ASSISTANCE PROGRAM

This City of Laguna Woods Educational Assistance Program (Plan) is intended to be a qualified educational assistance program that provides nontaxable Educational Assistance to Eligible Employees of the City of Laguna Woods (Employer) under Internal Revenue Code (Code) Section 127.

I. ELIGIBILITY

A. The Eligible Employees covered under this Plan include the following:

- i. Employees currently employed by the Employer;
- ii. Employees currently employed by the Employer who are on leave, as for example, in the Armed Forces of the United States; and

B. This Plan includes the following additional conditions for eligibility:

- i. Full-time employees are eligible to participate in this Plan beginning on the 366th day of their employment with the Employer;
- ii. Part-time employees are eligible to participate in this Plan beginning on the 366th day of their employment with the Employer;
- iii. Limited part-time employees with the designation “Building Employee” are eligible to participate in this Plan beginning on the 366th day of their employment with the Employer; and
- iv. Other limited part-time employees are not eligible to participate in this Plan.

II. EDUCATIONAL ASSISTANCE

A. The benefits provided under this Plan consist solely of the types of Educational Assistance specified in Section II.C and are limited to up to \$5,250.00 per Eligible Employee per calendar year, based on the Eligible Employee’s length of employment as per the schedule specified in Section II.B below. If an Eligible Employee receives Educational Assistance under this Plan that exceeds \$5,250.00 in a calendar year, the excess amount may be subject to federal income tax and applicable federal employment taxes. Notwithstanding the benefits provided under this Plan, the Employer may directly pay for education and/or training for its employees outside of the Plan.

- i. “Educational Assistance” includes the payment by the Employer of expenses incurred by or on behalf of an Eligible Employee for Education of the Eligible Employee or the provision by the Employer of Education to an Eligible Employee. Expenses for Educational Assistance must be approved by the Employer per Section II.D and be job-related. Eligible Employees must provide all documentation under

Section III.A in order to receive reimbursement after a course is completed. Eligible expenses for approved courses includes tuition, fees, and similar payments. “Educational Assistance” does not include (a) payment for, or the provision of, tools or supplies (other than required textbooks) that the Eligible Employee may retain after completing a course of instruction; (b) meals, lodging, or transportation; (c) any payment for, or the provision of any benefits with respect to, any course or other Education involving sports, games, or hobbies, unless such Education involves the business of the Employer or is required as part of a degree program; or (d) fees for late registration or for withdrawing from or dropping a course. The types of Educational Assistance covered by this Plan are specified in Section II.C.

B. Eligible Employees will be eligible for Educational Assistance up to the following annual maximums, based on their length of continuous employment with the Employer:

- i. 366 calendar days to less than 2 years of employment: Eligible for reimbursement of up to \$1,050.00 per calendar year (20% of the annual \$5,250.00 limit).
- ii. 2 years but less than 6 years of employment: Eligible for reimbursement of up to \$2,625.00 per calendar year (50% of the annual \$5,250.00 limit).
- iii. 6 years or more of employment: Eligible for reimbursement of up to \$5,250.00 per calendar year (100% of the annual limit).

C. This Plan provides the following types of Educational Assistance:

- i. For courses approved by the Employer pursuant to Section II.C below, reimbursement for tuition, fees, and similar payments, to an Eligible Employee; and
- ii. The provision, by the Employer, of courses of instruction for an Eligible Employee.

D. Applying for Course Approval:

- i. To receive course approval, an employee must submit a written request

in the format required by the Employer. If the Employer approves the course, the Employer will provide a written statement noting the course approval, the expenses that are reimbursable, and the maximum amount of reimbursement that will be provided for the course. Until an employee has received a written course approval, the employee should consider a course unapproved, regardless of any discussions that the employee may have had with any representative of the Employer regarding the course.

- ii. An employee may submit a course approval request before a course begins or while the course is ongoing. If an employee elects to sign up for a course before obtaining course approval, however, there is no assurance that the course will be approved for reimbursement. If the employee’s decision to take a course is dependent on a particular amount of reimbursement being available under this Plan, the employee should make sure to obtain course approval before registering. To ensure that course approval is determined in time, course approval requests for advanced approval should be submitted at least 15 business days before the registration deadline for the course.
- iii. No course will be considered for approval if a course approval request is submitted after the course ends.
- iv. In addition to course approval, Eligible Employees must provide all of the information under Section III.A in order to receive reimbursement.

