



**CITY OF LAGUNA HILLS
CITY COUNCIL
SPECIAL MEETING AGENDA
APRIL 14, 2015
4:00 PM**

Dore J. Gilbert, M.D., Mayor

**Barbara Kogerman, Mayor Pro Tempore
Andrew Blount, Council Member**

**Melody Carruth, Council Member
Don Sedgwick, Council Member**

Location: City Council Chamber, 24035 El Toro Road, Laguna Hills, California 92653

CALL TO ORDER

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

PLEDGE OF ALLEGIANCE: MAYOR PRO TEMPORE KOGERMAN

ROLL CALL OF CITY COUNCIL MEMBERS

PUBLIC COMMENTS

1. 2015-2017 BIENNIAL BUDGET STUDY SESSION - SIX YEAR CAPITAL IMPROVEMENT PLAN

RECOMMENDATION: THAT THE CITY COUNCIL CONDUCT A STUDY SESSION ON THE PROPOSED 2015-2017 SIX-YEAR CAPITAL IMPROVEMENT PLAN.

2. DISCUSSION OF CITY COUNCIL AGENDA PROCESSES; MEETING PROTOCOLS; CITY COUNCIL BUSINESS PRACTICES AND OPERATING PROCEDURES; AND CITY COUNCIL POLICIES, PROCEDURES AND BUSINESS PROTOCOLS

RECOMMENDATION: THAT THE CITY COUNCIL REVIEW, EVALUATE, AND DISCUSS AGENDA PROCESSES; MEETING PROTOCOLS; AND CITY

COUNCIL POLICIES, PROCEDURES, AND BUSINESS PROTOCOLS AND CONSIDER ANY CHANGES, ADDITIONS, DELETIONS, OR MODIFICATIONS RELATED TO SAME.

ADJOURNMENT

The next Regular Meeting of the City Council will be April 14, 2015, at 7:00 p.m., in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, MELISSA AU-YEUNG, City Clerk of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and La Paz Center by April 10, 2015.



MELISSA AU-YEUNG, CITY CLERK

April 10, 2015

DATE

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the office of the City Clerk at (949) 707-2635. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 24035 El Toro Road, Laguna Hills, California, during normal business hours.

City Council Members receive no additional compensation or stipend as a result of convening special council meetings.



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: APRIL 14, 2015

TO: MAYOR AND COUNCIL MEMBERS

**FROM: DONALD WHITE
ASSISTANT CITY MANAGER**

ISSUE: 2015-2017 BIENNIAL BUDGET STUDY SESSION – SIX YEAR CAPITAL IMPROVEMENT PLAN

RECOMMENDATION: THAT THE CITY COUNCIL CONDUCT A STUDY SESSION ON THE PROPOSED 2015-2017 SIX YEAR CAPITAL IMPROVEMENT PLAN.

SUMMARY:

The purpose of the April 14, 2015, City Council Study Session is to afford the City Council the opportunity to review and comment on the City Manager's proposed 6-Year Capital Improvement Plan (CIP). Staff is proposing a 6-year CIP that allocates \$12,422,832 over the next six years, including an appropriation of \$6,666,874 over the next two years. In addition, staff is asking the City Council to consider and prioritize a number of discretionary capital projects totaling \$8,550,000 for possible inclusion in the 6-year CIP. The final CIP will be considered by the City Council at a public hearing on June 9, 2015.

BACKGROUND:

The contents of the CIP Study Session Binder are divided into the following sections:

- I. Staff Report – includes this staff report and updated 8-year financial plan scenarios.
- II. 6-year CIP Summary – includes project summary pages and funding sources. All projects that are listed in the summary pages as “funded” during the next six years are considered by staff to be non-discretionary.
- III. Non-discretionary Projects – includes the individual project sheets for all thirteen non-discretionary projects that are included in the project summary pages in section II. In order to be classified as non-discretionary, a project needs to meet one or more of the following criteria: 1. required by law; 2. required by City Council policy; 3. public safety related; or, 4. No General Fund commitment.

IV. Discretionary Projects – includes the individual project sheets for the eight projects staff is asking the City Council to move out of the “unfunded” category and to prioritize for inclusion in the proposed 6-year CIP at tonight’s meeting.

V. Power Point Presentation – this was prepared by the Public Services Department.

A complete copy of the proposed CIP can be found on the City’s web site at <http://www.ci.laguna-hills.ca.us/civica/filebank/blobdload.asp?BlobID=4437>.

The proposed 6-year CIP allocates \$12,422,832 over the next six years toward non-discretionary projects (see pages II-1 through II-5 in Section II). This amount does not include any of the aforementioned discretionary projects that will be discussed later in this report. Individual project descriptions for these thirteen non-discretionary projects are located in Section III. The \$12,422,832 includes an appropriation of \$6,666,874 for the 2015-17 biennial budget cycle. The table below shows the non-discretionary projects for the upcoming budget cycle:

<u>Project No.</u>	<u>Project Name</u>	<u>2015-16</u>	<u>2016-17</u>
101	Annual Street Maintenance	\$ -	\$ 730,000
145	Paseo de Valencia Widening	\$ -	\$ 400,000
168	Traffic Signal Improvements/Coordination	\$ 2,309,000	\$ -
171	La Paz Sidewalk Widening	\$ 175,000	\$ 390,000
175	Arterial Hwy Pavement Maintenance	\$ 100,000	\$ 1,170,000
329	Wayfinding Signs	\$ 25,000	\$ 25,000
403	Storm Drain/Slope Repair	\$ -	\$ 50,000
410	NPDES/Water Quality Program	\$ 440,000	\$ 255,000
412	Water Quality (2) Improvements	\$ 75,000	\$ 75,000
238	Sports Complex Field Renovations	\$ -	\$ 225,000
241	General Park Improvements	\$ 210,000	
513	Community Center Renovations	\$ 12,874	\$ -
	Total Capital Project Budget	\$ 3,346,874	\$ 3,320,000

A listing of these projects with their identified funding sources can be found in Section II, pages II-6 and II-7. The total General Fund commitment is \$667,000. A summary of all funding sources for all non-discretionary projects by year over the 6-year CIP can be found on page II-5.

8-Year Plan Update

Staff has further refined the 8-year plan, including the budget cuts discussed with the City Council at the March 10, Workshop (traffic motor unit, police services contract equity, City Clerk reorganization and Sheep Hills Park). There are two 8-year plan scenarios attached to this report. The first scenario adheres to the City’s current policy of striving to achieve

and maintain a 40% unrestricted General Fund balance ratio. Under this scenario, there is \$3.4 million of General Fund monies available over the next six years for discretionary capital projects (see line 31, year 6). The second scenario lowers the 40% threshold to 35%. Under this scenario, there is \$4.5 million of General Fund monies available over the next six years for discretionary capital projects (see line 31, year 6). Lowering the threshold from 40% to 35% would require an amendment to the City's financial policies. Staff is leaning toward recommending a 35% ratio. Final direction from the City Council will be sought at the May 12, Operating Budget Study Session.

