

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting
Wednesday, August 20, 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

8/15/25
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: 847 8063 1830
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 569279
- 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) 205-0468
- Follow the prompts and provide the information required by Zoom
- When prompted for a webinar ID enter: 847 8063 1830
- When prompted for a passcode enter: 569279

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:

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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.

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II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Wildfire Awareness and Prevention Season – Mid-Summer to Early Fall 2025

Recommendation: Approve and present a proclamation.

4.2 Orange County Mosquito and Vector Control District Presentation – Brian Brannon, Public Information Officer (agendized by Councilmember Lee)

Recommendation: Receive and file.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

About Public Comments on Non-Agenda Items: This is the time and place for members of the public to address the City Council on items *not* appearing on this agenda. Pursuant to state law, the City Council is unable to take action on such items, but may ask clarifying questions of the speaker, engage in brief discussion, refer items to City staff, and/or schedule items for consideration at future meetings.

VI. CITY TREASURER’S REPORT

6.1 City Treasurer’s Report

Recommendation: Receive and file the City Treasurer’s Report for the month of July 2025.

6.2 Quarterly Financial Report

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

6.3 California Asset Management Program

Recommendation: Receive and file a report on the City’s participation in the California Asset Management Program.

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 July 16, 2025.

7.2 Payment Register

Recommendation: Approve the payment register dated August 20, 2025 in the amount of \$1,831,764.01.

7.3 Fiscal Years 2025-27 Budget Adjustments

Recommendation: Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY

OF LAGUNA WOODS, CALIFORNIA, MEMORIALIZING THE ADOPTION OF BUDGET REVENUE PROJECTIONS FOR THE FISCAL YEARS 2025-27 BUDGET AND WORK PLAN FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, AND FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027

7.4 Pavement Management Planning Services

Recommendation:

1. Waive the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding for an agreement with Kimley-Horn and Associates, Inc. for pavement management planning services.

AND

2. Approve an agreement with Kimley-Horn and Associates, Inc. for pavement management planning services and authorize the City Manager to execute the agreement, subject to approval as to form by the City Attorney.

VIII. PUBLIC HEARINGS

8.1 False Security System Alarm Fees

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 INCREASED FALSE SECURITY SYSTEM ALARM FEE, AND DETERMINING AND CERTIFYING THAT THE FEE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

8.2 Pedestrian, Bicycle, and Skateboard Regulations

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY

OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 8.12 OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO PEDESTRIAN, BICYCLE, AND SKATEBOARD REGULATIONS (INCLUDING, BUT NOT LIMITED TO, REGULATIONS PERTAINING TO PEDESTRIAN MOVEMENTS AND BICYCLES AND OTHER CONVEYANCES PROPELLED BY HUMAN POWER SUCH AS SKATEBOARDS AND ROLLER SKATES, AS WELL AS ELECTRIC BICYCLES), AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

IX. CITY COUNCIL BUSINESS

9.1 League of California Cities 2025 General Assembly Delegates

Recommendation: Appoint members of the City Council and/or staff to serve as a delegate, alternate delegate, and second alternate delegate at the League of California Cities' 2025 General Assembly.

9.2 City Manager Employment Agreement

Recommendation:

1. Approve Amendment No. 1 to the City Manager Employment Agreement with Christopher Macon and authorize the Mayor to execute Amendment No. 1, subject to approval as to form by the City Attorney.

AND

2. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 25-23, 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

AND

3. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2025-27 BUDGET AND WORK PLAN FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, AND FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCREASING GENERAL FUND APPROPRIATIONS TO PROVIDE THE COMPENSATION SET FORTH IN AMENDMENT NO. 1 TO THE CITY MANAGER EMPLOYMENT AGREEMENT

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

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4.1

**WILDFIRE AWARENESS AND PREVENTION
SEASON – MID-SUMMER TO EARLY FALL 2025**

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City of Laguna Woods

Wildfire Awareness and Prevention Season

Mid-Summer – Early Fall 2025

Proclamation

WHEREAS, in 2020, California experienced a record-breaking wildfire season, with over 4 million acres burned across the state. In 2024, California faced 8,024 wildfires that burned approximately 1,050,012 acres, reflecting a significant increase from the previous year; and

WHEREAS, the recent wildfires in Los Angeles County, including the Eaton and Palisades fires in early January 2025, resulted in at least 29 fatalities and destroyed over 16,000 structures. The economic impact of those fires is profound, with estimated damages and economic losses reaching up to \$250 billion; and

WHEREAS, extreme fires are a growing threat to public health and safety, homes, air quality, and climate goals. Approximately 25% of California's population lives in areas identified as high or very high fire hazard severity zones. Sudden and intense wildfires may swiftly emerge, traversing vast distances and penetrating urban zones far from their origin, thereby detrimentally affecting public health and diminishing overall quality of life; and

WHEREAS, every citizen has a key role in preventing destructive wildfires from occurring. Public education and up-to-date regional emergency planning are key to making our communities more resilient to the impacts of wildfire and other extreme weather events. Orange County residents can learn about Ready, Set, Go! to prepare for wildfire season and help prevent loss of life and property at www.OCFA.org/RSG.

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby proclaim Mid-Summer – Early Fall 2025 as "Wildfire Awareness and Prevention Season" in the City of Laguna Woods and encourages residents and businesses to do their part to raise public awareness, take steps to protect our homes and businesses, and prevent sparking a wildfire. One less spark means one less wildfire.

Dated this 20th day of August 2025

Shari L. Horne
Mayor

Attest: Yolie Trippy
City Clerk

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4.2

**ORANGE COUNTY MOSQUITO AND VECTOR
CONTROL DISTRICT PRESENTATION – BRIAN
BRANNON, PUBLIC INFORMATION OFFICER
(AGENDIZED BY COUNCILMEMBER LEE)**

(NO WRITTEN REPORT)

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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 July 31, 2025

BY FUND

General Fund (Operating)	\$7,794,193
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	\$2,828,472
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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)	\$14,376,365
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BY INVESTMENT TYPE

Cash and Cash Equivalents	\$497,508	3.46% of portfolio
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Pooled Money Investment Accounts	\$7,328,986	50.98% of portfolio
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This includes investments in a state government investment pool and in the California Asset Management Program pool.

Investments - Earning	\$6,549,871	45.56% of portfolio
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This includes certificates of deposit.

Total (All Funds)	\$14,376,365
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Financial Assets HELD IN TRUST FUNDS as of July 31, 2025

California Employers' Pension Prefunding Trust Fund (CEPPT)	\$298,754
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- **New Contributions** **\$0**
- **Gain/(Loss) from Month Prior** **\$639**

The CEPPT is used to prefund employee pension obligations.

California Employers' Retiree Benefit Trust Fund (CERBT)	\$151,627
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- **New Contributions** **\$0**
- **Gain/(Loss) from Month Prior** **\$351**

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 July 31, 2025

ITEM 6.1

CASH AND INVESTMENTS

	Beginning Balances As of 6/30/25	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 7/31/25	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 1)	\$ 948,282	\$ 579,534	\$ (1,831,637)	\$ 500,000	\$ 196,179	1.36%	
Money Market Funds, Multi-Bank Securities (MBS) Account (Note 4)	\$ 30,134	\$ 20,487	\$ (31,052)	\$ 245,000	\$ 264,570	1.84%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	\$ 29,898	\$ 25,236	\$ (20,487)	\$ -	\$ 34,646	0.24%	
Petty Cash	\$ 800	\$ -	\$ (127)	\$ -	\$ 673	0.00%	
Laguna Woods Civic Support Fund Checking Account	\$ 1,439	\$ -	\$ -	\$ -	\$ 1,439	0.01%	
Total Cash and Cash Equivalents	\$ 1,010,554	\$ 625,257	\$ (1,883,303)	\$ 745,000	\$ 497,507	3.46%	100.00%
Pooled Money Investment Accounts							
Local Agency Investment Fund (LAIF - fair value) (Notes 2 and 3)	\$ 7,745,097	\$ 79,662	\$ -	\$ (1,496,619)	\$ 6,328,140	44.02%	
California Asset Management Program (CAMP - fair value) (Notes 2 and 3)	\$ -	\$ 846	\$ -	\$ 1,000,000	\$ 1,000,846	6.96%	
Total Pooled Money Investment Accounts	\$ 7,745,097	\$ 80,508	\$ -	\$ (496,619)	\$ 7,328,986	50.98%	90.00%
Investments - Interest and Income Bearing							
Certificates of Deposit - non-negotiable (fair value) (Note 2)	\$ 6,794,720	\$ -	\$ -	\$ (244,849)	\$ 6,549,871	45.56%	
Total Investments - Interest and Income Bearing	\$ 6,794,720	\$ -	\$ -	\$ (244,849)	\$ 6,549,871	45.56%	90.00%
TOTAL	\$ 15,550,370	\$ 705,765	\$ (1,883,303)	\$ 3,533	\$ 14,376,365	100.00%	

Summary of Total Cash, Cash Equivalents, and Investments:

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	\$ (2,630,854)	\$ 2,827,033	\$ 196,179
Money Market Funds, MBS Account	\$ 264,570	\$ -	\$ 264,570
Earned Interest in Transit and Accrued Interest, MBS Account	\$ 34,646	\$ -	\$ 34,646
Petty Cash	\$ 673	\$ -	\$ 673
LAIF	\$ 6,328,140	\$ -	\$ 6,328,140
CAMP	\$ 1,000,846	\$ -	\$ 1,000,846
Certificates of Deposit	\$ 6,549,871	\$ -	\$ 6,549,871
Laguna Woods Civic Support Fund Checking Account	\$ -	\$ 1,439	\$ 1,439
Totals	\$ 11,547,893	\$ 2,828,472	\$ 14,376,365

(See NOTES on Page 4 of 4)



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

CASH AND INVESTMENTS

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate (Note 4)	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
Certificate of Deposits (CDs, Federal Deposit Insurance Corporation [FDIC] Insured)														
02616ACQ0	2024-5	AMERICAN FIRST CR UN	12 months	08/13/24	08/20/24	245,000	244,988	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	244,988	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	245,649	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	245,394	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	200,828	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	246,012	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	246,455	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	242,626	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	247,928	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	244,858	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	234,920	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	241,744	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	245,711	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	245,198	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	247,675	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	245,417	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	203,074	200,000	4.600	Monthly	04/08/23	Green*	4.600	03/08/28
919853QJ3	2025-5	VALLEY NATL BK	36 months	05/08/25	05/13/25	245,000	245,059	245,000	4.000	Semi-Annual	11/13/25	Green***	4.000	05/15/28
89854LAD5	2023-8	TTCU FED CR UN	60 months	07/19/23	07/26/23	245,000	251,948	245,000	5.000	Monthly	08/26/23	Green***	5.000	07/26/28
01882MAH5	2023-10	ALLIANT CR UN	60 months	11/07/23	11/15/23	245,000	255,217	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	247,369	245,000	4.300	Semi-Annual	09/13/24	Green***	4.300	03/13/29
88241TYV3	2025-7	TEXAS EXCHANGE BK	48 months	05/08/25	05/16/25	245,000	244,998	245,000	4.000	Monthly	06/16/25	Green*	4.000	05/23/29
89235MPP0	2024-4	TOYOTA FINL SVGS BK	60 months	06/04/24	06/13/24	245,000	250,574	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	245,022	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	246,889	245,000	4.200	Semi-Annual	07/29/25	Green***	4.200	01/29/30
05584CXB7	2025-6	BNY MELLON NATL ASSN	60 months	05/08/25	05/14/25	245,000	243,824	245,000	3.900	Semi-Annual	11/14/25	Green***	3.900	05/14/30
58404DXQ9	2025-8	MEDALLION BK	60 months	05/12/25	05/22/25	245,000	245,507	245,000	4.050	Monthly	06/22/25	Green***	4.050	05/22/30
Accrued Interest - Month End													34,646	
Total CDs						6,515,000	6,584,517	6,515,000						

(*) 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	6,318,866	6,328,140	6,318,866	Note 3	Quarterly	N/A	N/A	N/A	N/A
N/A	N/A	California Asset Management Program (CAMP)	N/A	Various	Various	1,000,846	1,000,846	1,000,846	Note 3	Monthly	N/A	N/A	N/A	N/A
Total PMIA						7,319,712	7,328,986	7,319,712						



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

ITEM 6.1

CASH AND INVESTMENTS

	Beginning Balances As of 6/30/25	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 7/31/25
Other Post-Employment Benefits (OPEB) Trust					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (Note 2) (CERBT holds all assets and administers the OPEB Trust)	\$ 151,276	\$ -	\$ (9)	\$ 360	\$ 151,627
Employer Pension Contributions Trust					
CalPERS California Employers' Pension Prefunding Trust (CEPPT) (Note 2) (CEPPT holds all assets and administers the Employer Pension Contributions Trust)	\$ 298,114	\$ -	\$ (58)	\$ 698	\$ 298,754
Total Other Funds - Held in Trust	<u>\$ 449,390</u>	<u>\$ -</u>	<u>\$ (67)</u>	<u>\$ 1,057</u>	<u>\$ 450,380</u>

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



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

CASH AND INVESTMENTS

Notes:

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

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

LAIF / The City made no deposits to the LAIF account and withdrew \$1,500,000. The City transferred \$500,000 to the City's checking account for cash flow purposes and \$1,000,000 was transferred to fund the opening balance in the Pooled Money Investment Account, CAMP. The balance, as previously adjusted for fair market value, was adjusted by \$3,381.25 to reflect the fair market value of the investment at June 30, 2025. In total, the balance includes an adjustment in the amount of \$9,273.96 to reflect fair market value.

CAMP / The City funded the CAMP account on July 25, 2025 with an opening balance in the amount of \$1,000,000. Interest earned and posted in July 2025 was \$846.29.

Investments / The Gesa Credit Union Certificate of Deposit matured on July 31, 2025, see Note 4 below for more information. Investments were adjusted in the amount of \$151.45 to report balances at fair market value as of July 31, 2025.

OPEB Trust / The City made no contributions to or withdrawals from the OPEB Trust. The OPEB Trust experienced a net gain of \$350.74 in July 2025.

Employer Pension Contributions Trust / The City made no contributions to or withdrawals from the CEPPT account. The Trust experienced a net gain of \$639.21 in July 2025.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported in July 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	\$79,661.97	April 1, 2025 thru June 30, 2025	4.258%	October 2025	The pool interest yield for July 2025 was 4.258% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted.
CAMP	Monthly	\$846.29	July 31, 2025	4.410%	August 2025	The monthly distribution yield for July 2025 was 4.410%. Earnings are paid on a monthly basis.

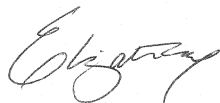
Note 4 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City earned interest of \$20,487.26 and transferred out \$31,051.80 in Money Market Funds balances to the City's checking account in July 2025. Money Market Funds to be invested or paid out are classified separately on page 1 of 4. The Money Market Funds 30-day yield at July 31, 2025 was 3.36%. The City's portfolio also had \$34,646.40 in accrued interest, not yet vested.

Upon maturity of the Gesa Credit Union Certificate of Deposit, the balance of \$245,000 was transferred to the Money Market Funds until it was withdrawn by the City on August 5, 2025.