E. The annual limit specified in Section II.B applies to amounts paid and expenses incurred by the Eligible Employee during a calendar year. For courses that span multiple calendar years, the reimbursable expenses will be allocated proportionally between the years based on course length, credits, or other reasonable method determined by the Employer to determine when expenses are treated as incurred for purposes of applying each year’s annual reimbursement limit. If an Eligible Employee seeks reimbursement for expenses incurred, the expenses must not have been incurred prior to employment. “Unused” amounts of the annual limit cannot be carried forward to subsequent years.

III. CLAIM REIMBURSEMENT

A. To obtain reimbursement for a course, which will be paid after the course is

completed provided all requirements of the Plan are met, the following must be submitted to the Employer within 30 calendar days after course completion:

- i. a signed and fully completed benefits request in the form required by the Employer;
 - ii. a copy of the course approval request already submitted and approved by the Employer;
 - iii. for courses that are graded, documentation showing completion of the course with a grade equivalent of "C" or better (or a pass for a course that is graded on a pass/fail basis); and
 - iv. documentation substantiating any course-related expenses for tuition, fees, or similar expenses required for the course that were incurred or paid by the employee and for which reimbursement is sought.
- B. Courses that are dropped, withdrawn from, or completed with a grade equivalent to "C-" or less will not be eligible for reimbursement, and employees will be responsible for any associated penalties or fees.
- C. Employees who voluntarily leave employment with the Employer or are terminated for cause (as defined by the Employer's policies) within 12 months of receiving Educational Assistance under the Plan shall be required to repay the amount received within 60 calendar days of separation. Exceptions may be made for involuntary separations not for cause or separations due to extenuating circumstances, at the discretion of the Employer.

IV. EXCLUSIVE BENEFIT

This Plan provides Educational Assistance for the exclusive benefit of Eligible Employees. Spouses and dependents of an Eligible Employee may not participate in this Plan, unless the spouse or dependent is also an Eligible Employee.

V. SUBSTANTIATION

An Eligible Employee receiving payments under this Plan must provide substantiation to the Employer of expenses incurred.

VI. NON-DISCRIMINATION

A. This Plan shall not discriminate in favor highly compensated employees (as defined in section 414(q) of the Code) of the Employer.

B. This Plan shall not be considered discriminatory under Treasury Regulation § 1.127-2(e) merely because: (a) Different types of Educational Assistance available under the Plan are utilized to a greater degree by Eligible Employees with respect to whom discrimination is prohibited than by other Eligible Employees, or (b) Conditions are required or considered in determining the availability of benefits with respect to a course of study for which benefits are otherwise available, including, but not limited to, successful completion of the course or attaining a particular course grade.

VII. NOTICE

The Employer shall provide each Eligible Employee with reasonable notice of the availability and terms of this Plan. This Plan shall be made available for review by Eligible Employees on the Employer’s Human Resources website. An Eligible Employee shall receive a paper copy of this Plan upon written request.

VIII. FUNDING

The Employer will pay Educational Assistance benefits from its general assets. Employees are not required or permitted to contribute to the Plan.

IX. MISCELLANEOUS

The Employer may amend or terminate this Plan at any time, provided that any amendment or termination shall not affect the right of Eligible Employees to claim Education Assistance for courses in which they enrolled and which were approved by the Employer for reimbursement prior to such amendment or termination.

The City Manager or their designee shall have the authority to interpret and administer this Plan, except as may pertain to their own use of this Plan in which case the City Manager (in case of a designee thereof) or the Mayor (in case of the City Manager) shall have the authority to interpret and administer this Plan. In the event of ambiguity, inconsistency, or uncertainty in the application of any provision, the City Manager or their designee (or City Council in case of the City Manager) is authorized to make final determinations, which shall be binding and not subject to further review.

This Plan shall be construed and enforced according to the laws of the State of California, to the extent not preempted by federal law.

X. EFFECTIVE DATE

This Plan is effective as of July 1, 2025.

REDLINE

9.3

**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: May 21, 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.

At the regular meeting on April 16, 2025, the City Council heard a presentation on law enforcement contract costs and a preliminary draft of Chapter 8.0 (City Capital Projects).

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 7.0 (City Work Plan) 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

Attachment: A – Draft Chapter 7.0 (City Work Plan)

7.0. CITY WORK PLAN

This chapter describes programs, projects, and services included in this budget and work plan, and their alignment with the City Council's priority focus areas.