Discretionary Projects

Depending on whether the City Council stays with the 40% target for unrestricted fund balance or lowers it to 35%, there is either \$3.4 million, or \$4.5 million available for discretionary capital projects. There are some 73 capital projects identified in the CIP with a total price tag of \$115,412,832. Staff has identified eight of these projects for the Council to consider for inclusion in the next 6-year CIP. In addition, staff would request that the Council prioritize these eight projects. Project descriptions can be found in section IV of the binder. In order to assist the City Council in their prioritization, staff suggests the following ranking:

1. Alicia Parkway Median Renovation (page IV-7) - \$985,000
2. Laguna Hills Drive Median Landscape (page IV-11) - \$540,000
3. Paseo de Valencia New Median Island (page IV-9) - \$1,425,000
4. La Paz (Alameda to PDV) Multi-Use Trail (page IV-15) - \$1,675,000
5. Oso Parkway Pavement Rehabilitation (page IV-3) - \$1,750,000
6. South Moulton Pavement Rehabilitation (page IV-1) – \$1,575,000
7. Lake Forest Pavement Rehabilitation (page VI-5) - \$1,200,000
8. Community Center to Indian Hill Multi-Use Trail (page IV-13) – \$600,000

The merits of each project will be reviewed during the power point presentation. It should also be noted that the Council is free to consider other projects in the CIP. Although the above projects total \$9,750,000, and there is at most \$4.5 million of General Fund monies available over the next six years, staff will aggressively pursue outside revenue sources to help fund some of these projects.

FISCAL IMPACT:

None at this time.

ATTACHMENTS:

- Updated April 2015 8-Year Plan at 40% Unrestricted General Fund Balance Target
- Updated April 2015 8-Year Plan at 35% Unrestricted General Fund Balance Target

**8-Year Resource Allocation Plan
(April 14, 2015 Update - 40% Unrestricted General Fund Balance)**

	0	1	2	3	4	5	6	7	8
	2014-15 (Year-end Est.)	2015-16 (FORECAST)	2016-17 (FORECAST)	2017-18 (FORECAST)	2018-19 (FORECAST)	2019-20 (FORECAST)	2020-21 (FORECAST)	2021-22 (FORECAST)	2022-23 (FORECAST)
1 BEGINNING TOTAL FUND BALANCE	\$10,227,561	\$10,341,909	\$11,411,869	\$11,144,934	\$12,966,373	\$12,916,492	\$15,159,159	\$15,003,578	\$16,598,005
2 General Fund Revenues	19,682,424	20,380,486	20,562,272	21,193,310	21,801,438	22,436,236	23,012,439	23,219,819	23,433,413
3 Special Revenues	4,002,407	3,383,729	1,968,305	970,000	900,000	950,000	950,000	950,000	950,000
4 Other Funding Sources	652,727	687,490	722,250	754,287	786,050	814,140	829,000	829,000	829,000
5 Civic Center Transfers-in	0	0	75,000	100,000	100,000	100,000	100,000	100,000	100,000
6 TOTAL REVENUES	\$24,337,558	\$24,451,705	\$23,327,827	\$23,017,597	\$23,587,488	\$24,300,376	\$24,891,439	\$25,098,819	\$25,312,413
7 Operating Expenditures	17,290,429	18,171,331	18,425,375	18,728,215	19,220,187	19,654,454	20,372,838	20,811,846	21,385,007
8 Capital Expenditures	4,418,873	3,346,874	3,320,000	602,378	2,576,300	292,626	2,284,654	300,000	2,400,000
9 Other Funding Uses	271,067								
10 Elimination of PERS Unfunded Liability							500,000	500,000	1,100,000
11 Civic Center Transfers-out	253,000	62,154	50,000	80,178	50,000	307,748	102,647	94,665	50,000
12 Use of Reserve Funds (Civic Center/Insurances)	188,454	<u>1,801,387</u>	<u>1,799,387</u>	<u>1,785,387</u>	<u>1,790,881</u>	<u>1,802,881</u>	<u>1,786,881</u>	<u>1,797,881</u>	<u>389,381</u>
13 Debt Service	<u>1,801,387</u>	<u>1,801,387</u>	<u>1,799,387</u>	<u>1,785,387</u>	<u>1,790,881</u>	<u>1,802,881</u>	<u>1,786,881</u>	<u>1,797,881</u>	<u>389,381</u>
14 TOTAL EXPENDITURES	\$24,223,210	\$23,381,746	\$23,594,762	\$21,196,158	\$23,637,368	\$22,057,709	\$25,047,020	\$23,504,392	\$25,324,388
15 Change in Total Fund Balance	114,348	1,069,960	(266,935)	1,821,439	(49,881)	2,242,667	(155,581)	1,594,427	(11,975)
16 Ending Total Fund Balance	\$10,341,909	\$11,411,869	\$11,144,934	\$12,966,373	\$12,916,492	\$15,159,159	\$15,003,578	\$16,598,005	\$16,586,031
17 Less the Following Fund Balances:									
18 Reservation for Debt Service	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$389,381)
19 Non-Major Governmental Funds	(\$1,478,774)	(\$1,965,503)	(\$898,248)	(\$1,798,248)	(\$898,248)	(\$1,848,248)	(\$898,248)	(\$1,848,248)	(\$898,248)
20 Unrestricted General Fund Balance	\$7,058,548	\$7,641,778	\$8,442,098	\$9,363,537	\$10,213,656	\$11,506,323	\$12,300,742	\$12,945,169	\$15,298,402
Less the Following Designations:									
21 Total Capital Replacement Funds	(730,959)	(955,931)	(1,155,931)	(1,078,375)	(1,049,133)	(1,056,507)	(964,105)	(866,863)	(1,039,603)
22 Insurance Reserve Funds	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
23 Unassigned General Fund Balance	6,127,589	6,485,847	7,086,167	8,085,162	8,964,523	10,249,816	11,136,637	11,878,306	14,058,799
Ratio Analysis									
24 Operating Ratio (>1.1)	1.07	1.05	1.06	1.07	1.08	1.09	1.08	1.07	1.12
25 Operating Surplus	1,243,335	1,095,259	1,134,760	1,533,995	1,676,419	1,893,041	1,781,720	1,539,092	2,588,025
26 Debt Service Ratio (<12%)	9%	9%	8%	8%	8%	8%	7%	7%	2%
27 Total Fund Balance Ratio	54%	57%	55%	63%	61%	71%	68%	73%	76%
28 Unrestricted General Fund Balance Ratio (>40%)	37%	38%	42%	46%	49%	54%	56%	57%	70%
29 Unassigned General Fund Balance Ratio (>25%)	32%	32%	35%	39%	43%	48%	50%	53%	65%
Reserve Policy Analysis									
30 Minimum Unrestricted Fund Policy Reserve (40%)	7,636,726	7,989,087	8,089,905	8,205,441	8,404,427	8,582,934	8,863,888	9,043,891	8,709,755
31 Unrestricted Amount Over/(Under)	(578,179)	(347,309)	352,194	1,158,096	1,809,229	2,923,390	<u>\$3,435,855</u>	3,901,278	6,588,647
32 Minimum Unassigned Fund Policy Reserve (25%)	4,772,954	4,993,179	5,056,190	5,128,401	5,252,767	5,364,334	5,539,930	5,652,432	5,443,597
33 Unassigned Amount Over/(Under)	1,354,635	1,492,668	2,029,977	2,956,762	3,711,756	4,885,483	5,596,708	6,225,874	8,615,202