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: 2025.08.14
 15:54:48 -07'00'

Elizabeth Torres, City Treasurer

6.2 QUARTERLY FINANCIAL REPORT

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**City of Laguna Woods
Fiscal Year 2024-25 Fourth Quarter Financial Report
Quarter Ended June 30, 2025
(100% of Year Elapsed - Unaudited Amounts)**

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				
	Amended Budget	YTD Actual @ 6/30/25	Actual % of Budget	Variance Explanation
Revenues:				
Property Tax	\$ 3,405,200	\$ 3,567,665	105%	
Property Transfer Tax	114,900	172,206	150%	
Sales Tax	1,233,000	1,213,031	98%	Note 1
Cannabis Business Tax	-	1,053,638	0%	
Franchise Fees	753,100	792,619	105%	
Transient Occupancy Tax	620,000	590,238	95%	Note 2
Development Processing Fees	827,400	898,939	109%	
Interest	340,000	458,450	135%	
Miscellaneous	213,800	236,750	111%	
Total Revenues	7,507,400	8,983,536	120%	
Expenditures:				
City Council	21,132	21,046	100%	
General Government	1,366,598	1,391,844	102%	Note 3
Administrative Services	559,921	558,240	100%	
Engineering & Infrastructure Services	420,665	390,188	93%	
Planning & Environmental Services	1,825,201	1,806,224	99%	
Public Safety Services	3,327,778	3,269,957	98%	
Information Technology & Cyber Security	24,101	11,232	47%	
Total Expenditures	7,545,396	7,448,731	99%	
Transfers from Other Funds	265,914	265,914	100%	
Transfers to Other Funds	1,740,852	1,740,852	100%	
Net Change in Fund Balance	(1,512,934)	59,867		
Beginning Fund Balance	10,544,508	10,544,508		
Ending Fund Balance	\$ 9,031,574	\$ 10,604,375		

Fund Balance Detail:	June 30, 2024	June 30, 2025	
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	6,618,762	
Total	\$ 10,544,508	\$ 10,604,375	



City of Laguna Woods
Fiscal Year 2024-25 Fourth Quarter Financial Report
Quarter Ended June 30, 2025
(100% of Year Elapsed - Unaudited Amounts)

	Other Funds			
	Amended Budget	YTD Actual @ 6/30/25	Actual % of Budget	Variance Explanation
<u>Fuel Tax</u>				
Revenues	\$ 503,700	\$ 529,701	105%	
Expenditures	435,518	395,991	91%	
Net Change	68,182	133,710		
Beginning Fund Balance	572,737	572,737		
Ending Fund Balance	<u>\$ 640,919</u>	<u>\$ 706,447</u>		
<u>Road Maintenance & Rehabilitation Program</u>				
Revenues	\$ 465,600	\$ 476,225	102%	
Expenditures	64,000	49,007	77%	
Net Change	401,600	427,218		
Beginning Fund Balance	913,098	913,098		
Ending Fund Balance	<u>\$ 1,314,698</u>	<u>\$ 1,340,316</u>		
<u>Measure M2 (OC Go)</u>				
Revenues	\$ 348,600	\$ 321,343	92%	Note 4
Expenditures	290,700	229,011	79%	
Net Change	57,900	92,332		
Beginning Fund Balance	296,758	296,758		
Ending Fund Balance	<u>\$ 354,658</u>	<u>\$ 389,090</u>		
<u>Service Authority for Abandoned Vehicles (SAAV)</u>				
Revenues	\$ -	\$ 1,510	-	
Expenditures	-	-	-	
Net Change	-	1,510		
Beginning Fund Balance	40,273	40,273		
Ending Fund Balance	<u>\$ 40,273</u>	<u>\$ 41,783</u>		
<u>Supplemental Law Enforcement Services Act (SLESA)</u>				
Revenues	\$ 169,600	\$ 197,507	116%	
Expenditures	176,100	176,100	100%	
Net Change	(6,500)	21,407		
Beginning Fund Balance	34,494	34,494		
Ending Fund Balance	<u>\$ 27,994</u>	<u>\$ 55,901</u>		
<u>Mobile Source Reduction</u>				
Revenues	\$ 22,000	\$ 32,232	147%	
Expenditures	160,000	154,794	-	
Net Change	(138,000)	(122,562)		
Beginning Fund Balance	259,431	259,431		
Ending Fund Balance	<u>\$ 121,431</u>	<u>\$ 136,869</u>		



City of Laguna Woods
Fiscal Year 2024-25 Fourth Quarter Financial Report
Quarter Ended June 30, 2025
(100% of Year Elapsed - Unaudited Amounts)

	Amended Budget	YTD Actual @ 6/30/25	Actual % of Budget	Variance Explanation
<u>PEG/Cable Television</u>				
Revenues	\$ 18,800	\$ 16,325	87%	Note 5
Expenditures	15,000	-	0%	
Net Change	3,800	16,325		
Beginning Fund Balance	68,405	68,405		
Ending Fund Balance	<u>\$ 72,205</u>	<u>\$ 84,730</u>		
<u>Senior Mobility</u>				
Revenues	\$ 145,700	\$ 101,937	70%	Note 4
Expenditures	917,000	911,156	99%	
Transfer In from General Fund	645,000	645,000	100%	
Net Change	(126,300)	(164,219)		
Beginning Fund Balance	188,241	188,241		
Ending Fund Balance	<u>\$ 61,941</u>	<u>\$ 24,022</u>		
<u>Community Development Block Grant (CDBG)</u>				
Revenues	\$ 150,000	\$ 150,000	100%	
Expenditures	150,000	150,000	100%	
Net Change	-	-		
Beginning Fund Balance	-	-		
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>		
<u>Federal Grants Programs Fund</u>				
Revenues	\$ 782,869	\$ -	0%	Note 6
Expenditures	901,257	668,025	74%	Note 7 & 10
Net Change	(118,388)	(668,025)		
Beginning Fund Balance	-	-		
Ending Fund Balance	<u>\$ (118,388)</u>	<u>\$ (668,025)</u>		
<u>State of California Grants</u>				
Revenues	\$ 193,972	\$ 8,841	5%	Note 8
Expenditures	500,983	226,059	45%	Note 7
Net Change	(307,011)	(217,218)		
Beginning Fund Balance	(2,024)	(2,024)		
Ending Fund Balance	<u>\$ (309,035)</u>	<u>\$ (219,242)</u>		
<u>Miscellaneous Special Revenue Fund</u>				
Revenues	\$ -	\$ 203	-	
Expenditures	-	-	-	
Net Change	-	203		
Beginning Fund Balance	91	91		
Ending Fund Balance	<u>\$ 91</u>	<u>\$ 294</u>		



City of Laguna Woods
Fiscal Year 2024-25 Fourth Quarter Financial Report
Quarter Ended June 30, 2025
(100% of Year Elapsed - Unaudited Amounts)

	Amended Budget	YTD Actual @ 6/30/25	Actual % of Budget	Variance Explanation
Capital Projects				
Revenues	\$ -	\$ 163,640	-	Note 9
Expenditures	1,644,668	808,294	49%	Note 7
Transfer In from General Fund	1,095,852	1,095,852	100%	
Transfer Out to General Fund	265,914	265,914	100%	
Net Change	(814,730)	185,284		
Beginning Fund Balance	1,018,623	1,018,623		
Ending Fund Balance	<u>\$ 203,893</u>	<u>\$ 1,203,907</u>		

Capital Projects Expenditure Detail:

City Centre Park Enhancement Project	\$ 125,000	\$ 58,063	46%	Note 7
El Toro Rd & Moulton Parkway Water Quality Treatment Project	90,768	95,596	105%	Note 11
Circulation Improvement Project	31,604	5,416	17%	Note 7
CIP - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Ph 8	16,052	16,067	100%	Note 11
CIP - Woods End Wilderness Trail Drainage and Improvement Project	71,279	36,606	51%	Note 7
CIP - Paseo De Valencia-Moulton Parkway Confluence Bypass Corridor Project	109,946	-	0%	Note 7
City Hall Refurb Safety: Ph 4	876,799	431,439	49%	Note 7
City Hall Refurb Safety: Ph 5	49,970	45,623	91%	Note 7
CIP - Ridge Route Drive Drainage Repair Project	273,250	119,484	44%	
	<u>\$ 1,644,668</u>	<u>\$ 808,294</u>	49%	

Notes:

1. The final sales tax payment of the fiscal year is expected to be received in August
2. Transient Occupancy Tax revenues were less than expected
3. Expenditures were higher than anticipated due, in large part, to City Hall maintenance costs
4. Measure M2 (OC Go) apportionment revenues were less than expected
5. PEG fees from Golden Rain Foundation were less than expected
6. Revenues will be recognized during the end of the year reconciliation after all expenditures are incurred
7. Projects remain in-process and will be carried over to Fiscal Year 2025-26
8. Reimbursable grant; revenues are received after expenditures are incurred and submitted for reimbursement
9. Represents interest allocation for the first three quarters and intergovernmental revenue from other cities
10. ARPA funds were fully obligated as of December 31, 2024
11. Expenditures will be reconciled prior to year end close

6.3
CALIFORNIA ASSET MANAGEMENT
PROGRAM

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ITEM 6.3 - Attachment A



CALIFORNIA ASSET
MANAGEMENT PROGRAM

Presented By:

Kyle Tanaka
Program Administrator
tanakak@pfmam.com
213.500.8694

*For Institutional Investor or Investment Professional
Use Only - This material is not for inspection by,
distribution to, or quotation to the general public.*

CAMP Through the Years

Program Begins:

Created for California public entities to invest bond proceeds.

1989

CAMP begins accepting **operating funds.**

1996

CAMP Pool assets reach \$1 billion.

2003

Shares of Joint Power Authorities added to state government code.

2005

CAMP celebrates **30th anniversary.**

2019

CAMP Term launched.


2023

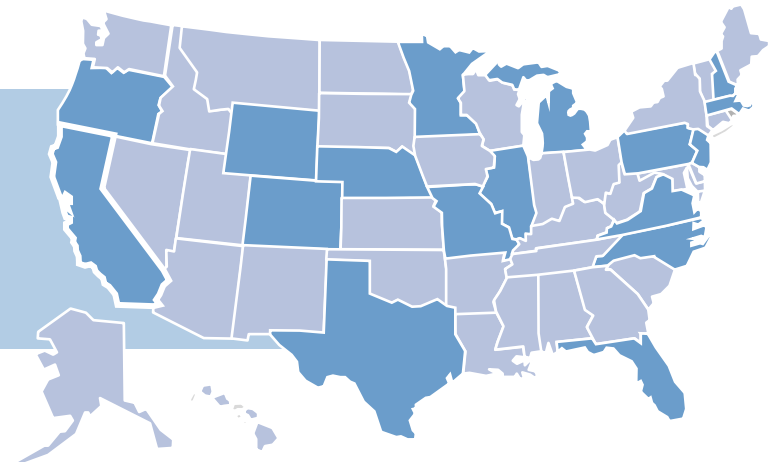
CAMP Pool assets top \$20 billion.

2024

Advised by a Pioneer in the LGIP Industry

- CAMP's investment adviser helped pioneer the first grassroots LGIP – a Pennsylvania LGIP in 1981.
- Served by resources supporting:
 - 18 local government investment pools
 - \$85.9 billion in combined total assets from more than 6,300 participants in these programs¹

 LGIPs administered by PFM Asset Management*



CAMP was established in 1989 as a Joint Powers Authority to provide California public agencies with professional investment services.

* PFM Asset Management is a division of U.S. Bancorp Asset Management, Inc., CAMP's investment adviser and administrator, that services public sector clients.

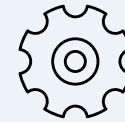
¹ As of June 30, 2025.

CAMP Pool

- Rated AAAm by S&P Global¹
- Same-day liquidity (11:00 a.m. PST cut-off)
- Unlimited transactions via wire, ACH, or check
- Online account management
- Option to open multiple sub-accounts
- No minimum investment
- Interest paid monthly
- No additional out of pocket expenses
- Specialized services for bond proceeds

Objective: Earn a competitive rate of return while preserving principal, providing liquidity and seeking a stable net asset value (NAV) of \$1.00

May Be Ideal For:



**Operating
Funds**



**Proceeds of
Debt Issues**



**Separate
Accounting**

¹ Please see important disclosures at the end of this presentation.

Pooled Investment Comparison

Features of each pool vary depending on the type of investments selected and should be carefully reviewed before investing.

	CAMP ¹ <i>Established in 1989</i>	LAIF ² <i>Established in 1977</i>
Valuation of NAV	Daily	Monthly
S&P Rating	AAAm	Not Rated
Weighted Average Maturity	36 Days	257 Days
Interest Payment Frequency	Monthly	Quarterly
Investment Limit	10% of the beneficial interest in the Pool	\$75 million per account

¹ Source: CAMP website. As of November 30, 2024. Please see important disclosures at the end of this presentation.

² Source: LAIF website. Average maturity is as of November 30, 2024.

What Does GASB 79 Compliance Mean for Your Agency?

- Participants in daily NAV pools that are structured to follow GASB 79 can use amortized cost in their financial reporting and do not need to adjust their investments to fair value.¹
- This is possible because the pool seeks to follow GASB 79 criteria for:
 - Portfolio maturity
 - Shadow pricing (per share price of a portfolio based on the market value of the securities in that portfolio)
 - Credit quality
 - Diversification
 - Liquidity

The use of the amortized cost method helps pools to maintain a stable \$1 NAV per share.

¹ Source: <https://www.gasb.org/standards-and-guidance/pronouncements>

Rating and GASB 79 Requirements for the CAMP Pool

	GASB 79¹	S&P AAAm²
Liquidity	<p>Daily liquid assets: At least 10% of assets must mature in one day.</p> <p>Weekly liquid assets: At least 30% of assets must mature within five business days.</p>	None
Quality	Denominated in US dollars; in the highest category by NRSRO	>50% must be A-1+ <50% must be A-1
Diversification	<5% in one issuer unless backed by US government	<5% in one issuer unless backed by US government <33% in any one agency (for maturities beyond 30 days)
Shadow Pricing	Monthly	Weekly
Maturity	Max WAL is 120 days; Max maturity is 397 days	Max WAM is 60 days; Max WAL is between 90-120 days; Max maturity is 397 days
Stress Test	No requirement	Periodic stress tests

¹ <https://www.gasb.org/standards-and-guidance/pronouncements>

² <https://disclosure.spglobal.com/ratings/en/regulatory/article/-/view/sourceId/13158559>

Fund Rating Disclosures

S&P Global AAAm Rating: S&P evaluates a number of factors, including credit quality, market price, exposure, and management. Please visit [SPGlobal.com/Ratings](https://www.spglobal.com/Ratings) for more information and ratings methodology.

Fitch AA Af Rating: portfolios with this rating indicate having the highest underlying credit quality. Please visit [fitchratings.com](https://www.fitchratings.com) for more information and ratings methodology.