CONTINUED PROGRAMS, PROJECTS, AND SERVICES

This budget and work plan generally includes the continuation of programs, projects, and services that were ongoing or underway as of the close of Fiscal Year 2024-25 including, but not limited to, the following:

Public Safety

- **Law enforcement services.** This budget and work plan continues the City's contract relationship with the County of Orange (Orange County Sheriff's Department) for law enforcement services, including proactive patrol, 911 emergency response, investigation, and support services (e.g., crime scene analysis, custody/jail services, coroner operations, and missing persons). Under the direction of a Chief of Police Services assigned by the Orange County Sheriff's Department, law enforcement personnel will continue to work with private security and property management to maintain a high level of public safety.

For more information: www.ocsheriff.gov

- **Fire and emergency medical services.** Due to the City's membership in the Orange County Fire Authority, fire and emergency medical services will continue to be provided by the Orange County Fire Authority. This budget and work plan does not include revenue and expenses for fire and emergency medical services due to the City being a "structural fire fund city" (for more information, please refer to page 1.0-4).

For more information: www.ocfa.org

- **Animal control and shelter services.** This budget and work plan continues the City's contract relationship with the City of Laguna Beach for animal control and shelter services. Laguna Woods residents and their pets will continue to enjoy the high quality of services provided by

the City of Laguna Beach's Animal Services Division, including access to a humane animal shelter located in nearby Laguna Canyon.

For more information: www.lagunabeachcity.net/government/departments/police/animal-services

Waste & Recycling

- **Solid waste handling services.** This budget and work plan continues the City's contract relationship with CR&R Incorporated for solid waste handling services, including residential and commercial collection.

The City grants a franchise agreement for solid waste handling services as part of its efforts to comply with the California Integrated Waste Management Act of 1989 (California Assembly Bill 939; Sher, Chapter 1095, Statutes of 1989), which declares that the responsibility for solid waste management is shared between the State of California and local governments. The California Integrated Waste Management Act of 1989 requires local governments to make adequate provision for solid waste handling both within their jurisdiction and in response to regional needs. In doing so, local governments are also required to comply with laws including:

- Federal Resource Conservation and Recovery Act
 - California Assembly Bill 341 (Chesbro, Chapter 476, Statutes of 2011) – commercial recycling
 - California Assembly Bill 1826 (Chesbro, Chapter 727, Statutes of 2014) – commercial organic recycling
 - California Senate Bill 1383 (Lara, Chapter 395, Statutes of 2016) – residential organic recycling
- **Special waste disposal services.** This budget and work plan continues the following special waste disposal services:
 - **City Hall Waste Drop-Off Program:** Allows Laguna Woods residents to safely and easily dispose of home-generated sharps waste, non-vehicle batteries, and certain other items by dropping them off at City Hall, at no charge.
 - **Edible Food Recovery Program:** Provides education, resources, monitoring, and enforcement related to state requirements for

certain commercial edible food generators to arrange to recover the maximum amount of edible food that would otherwise be disposed. This program is required by California Senate Bill 1383 (Lara, Chapter 395, Statutes of 2016).

- **Household Document Shredding Drop-Off Service:** Allows Laguna Woods residents to drop off personal documents at City Hall for shredding, at no charge.
- **Household Hazardous Waste Door-to-Door Collection Program:** Allows Laguna Woods residents to safely and easily dispose of paint, aerosols, chemicals, light bulbs, motor oil, vehicle batteries, and other household hazardous waste, at no charge
- **Mulch procurement.** The budget and work plan continues the annual purchase of 1,100 tons of mulch from the Golden Rain Foundation of Laguna Woods ("GRF") as part of the City's efforts to comply with California Senate Bill 1383 (Lara, Chapter 395, Statutes of 2016). The mulch is immediately donated back to GRF for certain specified use.

Development and Zoning Control

State law requires all cities to adopt a comprehensive, long-term general plan to guide physical development. The City implements its General Plan, in part, through its Municipal Code, which contains ordinances with specific requirements related to development and zoning (how land can be used).

Building Permitting and Inspection

State law requires all cities (and counties in areas where there is no city) to enforce the California Building Standards Code. The California Building Standards Code contains statewide standards for the design, construction, alteration, and maintenance of buildings, structures, and certain equipment. New editions of the California Building Standards Code are adopted by the California Building Standards Commission every three years with additional errata and supplements adopted in intervening years. Due to the frequency with which the California Building Standards Code changes, projects constructed today are likely to be required to comply with standards different than projects that were constructed previously.