**8-Year Resource Allocation Plan
(April 14, 2015 Update - 35% Unrestricted General Fund Balance)**

	0	1	2	3	4	5	6	7	8
	2014-15 (Year-end Est.)	2015-16 (FORECAST)	2016-17 (FORECAST)	2017-18 (FORECAST)	2018-19 (FORECAST)	2019-20 (FORECAST)	2020-21 (FORECAST)	2021-22 (FORECAST)	2022-23 (FORECAST)
1 BEGINNING TOTAL FUND BALANCE	\$10,227,561	\$10,341,909	\$11,411,869	\$11,144,934	\$12,966,373	\$12,916,492	\$15,159,159	\$15,003,578	\$16,598,005
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3 Special Revenues	4,002,407	3,383,729	1,968,305	970,000	900,000	950,000	950,000	950,000	950,000
4 Other Funding Sources	652,727	687,490	722,250	754,287	786,050	814,140	829,000	829,000	829,000
5 Civic Center Transfers-in	0	0	75,000	100,000	100,000	100,000	100,000	100,000	100,000
6 TOTAL REVENUES	\$24,337,558	\$24,451,705	\$23,327,827	\$23,017,597	\$23,587,488	\$24,300,376	\$24,891,439	\$25,098,819	\$25,312,413
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8 Capital Expenditures	4,418,873	3,346,874	3,320,000	602,378	2,576,300	292,626	2,284,654	300,000	2,400,000
9 Other Funding Uses	271,067								
10 Elimination of PERS Unfunded Liability									
11 Civic Center Transfers-out	253,000	62,154	50,000	80,178	50,000	307,748	102,647	94,665	50,000
12 Use of Reserve Funds (Civic Center/Insurances)	188,454	1,801,387	1,799,387	1,785,387	1,790,881	1,802,881	1,786,881	1,797,881	389,381
13 Debt Service	1,801,387								
14 TOTAL EXPENDITURES	\$24,223,210	\$23,381,746	\$23,594,762	\$21,196,158	\$23,637,368	\$22,057,709	\$25,047,020	\$23,504,392	\$25,324,388
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17 Less the Following Fund Balances:									
18 Reservation for Debt Service	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$389,381)
19 Non-Major Governmental Funds	(\$1,478,774)	(\$1,985,503)	(\$898,248)	(\$1,798,248)	(\$898,248)	(\$1,848,248)	(\$898,248)	(\$1,848,248)	(\$898,248)
20 Unrestricted General Fund Balance	\$7,058,548	\$7,641,778	\$8,442,098	\$9,363,537	\$10,213,656	\$11,506,323	\$12,300,742	\$12,945,169	\$15,298,402
Less the Following Designations:									
21 Total Capital Replacement Funds	(730,959)	(955,931)	(1,155,931)	(1,078,375)	(1,049,133)	(1,056,507)	(964,105)	(866,863)	(1,039,603)
22 Insurance Reserve Funds	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
23 Unassigned General Fund Balance	6,127,589	6,485,847	7,086,167	8,085,162	8,964,523	10,249,816	11,136,637	11,878,306	14,058,799

Ratio Analysis

24 Operating Ratio (>1.1)	1.07	1.05	1.06	1.07	1.08	1.09	1.08	1.07	1.12
25 Operating Surplus	1,243,335	1,095,259	1,134,760	1,533,995	1,676,419	1,893,041	1,781,720	1,539,092	2,588,025
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28 Unrestricted General Fund Balance Ratio (>35%)	37%	38%	42%	46%	49%	54%	56%	57%	70%
29 Unassigned General Fund Balance Ratio (>25%)	32%	32%	35%	39%	43%	48%	50%	53%	65%

Reserve Policy Analysis

30 Minimum Unrestricted Fund Policy Reserve (35%)	6,682,136	6,990,451	7,078,667	7,179,761	7,353,874	7,510,067	7,755,902	7,913,405	7,621,036
31 Unrestricted Amount Over/(Under)	376,412	651,327	1,363,432	2,183,776	2,859,782	3,996,256	4,544,841	5,031,765	7,677,366
32 Minimum Unassigned Fund Policy Reserve (25%)	4,772,954	4,993,179	5,056,190	5,128,401	5,252,767	5,364,334	5,539,930	5,652,432	5,443,597
33 Unassigned Amount Over/(Under)	1,354,635	1,492,668	2,029,977	2,956,762	3,711,756	4,885,483	5,596,708	6,225,874	8,615,202

CIP Summary Reports

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**CITY OF LAGUNA HILLS
SIX YEAR CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY**

PROJECT No.	PROJECT	TOTAL COST	FISCAL YEAR 2015/16	FISCAL YEAR 2016/17	FISCAL YEAR 2017/18	FISCAL YEAR 2018/19	FISCAL YEAR 2019/20	FISCAL YEAR 2020/21	FUTURE
STREET, SIGNALS AND LIGHTING									
101	Annual Street Maintenance	\$ 4,430,000	\$ -	\$ 730,000	\$ -	\$ 1,800,000	\$ -	\$ 1,900,000	\$ -
112	Traffic Signals	250,000	-	-	-	-	-	-	250,000
139	Cabot Widening - La Paz to Paseo de Valencia	3,150,000	-	-	-	-	-	-	3,150,000
145	Paseo de Valencia Widening	6,600,000	-	400,000	-	-	-	-	6,200,000
168	Traffic Signal Improvements/Coordination Projects	3,809,000	2,309,000	-	-	-	-	-	1,500,000
170	Access Ramp Construction	1,875,000	-	-	-	-	-	-	1,875,000
171	La Paz Road Sidewalk Widening	565,000	175,000	390,000	-	-	-	-	-
175	Arterial Highway Pavement Maintenance - Various Locations	1,270,000	100,000	1,170,000	-	-	-	-	-
178	South Moulton Pavement Rehabilitation (VIA Lomas to SCL)	1,575,000	-	-	-	-	-	-	1,575,000
181	Oso Parkway Pavement Rehabilitation (Cabot to WCL)	1,750,000	-	-	-	-	-	-	1,750,000
182	Lake Forest Drive Pavement Rehabilitation (ECL to WCL)	1,200,000	-	-	-	-	-	-	1,200,000
183	Avenida Carlota Pavement Rehabilitation (El Toro Rd to Los Alisos Blvd)	825,000	-	-	-	-	-	-	825,000
184	La Paz Road Widening (McIntyre to Cabot)	1,450,000	-	-	-	-	-	-	1,450,000
185	Replacement of Illuminated Street Name Signs at all Traffic Signal Locations	300,000	-	-	-	-	-	-	300,000
188	Ridge Route Pavement Rehabilitation - Moulton Parkway to Santa Vittoria Drive	700,000	-	-	-	-	-	-	700,000
	Sub-Total	\$ 29,749,000	\$ 2,584,000	\$ 2,690,000	\$ -	\$ 1,800,000	\$ -	\$ 1,900,000	\$ 20,775,000

CITY OF LAGUNA HILLS
SIX YEAR CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY

PROJECT No.	PROJECT	TOTAL COST	FISCAL YEAR 2015/16	FISCAL YEAR 2016/17	FISCAL YEAR 2017/18	FISCAL YEAR 2018/19	FISCAL YEAR 2019/20	FISCAL YEAR 2020/21	FUTURE
STREETSCAPE									
301	Alicia Parkway Median Islands Landscape Rehabilitation	\$ 985,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	985,000
305	La Paz Median Islands	3,890,000	-	-	-	-	-	-	3,890,000
307	Entry Monuments	500,000	-	-	-	-	-	-	500,000
312	Paseo de Valencia Median Island Rehabilitation	3,375,000	-	-	-	-	-	-	3,375,000
314	Paseo de Valencia Median Islands	1,425,000	-	-	-	-	-	-	1,425,000
315	Rehabilitation of Oso Median Islands	2,450,000	-	-	-	-	-	-	2,450,000
319	Alicia Parkway South Side Slope	1,150,000	-	-	-	-	-	-	1,150,000
321	Paseo de Valencia East Side Slope	825,000	-	-	-	-	-	-	825,000
322	Rehabilitation of Moulton Median Island	1,650,000	-	-	-	-	-	-	1,650,000
323	Rehabilitation of Laguna Hills Drive Median Island	675,000	-	-	-	-	-	-	675,000
324	Rehabilitation of La Paz Median Island	525,000	-	-	-	-	-	-	525,000
325	Ridge Route Median Islands - Santa Vittoria to Moulton Pkwy	1,175,000	-	-	-	-	-	-	1,175,000
326	Laguna Hills Drive Median Islands and North Parkway	540,000	-	-	-	-	-	-	540,000
329	Wayfinding Signs	50,000	25,000	25,000	-	-	-	-	-
330	Alicia Pkwy & Paseo de Valencia Street Tree Program	525,000	-	-	-	-	-	-	525,000
331	Synthetic Landscape Turf Median Islands	815,000	-	-	-	-	-	-	815,000
333	Ridge Route Medians - Moulton Pkwy to Avenida de la Carlota	1,700,000	-	-	-	-	-	-	1,700,000
334	Aliso Hills Drive North Down Slope	825,000	-	-	-	-	-	-	825,000
335	La Paz Road South Side Slope Renovation	3,200,000	-	-	-	-	-	-	3,200,000
336	Palermo and Taranto Slope Renovation	200,000	-	-	-	-	-	-	200,000
337	San Remo Drive Slope Renovation	600,000	-	-	-	-	-	-	600,000
338	Paseo De Valencia East and West Parkway Renovation	1,200,000	-	-	-	-	-	-	1,200,000
339	Paseo de Valencia Southwest Parkway Renovation	500,000	-	-	-	-	-	-	500,000
340	Nottingham Ct Entry Median Island	85,000	-	-	-	-	-	-	85,000
	Sub-Total	\$ 28,865,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 28,815,000