Disclosure

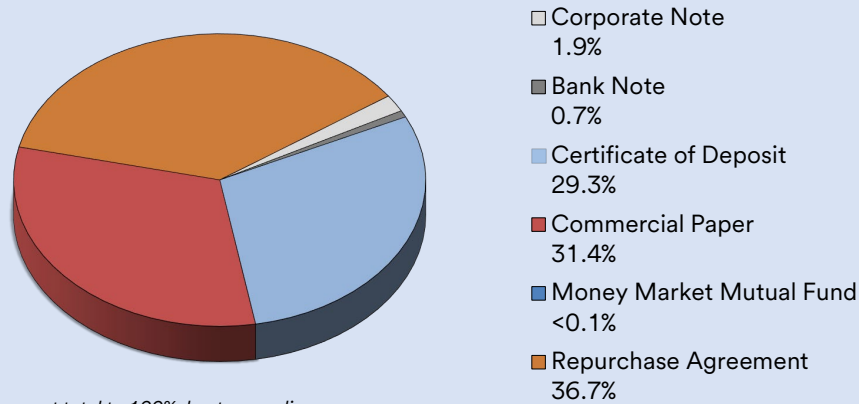
CAMP® is a registered trademark and the CAMP logos and designs are trademarks owned by the California Asset Management Trust (Trust).

This information is for institutional investor use only, not for further distribution to retail investors, and does not represent an offer to sell or a solicitation of an offer to buy or sell any fund or other security. Investors should consider the Trust's investment objectives, risks, charges and expenses before investing in the Trust. This and other information about the Trust is available in the Trust's current Information Statement, which should be read carefully before investing. A copy of the Trust's Information Statement may be obtained by calling 1-800-729-7665 or is available on the Trust's website at www.camponline.com. While the Cash Reserve Portfolio seeks to maintain a stable net asset value of \$1.00 per share and the CAMP Term Portfolio seeks to achieve a net asset value of \$1.00 per share at the stated maturity, it is possible to lose money investing in the Trust. An investment in the Trust is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Shares of the Trust are distributed by U.S. Bancorp Investments, Inc., member FINRA (www.finra.org) and SIPC (www.sipc.org). PFM Asset Management is a division of U.S. Bancorp Asset Management, Inc., which serves as administrator and investment adviser to the Trust. U.S. Bancorp Asset Management, Inc. is a direct subsidiary of U.S. Bank N.A. and an indirect subsidiary of U.S. Bancorp. U.S. Bancorp Investments, Inc. is a subsidiary of U.S. Bancorp and affiliate of U.S. Bank N.A.

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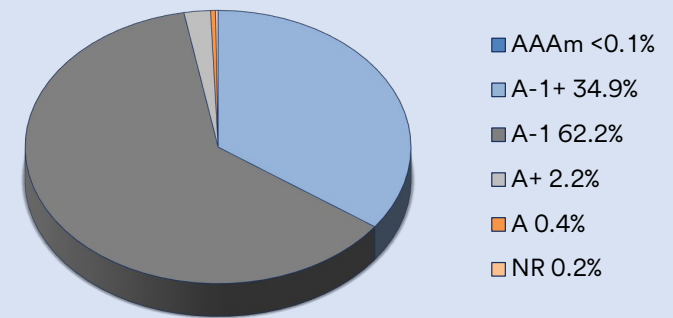
Total Fund Net Assets¹	\$21,889,447,795	Weighted Average Maturity	46 Days
Current 7-Day Yield²	4.42%	Net Asset Value per Share	\$1.00
S&P Rating³	AAAm		

Portfolio Sector Composition



Percentages may not total to 100% due to rounding.

Portfolio Credit Quality Distribution**



**Ratings by S&P Global.
Percentages may not total 100% due to rounding.

1. Total fund net assets, portfolio holdings valued at amortized cost, trade date based.
2. As of May 31, 2025. The current seven-day yield of the CAMP Cash Reserve Portfolio may, from time to time, be quoted in reports, literature and advertisements published by the Trust. The current seven-day yield, also known as the current annualized yield, represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one share at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7. **Past performance is not indicative of future results and yields may vary.**
3. S&P Global AAAm Rating: S&P evaluates a number of factors, including credit quality, market price, exposure, and management. Please visit [SPGlobal.com/Ratings](https://www.spglobal.com/Ratings) for more information and ratings methodology.

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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: August 20, 2025 Regular Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the August 20, 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 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.

Summary

The August 20, 2025 Consent Calendar contains the following items:

- 7.1 Approval of the City Council meeting minutes for the regular meeting on July 16, 2025.
- 7.2 Approval of the payment register dated August 20, 2025 in the amount of \$1,831,764.01. 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 resolution adjusting the assigned reserve balances for the Paid Leave Contingency Reserve and the General Fund Contingency Reserve for Fiscal Year 2025-26. The proposed resolution would adjust two of the three assigned reserve balances for Fiscal Year 2025-26, in accordance with Administrative Policy 2.9 (Budgeting, Reserves, and Reporting). This adjustment occurs annually after fiscal-year-end calculations are available for the assigned reserve balance for the Paid Leave Contingency Reserve. While two assigned reserve balances would change, the total of all three assigned reserve balances would remain \$4,651,600.
- 7.4 [1] Waiver of the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding for an agreement with Kimley-Horn and Associates, Inc. for pavement management planning services. The City's procurement regulations generally require competitive bidding when the estimated cost of services is \$25,000 or more over the term of the agreement, but allow for the waiver of those provisions at the discretion of the City Council. Kimley-Horn prepared the City's current Pavement Management Plan for Fiscal Years 2024-34 and has provided similar services for the cities of Agoura Hills, Artesia, and Monterey. Due to Kimley-Horn's past performance and familiarity with the City's roadway network and pavement management planning practices, staff recommends waiving competitive bidding requirements for the proposed agreement.

AND

[2] Approval of an agreement with Kimley-Horn and Associates, Inc. for pavement management planning services and authorization for the City Manager to execute the agreement, subject to approval as to form by the City Attorney. The proposed agreement would allow Kimley-Horn to prepare the City's Pavement Management Plan for Fiscal Years 2026-36. The City is required to adopt an updated pavement management plan no later than June 30, 2026, in order to remain eligible to receive Measure M2 (OC Go) funds.

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
July 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 2:02 p.m.

II. ROLL CALL

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

All councilmembers participated in-person at the meeting location.

STAFF PRESENT: City 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

Kathryn Freshley, resident, led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS – None

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Vicki Johnson, resident, asked the City to consider what it can do regarding immigration raids.

Councilmembers 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.

Vicki Johnson, resident, made comments regarding the Local Agency Investment Fund.

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

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

VII. CONSENT CALENDAR

Vicki Johnson, resident, made comments regarding Item 7.5 and cautioned the City against hiring more employees due to pension liabilities.

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

Kathryn Freshley, resident, asked for clarification regarding Item 7.3.

City Manager Macon briefly responded to Ms. Freshley's question.

Moved by Councilmember Moore, seconded by Mayor Pro Tem McCary, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 7.1-7.5.

7.1 City Council Minutes

Approved the City Council meeting minutes for the regular meeting on June 18, 2025 and the adjourned regular meeting on June 25, 2025.

7.2 Payment Register

Approved the payment register dated July 16, 2025 in the amount of \$575,523.34.

7.3 Building Official, Permit Counter, and Inspection Services

1. Waived the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding for an agreement with Interwest Consulting Group for building official, permit counter, and inspection services.

AND

2. Approved an agreement with Interwest Consulting Group for building official, permit counter, and inspection services and authorized the City Manager to execute the agreement, subject to approval as to form by the City Attorney.

7.4 Information Technology Services

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

AND

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

7.5 Employee Positions

Approved a modified job classification for the following City employee positions: Management Analyst Series (Management Analyst and Senior Management Analyst)

VIII. PUBLIC HEARINGS

- 8.1 Sign Program SP-1523 to allow for various signage at 24202 Moulton Parkway, Laguna Woods, California 92637

City Manager Macon made a presentation.

Mayor Horne opened the public hearing.

Michael Pauls, representative of the applicant (LW Shell, Inc.), made comments regarding the proposed Sign Program and expressed support for the proposed conditions of approval.

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

Councilmembers discussed the item. Staff and the applicant responded to questions.

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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING SIGN PROGRAM SP-1523 TO ALLOW FOR VARIOUS SIGNAGE AT 24202 MOULTON PARKWAY, LAGUNA WOODS, CALIFORNIA 92637, AND DETERMINING AND CERTIFYING THAT THE SIGN PROGRAM IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15311 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

- 8.2 False Security System Alarm Fees

City Manager Macon made comments.

Mayor Horne opened the public hearing.

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

Moved by Councilmember Conners, seconded by Councilmember Moore, and carried on unanimously a 5-0 vote, to cancel the public hearing.

IX. CITY COUNCIL BUSINESS

- 9.1 2024-2025 Orange County Grand Jury Report, “Long-Term Solutions to Short-Term Rentals”

City Manager Macon made a presentation.

Councilmember discussed the item and staff responded to questions.

Moved by Councilmember Conners, seconded by Councilmember Moore, and carried on unanimously a 5-0 vote, to approve a response to the 2024-2025 Orange County Grand Jury Report, “Long-Term Solutions to Short-Term Rentals,” authorize the Mayor to execute the response, and direct the City Manager to submit the response as required by applicable law.

X. CITY COUNCIL REPORTS AND COMMENTS

- 10.1 Coastal Greenbelt Authority

Mayor Pro Tem McCary provided a report and responded to a question from Councilmember Conners.

- 10.2 Orange County Fire Authority

Mayor Horne provided a report, including photographs and a video.

Augie Romo, Captain, Orange County Fire Authority, made comments and responded to a question from Councilmember Moore.

- 10.3 Orange County Library Advisory Board

Councilmember Moore provided a report.

- 10.4 Orange County Mosquito and Vector Control District

Councilmember Lee stated that the July 2025 meeting was cancelled and that the next meeting will be in August 2025.

- 10.5 San Joaquin Hills Transportation Corridor Agency

Councilmember Conners stated that the July 2025 meeting was cancelled.

- 10.6 South Orange County Watershed Management Area

Councilmember Moore provided a report on a recent tour of the California Water Project that she participated in, including a PowerPoint presentation.

Councilmember Conners briefly commented on Councilmember Moore's report.

Councilmember Moore briefly responded to Councilmember Conners' comments.

10.7 Liaisons to Community Bridge Builders

Mayor Horne provided a report.

10.8 Other Comments and Reports – None

XI. CLOSED SESSION

Mayor Horne and City Attorney Patterson made comments.

Prior to convening in closed session, an opportunity was provided for public comments on items appearing on the closed session agenda. No such public comments were received.

11.1 The City Council met in closed session under the authority of California Government Code Section 54957(b)(1) to consider the following: Public Employee Performance Evaluation – City Manager.

11.2 The City Council met in closed session under the authority of California Government Code Section 54957.6 to conference with its labor negotiator.

City designated representative: Alisha Patterson, City Attorney
Unrepresented employee: City Manager

XII. CLOSED SESSION REPORT

The City Council reconvened in open session at 3:55 p.m. City Attorney Patterson stated that there was no reportable action.

XIII. ADJOURNMENT

The meeting was adjourned at 3:56 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, August 20, 2025 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, CMC, City Clerk

Approved: August 20, 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
PAYMENT REGISTER
AUGUST 20, 2025**

ITEM 7.2

This Report Covers the Period 7/01/2025 through 7/31/2025

Date	Vendor Name	Description	Amount
Debit			
<i>Automatic Bank Debits:</i>			
07/01/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 05/30/2025	3,825.69
07/01/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 05/30/2025	3,001.05
07/02/2025	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / June 2025	1,253.21
07/02/2025	ADP TAX	Payroll Taxes / Pay Period Ended 06/27/2025	12,088.60
07/02/2025	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 06/27/2025	26,392.61
07/03/2025	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / July 2025	711.05
07/03/2025	NAVIA BENEFIT SOLUTIONS, INC	Employee Benefit Program / June 2025	35.00
07/07/2025	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 06/27/2025	3,494.00
07/09/2025	NAVIA BENEFIT SOLUTIONS, INC	125 Cafeteria Plan Administration / June 2025	200.00
07/11/2025	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 06/13/2025 and 6/27/2025	513.55
07/11/2025	CALPERS - HEALTH	Employee Benefit Program / July 2025	13,773.22
07/15/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 06/13/2025	3,711.12
07/15/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 06/13/2025	3,001.05
07/16/2025	ADP TAX	Payroll Taxes / Pay Period Ended 07/11/2025	19,176.03
07/16/2025	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 07/11/2025	40,376.22
07/18/2025	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / June 2025	262,843.35
07/18/2025	ADP PAYROLL SERVICES	Payroll Processing Fees / June 2025	79.50
07/18/2025	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 07/11/2025	2,914.68
07/24/2025	NAVIA BENEFIT SOLUTIONS, INC	Employee Benefit Program / July 2025	176.67
07/25/2025	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / July 2025	298,335.20
07/29/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 06/27/2025	3,643.09
07/29/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 06/27/2025	3,001.05
07/30/2025	ADP TAX	Payroll Taxes / Pay Period Ended 07/25/2025	19,787.99
07/30/2025	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 07/25/2025	41,113.61
07/31/2025	NAVIA BENEFIT SOLUTIONS, INC	Employee Benefit Program / July 2025	760.36
Check			
<i>Checks:</i>			
8564	07/03/2025	AT&T	Telephone / 458-3487 / June 2025 61.61
8565	07/03/2025	BREA/ORANGE COUNTY PLUMBING HEATING	City Hall Maintenance 841.19
8566	07/03/2025	CAPTIONING UNLIMITED	Closed Captioning / June 2025 500.00
8567	07/03/2025	CHASE DESIGN, INC.	Website Maintenance / May - June 2025 1,125.00
8568	07/03/2025	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / May 2025 9,967.00
8569	07/03/2025	EVERON, LLC	City Hall Maintenance 1,474.40
8570	07/03/2025	HARDY & HARPER, INC	Pavement Management Plan Project / Fiscal Year 2024-25 243,750.05
8571	07/03/2025	JOHN L. HUNTER & ASSOCIATES, INC	Water Quality Services / February - March 2025 2,818.75
8572	07/03/2025	ORKIN	City Hall Maintenance 1,030.00
8573	07/03/2025	SAFE AND SOUND SECURITY, INC.	Surveillance Camera Installation 6,793.76
8574	07/03/2025	SERRANO STANDARD FLOORING	City Hall Maintenance 1,410.00
8575	07/03/2025	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / May 2025 2,462.21
8576	07/03/2025	TRIPEPI, SMITH AND ASSOCIATES, INC.	Broadcasting Services / June 2025 723.20
8577	07/03/2025	WM CURBSIDE, LLC	HHW & Sharps Program / May 2025 7,155.40
8578	07/03/2025	AETNA BEHAVIORAL HEALTH, LLC	Employee Benefit Program / July 2025 29.58