While homeowners associations may choose to require their own permit-type approvals, review plans, and perform inspections, those requirements are in addition to, and are not a substitute for, the City's obligations under state

law. Though requirements may appear similar, homeowners associations typically focus on ensuring compliance with their own rules, rather than with the California Building Standards Code. As is the case throughout California, buildings, structures, and certain equipment within a homeowners association are still required to comply with the California Building Standards Code.

Water Quality (Stormwater)

The City works to address water pollution affecting the municipal separate storm sewer system and waters of the United States, including by complying with National Pollutant Discharge Elimination System (“NPDES”) permits issued by regional water quality control boards under authority of the 1972 Federal Water Pollution Control Act (also referred to as the Clean Water Act).

Senior Mobility Program

The City offers a Senior Mobility Program that 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.

Notary and Foreign Pension Acknowledgements

Notary and foreign pension acknowledgement services are available at City Hall. Laguna Woods residents receive most services free of charge.

Public Streets and Property

The City is responsible for operating and maintaining:

- City Hall
- Public Library Building
- The portions of El Toro Road, Moulton Parkway, Ridge Route Drive, and Santa Maria Avenue that are located within Laguna Woods
- “A Place for Paws” Dog Park
- City Centre Park
- Woods End Wilderness Preserve

- An undeveloped 0.32 acre parcel located west of the intersection of Santa Vittoria Drive and San Remo Drive
- 224 residential streetlights located within Laguna Woods Village

For more information, please refer to pages 1.0-5 and 1.0-6.

SIGNIFICANT CHANGES IN SERVICE LEVELS

The following significant changes in service levels will be made beginning in Fiscal Year 2025-26:

- **Senior Mobility Program.** Trips to and from Laguna Woods and the Laguna Hills Transportation Center and the Santa Ana Regional Transportation Center will be 100% subsidized (\$0 co-pay).

Additional changes in service levels are described in the Significant Work Plan Items tables beginning on page 7.0-7, as well as in the City Capital Projects chapter beginning on page 8.0-1.

SIGNIFICANT WORK PLAN ITEMS

For ease of reference and to assist with implementation, programs, projects, and services that represent significant new and/or limited-term undertakings by the City are presented in tables beginning on page 7.0-7.

The Significant Work Plan Items tables are presented alphabetically by lead department.

The following information is included in the Significant Work Plan Items tables:

- ID – A numerical designation for reference purposes only
- Description – A brief summary of the significant work plan item
- Priority Alignment – A visual representation of the City Council's priority focus areas that are addressed by the significant work plan item; while many priority focus areas may be directly or indirectly addressed by a single significant work plan item, only the primary priority focus areas are shown in the table
- Lead Department – Designation of the City personnel who are primarily responsible for implementing the significant work plan item

- Scheduling Consideration – Notes regarding any timing requirements or other factors that affect when a significant work plan item must be undertaken or completed

This work plan does not limit the City Manager's ability to undertake or cause to be undertaken such work as may be necessary or advantageous for the City, or as may change from time to time.

This work plan does not limit the City Manager's ability to schedule, manage, or assign work as may be necessary or advantageous for the City, or as may change from time to time.







The City Manager is authorized to pursue funding to implement this work plan and other work as may be necessary or advantageous for the City, or as may change from time to time.


The City Council retains the ability to modify this work plan at its discretion.


This work plan replaces all previous work plans approved for the City.


DRAFT


[Significant Work Plan Items]


<p align="center">Priority Alignment Legend THE CITY OF LAGUNA WOODS SEEKS TO CREATE A CITY THAT IS...</p>					
 Healthy and safe	 High in quality of life	 Environmentally conscious	 Economically prosperous	 Fiscally responsible	 Professionally and efficiently served


ID	Description	Priority Alignment
1	<p>.gov Domain Transition – Implement California Assembly Bill 1637 (Irwin, Chapter 586, Statutes of 2023), which requires local agencies to utilize either “.gov” or “.ca.gov” domains for websites and email addresses beginning on January 1, 2029. The City has obtained the “lagunawoods.gov” domain.</p>	
Lead Department:		Administrative Services
Scheduling Consideration:		No later than January 1, 2029


ID	Description	Priority Alignment
2	<p>Document Retention Policy Update – Review and update the City’s document retention policy in order to efficiently and effectively manage the maintenance, preservation, and disposal of City records in a manner that complies with applicable federal, state, and local laws, as well as contractual obligations.</p>	
Lead Department:		City Clerk's Office
Scheduling Consideration:		-