**CITY OF LAGUNA HILLS
SIX YEAR CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY**

PROJECT No.	PROJECT	TOTAL COST	FISCAL YEAR 2015/16	FISCAL YEAR 2016/17	FISCAL YEAR 2017/18	FISCAL YEAR 2018/19	FISCAL YEAR 2019/20	FISCAL YEAR 2020/21	FUTURE
FLOOD CONTROL & WATER QUALITY									
403	Storm Drain/Slope Repairs	\$ 150,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -
406	F23 Canada Channel (Veeh Park)	750,000	-	-	-	-	-	-	750,000
407	Aliso Creek Watershed	500,000	-	-	-	-	-	-	500,000
410	NPDES / Water Quality Program	1,105,000	440,000	255,000	205,000	205,000	-	-	-
411	Largo Storm Drain Improvements (secondary outlet)	300,000	-	-	-	-	-	-	300,000
412	Water Quality (2) Improvements	225,000	75,000	75,000	75,000	-	-	-	-
413	Oso Parkway Wetlands	450,000	-	-	-	-	-	-	450,000
	Sub-Total	\$ 3,480,000	\$ 515,000	\$ 380,000	\$ 280,000	\$ 255,000	\$ -	\$ 50,000	\$ 2,000,000
PARKS									
234	Aliso Hills Park	\$ 2,775,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,775,000
238	Community Center and Sports Complex Field Renovations	710,000	-	225,000	-	235,000	-	250,000	-
241	General Park Renovations	895,000	210,000	-	225,000	-	235,000	-	225,000
	Sub-Total	\$ 4,380,000	\$ 210,000	\$ 225,000	\$ 225,000	\$ 235,000	\$ 235,000	\$ 250,000	\$ 3,000,000
PUBLIC FACILITIES									
506	Skate Facility Enhancements	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
508	Equipment & Supply Storage Building	525,000	-	-	-	-	-	-	525,000
510	Public Art Program - Civic Center	200,000	-	-	-	-	-	-	200,000
512	Roller Hockey Roof Structure	1,000,000	-	-	-	-	-	-	1,000,000
513	Community Center Renovation	487,820	12,874	-	67,018	272,815	57,626	77,487	-
514	Sports Complex Renovations	51,012	-	-	30,360	13,485	-	7,167	-
515	Community Center and Sports Complex Energy Efficient Field Lights	285,000	-	-	-	-	-	-	285,000
	Sub-Total	\$ 2,848,832	\$ 12,874	\$ -	\$ 97,378	\$ 286,300	\$ 57,626	\$ 84,654	\$ 2,310,000

4/14/2015 ITEM NO.

CITY OF LAGUNA HILLS
SIX YEAR CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY

PROJECT No.	PROJECT	TOTAL COST	FISCAL YEAR 2015/16	FISCAL YEAR 2016/17	FISCAL YEAR 2017/18	FISCAL YEAR 2018/19	FISCAL YEAR 2019/20	FISCAL YEAR 2020/21	FUTURE
TRAILS AND OPEN SPACE									
601	Trails Master Plan - Other Projects	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000
606	Trail Head Plazas	1,200,000	-	-	-	-	-	-	1,200,000
607	Aliso Hills Channel Pedestrian Crossing JO5PO3	315,000	-	-	-	-	-	-	315,000
608	Multi-use Trail - Alicia to La Paz	4,200,000	-	-	-	-	-	-	4,200,000
609	Multi-use Trail - Community Center to Indian Hill	600,000	-	-	-	-	-	-	600,000
610	Loop Trails in Alicia Open Space	400,000	-	-	-	-	-	-	400,000
611	La Paz Multi-use Trail - Alameda to Paseo de Valencia	1,675,000	-	-	-	-	-	-	1,675,000
612	Alicia Pedestrian Bridge at Trail	1,000,000	-	-	-	-	-	-	1,000,000
613	Trail along SJHTC	300,000	-	-	-	-	-	-	300,000
614	Alicia Open Space Landscaping	11,000,000	-	-	-	-	-	-	11,000,000
615	La Paz Open Space Riparian Habitat- Alameda to Paseo de Valencia	4,900,000	-	-	-	-	-	-	4,900,000
616	Aliso Hills Area Open Space	4,700,000	-	-	-	-	-	-	4,700,000
617	Oso Parkway Open Space Landscape	8,600,000	-	-	-	-	-	-	8,600,000
618	Ridge Route Open Space	800,000	-	-	-	-	-	-	800,000
619	Slope Renovation South of Aliso Creek	600,000	-	-	-	-	-	-	600,000
620	Miscellaneous Landscape Renovations - Various Areas	1,750,000	-	-	-	-	-	-	1,750,000
621	Recycled Water Conversions	1,050,000	-	-	-	-	-	-	1,050,000
	Sub-Total	\$ 46,090,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,090,000
	Grand Total	\$ 115,412,832	\$ 3,346,874	\$ 3,320,000	\$ 602,378	\$ 2,576,300	\$ 292,626	\$ 2,284,654	\$ 102,990,000

**CITY OF LAGUNA HILLS
SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

FUNDING SOURCES

FUNDING SOURCE	FISCAL YEAR 2015/16	FISCAL YEAR 2016/17	FISCAL YEAR 2017/18	FISCAL YEAR 2018/19	FISCAL YEAR 2019/20	FISCAL YEAR 2020/21	FUTURE	TOTAL
General Fund	\$ 337,000	\$ 330,000	\$ 435,000	\$ 440,000	\$ 235,000	\$ 250,000	\$ 225,000	\$ 2,252,000
Gas Tax	100,000	1,400,000	-	1,800,000	-	1,900,000	-	5,200,000
Measure M2 Competitive	2,092,000	370,000	70,000	-	-	-	-	2,532,000
Quimby Act Fees	210,000	225,000	-	-	-	-	-	435,000
HSIP	133,000	345,000	-	-	-	-	-	478,000
CARITS	40,000	100,000	-	-	-	-	-	140,000
Capital Reserve	12,874	50,000	97,378	336,300	57,626	134,654	-	688,832
RSTP Federal Map-21	-	500,000	-	-	-	-	-	500,000
City Participants	422,000							422,000
Public Arts Fund							200,000	200,000
Unfunded	-	-	-	-	-	-	102,565,000	102,565,000
GRAND TOTAL	<u>\$ 3,346,874</u>	<u>\$ 3,320,000</u>	<u>\$ 602,378</u>	<u>\$ 2,576,300</u>	<u>\$ 292,626</u>	<u>\$ 2,284,654</u>	<u>\$ 102,990,000</u>	<u>\$ 115,412,832</u>