**CITY OF LAGUNA WOODS
PAYMENT REGISTER
AUGUST 20, 2025**

ITEM 7.2

This Report Covers the Period 7/01/2025 through 7/31/2025

Date	Vendor Name	Description	Amount
8579	07/03/2025 CALIFORNIA JPIA	Liability & Workers' Compensation Insurance Program / Fiscal Year 2025-26	59,253.00
8580	07/03/2025 CALIFORNIA JPIA	All Risk Property Insurance / Fiscal Year 2025-26	17,543.00
8581	07/03/2025 CIVICPLUS, LLC	Municode Administrative Fee / June 2025 - July 2026	367.50
8582	07/03/2025 EVERON, LLC	Fire Monitoring / July - September 2025	285.14
8583	07/03/2025 GRANITE DATA SOLUTIONS, INC	Computer Software	2,000.00
8584	07/03/2025 RICOH USA, INC.	Copier Lease / July 2025	246.57
8585	07/03/2025 RINGCENTRAL, INC.	Telephone Services / July 2025	791.13
8586	07/03/2025 VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / July 2025	114.05
8587	07/11/2025 ALLIANCE BUILDING MAINTENANCE, LLC	Janitorial Services / June 2025	2,983.00
8588	07/11/2025 ALPHA CARD SYSTEM, LLC	Senior Mobility Program Supplies	297.33
8589	07/11/2025 CLIFTONLARSONALLEN, LLP	Interim ACFR Audit / Fiscal Year 2024-25	4,511.01
8590	07/11/2025 EL TORO WATER DISTRICT	Water Service / May 2025	5,456.16
8591	07/11/2025 ELIZABETH TORRES	Mileage Reimbursement / Fiscal Year 2024-25	57.38
8592	07/11/2025 IRWIN B BORNSTEIN, CPA	Financial Consulting Services / June 2025	150.00
8593	07/11/2025 ITERIS, INC	Traffic Engineering / June 2025	3,461.19
8594	07/11/2025 ORANGE COUNTY REGISTER-NOTICES	Public Notices / June 2025	1,157.88
8595	07/11/2025 PARK CONSULTING GROUP, INC	Software Consulting Services / May 2025	8,158.75
8596	07/11/2025 SOUTHERN CALIFORNIA EDISON	Electric Service / May - June 2025	8,952.60
8597	07/11/2025 STAPLES	Office & Janitorial Supplies	954.57
8598	07/11/2025 SWEEPING CORPORATION OF AMERICA	Street Sweeping Services / June 2025	3,480.00
8599	07/11/2025 VERIZON COMMUNICATIONS INC.	Fleet Vehicle Software / May 2025	25.69
8600	07/11/2025 AETNA BEHAVIORAL HEALTH, LLC	Employee Benefit Program / August 2025	29.58
8601	07/11/2025 AIRESPRING INC	City Hall Internet Service / July 2025	596.33
8602	07/11/2025 ALLIANT INSURANCE SERVICES	Commercial Crime Insurance / Fiscal Year 2025-26	1,030.00
8603	07/11/2025 COUNTY OF ORANGE	Orange County LAFCO - Cost Allocation / Fiscal Year 2025-26	3,327.62
8604	07/11/2025 GOLDEN RAIN FOUNDATION	Mulch Procurement / Calendar Year 2025	10,890.00
8605	07/11/2025 KONE INC.	City Hall Elevator Maintenance / July 2025	239.86
8606	07/18/2025 ALPHA CARD SYSTEM, LLC	Senior Mobility Program Supplies	1,286.38
8607	07/18/2025 AT&T	Telephone / 581-9821 / June 2025	111.14
8608	07/18/2025 AT&T	Telephone / 583-1105 / June 2025	31.58
8609	07/18/2025 CALIFORNIA BUILDING STANDARDS COMMISSION	Building Permit Fee Assessment / April - June 2025	778.50
8610	07/18/2025 CHASE DESIGN, INC.	Website Design / June 2025	1,800.00
8611	07/18/2025 CITY OF ALISO VIEJO	Dairy Fork Constructed Wetland Maintenance / Fiscal Year 2024-25	1,951.38
8612	07/18/2025 DEPARTMENT OF CONSERVATION	Strong Motion Instrumentation & Seismic Hazard Mapping Fee / April - June 2025	1,009.87
8613	07/18/2025 DEPARTMENT OF JUSTICE	Fingerprinting Services	245.00
8614	07/18/2025 DIVISION OF THE STATE ARCHITECT	Disability Access & Education Fee / April - June 2025	1.60
8615	07/18/2025 INTERWEST CONSULTING GROUP	Building Official, Permit Counter & Inspection Services / June 2025	78,032.04
8616	07/18/2025 JOHN L. HUNTER & ASSOCIATES, INC	Water Quality Services / May 2025	842.50
8617	07/18/2025 LSA ASSOCIATES, INC.	Planning Services / May - June 2025	2,885.25
8618	07/18/2025 MARC DONOHUE	Administrative Services / June 2025	350.00
8619	07/18/2025 MICHAEL BAKER INTERNATIONAL	Planning Services / May 2025	510.00
8620	07/18/2025 PV MAINTENANCE INC	Street, City Hall & Park Maintenance / June 2025	14,320.13
8621	07/18/2025 RICOH USA, INC.	Copier Usage / April - June 2025	2,121.08
8622	07/18/2025 SHARESQUARED, INC.	Microsoft SharePoint Consulting / June 2025	185.00

**CITY OF LAGUNA WOODS
PAYMENT REGISTER
AUGUST 20, 2025**

ITEM 7.2

This Report Covers the Period 7/01/2025 through 7/31/2025

Date	Vendor Name	Description	Amount	
8623	07/18/2025	SOUTHERN CALIFORNIA GAS COMPANY	Gas Service - City Hall / June 2025	14.30
8624	07/18/2025	SOUTHERN CALIFORNIA SHREDDING,	Shredding Services / June 2025	420.00
8625	07/18/2025	U.S. BANK	Credit Card Charges / June 2025	3,358.76
8626	07/18/2025	VOID	VOID	-
8627	07/18/2025	VERIZON COMMUNICATIONS INC.	Fleet Vehicle Software / June 2025	198.88
8628	07/18/2025	VERIZON WIRELESS	Building iPads Data Plans / June 2025	120.03
8629	07/18/2025	WILLDAN ENGINEERING	Code Enforcement Services / May 2025	5,320.00
8630	07/18/2025	ALISO CREEK MINUTEMAN PRESS	Printing Services	102.36
8631	07/18/2025	AT&T	White Pages / July 2025	4.30
8632	07/18/2025	CALBO	California Building Officials Membership	515.00
8633	07/18/2025	JERMAINE MEAWEATHER	Cancelled Permit Refund	29.00
8634	07/18/2025	ORANGE COUNTY COUNCIL OF GOVTS	Annual Dues / Fiscal Year 2025-26	5,565.00
8635	07/18/2025	RICOH USA, INC.	Copier Lease / August 2025	246.57
8636	07/21/2025	VOID	VOID	-
8637	07/24/2025	AMAZON CAPITAL SERVICES	Office Supplies	61.33
8638	07/24/2025	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / March - June 2025	67,279.72
8639	07/24/2025	DATA TICKET, INC	Citation Processing / June 2025	9.56
8640	07/24/2025	ECONOMIC & PLANNING SYSTEMS, INC.	Planning Services / June 2025	3,847.50
8641	07/24/2025	ESTATE DESIGN AND CONSTRUCTION, INC.	City Hall Refurbishment & Safety Project: Phase 4	136,563.12
8642	07/24/2025	INTERWEST CONSULTING GROUP	Building Official, Permit Counter & Inspection Services / May 2025	81,230.00
8643	07/24/2025	KARDENT	City Hall Refurbishment & Safety Project: Phase 5	3,266.80
8644	07/24/2025	LSA ASSOCIATES, INC.	Planning Services / April - June 2025	12,060.41
8645	07/24/2025	MARQUE URGENT CARE	Employee Health Services / June 2025	750.00
8646	07/24/2025	NV5, INC.	Engineering Services / June 2025	9,817.00
8647	07/24/2025	OCY MANAGEMENT, LLC	Senior Mobility Program Services / June 2025	86,329.60
8648	07/24/2025	RUTAN & TUCKER, LLP	Legal Services / May - June 2025	10,247.50
8649	07/24/2025	SMITH ARCHITECTS	City Hall Refurbishment & Safety Project: Phase 4	1,200.00
8649	07/24/2025	SMITH ARCHITECTS	City Hall Refurbishment & Safety Project: Phase 5	10,000.00
8650	07/24/2025	UNITED STORM WATER, INC	Catch Basin Cleaning / June 2025	7,832.00
8651	07/24/2025	WM CURBSIDE, LLC	HHW & Sharps Program / June 2025	3,613.42
8652	07/24/2025	ALISO CREEK MINUTEMAN PRESS	Printing Services	638.96
8653	07/24/2025	CALBO	California Building Official Registration Fee	90.00
8654	07/24/2025	FEDEX	Printing Services	1,190.58
8655	07/24/2025	ORKIN	Landscaping Services	1,000.00
8656	07/24/2025	TRAUMA INTERVENTION PROGRAMS, INC	Emotional & Practical Support Services / Fiscal Year 2025-26	2,121.00
8657	07/31/2025	BEAR ELECTRICAL SOLUTIONS, INC.	Traffic Signal Maintenance / June 2025	2,320.00
8658	07/31/2025	BUREAU VERITAS NORTH AMERICA INC	Building Plan Review Services / June 2025	4,901.25
8659	07/31/2025	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / June 2025	9,967.00
8660	07/31/2025	COUNTY OF ORANGE	Road Fees Program / April - June 2025	6,340.62
8661	07/31/2025	EL TORO WATER DISTRICT	Water Service / June 2025	5,358.86
8662	07/31/2025	INTERPRETING SERVICES INTERNATIONAL, LLC	Translation Services	265.00
8663	07/31/2025	PARK CONSULTING GROUP, INC	Software Consulting Services / June 2025	1,865.00
8664	07/31/2025	PRACTICAL DATA SOLUTIONS	IT Support Services / June 2025	4,298.59
8665	07/31/2025	PSOMAS	Planning Services / June 2025	2,687.50

**CITY OF LAGUNA WOODS
PAYMENT REGISTER
AUGUST 20, 2025**

ITEM 7.2

This Report Covers the Period 7/01/2025 through 7/31/2025

Date	Vendor Name	Description	Amount	
8666	07/31/2025	RJM DESIGN GROUP	Landscape Architectural Services / June 2025	23,357.48
8667	07/31/2025	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / June 2025	2,111.94
8668	07/31/2025	WILLDAN ENGINEERING	Code Enforcement Services / June 2025	7,560.00
8669	07/31/2025	AT&T	Telephone / 458-3487 / July 2025	61.61
8670	07/31/2025	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / July 2025	16,819.93
8671	07/31/2025	CAPTIONING UNLIMITED	Closed Captioning / July 2025	200.00
8672	07/31/2025	EPIC IO TECHNOLOGIES, INC.	City Hall Internet Services / July 2025	201.45
8673	07/31/2025	ORANGE COUNTY CITY MANAGER ASSOCIATION	Membership Dues / Fiscal Year 2025-26	500.00
8674	07/31/2025	STAPLES	Office & Janitorial Supplies	375.13
8675	07/31/2025	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / August 2025	232.13
			Total Bank Debits and Checks:	\$ 1,831,637.03

Petty Cash Expenditures Paid Out (See Note 2)

Stater Brothers	Staff Luncheon	\$25.96
Orange County Clerk-Recorder	Document Recording	\$45.00
Amazon	Fleet Vehicle Supplies	\$56.02
		Total Petty Cash:
		\$126.98

TOTAL \$ 1,831,764.01

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 July 2025, the following Councilmembers received compensation in the amount of \$300: Conners, Horne, Lee, and McCary.

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

Note 3 - The table below summarizes credit card expenditures paid via Check #8625 to U.S. Bank totaling \$3,358.76:

Microsoft	Office 365 Online Services	\$135.00
Microsoft	Office 365 Subscription / May - June 2025	\$1,025.00
Zoom	Video Conferencing	\$31.98
Sinch Mailgun	Computer Software	\$35.00
Hightail	Computer Software	\$15.00
League of California Cities	Quarterly Meeting / Conners & McCary	\$60.00
Home Depot	Landscaping Supplies	\$111.42
OC Parking	Parking	\$6.00
GoDaddy.com	Website Services	\$299.99
Global Industries	Office Supplies	\$527.92
Allied Products	Office Supplies	\$140.02
Elkay	Office Supplies	\$208.47
USPS	Postage	\$110.10
Stamps.com	Postage	\$30.99
Flowerful	Memorial Day Service Wreath	\$440.71
Safety Products	Fleet Vehicle Supplies	\$181.16
		Total Credit Card Reimbursement:
		\$3,358.76

**CITY OF LAGUNA WOODS
PAYMENT REGISTER
AUGUST 20, 2025**

This Report Covers the Period 7/01/2025 through 7/31/2025

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: 2025.08.14
15:57:39 -07'00'

Elizabeth Torres, Administrative Services Director/City Treasurer

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7.3
FISCAL YEARS 2025-27 BUDGET
ADJUSTMENTS

**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, ADJUSTING THE ASSIGNED RESERVE BALANCES FOR THE PAID LEAVE CONTINGENCY RESERVE AND THE GENERAL FUND CONTINGENCY RESERVE FOR FISCAL YEAR 2025-26

WHEREAS, the Fiscal Years 2025-26 Budget (“Budget”) was adopted by the City Council on June 25, 2025; and

WHEREAS, the Budget includes contingency funds for paid leave, self-insurance, and General Fund purposes; and

WHEREAS, in accordance with Administrative Policy 2.9, the Budget was adopted with an overall target for committed and assigned reserves in an amount equal to 50% of the adopted General Fund revenue budget for Fiscal Year 2025-26, less any one-time revenues and non-operating revenues, based on information available as the adoption of the Budget; and

WHEREAS, in accordance with Administrative Policy 2.9, the Budget was adopted with an estimate of the assigned reserve balance for the Paid Leave Contingency Reserve for Fiscal Year 2025-26, subject to finalization by City Council action after fiscal-year-end calculations are available; and

WHEREAS, Fiscal Year 2025-26 year-end calculations for the Paid Leave Contingency Reserve are now available and staff has recommended an increase in its assigned reserve balance for Fiscal Year 2025-26, based on actual accrued paid leave balances for City employees as of June 30, 2025; and

WHEREAS, in accordance with Administrative Policy 2.9, adjustment of the assigned reserve balance for the Paid Leave Contingency Reserve also affects the assigned reserve balance for the General Fund Contingency Reserve; and

WHEREAS, the assigned reserve balance adjustments recommended by staff would increase and finalize the assigned reserve balance for the Paid Leave Contingency Reserve for Fiscal Year 2025-26 by \$10,795 and reduce the assigned reserve balance for the General Fund Contingency Reserve for Fiscal Year 2025-26 by \$10,795, with no change to total committed and assigned reserves for Fiscal Year 2025-26.

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

SECTION 1. Section 3 of Resolution No. 25-18 is hereby amended, in its entirety, to read as follows:

The General Fund assigned reserves authorized are:

	<i>Fiscal Year 2025-26</i>	<i>Fiscal Year 2026-27</i>
Paid Leave Contingency Reserve	\$147,189	\$136,394
Self-Insurance Contingency Reserve	\$500,000	\$500,000
General Fund Contingency Reserve	\$4,004,411	\$4,126,206
TOTAL	\$4,651,600	\$4,762,600

Assigned reserves shall be maintained, administered, and expended in accordance with Administrative Policy 2.9.