ID	Description	Priority Alignment
3	Pavement Management Plan Update for Fiscal Years 2026-36 – Review and update the City’s Pavement Management Plan in order to plan for and manage the long-term preservation, rehabilitation, and maintenance of public streets. This item is also a biennial requirement for the receipt of Measure M2 (OC Go) funds.	
Lead Department:		Engineering & Infrastructure Services
Scheduling Consideration:		No later than June 30, 2026


ID	Description	Priority Alignment
4	Tree City USA Community Designation – Take the actions required to qualify the City for recognition as a Tree City USA Community by the Arbor Day Foundation. Tree City USA Communities meet four forestry-related standards established by the Arbor Day Foundation and the National Association of State Foresters.	
Lead Department:		Engineering & Infrastructure Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
5	2025 Triennial California Building Standards Code Adoption – Adopt regulations implementing the 2025 Triennial California Building Standards Code, including any local building standards amendments that are reasonably necessary due to local climatic, geological, topographic, or environmental conditions.	
Lead Department:		Planning & Environmental Services
Scheduling Consideration:		2025 Code is effective January 1, 2026


ID	Description	Priority Alignment
6	Building and Planning Records Digitization – Convert paper records to digital files in order to enhance long-term preservation, improve ease of reference, and reduce physical storage needs. While the City's digitization goals extend to all departments, the current work effort is focused on building and planning records.	
Lead Department:		Planning & Environmental Services
Scheduling Consideration:		-



ID	Description	Priority Alignment
7	Discretionary Zoning Permits and Procedures Regulations – Review and update the City's discretionary zoning permits and procedures regulations in order to better align zoning activities with local needs, as well as to enhance the efficiency and effectiveness of the discretionary review and permitting process.	
Lead Department:		Planning & Environmental Services
Scheduling Consideration:		-



ID	Description	Priority Alignment
8	General Plan Housing Element Implementation – Implement the City's 6 th Cycle General Plan Housing Element in a manner consistent with the goals, policy objectives, and programs identified therein. Most of the Housing Element's 34 programs are "ongoing" or contemplate completion prior to December 31, 2025.	
Lead Department:		Planning & Environmental Services
Scheduling Consideration:		See General Plan Housing Element




ID	Description	Priority Alignment
9	General Plan Update – Conservation and Open Space Elements – Review and update the City’s General Plan Conservation and Open Space elements, which were last updated in 2012 and 2007, respectively. The General Plan is required by state law and is a comprehensive, long-term plan to guide physical development.	
Lead Department:		Planning & Environmental Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
10	General Plan Update – Mobility Element – Review and update the City’s General Plan Mobility Element to comply with the truck routing requirements of California Assembly Bill 98 (Juan Carrillo, Chapter 931, Statutes of 2024). The General Plan is required by state law and is a comprehensive, long-term plan to guide physical development.	
Lead Department:		Planning & Environmental Services
Scheduling Consideration:		No later than January 1, 2028


ID	Description	Priority Alignment
11	General Plan Update – Safety Element – Review and update the City’s General Plan Safety Element, which was last updated in 2014 and is required to be updated due to the recent Housing Element update. The General Plan is required by state law and is a comprehensive, long-term plan to guide physical development.	
Lead Department:		Planning & Environmental Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
12	Group Home and Sober Living Home Regulations – Adopt an ordinance regulating group homes (supportive living environments for persons who are disabled) and sober living homes (alcoholism or drug abuse recovery or treatment facilities). State law does not allow cities to prohibit group homes or sober living homes.	 
Lead Department:		Planning & Environmental Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
13	Objective Design and Development Regulations – Refine the City’s objective design and development regulations for new and redevelopment projects (e.g., architectural and landscape standards). Regulations applicable to housing projects will not conflict with California Senate Bill 9 (Atkins, Chapter 162, Statutes of 2021).	 
Lead Department:		Planning & Environmental Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
14	State Trash Orders Compliance – Take actions necessary to comply with the State Water Resources Control Board’s Statewide Water Quality Control Plans for Trash, which generally require the installation, operation, and maintenance of full capture systems for all storm drains that capture stormwater runoff from priority land uses.	  
Lead Department:		Planning & Environmental Services
Scheduling Consideration:		Regional Water Quality Control Board orders