**CITY OF LAGUNA HILLS
YEAR FISCAL 2015/16
SOURCES OF FUNDS
CAPITAL PROGRAM**

PROJECT NO.	PROJECT	FISCAL YEAR 2015/16	GENERAL FUND	GAS TAX	MEAS M COMPETITIVE	QUIMBY ACT FEES	HSIP	CARITS	CAPITAL RESERVES FUND	OTHER - CITY PARTICIPANTS
STREET, SIGNALS AND LIGHTING (100)										
168	Traffic Signal Improvements/Coordination Projects	2,309,000	-	-	1,847,000	-	-	40,000	-	422,000
171	La Paz Road Sidewalk Widening	175,000	42,000	-	-	-	133,000	-	-	-
175	Arterial Highway Pavement Maintenance - Various Locations	100,000	-	100,000	-	-	-	-	-	-
	Sub-Total	\$ 2,584,000	\$ 42,000	\$ 100,000	\$ 1,847,000	\$ -	\$ 133,000	\$ 40,000	\$ -	\$ 422,000
STREETSCAPE (300)										
329	Wayfinding Signs	25,000	25,000	-	-	-	-	-	-	-
	Sub-Total	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FLOOD CONTROL & WATER QUALITY (400)										
410	NPDES / Water Quality Program	440,000	265,000	-	175,000	-	-	-	-	-
412	Water Quality (2) Improvements	75,000	5,000	-	70,000	-	-	-	-	-
	Sub-Total	\$ 515,000	\$ 270,000	\$ -	\$ 245,000	\$ -	\$ -	\$ -	\$ -	\$ -
PARKS (200)										
241	General Park Renovations	210,000	-	-	-	210,000	-	-	-	-
	Sub-Total	\$ 210,000	\$ -	\$ -	\$ -	\$ 210,000	\$ -	\$ -	\$ -	\$ -
PUBLIC FACILITIES (500)										
513	Community Center Renovation	12,874	-	-	-	-	-	-	12,874	-
	Sub-Total	\$ 12,874	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,874	\$ -
	Grand Total	\$ 3,346,874	\$ 337,000	\$ 100,000	\$ 2,092,000	\$ 210,000	\$ 133,000	\$ 40,000	\$ 12,874	\$ 422,000

**CITY OF LAGUNA HILLS
FISCAL YEAR 2016/17
SOURCES OF FUNDS
CAPITAL PROGRAM**

PROJECT	PROJECT	FISCAL YEAR 2016/17	GENERAL FUND	GAS TAX	MEAS M COMPETITIVE	QUIMBY ACT FEES	HSIP	CARITS	CAPITAL RESERVE FUND	RSTP FEDERAL MAP-21
STREET, SIGNALS AND LIGHTING (100)										
101	Annual Street Maintenance	730,000	-	730,000	-	-	-	-	-	-
145	Paseo de Valencia Widening	400,000	-	-	300,000	-	-	100,000	-	-
171	La Paz Road Sidewalk Widening	390,000	45,000	-	-	-	345,000	-	-	-
175	Arterial Highway Pavement Maintenance - Various Locations	1,170,000	-	670,000	-	-	-	-	-	500,000
	Sub-Total	\$ 2,690,000	\$ 45,000	\$ 1,400,000	\$ 300,000	\$ -	\$ 345,000	\$ 100,000	\$ -	\$ 500,000
STREETSCAPE (300)										
329	Wayfinding Signs	25,000	25,000	-	-	-	-	-	-	-
	Sub-Total	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FLOOD CONTROL & WATER QUALITY (400)										
403	Storm Drain/Slope Repairs	50,000	-	-	-	-	-	-	50,000	-
410	NPDES / Water Quality Program	255,000	255,000	-	-	-	-	-	-	-
412	Water Quality (2) Improvements	75,000	5,000	-	70,000	-	-	-	-	-
	Sub-Total	\$ 380,000	\$ 260,000	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -
PARKS (200)										
238	Community Center and Sports Complex Field Renovations	225,000	-	-	-	225,000	-	-	-	-
	Sub-Total	\$ 225,000	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ 3,320,000	\$ 330,000	\$ 1,400,000	\$ 370,000	\$ 225,000	\$ 345,000	\$ 100,000	\$ 50,000	\$ 500,000

CIP Non-Discretionary Projects

City of Laguna Hills Capital Improvement Project

Program: Streets, Signals and Lighting

Project Name: Annual Street Maintenance

Project No.: 101



Description: The Annual Street Maintenance Program provides funding for pavement maintenance and resurfacing of all of the City's streets on a six-year return cycle. For budget and cost efficiency, one-third of the City streets are maintained as a single project every two years. The maintenance of these streets is based upon the Pavement Management Plan that is updated every two years with the last update of arterial highways and collector streets being performed in June 2014. Given the age of the City's streets, this program has transitioned from its original maintenance procedure of utilizing seal coats for pavement preservation to an overlay program for pavement rehabilitation. An overlay program is much more costly than a seal coat program but must be performed to preserve the pavement structure on a return cycle of 20 to 30 years depending upon the street type and usage. The next project will work on streets in Zones C & E to the extent funding is available.

Purpose / Justification: The Annual Street Maintenance Program is performed to repair and rejuvenate the surfacing of the street infrastructure. Pavement surfaces deteriorate over time and will experience accelerated maintenance costs if preventive maintenance is not performed on an approximate six to ten year cycle basis.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

Operating Budget Impact: The Annual Street Maintenance Program allows the City to keep its street maintenance operations at a low recurring cost for pavement repairs.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: Individual projects are scheduled for the spring of the fiscal year budgeted. The schedule for the maintenance is as follows:

<u>YEAR</u>	<u>ZONES</u>
2016-2017	Zones C & E
2018-2019	Continue with Zones C & E
2020-2021	Zones B & F

Project Name: Annual Street Maintenance
Project Number: 101

Site Map



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design				25,000		25,000		50,000
Admin/Inspection		50,000		75,000		75,000		200,000
Land Acquisition								-
Construction		680,000		1,700,000		1,800,000		4,180,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	-	730,000		1,800,000		1,900,000	-	4,430,000
Project Funding:								
General Fund								-
Gas Tax		730,000		1,800,000		1,900,000		4,430,000
Quimby Act								-
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded								-
Total Funding	-	730,000	-	1,800,000	-	1,900,000	-	4,430,000

City of Laguna Hills Capital Improvement Project

Program: Streets, Signals and Lighting

Project Name: Paseo de Valencia Widening

Project No.: 145



Description: Arterial highway improvements on Paseo de Valencia from Laguna Hills Drive to El Toro Road to complete the General Plan designation in conformance with the Master Plan of Arterial Highways. A widening project for Paseo de Valencia, from Kennington Drive to Laguna Hills Drive, has been designed (including shifting the roadway to the east which does not require any right of way acquisition) and this project phase is pending environmental clearance and construction funding.

Purpose / Justification: The Paseo de Valencia widening project will complete a six lane arterial highway within the described limits in accordance with the City's General Plan and the Master Plan of Arterial Highways to meet projected traffic needs and to reduce traffic congestion.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs:

The City of Laguna Woods is adjacent to this project, as is the Laguna Woods Village community. Coordination with these entities will be necessary for implementation of the project.