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

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7.4 PAVEMENT MANAGEMENT PLANNING SERVICES

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

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**AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
KIMLEY-HORN AND ASSOCIATES, INC.
FOR PAVEMENT MANAGEMENT PLANNING SERVICES**

This AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT"), is made and entered into this _____ ("EFFECTIVE DATE"), by and among the City of Laguna Woods, a California municipal corporation ("CITY"), and Kimley-Horn and Associates, Inc. ("CONSULTANT").

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

SECTION 1. TERM OF AGREEMENT.

Subject to the provisions of SECTION 17 "TERMINATION OF AGREEMENT" of this AGREEMENT, the term of this AGREEMENT shall be for a period beginning on EFFECTIVE DATE and ending at 11:59 p.m. on February 28, 2026. Such term may be extended upon written agreement of both parties to this AGREEMENT.

SECTION 2. SCOPE OF SERVICES.

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

SECTION 3. ADDITIONAL SERVICES.

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

SECTION 4. COMPENSATION AND METHOD OF PAYMENT.

(a) Subject to any limitations set forth in this AGREEMENT, CITY agrees to pay CONSULTANT the amounts specified in EXHIBIT "B" "COMPENSATION" and made a part of this AGREEMENT. CONSULTANT shall perform work only as requested by CITY. This

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

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

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

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

SECTION 5. INSPECTION AND FINAL ACCEPTANCE.

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

SECTION 6. OWNERSHIP OF DOCUMENTS.

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

SECTION 7. CONSULTANT'S BOOKS AND RECORDS.

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

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

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

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

SECTION 8. STATUS OF CONSULTANT.

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

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

ITEM 7.4

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

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

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

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

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

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

SECTION 9. STANDARD OF PERFORMANCE.

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

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

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

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

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

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

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

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

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

SECTION 11. CONFLICTS OF INTEREST.

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

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

SECTION 12. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION.

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

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

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

CONSULTANT's conduct.

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

SECTION 13. INDEMNIFICATION.

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

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

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

CITY's sole negligence or willful acts or omissions.

SECTION 14. INSURANCE.

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

SECTION 15. ASSIGNMENT.

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

SECTION 16. CONTINUITY OF ASSIGNED EMPLOYEES.

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

SECTION 17. TERMINATION OF AGREEMENT.

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

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

Laguna Woods, CA 92637

To CONSULTANT: Kimley-Horn and Associates, Inc.
ATTN: President
1100 W Town & Country Road, Suite 700
Orange, CA 92868

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

SECTION 22. AUTHORITY TO EXECUTE.

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

SECTION 23. BINDING EFFECT.

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

SECTION 24. MODIFICATION OF AGREEMENT.

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

SECTION 25. WAIVER.

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

SECTION 26. LAW TO GOVERN; VENUE.

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

SECTION 27. ATTORNEYS FEES, COSTS, AND EXPENSES.

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

SECTION 28. ENTIRE AGREEMENT.

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

SECTION 29. SEVERABILITY.

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

SECTION 30. NO THIRD-PARTY BENEFICIARIES.

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

SECTION 31. COUNTERPARTS.

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

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

CITY OF LAGUNA WOODS:

CONSULTANT:

Christopher Macon, City Manager

Fareed Pittalwala, Vice President

Approved as to Form:

Alisha Patterson, City Attorney

EXHIBIT "A"
SCOPE OF SERVICES

CONSULTANT shall perform and complete pavement management planning services by providing all labor, tools, equipment, materials, and supplies necessary to complete work in a professional, thorough, and timely manner, in accordance with standards and specifications as contained in this AGREEMENT.

CONSULTANT shall update CITY's Pavement Management Plan in a manner that meets Orange County Transportation Authority ("OCTA") guidelines related to Measure M2 eligibility.

Four streets within CITY's roadway network (El Toro Road, Moulton Parkway, Ridge Route Drive, and Santa Maria Avenue) are to be assessed according to OCTA pavement rating protocols. Those four streets consist of approximately 9.8 centerline miles across 45 pavement sections of asphalt streets and are part of the Master Plan of Arterial Highways.

Table 1: CITY's Roadway Network – Detail

Street Name	Sections	Approximate Miles	Approximate Area (Square Feet)
El Toro Road	22	4.89	1,097,224
Moulton Parkway	14	3.39	773,683
Ridge Route Drive	1	0.08	16,040
Santa Maria Avenue	8	1.46	220,001
Total	45	9.82	2,106,948

CONSULTANT's services shall include the following tasks:

Task 1 – Project Management and Administration

CONSULTANT shall hold a kickoff meeting with CITY staff to review schedule, budget, project documents, project goals, deliverable format, and responsibilities. CONSULTANT shall monitor project progress and maintain project files to ensure that the pavement assessment process and Pavement Management Plan report conform with OCTA guidelines.

Deliverables

- Kickoff meeting agenda and minutes (PDF)
- Regular project updates (frequency to be determined at kickoff meeting)
- Monthly invoicing

Task 2 – Records Review

CONSULTANT shall review roadway maintenance and rehabilitation activities conducted by CITY since the last Pavement Management Plan update. CONSULTANT shall update CITY's PAVER database with work history for street segments that have been rehabilitated since the last

update. CONSULTANT shall rely on the completeness and accuracy of CITY's current PAVER database. CONSULTANT shall review project bid tabs from recent rehabilitation projects and update PAVER with current unit costs if needed.

Deliverables

- Updated work history (XLSX)
- Exhibit showing assessment scope (PDF)
- Exhibit showing recent work history (PDF)

Task 3 – Pavement Condition Surveys

CONSULTANT shall collect and record pavement distress data per the guidance provided in the ASTM D6433 standard of practice and OCTA guidelines. CONSULTANT shall collect pavement distress data using a data collection method approved by OCTA. CONSULTANT shall inspect pavement sections using a minimum sampling rate of 25%. CONSULTANT shall store captured data in tablet PCs and conduct an initial quality control of the data prior to import into PAVER.

CONSULTANT shall import pavement distress data into CITY's PAVER database for calculation of Pavement Condition Index ("PCI") values. Any discrepancies noted by CONSULTANT between the information presented in the database (e.g., dimensions, surface type) and actual field conditions shall be coordinated with CITY and corrected as needed. CONSULTANT shall not make corrections or changes to the database without prior CITY staff approval.

Deliverables

- Condition summary (XLSX)
- Exhibit showing current conditions (PDF)

Task 4 – Analysis and Reporting

CONSULTANT shall use PAVER to forecast future PCI values for each segment and create OCTA-required budget scenarios for each network utilizing the latest version of PAVER. CONSULTANT shall coordinate with CITY staff to develop a 10-year maintenance and rehabilitation strategy that shall include treatment type, year, and cost for segments in the Pavement Management Plan.

CONSULTANT shall prepare a final Pavement Management Plan report and other required submittal items per OCTA guidelines. The report shall discuss data collection methods, findings, and recommendations. The report shall be revised based on OCTA and CITY comments.

Deliverables

- Updated PAVER database (.e70, CD)
- Budget analysis scenarios (saved within .e70 file)

- Pavement Management Plan report (3 hard copies, PDF)

Services Not Included

The following services, and any other services not included in tasks 1-4, are not included in this AGREEMENT:

- Condition assessment beyond the mileage identified in this EXHIBIT “A”
- Geotechnical evaluations
- Structural evaluations

Additional Services

Any services not specifically provided for in this EXHIBIT “A” shall be billed as additional services and performed at CONSULTANT’s then-current hourly rates, subject to CITY’s prior written approval. Additional services may include, but are not limited to, the following:

- PAVER decision tree development
- Additional PAVER budget scenarios
- Pavement management software optimization

Information Provided By CITY

CONSULTANT may rely on the completeness and accuracy of information provided by CITY or CITY’s consultants or representatives to aid in updating the Pavement Management Plan.

CITY shall provide information as requested by CONSULTANT to aid in updating the Pavement Management Plan (to the extent such information is available and subject to public disclosure) including, but not limited to, the following:

- PAVER database
- Project bid tabs
- Recent work history (since last Pavement Management Plan update)
- Relevant Geographic Information System (“GIS”) files

EXHIBIT "B"
COMPENSATION

For tasks 1-4, CONSULTANT shall be compensated on a fixed fee basis in an amount not-to-exceed \$27,500. Task estimates are as follows:

Task 1 – Project Management and Administration	\$4,000
Task 2 – Records Review	\$3,000
Task 3 – Pavement Condition Surveys	\$14,500
Task 4 – Analysis and Reporting	<u>\$6,000</u>
Total Lump Sum Fee	\$27,500

Additional Services, as described in EXHIBIT “A”, shall be billed at CONSULTANT’s then-current hourly rates, subject to CITY’s prior written approval.

EXHIBIT "C"
INSURANCE

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

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

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

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

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

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

(5) Professional liability insurance.

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

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

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

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

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

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

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

2. General Liability and Automobile Liability Coverages.

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

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

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

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

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

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

ITEM 7.4

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

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

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

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

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**8.1
FALSE SECURITY SYSTEM ALARM FEES**

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: August 20, 2025 Regular Meeting

SUBJECT: False Security System Alarm Fees

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 INCREASED FALSE SECURITY SYSTEM ALARM FEE, AND DETERMINING AND CERTIFYING THAT THE FEE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Background

The County of Orange's practice is to charge fees to recover the reasonable costs of the Orange County Sheriff's Department's response to the third and subsequent false security system alarms at the same residence or business in a calendar year, as well as for response to intentionally set false security system alarms. For unincorporated areas, the Orange County Board of Supervisors adopts such fees.

Cities that receive law enforcement services from the Orange County Sheriff's Department have the option of adopting similar false security system alarm fees as the County of Orange charges in unincorporated areas. If adopted, those fees are collected by the County of Orange and passed through to cities as a credit against law enforcement costs. In Laguna Woods, the existing false security system alarm fee is \$141, as adopted by the City Council on September 16, 2020.

State law prohibits the City from charging fees in excess of its reasonable costs (in this case, its law enforcement-related costs). While the City may charge less than its reasonable costs, the practical implication of doing so is that subsidies would then be borne by taxpayers as law enforcement resources are diverted to respond to repeated or intentionally set false security system alarms at the City's expense.

Discussion

At today's meeting, the City Council will conduct a public hearing regarding a proposed increase of the false security system alarm fee (Attachment A). After the public hearing, the City Council will consider adopting the increased false security system alarm fee. Staff recommends that the City Council adopt the proposed fee schedule with an effective date of September 8, 2025.

The proposed fee schedule would increase the false security system alarm fee from \$141 to \$209 per response. The proposed \$209 fee is based on an Orange County Sheriff's Department cost study that calculated the reasonable cost of responding to applicable false security system alarms (Attachment B) and the Orange County Board of Supervisor's subsequent adoption of a fee for such response, including findings of compliance with Section 1(e)(2) of Article XIIC of the California Constitution (Attachment C).

As is the case in unincorporated areas, the false security system alarm fee is only charged in the following circumstances:

- For the Orange County Sheriff's Department's response to the third and subsequent false security system alarms at the same residence or business in a calendar year; and
- For the Orange County Sheriff's Department's response to an intentionally set false security system alarm.

The false security system alarm fee is charged to homeowners and businesses responsible for security systems. In Laguna Woods, the majority of false security system alarms resulting in fees being charged have involved business properties.

Environmental Review

The City Council is asked to find that the proposed action is not subject to the California Environmental Quality Act (Pub. Resources Code, Sec. 21000 et seq.) ("CEQA") pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3. CEQA Guideline section 15378(b)(4) excludes "government funding mechanisms or other government fiscal activities" from its definition of "project" when they "do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment," as is the case here.

The City Council is also asked to find that, even if the proposed action were subject to CEQA, it would be categorically exempt under CEQA Guideline section 15273, which applies to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by the City, when such charges are for the purpose of (1) meeting operating expenses, including employee wage rates and fringe benefits, and (2) purchasing or leasing supplies, equipment, or materials – as is the case with the false security system alarm fee.

Finally, the City Council is asked to find that the proposed action is exempt from CEQA based on CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

Fiscal Impact

As proposed, the false security alarm fee would increase by \$68 (or, approximately

48%) to recover the City's reasonable costs associated with the Orange County Sheriff's Department's response to false security system alarms. While the number of false security system alarms resulting in fees being charged has historically been low, the recommendation would nonetheless result in a small amount of additional revenue to offset law enforcement costs.

According to information obtained from the Orange County Sheriff's Department, in Fiscal Year 2023-24 there were 16 false security system alarms resulting in fees being charged, for a total invoiced amount of \$2,256. At the proposed \$209 fee, the total invoiced amount would have been \$3,344 (an increase of \$1,088).

Once fees are collected, the County of Orange passes 100% of the revenue through to the City as a credit against law enforcement costs two years in arrears. The credit to Fiscal Year 2025-26 law enforcement costs totals \$2,256.

Report Prepared With: James Haston, Assistant to the City Manager

Attachments: A – Proposed Resolution
Exhibit A – Proposed False Security System Alarm Services Fee Schedule
B – Orange County Sheriff's Department Cost Study dated April 11, 2025
C – Orange County Board of Supervisors Resolution No. 25-081

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AN INCREASED FALSE SECURITY SYSTEM ALARM FEE, AND DETERMINING AND CERTIFYING THAT THE FEE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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

WHEREAS, the City charge fees to recover the reasonable costs of the Orange County Sheriff’s Department’s response to the third and subsequent false security system alarms at the same residence or business in a calendar year, as well as for response to an intentionally set false security system alarm, which costs would otherwise be incurred by the City; and

WHEREAS, the current False Security System Alarms Fee Schedule was adopted by the City Council on September 16, 2020 by Resolution No. 20-44; and

WHEREAS, the Orange County Sheriff’s Department prepared a cost study dated April 11, 2025 that calculated the reasonable cost of responding to applicable false security system alarms in the amount of \$209; and

WHEREAS, on June 24, 2025, via Resolution No. 25-081, the Orange County Board of Supervisors adopted a false security alarm fee based on the aforementioned Orange County Sheriff’s Department cost study and, in doing so, made findings of compliance with Section 1(e)(2) of Article XIIC of the California Constitution; and

WHEREAS, the City Council conducted a duly noticed public hearing at its regular meeting on August 20, 2025 regarding the proposed adoption of an increased false security system alarm fee; and

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

WHEREAS, the fee that is included on the False Security System Alarm

Services Fee Schedule attached hereto as Exhibit A was made available to the public at and from Laguna Woods City Hall, as well as on the City’s website, beginning on August 7, 2025; and

WHEREAS, after consideration of the information provided by City staff, the attachments to the agenda report for the August 20, 2025 public hearing, the City’s costs to provide false security system alarm response services, and all public comments and testimony received, the City Council finds that it is in the best interest of the City to adopt an increased fee for false security system alarms.

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

SECTION 1. The False Security System Alarms Fee Schedule attached hereto as Exhibit A is hereby adopted to be effective beginning on September 8, 2025. In adopting such fee, the City Council finds that the amount of the fee does not exceed the reasonable costs of providing the services for which the fee is charged.

SECTION 2. Upon the effective date of the False Security System Alarm Services Fee Schedule attached hereto as Exhibit A, all previous false security system alarm services fees adopted by resolution of the City Council shall be repealed including, without limitation, Resolution No. 20-44.