ID	Description	Priority Alignment
15	Automated License Plate Reader Deployment – Continue to deploy automated license plate readers to expand the automated license plate recognition system contracted for by the City. The system is used by the Orange County Sheriff's Department for official law enforcement purposes only.	
Lead Department:		Public Safety Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
16	Emergency Operations Plan Update – Review and update the City's Emergency Operations Plan with a focus on enhancing alert, warning, and evacuation planning, particularly in the event of wildfires. Updates will also be made to reflect changes in the City's organizational structure and to integrate with external plans.	
Lead Department:		Public Safety Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
17	Fire Risk Reduction Community List – Take the actions required to qualify the City for inclusion on the California State Board of Forestry and Fire Protection's 2026 Fire Risk Reduction Community List. Listed cities meet best practices for local fire planning and receive priority for certain wildfire prevention grants.	
Lead Department:		Public Safety Services
Scheduling Consideration:		October 1, 2025 application deadline

ID	Description	Priority Alignment
18	Local Hazard Mitigation Plan Update – Review and update the City’s Local Hazard Mitigation Plan in order to further a long-term strategy to lessen the impacts of wildfires, floods and other natural disasters. A Local Hazard Mitigation Plan is also a requirement for the receipt of certain federal disaster assistance funds.	
Lead Department:		Public Safety Services
Scheduling Consideration:		-

ID	Description	Priority Alignment
19	National Opioid Settlement – Identify and implement an eligible opioid remediation use for the revenue received as a result of the City’s participation in the National Opioid Settlement. Eligible uses generally support treatment of Opioid Use Disorder and any co-occurring substance use disorder or mental health conditions.	
Lead Department:		Public Safety Services
Scheduling Consideration:		-

ID	Description	Priority Alignment
20	Potential New Fire Station – Continue to pursue the potential long-term lease of approximately 0.32 acres of the 0.56 acre City Centre Park property for use as a new Orange County Fire Authority fire station. The new fire station would operate in addition to the existing Laguna Woods fire station on Paseo de Valencia.	
Lead Department:		Public Safety Services
Scheduling Consideration:		-

ID	Description	Priority Alignment
21	<p>Public Safety Grant Program – Develop and launch a grant program to financially incentivize (1) early implementation of the California Board of Forestry and Fire Protection’s forthcoming Zone 0 defensible space regulations and (2) registration and integration of security cameras with the Orange County Sheriff’s Department.</p>	
Lead Department:		Public Safety Services
Scheduling Consideration:		-

ID	Description	Priority Alignment
22	<p>Requests for Proposals – Conduct competitive processes to select contract providers for the following services:</p> <p><u>Fiscal Year 2025-26</u></p> <p><i>Engineering & Infrastructure Services</i></p> <ul style="list-style-type: none"> • Street, Right-of-Way, and Infrastructure Maintenance Services – for services beginning July 1, 2026 • Street Sweeping Services – for services beginning July 1, 2026 • Traffic Engineering Services – for services beginning July 1, 2026 • Tree Pruning and Removal Services – for services beginning April 1, 2026 <p><i>Planning & Environmental Services</i></p> <ul style="list-style-type: none"> • Building Plan Review and Certified Access Specialist (“CASp”) Services – for services beginning January 1, 2026 • Hazardous Waste Handling Services – for services beginning July 1, 2026 <p><u>Fiscal Year 2026-27</u></p> <p><i>Administrative Services</i></p>	

	<ul style="list-style-type: none"> • Annual Audit Services – for services beginning April 1, 2027 (Fiscal Year 2026-27 annual audit) <p><i>City Manager's Office</i></p> <ul style="list-style-type: none"> • Senior Mobility Program Transportation Services – for services beginning July 1, 2027 <p><i>Engineering & Infrastructure Services</i></p> <ul style="list-style-type: none"> • Tree Pruning and Removal Services – for services beginning April 1, 2027 	
Lead Department:	See "Description" above	
Scheduling Consideration:	See "Description" above	

FUTURE OUTLOOK FOR SIGNIFICANT WORK PLAN ITEMS

Permitting Process for Hydrogen-Fueling Stations – California Senate Bill 1418 (Archuleta, Chapter 607, Statutes of 2024) requires all cities and counties with populations less than 250,000 to create an expedited, streamlined permitting process for hydrogen-fueling stations no later than September 30, 2028. Staff recommends preparing and adopting the required ordinance and checklist as part of the Fiscal Years 2027-29 Budget & Work Plan.

Speed Limits for Public Streets – Speed limits for public streets (El Toro Road, Moulton Parkway, Ridge Route Drive, and Santa Maria Avenue) were most recently adopted on November 20, 2024. Staff recommends preparing and presenting the next engineering and traffic survey to review and potentially recommend amendments of speed limits no later than December 31, 2031 (the Fiscal Years 2031-33 Budget & Work Plan).