Operating Budget Impact: The widening of Paseo de Valencia from its four or five lanes to six lanes will increase the quantity of pavement surfacing and will slightly increase pavement maintenance costs over time. The existing landscaped median island would be reconstructed as a part of any project but maintenance costs would be similar to that which is already a part of the current budget.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: Pending

Project Name: Paseo de Valencia Widening
Project Number: 145

Site Map



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design		400,000					500,000	900,000
Admin/Inspection							200,000	200,000
Land Acquisition							500,000	500,000
Construction							5,000,000	5,000,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	-	400,000	-	-	-	-	6,200,000	6,600,000
Project Funding:								
General Fund								-
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive		300,000					-	300,000
HSIP								-
CARITS		100,000					-	100,000
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded							6,200,000	6,200,000
Total Funding	-	400,000	-	-	-	-	6,200,000	6,600,000

City of Laguna Hills Capital Improvement Project

Program: Streets, Signals and Lighting

Project Name: Traffic Signal Improvements/Coordination Projects

Project No.: 168



Description: This project will interconnect traffic signals, provide for timing/coordination plans, synchronize traffic signals and connect individual locations to a central control. The Renewed Measure M provides an opportunity to fund updates to existing interconnected traffic signal corridors and improvements to new ones on a three year return basis. The arterial highways currently synchronized include Oso Parkway, La Paz Road, Alicia Parkway, El Toro Road, Paseo de Valencia and Moulton Parkway.

The Alicia Parkway traffic signal synchronization project, CIP No. 168G, from Crown Valley Parkway in the City of Laguna Niguel to Rustic Oak in the City of Mission Viejo, is proposed to be undertaken in FY 2015-2016 with the City of Laguna Hills being the lead agency for the project.

Purpose / Justification: Traffic flow improvements and technology upgrades.

Other Agencies Involved: Adjacent jurisdictions on a case by case basis and oversight by the Orange County Transportation Authority (OCTA) based upon the allocation of Renewed Measure M funds.

Outside Agencies/Entities Clearance or Coordination Needs: Coordination with adjacent agencies, Caltrans and OCTA.

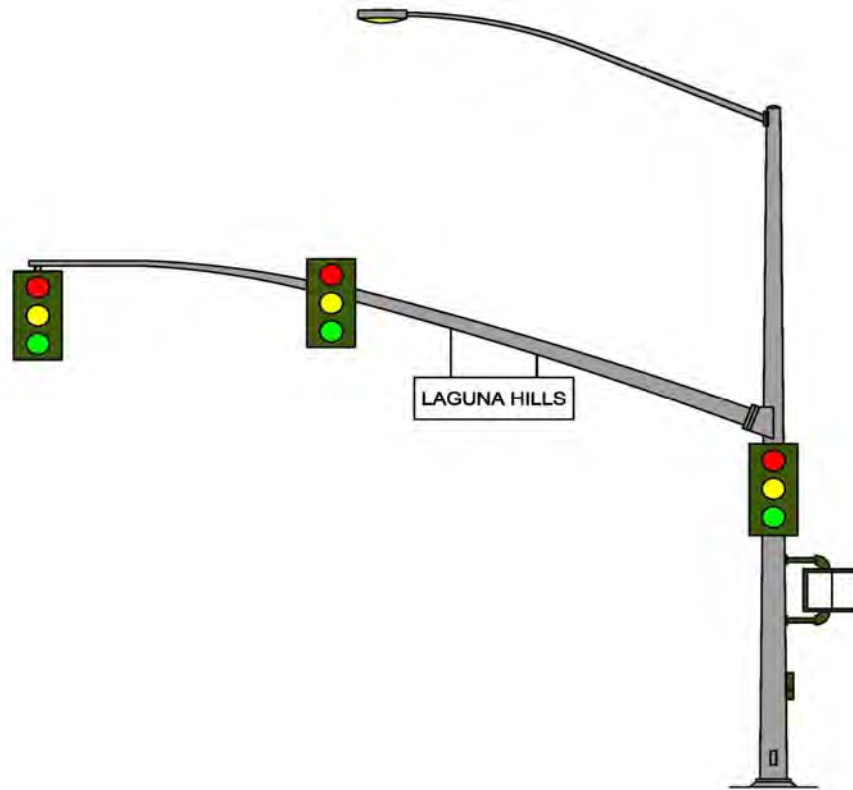
Operating Budget Impact: None

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: FY 2015-16 and ongoing.

Project Name: Traffic Signal Improvements/Coordination Projects
Project Number: 168

Site Map



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design	370,000						200,000	570,000
Admin/Inspection	156,000						100,000	256,000
Land Acquisition								-
Construction	1,516,000						100,000	2,516,000
Operations & Maintenance	115,000						100,000	215,000
System Integration	152,000						100,000	252,000
Equipment								-
Total Cost	2,309,000	-	-	-	-	-	1,500,000	3,809,000
Project Funding:								
General Fund								-
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive	1,847,000							1,847,000
HSIP								-
CARITS	40,000							40,000
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other - City Participants	422,000							422,000
Other								-
Unfunded							1,500,000	1,500,000
Total Funding	2,309,000	-	-	-	-	-	1,500,000	3,809,000

City of Laguna Hills Capital Improvement Project

Program: Streets, Signals and Lighting

Project Name: La Paz Road Sidewalk Widening

Project No.: 171



Description: The La Paz Road Sidewalk widening is located on the northerly side of La Paz Road from Paseo de Valencia to Grissom Road and on the southerly side of La Paz Road from Paseo de Valencia to Champlain Road and will construct a standard width arterial highway sidewalk. Right of way acquisition will be required from private properties and from the Saddleback Valley Unified School District (SVUSD). Retaining walls will be required in order to complete the project.

Purpose / Justification: To improve school age pedestrian access along La Paz Road to ADA standards.

Other Agencies Involved: OCTA and Caltrans will administer the grant funding for this project.

Outside Agencies/Entities Clearance or Coordination Needs: Caltrans and OCTA will each be coordinating agencies and, due to the right of way acquisition needed for the project, coordination with the SVUSD and private property owners will be required.

Operating Budget Impact: None

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: Design and Right of Way acquisition in FY 2015/16 and Construction in FY 2016/17.

Project Name: La Paz Road Sidewalk Widening
Project Number: 171

Site Map



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design	75,000							75,000
Admin/Inspection		40,000						40,000
Land Acquisition	100,000							100,000
Construction		350,000						350,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	175,000	390,000	-	-	-	-	-	565,000
Project Funding:								
General Fund	42,000	45,000						87,000
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive								-
HSIP	133,000	345,000						478,000
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded								-
Total Funding	175,000	390,000	-	-	-	-	-	565,000

City of Laguna Hills Capital Improvement Project

Program: Streets, Signals and Lighting

Project Name: Arterial Highway Pavement Maintenance – Various Locations

Project No.: 175



Description: Pavement rehabilitation of Los Alisos Boulevard from Paseo de Valencia to I-5 (City Boundary), Paseo de Valencia from La Paz Road to Cabot Road, Cabot Road southerly of Oso Parkway (two locations) and Alicia Parkway from easterly of Moulton Parkway to Ramona Street to include pavement removals/rehabilitation, curb and gutter repairs, access ramp construction, asphalt concrete overlay, striping and traffic loops.

Purpose / Justification: Pavement maintenance.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

Operating Budget Impact: A net short term reduction of pavement maintenance should result from this project as the pavement life is extended through this project.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: Design, bid and award a construction contract in FY 2015-16. Construction to occur in summer 2016.