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

After reviewing the entire project record, the City Council also hereby determines and certifies that, even if the proposed action were subject to CEQA, it would be categorically exempt under CEQA Guideline section 15273, which applies to the

establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by the City, when such charges are for the purpose of (1) meeting operating expenses, including employee wage rates and fringe benefits, and (2) purchasing or leasing supplies, equipment, or materials – as is the case with the false security system alarm fee.

Finally, after reviewing the entire project record, the City Council also hereby determines and certifies that the proposed action is exempt from CEQA based on CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 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
FALSE SECURITY SYSTEM ALARM SERVICES**

Fee Schedule

Effective beginning on September 8, 2025

False Security System Alarm Services	
DESCRIPTION	FEE
For the Orange County Sheriff's Department's response to the third and subsequent false security system alarms at the same residence or business in a calendar year, or to an intentionally set false security system alarm	\$209 per response

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**EXHIBIT IV
FEE CHECKLIST FOR ASR SUBMISSION**

DESCRIPTION

County Agencies & Departments are generally responsible for all aspects of their fees. **Three weeks** prior to filing the ASR for proposed fee updates with the Clerk of the Board, the department/agency must submit the ASR, Fee Checklist, and appropriate documentation to allow adequate time for the CEO and Auditor-Controller to perform a limited review. The Fee Checklist signed by both the CEO and Auditor-Controller must be attached to the ASR.

DEPT./AGENCY: SHERIFF CORONER DEPARTMENT DATE: 4/11/2025
 DEPT./AGENCY CONTACT: NOMA M. CROOK PHONE NO.: 714-834-6681

Description of proposed fee contained in ASR:
 Increase False Alarm fee from \$141 to \$209 for responding to the third and subsequent false alarm at a resident or a business in a calendar year. The fee affects the unincorporated areas of Orange County as well as any potential Contract City that adopts the rate.

Amount of annual revenue related to this proposal:
 \$35,321

Answer the following questions and check appropriate boxes.

Check One
 YES NO N/A

BACKGROUND:

- 1. Is this a revision of existing fee(s)? If YES, when were the fee(s) last revised?
07/28/2020
Attach a fee schedule that includes a comparison between current and proposed fees.
- 2. Are there any new fee(s)?
- 3. When will the fee(s) be effective?
 Date: 7/1/2025

LEGAL CONSIDERATIONS:

- 4. Has legal authority for the fee been reviewed?
- 5. Is the fee request consistent with the legal authority to levy?
- 6. Cite the legal authority of the fee and attach a copy of the reference code(s).
Resolution No. 88-527 dated April 20, 1988, implemented false alarm of \$30 for the third and subsequent response to a false alarm at a business or resident in a calendar year.
Resolution No. 91-179, dated February 26, 1991, increase false alarm fees of \$30 to \$56 for the third and subsequent response to a false alarm at a business or resident in a calendar year.
Resolution No. 00-336, dated August 22, 2000, increase false alarm fees of \$56 to \$64 for the third and subsequent response to a false alarm at a business or resident in a calendar year.
Resolution No. 08-157, dated December 16, 2008, increase false alarm fee of \$64 to \$85 for the third and subsequent response to a false alarm at a business or resident in a calendar year.
Resolution No. 20-106, dated July 28, 2020, increase false alarm fee from \$85 to \$141 for the third and subsequent response to a false alarm at a business or resident in a calendar year.
- 7. Does the fee(s) meet one of Proposition 26's exceptions (Note 1)?
 If "NO" is checked, please contact your CEO Budget Analyst.
 If "YES" is checked, please list the exception(s). If necessary, please provide attachments.
California Constitution Section 1 of Article XIII(C):
(E)(2) - A charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable cost to the local government of providing the service or product.
(E)(3) - A charge imposed for the reasonable regulatory costs to the local government for issuing license and permits, performing investigations, inspections, and audits, enforcing agriculture marketing orders, and the administrative enforcement and adjudication thereof.
- 8. Is the drafted Board Resolution or ordinance language (if required) attached?



**EXHIBIT IV
FEE CHECKLIST FOR ASR SUBMISSION**

COMMUNICATIONS

9. List county and non-county departments, agencies, organization and/or communities impacted by the fee(s), if applicable
- Businesses and homeowners of Unincorporated areas of Orange County and any potential
- a. Contract Cities that adopt the rate Have they been notified?
- Has the fee been coordinated with them?
10. Have all advisory board and public hearing concurrencies been finalized?

FEE CALCULATIONS

11. Is full cost recovery planned in the fee calculation? If not, Please provide an explanation.
12. Are the proposed fee(s) derived from a cost basis analysis? If YES, Please complete questions 13 through 16. If NO, please provide explanation.
13. Is agency/department indirect cost included in the fee calculation?
14. Is the County General support service costs as determined by the County Wide Cost Allocation Plan (CWCAP) included in the fee calculation?

15. Identification of the costs related to this fee proposal:

Personnel (Salaries & Employee Benefits)	\$	28,701.00
Services and Supplies	\$	651.00
Equipment	\$	
Department/Agency Indirect Costs	\$	5,148.00
County General support service costs (CWCAP)	\$	206.00
Other	\$	615.00
Total	\$	35,321.00

16. *Initial Fiscal Year

Costs:	\$	35,321.00
Revenue:	\$	35,321.00
NCC:	\$	

*Projected Fiscal Year

Costs:	\$	35,321.00
Revenue:	\$	35,321.00
NCC:	\$	

* Costs, revenue, and NCC including cost and revenue related to this fee update.

17. Revenue Coding:

FUND	DEPT	BUDGET CONTROL	UNIT	REVENUE SOURCE	DEPT REVENUE SOURCE
100	060	060	1411	7460	6014
100	060	060	1412	7460	6014
100	060	060	1413	7460	6014



EXHIBIT IV
FEE CHECKLIST FOR ASR SUBMISSION

Dept./Agency Authorized Signature Norma M. Crook Print Name: NORMA M. CROOK Date: 4/24/25

Auditor-Controller Signature [Signature] Print Name: JIM CHRISTIANSON Date: 5/2/25

CEO Signature [Signature] Signed by: Diana Chepi Print Name: Diana Chepi Date: 5/5/2025

Note 1: California State Constitution, Article XIII C, § 1 (e), 2(d), (Proposition 26, November 3, 2010)
Requires a fee or charge that does not fall within the seven exceptions listed in Proposition 26 is deemed a tax which must be approved by the voter.

**ORANGE COUNTY SHERIFF DEPARTMENT
FEE CHECKLIST CALCULATION
FY 2025-26**

	Total Costs	# of False Alarm
		169
Personnel (Salaries & Employee Benefits)	\$ 169.86	\$ 28,701.00
Services and Supplies	\$ 3.85	\$ 651.00
Equipment	\$ -	\$ -
Department/Agency Indirect Costs	30.46	\$ 5,148.00
County General support service costs (CWCAP)	\$ 1.22	\$ 206.00
Other	\$ 3.64	\$ 615.00
Total	<u>\$ 209.03</u>	<u>\$ 35,321.00</u>

Orange County Sheriff-Coroner Department
False Alarm Fee Cost Study
Position Cost - Deputy Sheriff II
FY 2025-26
(Based on FY 2025-26 rate)

	RATES	HOURS	Deputy Sheriff II	Cost Per Alarm Call
RESPONSE TIME PER FALSE ALARM				1.05 ^[2]
PRODUCTIVE HOURLY RATE				1.1793 ^[3]
I. DIRECT COSTS				
A. SALARIES AND BENEFITS				
1. SALARIES & WAGES				
REGULAR TIME	\$ 69.59 ^[1]	2,088 ^[1]	\$ 145,304	\$ 86.17
OVERTIME			-	
BILINGUAL PAY			-	
POST PAY	\$ 9,345 ^[1]	/ year / person	9,345	5.54
EDIP (Educational Incentive Pay)			-	
Total Salaries and Wages			\$ 154,649	\$ 91.71
2. BENEFITS				
RETIREMENT	57.760% ^[1]		\$ 89,325	\$ 52.97
RETIREMENT DEFINED CONTRIBUTION	5.000% ^[1]		7,265	4.31
RETIREMENT(STAR COLA)	0.025% ^[1]		36	0.02
UNEMPLOYMENT	0.080% ^[2]		124	0.07
SALARY CONTINUANCE BENEFITS	- ^[7]		-	-
GROUP INSURANCE	\$ 1,685.91 ^[1]	/ month / person	20,231	12.00
DENTAL INSURANCE	- ^[1]		-	-
LIFE INSURANCE	- ^[1]		-	-
AD&D	\$ 24.00 ^[1]	/ year / person	24	0.01
HEALTH & WELFARE	\$ 52.00 ^[1]	/ month / person	624	0.37
WORKERS' COMPENSATION	8.210% ^[1]		11,929	7.07
MEDICARE	1.450% ^[1]		2,242	1.33
Total Benefits			\$ 131,800	\$ 78.15
TOTAL SALARIES & BENEFITS			\$ 286,449	\$ 169.86
B. SERVICES & SUPPLIES				
SERVICES & SUPPLIES			\$ 1,576 ^[4]	\$ 0.93
LIABILITY INSURANCE	\$ 4,916 ^[1]	/ year / person	4,916	2.92
TOTAL SERVICES & SUPPLIES			\$ 6,492	\$ 3.85
TOTAL DIRECT COSTS (Total of Salaries & Benefits + Services & Supplies)			\$ 292,941	\$ 173.71
II. INDIRECT COSTS				
CWCAP			\$ 2,057 ^[5]	\$ 1.22
DEPT OH	\$ 10,616 ^[1]	/ year / person	10,616	6.30
TRAINING OH	\$ 4,753 ^[1]	/ year / person	4,753	2.82
DIVISION OH + CAPTAIN			35,986 ^[6]	21.34
TOTAL INDIRECT COSTS			\$ 53,412	\$ 31.68
TOTAL DIRECT AND INDIRECT COSTS			\$ 346,353	\$ 205.39
III. TRANSPORTATION COST				
CLASS A VEHICLE	\$ 2.08 ^[7]	Miles 1.75	\$ 4	\$ 3.64
TOTAL COSTS			\$ 346,356	\$ 209.03

Notes:

[1] Cost of a DSII is based on the average from the FY 2025-26 LEC for North and South Patrol.

[2] Cost per Alarm Call is based on response time and calculated as follows:

Response and Drive Time	33.37
Divided by: (60 minutes in one hour)	60
Quotient	0.56
Multiply by:	1.88
Product	1.05

[3] FY 2025-26 Productive Hourly Rate - Sworn (PO, SP, GM & GS)

[4] Supporting Calculations - LEC Personnel Costs

[5] FY 2025-26 Second Estimate

LEC Contract Cities	Services & Supplies	CWCAP	Division OH & Commander
Aliso Viejo	4,026	1,949	35,369
Lake Forest	2,740	1,933	30,112
San Clemente	-	1,840	25,320
Stanlon	-	1,871	29,666
Yorba Linda	-	1,794	22,325
Villa Park	2,690	2,954	73,124
Totals	9,456	12,341	215,916
Divide by:	6	6	6
Average	1,576 ^[4]	2,057 ^[5]	35,986 ^[6]

[7] Transportation cost is part of S&S but does not include productive rate.

ORANGE COUNTY SHERIFF DEPARTMENT
FALSE ALARM REVENUE COMPARISON
FY 2025-26

DEPT REV	CITY	FY 2023-24 NUMBER OF FALSE ALARM	TOTAL REVENUE AT CURRENT RATE OF \$141 / ALARM	TOTAL REVENUE AT PROPOSED RATE OF \$209 / ALARM	REVENUE INCREASE / (DECREASE)
7460					
6014	North & South Patrol	169	23,885 \$	35,321 (1) \$	11,436

(1) Current revenue divided by current fee for total calls then multiplied by the proposed fee.

Z:\FEES\FALSE ALARM\FY 2025-26\
False Alarm 2025-26 - Final
5. False Alarm Rev Comp

Prepared by: J.A.
Reviewed by: JH
Approved by: JH
Date Printed: 4/15/2025

RESOLUTION OF THE BOARD OF SUPERVISORS OF
ORANGE COUNTY, CALIFORNIA

June 24, 2025

WHEREAS, Section 5-3-307 of the Orange County Codified ordinances establishes that the Sheriff-Coroner shall collect costs for responding to a false alarm; and

WHEREAS, by Resolution No. 88-527, the Board of Supervisors established a fee in the amount of \$30.00 for the Sheriff's Department's response to false security system alarms; and

WHEREAS, by Resolution No. 91-179, the Board of Supervisors increased said fee to \$56.00 to reflect full cost recovery; and

WHEREAS, by Resolution No. 00-336, the Board of Supervisors increased said fee to \$64.00 to reflect full cost recovery; and

WHEREAS, by Resolution No. 08-157, the Board of Supervisors increased said fee to \$85.00 to reflect full cost recovery; and

WHEREAS, by Resolution No. 20-106, the Board of Supervisors increased said fee to \$141 to reflect full cost recovery; and

WHEREAS, the Sheriff's Department is proposing to further increase the fee charged for response to the third and subsequent false security system alarms at the same residence or business in a calendar year or response to an intentionally set false alarm so as to effect full recovery of the direct costs of responding to such false alarm;

WHEREAS, the Sheriff's Department has conducted a cost study showing that the current cost for responding to such false alarms is \$209; and

WHEREAS, a Notice of Public Hearing with respect to the proposed revised fee was given according to law; and

WHEREAS, a Public Hearing pertaining to said proposed revised fee was held on June 24, 2025.

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors does hereby

1. Find that adoption of this Resolution approving the fee is statutorily exempt from the provisions of the California Environmental Quality Act pursuant to Section 21080(b)(8) of the Public Resources Code and Section 15273 of the CEQA Guidelines as the establishment or modification of rates, fees and charges which are for the purpose of meeting operating expenses, including employee wage rates and fringe benefits, and purchasing or leasing supplies, equipment or materials.
2. Find that the fee meets the requirements set forth in subdivision (e)(2) to Section 1 of Article XIIC of the California Constitution and is therefore exempt from the definition of a tax as used therein.
3. Find that the revenue resulting from the fee established pursuant to this Resolution will not exceed the Sheriff's reasonable cost to respond to the third and subsequent false alarm at the same residence or business within a calendar year, or an intentionally set false alarm.
4. Approve, effective July 1, 2025, a fee of \$209 will be charged for the third and subsequent false alarm at the same residence or business that is responded to by the Sheriff's Department within a calendar year or for any intentionally set false alarm. The fee is only in effect in the unincorporated areas of the County.

IT IS FURTHER RESOLVED that this Resolution supersedes all previous resolutions on the subject.

The foregoing was passed and adopted by the following vote of the Orange County Board of Supervisors, on June 24, 2025, to wit:

AYES: Supervisors: KATRINA FOLEY, DONALD P. WAGNER, JANET NGUYEN
VICENTE SARMIENTO, DOUG CHAFFEE
NOES: Supervisor(s):
EXCUSED: Supervisor(s):
ABSTAINED: Supervisor(s):

Doug Chaffee
CHAIR

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, ROBIN STIELER, Clerk of the Board of Orange County, California, hereby certify that a copy of this document has been delivered to the Chairman of the Board and that the above and foregoing Resolution was duly and regularly adopted by the Orange County Board of Supervisors

IN WITNESS WHEREOF, I have hereto set my hand and seal.

Robin Stieler
ROBIN STIELER
Clerk of the Board
County of Orange, State of California



Resolution No: 25-081
Agenda Date: 06/24/2025
Item No: 79



I certify that the foregoing is a true and correct copy of the Resolution adopted by the Board of Supervisors, Orange County, State of California

Robin Stieler, Clerk of the Board of Supervisors
DocuSigned by:
By: *Benjamin Acosta*
Deputy
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8.2 PEDESTRIAN, BICYCLE, AND SKATEBOARD REGULATIONS

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
FOR: August 20, 2025 Regular Meeting
SUBJECT: Pedestrian, Bicycle, and Skateboard Regulations

Recommendation

1. Receive staff report.

AND
2. Open public hearing.

AND
3. Receive public testimony.

AND
4. Close public hearing.

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 8.12 OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO PEDESTRIAN, BICYCLE, AND SKATEBOARD REGULATIONS

(INCLUDING, BUT NOT LIMITED TO, REGULATIONS PERTAINING TO PEDESTRIAN MOVEMENTS AND BICYCLES AND OTHER CONVEYANCES PROPELLED BY HUMAN POWER SUCH AS SKATEBOARDS AND ROLLER SKATES, AS WELL AS ELECTRIC BICYCLES), AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Background

The City’s existing pedestrian, bicycle, and skateboard ordinance is codified in Laguna Woods Municipal Code Chapter 8.12. It was adopted after incorporation and is largely based on the County of Orange’s then-current Code of Ordinances.

An “electric bicycle” is defined by California Vehicle Code Section 312.5 as “a bicycle equipped with fully operable pedals and an electric motor that does not exceed 750 watts of power.”

California Vehicle Code 21113 states that public agencies “may adopt rules or regulations to restrict, or specify the conditions for, the use of bicycles, motorized bicycles, electric bicycles, skateboards, electrically motorized boards, and roller skates on public property under the jurisdiction of that agency.”

On July 17, 2024, the City Council approved a response to the 2023-2024 Orange County Grand Jury report, “E-Bikes Friend or Foe.” The response stated that the City planned to adopt specific policies that define the rules of the road for use of electric bicycles in Laguna Woods.

Discussion

Today’s meeting is an opportunity for City Council action, as well as public input, on proposed modifications of Chapter 8.12 of Title 8 (Traffic Control) of the Laguna Woods Municipal Code (Attachment A). Staff recommends that the City Council conduct a public hearing and initiate the adoption process for the proposed ordinance in order to promote public health, safety, and welfare by regulating various movements and the use of various modes of transportation on public streets and other public property. The proposed ordinance is further intended to clarify and enhance ease of use and application of Title 8 of the Laguna Woods Municipal Code, both for internal parties and the public.

The proposed ordinance would add regulations regarding the use of electric bicycles on public streets and other public property (**it would not apply to private streets or private property – e.g., property inside Laguna Woods Village**). The proposed ordinance would also amend regulations pertaining to pedestrian movements and bicycles and other conveyances propelled by human power including, but not limited to, skateboards and roller skates.

Significant proposed modifications include, but are not limited to:

- Extension of the same five mile per hour speed limit that currently applies to bicycles being used on public sidewalks to electric bicycles being used on public sidewalks. The California Vehicle Code establishes other speed limits for the use of electric bicycles.
- Prohibition of the use of cellular telephones and other handheld electronic devices while riding a bicycle or electric bicycle, unless such devices are being used in a hands-free manner.
- Prohibition of bicycles or electric bicycles being left or otherwise placed on public streets or public rights-of-way in a manner that obstructs or impedes pedestrian or vehicular traffic.
- Prohibition of the unsafe use of electric bicycles, which may include any act in violation of the California Vehicle Code (e.g., speeding or riding without a helmet when required) or the following:
 - Intentionally lifting one or more wheels into the air.
 - Riding with or near any other electric bicycle more than two abreast.
 - Riding without due caution for pedestrians or vehicles, including failing to yield when required.
 - Riding against the flow of traffic in a bicycle lane.
 - Intentionally swerving or riding around stopped or slowed traffic.
 - Carrying passengers when the electric bicycle is not designed for carrying passengers.

- Standing on the seat of the electric bicycle while the electric vehicle is in motion.
- Failing to obey any sign posted by the City.
- Failing to obey any traffic signal or other traffic control device.
- Deletion of language that allowed the City Manager to unilaterally prohibit bicycle use on certain portions of sidewalk. The City Council would continue to be able to approve such prohibitions.

If the recommended action is taken at today's meeting, staff anticipates scheduling the second reading and consideration of adoption of the proposed ordinance for the City Council's next regular meeting on September 17, 2025. If adopted on September 17, 2025, the ordinance would take effect 30 days thereafter.

Environmental Review

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

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

Fiscal Impact

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

Documents Available for Review

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

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

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ORDINANCE NO. 25-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 8.12 OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO PEDESTRIAN, BICYCLE, AND SKATEBOARD REGULATIONS (INCLUDING, BUT NOT LIMITED TO, REGULATIONS PERTAINING TO PEDESTRIAN MOVEMENTS AND BICYCLES AND OTHER CONVEYANCES PROPELLED BY HUMAN POWER SUCH AS SKATEBOARDS AND ROLLER SKATES, AS WELL AS ELECTRIC BICYCLES), AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, staff has recommended amending Chapter 8.12 of Title 8 (Traffic Control) of the Laguna Woods Municipal Code (“Code Amendments”) to promote public health, safety, and welfare by regulating various movements and the use of various modes of transportation on public streets and other public property; and to clarify and enhance ease of use and application of Title 8 of the Laguna Woods Municipal Code, both for internal parties and the public; and

WHEREAS, on August 20, 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 Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 3. Chapter 8.12 of Title 8 (Traffic Control) 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.

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

SHARI L. HORNE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

APPROVED AS TO FORM:

ALISHA PATTERSON, City Attorney

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Ordinance No. 25-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2025, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2025 by the following vote to wit:

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

YOLIE TRIPPY, CMC, City Clerk

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**EXHIBIT A
CODE AMENDMENTS**

Chapter 8.12 (“Pedestrian, Bicycle, and Skateboard Regulations”) of Title 8 (“Traffic Control”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining, deletions shown with ~~strikethrough~~):

CHAPTER 8.12. - PEDESTRIAN, BICYCLE, AND SKATEBOARD REGULATIONS^{††}

Footnotes:

~~—(4)—~~

~~*State Law reference—Pedestrians, Vehicle Code § 21940 et seq.*~~

Sec. 8.12.010. - Bicycles operation.

~~(a) *Direction of travel.* Persons riding or operating a bicycle on a bicycle trail or path may proceed in either direction except on those trails or paths designated for one-way traffic by appropriate markings or signs defined by the direction of adjacent vehicular traffic.~~

~~(b) *Walking bicycles.* Bicycles may be walked subject to all provisions of law applicable to pedestrians.~~

(a) *Applicability.* This section applies to the use of “bicycles,” as that term is defined in the California Vehicle Code, as may change from time to time, on public streets and public right-of-way. This section does not apply to private streets or other private property.

(b) *Use on sidewalks.*

(1) Bicycles may be ridden on sidewalks at a speed not to exceed five miles per hour. When a bicycle is ridden, it must be ridden subject to all provisions of applicable law.

(2) Whenever any person is riding a bicycle on a sidewalk, such person shall yield to any and all pedestrians. A person riding a bicycle upon entering a roadway or driveway from a sidewalk shall yield to all vehicular traffic.

(3) Bicycles may be walked on sidewalks. When a bicycle is walked, it must be walked subject to all provisions of law applicable to pedestrians.

(c) *Obstruction prohibited.* No person shall leave or otherwise place a bicycle that is not being actively ridden in such a way as to obstruct or impede pedestrian or vehicular traffic.

(d) *Handheld electronic device use when riding prohibited.* No person shall ride a bicycle while using a cellular telephone or other handheld electronic device unless such device is specifically designed and configured to allow hands-free operation, and it is used in that manner while riding.

~~Sec. 8.12.020. – Bicycles on sidewalks.~~

~~(a) *Riding on sidewalks.* Bicycles may be ridden on all sidewalks at a speed not to exceed five miles per hour except upon sidewalks within a business district, upon sidewalks adjacent to any public school building when school is in session, recreation center when in use, church during services, over any pedestrian overcrossing or other sidewalk where prohibited by posted signs.~~

~~(b) *Director to designate prohibitions.* The City Manager or designee may designate and declare certain portions of sidewalk to be prohibited to bicycle use.~~

~~(c) *Director to post prohibitions.* The City Manager or designee is authorized to erect and maintain signs adjacent to sidewalks designating limits of bicycle prohibitions.~~

~~(d) *Yielding right-of-way.* Whenever any person is riding a bicycle upon a sidewalk, such person shall yield right-of-way to any and all pedestrians. A person riding a bicycle upon entering a roadway or driveway from a sidewalk shall yield to all traffic.~~

Sec. 8.12.020. - Electric bicycles.

(a) *Applicability.* This section applies to the use of “electric bicycles,” as that term is defined in the California Vehicle Code, as may change from time to time, on public streets and public right-of-way. This section does not apply to private streets or other private property.

(b) Use on sidewalks.

(1) Electric bicycles may be ridden on all sidewalks at a speed not to exceed five miles per hour. When an electric bicycle is ridden, it must be ridden subject to all provisions of applicable law.

(2) Whenever any person is riding an electric bicycle on a sidewalk, such person shall yield to any and all pedestrians. A person riding an electric bicycle upon entering a roadway or driveway from a sidewalk shall yield to all vehicular traffic.

(3) Electric bicycles may be walked on sidewalks. When an electric bicycle is walked, it must be walked subject to all provisions of law applicable to pedestrians.

(c) Speed limits on public streets. No person shall ride an electric bicycle assisted by a pedal and/or throttle assist at a speed in excess of applicable limits set forth in the California Vehicle Code.

(d) Unsafe riding prohibited. No person shall ride or operate an electric bicycle in an unsafe manner. For the purpose of this subsection, “unsafe manner” means any act or acts in violation of the Code, California Vehicle Code, or other applicable law. “Unsafe manner” also means riding or operating an electric bicycle in such a way as to constitute a danger to any person on the electric bicycle, any other person, or any animal.

(1) Examples of riding or operating an electric bicycle in an unsafe manner may include, but are not limited to, the following:

a. Intentionally lifting one or more wheels into the air. It is not a violation of this subsection if one or more wheels lose contact with the ground briefly due to the condition of the road surface or other circumstances beyond the control of the rider.

b. Riding with or near any other electric bicycle more than two abreast.

c. Riding without due caution for pedestrians or vehicles, including failing to yield when required.

d. Riding against the flow of traffic in a bicycle lane.

e. Intentionally swerving or riding around stopped or slowed traffic.

f. Carrying passengers when the electric bicycle is not designed for carrying passengers.

g. Standing on the seat of the electric bicycle while the electric bicycle is in motion.

h. Failing to obey any sign posted by the City.

i. Failing to obey any traffic signal or other traffic control device.

(e) *Obstruction prohibited.* No person shall leave or otherwise place an electric bicycle that is not being actively ridden in such a way as to obstruct or impede pedestrian or vehicular traffic.

(f) *Handheld electronic device use when riding prohibited.* No person shall ride an electric bicycle while using a cellular telephone or other handheld electronic device unless such device is specifically designed and configured to allow hands-free operation, and it is used in that manner while riding.

Sec. 8.12.030. - Skateboards, roller skates, and similar pedestrian traffic.

(a) No person shall ride a skateboard, roller skates, or other conveyance propelled by human power other than a bicycle or electric bicycle or cause or permit the same to roll or coast on ~~the roadway of any highway~~ a public street.

~~(b) The provisions of Subsection (a) shall not apply to cul-de-sacs where the length of the cul-de-sac is 500 feet or less.~~

(b) *Obstruction prohibited.* No person shall leave a skateboard, roller skates, or other conveyance propelled by human power other than a bicycle or electric bicycle laying on its side or in such a way as to obstruct or impede

pedestrian or vehicular traffic.

Sec. 8.12.040. - Pedestrian movements at intersections.

The ~~Department~~ City Manager is hereby authorized to place and maintain signs or markings to prohibit or to restrict pedestrian crossings at certain legs of intersections.

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9.1
LEAGUE OF CALIFORNIA CITIES 2025
GENERAL ASSEMBLY DELEGATES

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: August 20, 2025 Regular Meeting

SUBJECT: League of California Cities 2025 General Assembly Delegates

Recommendation

Appoint members of the City Council and/or staff to serve as a delegate, alternate delegate, and second alternate delegate at the League of California Cities' 2025 General Assembly.

Background

The League of California Cities ("Cal Cities") will host its annual General Assembly on October 10, 2025 at 8:30 a.m. in Long Beach. The General Assembly will take place during Cal Cities' 2025 Conference and Expo. Each year, member agencies appoint a delegate to debate and vote on policy matters on their behalf at the General Assembly. Member agencies may also appoint up to two alternate delegates. Delegates may be elected or appointed officials of the member agencies.

Discussion

Cal Cities has requested that the City Council appoint a delegate and up to two alternate delegates for the 2025 General Assembly, no later than September 24, 2025 (Attachment A). If only one member of the City Council and/or staff attends, there is no requirement to appoint alternates. If no member of the City Council and/or staff attends, there is no requirement to appoint delegates.

Mayor Pro Tem McCary plans to attend Cal Cities' 2025 Conference and Expo.

Fiscal Impact

Sufficient funds to support participation in the League of California Cities' 2025 General Assembly are included in the City's budget.

Attachment: A – Cal Cities 2025 Voting Delegate Information Packet



Council Action Advised by September 24, 2025

DATE: Wednesday, July 16, 2025

TO: Mayors, Council Members, City Clerks, and City Managers

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 8-10, 2025
Long Beach Convention Center**

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 10, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through [the online submission portal](#) by Wed., Sept. 24. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities](#) website.



For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 16, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 17, 7:30 a.m.-4:00 p.m. On Friday, Oct. 18, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 24. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.


How It Works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.



Policy Committees




The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.



During the Annual Conference and Expo


Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.




Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²



General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.
² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).

9.2

CITY MANAGER EMPLOYMENT AGREEMENT

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Alisha Patterson, City Attorney

FOR: August 20, 2025 Regular Meeting

SUBJECT: City Manager Employment Agreement

Recommendation

1. Approve Amendment No. 1 to the City Manager Employment Agreement with Christopher Macon and authorize the Mayor to execute Amendment No. 1, subject to approval as to form by the City Attorney.

AND

2. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 25-23, 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

AND

3. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2025-27 BUDGET AND WORK PLAN FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026,

AND FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCREASING GENERAL FUND APPROPRIATIONS TO PROVIDE THE COMPENSATION SET FORTH IN AMENDMENT NO. 1 TO THE CITY MANAGER EMPLOYMENT AGREEMENT

Background

Christopher Macon has been employed by the City of Laguna Woods since May 2007 (approximately 18 years) and has served as City Manager since August 2013 (approximately 12 years). The terms of Mr. Macon's service as City Manager are currently set forth in an employment agreement that was approved by the City Council on May 17, 2023 ("City Manager Employment Agreement").