Project Name: Arterial Highway Pavement Maintenance - Various Locations
Project Number: 175 (Los Alisos, Paseo de Valencia, Cabot (2 locations) and Alicia)

Site Map



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-2020	2020-21	Future	Total
Project Costs:								
Planning/Design	100,000							100,000
Admin/Inspection		135,000						135,000
Land Acquisition								-
Construction		1,035,000						1,035,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	100,000	1,170,000	-	-	-	-	-	1,270,000
Project Funding:								
General Fund								-
Gas Tax	100,000	670,000						770,000
Quimby Act								-
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21		500,000						500,000
Other								-
Other								-
Unfunded								-
Total Funding	100,000	1,170,000	-	-	-	-	-	1,270,000

City of Laguna Hills Capital Improvement Project

Program: Streetscape

Project Name: Wayfinding Signage

Project No.: 329



Description: The replacement of select existing Wayfinding signs as needed to restore them to original condition.

Purpose / Justification: In 2008, the City implemented a citywide Wayfinding signage program to enhance motorist and visitor navigation to points of interest in the City. Approximately 60 Wayfinding signs were installed in a variety of sizes and mounting conditions. Over time, the elements and some traffic collisions have deteriorated approximately 20 signs. It is proposed to replace approximately 10 signs per year in the next two fiscal years to restore all signage to original conditions.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

Operating Budget Impact: None

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: FY 2015-16 and FY 2016-17

Project Name: Wayfinding Signs
Project Number: 329

Site Map



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design								-
Admin/Inspection								-
Land Acquisition								-
Construction	25,000	25,000						50,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	25,000	25,000	-	-	-	-	-	50,000
Project Funding:								
General Fund	25,000	25,000						50,000
Gas Tax								-
Quimby Act								-
MEASURE M (Comp)								-
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other - FCPP								-
Other								-
Unfunded								-
Total Funding	25,000	25,000	-	-	-	-	-	50,000

City of Laguna Hills Capital Improvement Project

Program: Flood Control and Water Quality

Project Name: Storm Drain / Slope Repairs

Project No.: 403



Description: Stand-by funding for drainage or slope repair projects resulting from storm events causing unexpected infrastructure impacts.

Purpose / Justification: To provide a funding source to resolve unexpected impacts to the City's storm drain system or slope areas.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

Operating Budget Impact: None

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: As needed

Project Name: Storm Drain/Slope Repairs
Project Number: 403

[Site Map](#)



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design								-
Admin/Inspection								-
Land Acquisition								-
Construction		50,000		50,000		50,000		150,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	-	50,000	-	50,000	-	50,000	-	150,000
Project Funding:								
General Fund								-
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds		50,000		50,000		50,000		150,000
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded								-
Total Funding	-	50,000	-	50,000	-	50,000	-	150,000

City of Laguna Hills Capital Improvement Project

Program: Flood Control and Water Quality

Project Name: NPDES / Water Quality Program

Project No.: 410



Description: 1) Implement a variety of water quality improvement initiatives in accordance with the requirements of the NPDES permits with the Santa Ana and the San Diego Regional Water Quality Control Boards in cooperation with, and as a co-permittee and funding partner with, the County of Orange. 2) Implement the Cabot Road Bio-swale Project. 3) Participate in the Dairy Fork Creek Project with the City of Aliso Viejo.

Purpose / Justification: Regulatory requirements and environmental enhancements to reduce pollutants within water runoff reaching the storm drain systems.

Other Agencies Involved: County of Orange. City of Aliso Viejo (Dairy Fork Creek).

Outside Agencies/Entities Clearance or Coordination Needs: The work is to meet the standards of the NPDES permits.

Operating Budget Impact: Water Quality projects may increase operating maintenance costs on a per project basis. Additional staff time will be expended to meet the requirements of the NPDES permits.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: 1) Ongoing as to Permit compliance. 2) Cabot Road Bio-swale project in FY 2015-16. 3) Dairy Fork Creek funding participation in FY 2016-17.

Project Name: NPDES / Water Quality Program
Project Number: 410

[Site Map](#)



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-2020	2020-21	Future	Total
Project Costs:								
Planning/Design								-
Admin/Inspection	190,000	200,000	205,000	205,000	-	-		800,000
Land Acquisition								-
Construction	250,000	55,000						305,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	440,000	255,000	205,000	205,000	-	-	-	1,105,000
Project Funding:								
General Fund	265,000	255,000	205,000	205,000	-	-		930,000
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive	175,000							175,000
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded								-
Total Funding	440,000	255,000	205,000	205,000	-	-	-	1,105,000

City of Laguna Hills Capital Improvement Project

Program: Flood Control and Water Quality

Project Name: Water Quality (2) Improvements

Project No.: 412



Description: Install screens over the inlets of catch basin at approximately 600 locations throughout the City to reduce the influx of litter, leaves and soil into the storm drain system. The screens, operating on a pulley system, open up during storm events to allow for the collection of drainage. At other times of the year, the debris collects in front of the catch basins and is removed with street sweeping activities.

Purpose / Justification: Improve pollution prevention and water quality by reducing the collection of leaves, litter and dirt in the catch basins and storm drain systems.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: OCTA through the environmental funding provided in Renewed Measure M.

Operating Budget Impact: Minor maintenance costs.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: Annually in FY 2015-16, FY 2016-17 and FY 2017-18, subject to funding availability through Renewed Measure M.

Project Name: Water Quality (2) Improvements
Project Number: 412

[Site Map](#)



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design								-
Admin/Inspection	5,000	5,000	5,000					15,000
Land Acquisition								-
Construction	70,000	70,000	70,000					210,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	75,000	75,000	75,000	-	-	-	-	225,000
Project Funding:								
General Fund	5,000	5,000	5,000					15,000
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive	70,000	70,000	70,000					210,000
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded								-
Total Funding	75,000	75,000	75,000	-	-	-	-	225,000

City of Laguna Hills Capital Improvement Project

Program: Parks

Project Name: Community Center and Sports Complex Field Renovations

Project No.: 238



Description: This project provides for the replacement of sports turf at the Community Center and Sports Complex two soccer fields every other year and as needed irrigation and drainage modifications/reconstruction.

Purpose / Justification: Safety improvements and playability improvements for the sports fields.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

Operating Budget Impact: None

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: Summer of 2016, 2018 & 2020

Project Name: Community Center and Sports Complex Field Renovations
Project Number: 238

Site Map



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design								-
Admin/Inspection								-
Land Acquisition								-
Construction		225,000		235,000		250,000		710,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	-	225,000	-	235,000	-	250,000	-	710,000
Project Funding:								
General Fund				235,000		250,000		485,000
Gas Tax								-
Quimby Act		225,000						225,000
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded								-
Total Funding	-	225,000	-	235,000	-	250,000	-	710,000

City of Laguna Hills Capital Improvement Project

Program: Parks
Project Name: General Park Renovations
Project No.: 241



Description: Renovation of existing park and playground improvements throughout the City's local park system to include the replacement of worn out site amenities such as benches, tables, and drinking fountains along with minor playground improvements to update worn equipment and surfacing.

Projected estimates of needs over the next ten years, by park, are as follows:

Beckenham Park	\$ 75,000
Cabot Park	\$175,000
Clarington Park	\$125,000
Costeau Park	\$ 25,000
El Conejo Park	\$ 75,000
Knotty Pine Park	\$ 75,000
Mackenzie Park	\$ 60,000
Mandeville Park	\$ 25,000
Mendocino Park	\$150,000
San Remo Park	\$ 80,000
Santa Vittoria Park	\$250,000
Stockport Park	\$0
Veeh Ranch Park	\$125,000

Purpose / Justification: Update the park amenities and infrastructure for enhanced recreational value, safety and capital reinvestment on a recurring and rotating basis with funding every two years.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

Operating Budget Impact: Reduce unscheduled maintenance of park amenities.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: FY 2015-16, FY 2017-18 and FY 2019-20

Project Name: General Park Renovations
Project Number: 241

[Site Map](#)



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design	25,000		30,000		35,000		15,000	105,000
Admin/Inspection	10,000		15,000		15,000		10,000	50,000
Land Acquisition								-
Construction	175,000		180,000		185,000		200,000	740,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	210,000	-	225,000	-	235,000	-	225,000	895,000
Project Funding:								
General Fund			225,000		235,000		225,000	685,000
Gas Tax								-
Quimby Act	210,000							210,000
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded								-
Total Funding	210,000	-	225,000	-	235,000	-	225,000	895,000

City of Laguna Hills Capital Improvement Project

Program: Public Facilities

Project Name: Community Center Renovations

Project No.: 513



Description: This project provides for various scheduled maintenance and equipment replacement at the Community Center building.