Mr. Macon earned a Bachelor of Science in Organizational Management from the University of La Verne and a Master of Public Policy (MPP) from California State University, Northridge. He also completed a certificate in human resources management through the University of California, Irvine Extension.

Of Orange County's 34 city managers, Mr. Macon is currently the fourth longest tenured (based on experience as a city manager in Orange County). He will be the third longest tenured following another city manager's planned retirement in September 2025.

Mr. Macon is active regionally in the city manager profession, including leading the Orange County City Manager Association's ("OCCMA") negotiations with the County of Orange for a new countywide landfill disposal agreement, chairing OCCMA's Water Quality Committee, and serving as a member of the 800 MHz Countywide Coordinated Communications System Governance Committee and the Community Development Block Grant (CDBG) City Managers' Subcommittee.

Discussion

The proposed Amendment No. 1 to the City Manager Employment Agreement (Attachment A) would increase the City Manager's annual base salary by 8% from \$208,396.26 to \$225,067.96. The proposed increase is based on the City Council's evaluation of the City Manager's performance and follows consideration of other city manager compensation (Attachment E). The increase would be effective at the beginning of the next regular pay period (August 23, 2025). No other changes

would be made to the City Manager Employment Agreement.

The proposed resolution included as Attachment B would memorialize the City Manager's increased annual base salary in the City's employee compensation and benefits resolution. A redline version is included as Attachment C.

Fiscal Impact

The recommended action would increase the City Manager's annual base salary by \$16,671.70. Including required employer contributions, the total increased cost to the City is estimated to be \$19,094.10 annually (calculation notes below).

- Increased Annual Base Salary: \$16,671.70
- Increased California Public Employees' Retirement System ("CalPERS") Retirement Costs¹: \$2,180.66
- Increased Social Security Taxes²: -
- Increased Medicare Taxes³: \$241.74
- Increased State Payroll Taxes⁴: -

With the 2% annual base salary increase already included in the City Manager Employment Agreement (effective with the first pay period of each calendar year), the total increased cost to the City is estimated to be \$16,347 for Fiscal Year 2025-26 and \$19,674 for Fiscal Year 2026-27.

The proposed resolution included as Attachment D would increase General Fund appropriations by \$16,347 in Fiscal Year 2025-26 and \$19,674 in Fiscal Year 2026-27 to fund Amendment No. 1 to the City Manager Employment Agreement.

The unassigned General Fund balance includes sufficient funds to support the proposed increased costs. The fiscal years 2025-26 and 2026-27 General Fund operating budgets estimate revenue in excess of expenditures in the amounts of \$908,872 and \$583,734, respectively.

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

Attachments: A – Proposed Amendment No. 1 to City Manager Employment Agreement

¹ Calculated based on the 13.08% Fiscal Year 2025-26 employer rate for "classic" members

² Social Security taxes paid by the employer are currently calculated based on only the first \$176,100 of wages

³ Calculated based on the 1.45% Calendar Year 2025 employer tax rate

⁴ State payroll taxes paid by the employer are currently calculated based on only the first \$7,000 of wages

- B – Proposed Resolution (Compensation and Benefits)
- C – Proposed Resolution (Compensation and Benefits) - redline
- D – Proposed Resolution (Budget Adjustment)
- E – City Manager Compensation Comparison

AMENDMENT NO. 1 TO CITY MANAGER EMPLOYMENT AGREEMENT

This Amendment No. 1 to the City Manager Employment Agreement between the City of Laguna Woods (“City”) and Christopher Macon (“Manager”) (“Amendment No. 1”) is made this 20th day of August, 2025. City and Manager may be referred to herein individually as a “party” or collectively as the “parties.”

RECITALS

A. Manager has been employed by the City of Laguna Woods since May 2007 and has served as City Manager since August 2013.

B. On or about May 17, 2023, the Parties entered into that certain City Manager Employment Agreement between the City and Manager (“Agreement”).

C. Based on the City Council’s evaluation of Manager’s performance and following consideration of other city manager compensation, City desires to amend the Agreement to increase Manager’s annual base salary by eight percent (8%) from \$208,396.26 to \$225,067.96, starting August 23, 2025.

AMENDMENT

NOW, THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein by this reference, and the covenants and promises hereinafter contained, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties hereto agree to amend the Agreement as follows:

1. Salary Increase. Subsection (a) of Section 4 of the Agreement is hereby modified as follows (additions shown with underlining and deletions shown with ~~strike through~~):

4. SALARY AND OTHER COMPENSATION

(a) Salary. Commencing on ~~the Effective Date~~ August 23, 2025, City shall pay Manager an annual base salary, exclusive of benefits, in the sum of ~~One Hundred Ninety-Six Thousand Three Hundred Seventy-Six Dollars and Forty-Five Cents (\$196,376.45)~~ Two Hundred Twenty-Five Thousand Sixty-Seven Dollars and Ninety-Six Cents (\$225,067.96) per year, payable in installments at the same time and by the same methods as other City employees are regularly paid. Thereafter, such base salary amount shall be increased by two percent (2%), effective with the first pay period of June 2023, and annually thereafter, effective with the first pay period of each calendar year. City acknowledges that this base salary may be subject to increase based upon merit and performance. In addition thereto, Council shall conduct an annual performance evaluation of Manager as described in Section 7 below, and if a majority of Council deems Manager to have successfully performed up to the Anniversary Date may, in their sole and absolute discretion, grant Manager a discretionary bonus or increase in base salary or other benefits or compensation, based on merit and performance. Council and Manager agree to review Manager's compensation and benefits at the time of Manager's annual performance evaluation for each year this Agreement is in effect.

2. Effect of Amendment. Except as expressly provided in this Amendment No. 1, all of the terms, conditions, and provisions set forth in the Agreement, including exhibits to the Agreement, shall remain in full force and effect.

[End – Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth hereinabove.

CITY:

MANAGER:

Shari L. Horne
Mayor

Christopher Macon

Amendment No. 1 approved by the City Council in open session at a meeting on August 20, 2025.

ATTEST:

Yolie Trippy, CMC
City Clerk

APPROVED AS TO FORM:

Alisha Patterson
City Attorney

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RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 25-23 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. Resolution No. 25-23 is hereby repealed. The effective date of this resolution is August 23, 2025.

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	\$225,067.96 (<i>Existing</i>) \$229,569.32 (<i>Effective 12/13/25</i>)
Conservation Administrator	\$89,674.00 – \$125,543.60
Deputy City Clerk	\$76,375.00 – \$106,925.00
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
Senior Planner	\$89,918.40 – \$125,881.60
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. ~~25-1525-23~~ 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. Resolution No. ~~25-1525-23~~ is hereby repealed. The effective date of this resolution is ~~July 1~~August 23, 2025.

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 <u>225,067.96</u> (Existing) \$212,564.19 <u>229,569.32</u> (Effective 12/13/25)
Conservation Administrator	\$89,674.00 – \$125,543.60
Deputy City Clerk	\$76,375.00 – \$106,925.00
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
Senior Planner	\$89,918.40 – \$125,881.60
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, AMENDING AND ADOPTING THE FISCAL YEARS 2025-27 BUDGET AND WORK PLAN FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, AND FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCREASING GENERAL FUND APPROPRIATIONS TO PROVIDE THE COMPENSATION SET FORTH IN AMENDMENT NO. 1 TO THE CITY MANAGER EMPLOYMENT AGREEMENT

WHEREAS, the Fiscal Years 2025-26 Budget (“Budget”) was adopted by the City Council on June 25, 2025 (Resolution No. 25-18); and

WHEREAS, per City Administrative Policy 2.9, increases in adopted fund-level Budget appropriations require City Council approval; and

Employee Compensation

WHEREAS, on August 20, 2025, the City Council approved Amendment No. 1 to the City Manager Employment Agreement, which increased the City Manager’s annual base salary; and

WHEREAS, the City Council wishes to increase Fiscal Year 2025-26 appropriations for the General Fund in the amount of \$16,347 to fund Amendment No. 1 to the City Manager Employment Agreement; and

WHEREAS, the City Council wishes to increase Fiscal Year 2026-27 appropriations for the General Fund in the amount of \$19,674 to fund Amendment No. 1 to the City Manager Employment Agreement; and

WHEREAS, the unassigned General Fund balance has sufficient funds to accommodate the aforementioned increased appropriations.

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

SECTION 1. Section 2 of Resolution No. 25-18 is hereby amended, in its

entirety, to read as follows:

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

	<i>Fiscal Year 2025-26 Adopted Budget</i>	<i>Fiscal Year 2024-25 Carryover Appropriations</i>	<i>Fiscal Year 2025-26 Budget Amendments</i>	<i>Fiscal Year 2025-26 Amended Budget</i>
General Fund	\$10,814,328 (includes transfers to Capital Projects Fund of \$1,860,000 and to the Senior Mobility Fund of \$406,052)	-	\$16,347	\$10,830,675 (includes transfers to Capital Projects Fund of \$1,860,000 and to the Senior Mobility Fund of \$406,052)
Capital Projects Fund	\$1,860,000	-	-	\$1,860,000
Fuel Tax	\$404,557	-	-	\$404,557
Road Maintenance & Rehabilitation Program	\$515,824	-	-	\$515,824
Measure M2 (OC Go)	\$267,780	-	-	\$267,780
Service Authority for Abandoned Vehicles	\$0	-	-	\$0
Supplemental Law Enforcement Services	\$231,600	-	-	\$231,600
Mobile Source Reduction	\$10,000	-	-	\$10,000
PEG/Cable Television	\$15,000	-	-	\$15,000
Senior Mobility	\$652,598	-	-	\$652,598
Community Development Block Grant (CDBG)	\$500,000	-	-	\$500,000
Federal Grants	\$0	-	-	\$0
State of California Grants	\$0	-	-	\$0
Miscellaneous Special Revenue	\$0	-	-	\$0
Laguna Woods Civic Support Fund	\$300	-	-	\$300
Less: Transfer to Other Funds	(\$2,266,052)	-	(\$0)	(\$2,266,052)
TOTAL	\$13,411,987	\$0	\$16,347	\$13,428,334

^A Fund Budget Adjustment CC-25/26-01: City Manager Agreement, +\$16,347 (R 25-XX)

ITEM 9.2 – Attachment D

	<i>Fiscal Year 2026-27 Adopted Budget</i>	<i>Fiscal Year 2025-26 Carryover Appropriations</i>	<i>Fiscal Year 2026-27 Budget Amendments</i>	<i>Fiscal Year 2026-27 Amended Budget</i>
General Fund	\$9,611,466 (includes transfers to Capital Projects Fund of \$350,000 and to the Senior Mobility Fund of \$406,052)	-	\$19,674	\$9,631,140 (includes transfers to Capital Projects Fund of \$350,000 and to the Senior Mobility Fund of \$406,052)
Capital Projects Fund	\$350,000	-	-	\$350,000
Fuel Tax	\$439,580	-	-	\$439,580
Road Maintenance & Rehabilitation Program	\$529,206	-	-	\$529,206
Measure M2 (OC Go)	\$284,878	-	-	\$284,878
Service Authority for Abandoned Vehicles	\$0	-	-	\$0
Supplemental Law Enforcement Services	\$231,600	-	-	\$231,600
Mobile Source Reduction	\$10,500	-	-	\$10,500
PEG/Cable Television	\$15,000	-	-	\$15,000
Senior Mobility	\$686,906	-	-	\$686,906
Community Development Block Grant (CDBG)	\$500,000	-	-	\$500,000
Federal Grants	\$0	-	-	\$0
State of California Grants	\$0	-	-	\$0
Miscellaneous Special Revenue	\$0	-	-	\$0
Laguna Woods Civic Support Fund	\$300	-	-	\$300
Less: Transfer to Other Funds	(\$756,052)	-	(\$0)	(\$756,052)
TOTAL	\$12,309,436	\$0	\$19,674	\$12,329,110

^A Fund Budget Adjustment CC-26/27-01: City Manager Agreement, +\$19,674 (R 25-XX)

The budget appropriations authorized by this section reflect the Fiscal Years 2025-26 adopted budgets, plus authorized budget adjustments approved between July 1, 2025 and the date of this amendment. The budget appropriations authorized by this

section also include carryovers of approved, but unspent, budget appropriations from prior fiscal years. Such carryovers were approved by the City Council with the adoption of the current budget and/or pursuant to Administrative Policy 2.9.

SECTION 2. The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

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

SHARI L. HORNE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 25-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2025, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk

CITY MANAGER COMPENSATION COMPARISON

This spreadsheet was compiled using information available on each city's website as of July 2025.

Orange County City	Annual Base Salary
Irvine ¹	\$ 403,520.00
Anaheim	\$ 368,283.00
San Juan Capistrano	\$ 351,552.00
Newport Beach	\$ 345,782.00
Santa Ana	\$ 342,300.00
Brea	\$ 341,091.00
Costa Mesa ²	\$ 330,216.00
Orange	\$ 320,000.00
Laguna Beach	\$ 315,000.00
Dana Point	\$ 313,831.00
Garden Grove	\$ 312,876.93
Huntington Beach	\$ 311,750.00
Lake Forest	\$ 308,427.00
Laguna Niguel	\$ 307,128.00
Yorba Linda	\$ 306,565.96
San Clemente	\$ 306,311.21
Tustin	\$ 298,209.60
Cypress	\$ 295,596.00
Westminster	\$ 295,176.00
La Habra	\$ 292,100.00
Laguna Hills ¹	\$ 290,758.00
Buena Park	\$ 289,827.00
Stanton	\$ 285,136.00
Mission Viejo	\$ 285,000.00
Fountain Valley	\$ 283,440.55
Rancho Santa Margarita	\$ 282,167.00
Aliso Viejo	\$ 280,000.00
Placentia	\$ 270,062.28
Seal Beach	\$ 270,000.00
Fullerton ¹	\$ 262,781.00
La Palma ²	\$ 255,449.87
Los Alamitos	\$ 254,087.00
Laguna Woods	\$ 225,067.96
Laguna Woods	\$ 208,396.26
Villa Park	\$ 127,000.00

Proposed
Current

All Other Orange County Cities (excluding Laguna Woods)	
Average:	\$ 300,043.16
Median:	\$ 298,209.60

South Orange County Cities (Aliso Viejo, Dana Point, Laguna Beach, Laguna Hills, Laguna Niguel, Lake Forest, Mission Viejo, Rancho Santa Margarita, San Clemente, San Juan Capistrano)	
Average:	\$ 304,017.42
Median:	\$ 306,719.61

Smaller Orange County Cities* (La Palma, Los Alamitos, Villa Park)	
Average:	\$ 212,178.96
Median:	\$ 254,087.00

Smaller Orange County Cities* (excluding Villa Park)	
Average:	\$ 254,768.44
Median:	\$ 254,768.44

¹ The amount shown is for the Interim City Manager position, which is filled by an existing city employee.

² The permanent City Manager position is currently vacant; the amount shown is for the most recent permanent City Manager.