Purpose / Justification: Specified renovations to the interior of the Community Center are based on recommendations made by a reserve analysis carried out on the Community Center.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

Operating Budget Impact: Costs will be paid from Capital Reserve Fund.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: As scheduled per the budget detail.

Project Name: Community Center Renovation
Project Number: 513

Site Map



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design								-
Admin/Inspection								-
Land Acquisition								-
Construction/Maintenance	12,874	-	67,018	272,815	57,626	77,487		487,820
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	12,874	-	67,018	272,815	57,626	77,487	-	487,820
Project Funding:								
General Fund								-
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds	12,874	-	67,018	272,815	57,626	77,487		487,820
RSTP Federal Map-21								-
Other - Quimby								-
Other								-
Unfunded								-
Total Funding	12,874	-	67,018	272,815	57,626	77,487	-	487,820

City of Laguna Hills Capital Improvement Project

Program: Public Facilities
Project Name: Sports Complex Renovations
Project No.: 514



Description: This project provides for various scheduled maintenance and equipment replacement at the Community Center Sports Complex.

Purpose / Justification: Specified renovations to Sports Complex are based on recommendations made by a reserve analysis to replace aging infrastructure in a timely manner.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

Operating Budget Impact: Costs will be paid from Capital Reserve Fund.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: As scheduled per the budget detail.

Project Name: Sports Complex Renovations
Project Number: 514

Site Map



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design								-
Admin/Inspection								-
Land Acquisition								-
Construction/Maintenance			30,360	13,485		7,167		51,012
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	-	-	30,360	13,485	-	7,167	-	51,012
Project Funding:								
General Fund								-
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds			30,360	13,485		7,167		51,012
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded								-
Total Funding	-	-	30,360	13,485	-	7,167	-	51,012

CIP Discretionary Projects

City of Laguna Hills Capital Improvement Project

Program: Streets, Signals and Lighting

Project Name: South Moulton Pavement Rehabilitation

Project No.: 178



Description: Pavement rehabilitation of Moulton Parkway from Via Lomas to South City Limits (at SR-73). Work to include pavement removals/rehabilitation, curb and gutter repairs, access ramp construction, asphalt concrete overlay, and striping. Project length: 6700 LF.

Purpose / Justification: Pavement maintenance.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

Operating Budget Impact: A net short term reduction of pavement maintenance should result from this project as the pavement life is extended through this project.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: Future

Project Name: South Moulton Pavement Rehabilitation (VIA Lomas to SCL)
Project Number: 178

Site Map



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-2020	2020-21	Future	Total
Project Costs:								
Planning/Design							75,000	75,000
Admin/Inspection							125,000	125,000
Land Acquisition								-
Construction							1,375,000	1,375,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	-	-	-	-	-	-	1,575,000	1,575,000
Project Funding:								
General Fund								-
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded							1,575,000	1,575,000
Total Funding	-	-	-	-	-	-	1,575,000	1,575,000

City of Laguna Hills Capital Improvement Project

Program: Streets, Signals and Lighting

Project Name: Oso Parkway Pavement Rehabilitation

Project No.: 181



Description: Pavement rehabilitation of Oso Parkway from Cabot Road to West City Limits. Work to include pavement removals/rehabilitation, curb and gutter repairs, sidewalk repairs, access ramp construction, asphalt concrete overlay, and striping. Project length: 9200 LF.

Purpose / Justification: Pavement maintenance.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

Operating Budget Impact: A net short term reduction of pavement maintenance should result from this project as the pavement life is extended through this project.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: Future

Project Name: Oso Parkway Pavement Rehabilitation (Cabot to WCL)
Project Number: 181

Site Map



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-2020	2020-21	Future	Total
Project Costs:								
Planning/Design							100,000	100,000
Admin/Inspection							150,000	150,000
Land Acquisition								-
Construction							1,500,000	1,500,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	-	-	-	-	-	-	1,750,000	1,750,000
Project Funding:								
General Fund								-
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded							1,750,000	1,750,000
Total Funding	-	-	-	-	-	-	1,750,000	1,750,000

City of Laguna Hills Capital Improvement Project

Program: Streets, Signals and Lighting

Project Name: Lake Forest Drive Pavement Rehabilitation

Project No.: 182



Description: Pavement rehabilitation of Lake Forest Drive from East City Limits to West City Limits. Work to include pavement removals/rehabilitation, curb and gutter repairs, sidewalk repairs, access ramp construction, asphalt concrete overlay, and striping. Project length: 6200 LF.

Purpose / Justification: Pavement maintenance.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: A permit from Caltrans will be required for work at the intersection of Lake Forest/southbound I-5 offramp.

Operating Budget Impact: A net short term reduction of pavement maintenance should result from this project as the pavement life is extended through this project.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: Future

Project Name: Lake Forest Drive Pavement Rehabilitation (ECL to WCL)
Project Number: 182

Site Map



PCI ave. 82

Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-2020	2020-21	Future	Total
Project Costs:								
Planning/Design							75,000	75,000
Admin/Inspection							125,000	125,000
Land Acquisition								-
Construction							1,000,000	1,000,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	-	-	-	-	-	-	1,200,000	1,200,000
Project Funding:								
General Fund								-
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded							1,200,000	1,200,000
Total Funding	-	-	-	-	-	-	1,200,000	1,200,000

City of Laguna Hills Capital Improvement Project

Program: Streetscape
Project Name: Alicia Median Islands Rehabilitation
Project No.: 301



Description: Rehabilitate the Alicia Parkway landscape median islands from Costeau Street to Paseo de Valencia to current City standards. Project length: 3700 LF.

Purpose / Justification: Rehabilitate existing landscaping and install City theme program. The replacement of the irrigation system and replacement of turf grass with shrubs beds and other plant material will reduce water consumption and water runoff, fertilizer use and pesticide use within this median island.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

Operating Budget Impact: The elimination of turf grass reduces the City's landscape maintenance cost by approximately 20% per year with similar expectations in reduced water use.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: Future

Project Name: Alicia Parkway Median Islands Landscape Rehabilitation
Project Number: 301

Site Map



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design							120,000	120,000
Admin/Inspection							80,000	80,000
Land Acquisition								-
Construction							785,000	785,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	-	-	-	-	-	-	985,000	985,000
Project Funding:								
General Fund								-
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded							985,000	985,000
Total Funding	-	-	-	-	-	-	985,000	985,000

City of Laguna Hills Capital Improvement Project

Program: Streetscape

Project Name: Paseo de Valencia Median Islands

Project No.: 314



Description: Construction of a new raised and landscaped median island along Paseo de Valencia from Alicia Parkway to La Paz Road. Project length: 4,700 linear feet.

Purpose / Justification: To implement the citywide plan of landscape enhancements and positive traffic controls through the construction of raised and landscape median islands along all arterial highways. The sub-structure, conduits and drainage systems, for this median island were constructed at the time of the previous Paseo de Valencia Pavement Rehabilitation Project.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

Operating Budget Impact: This project will increase the landscape area by 61,000 square feet resulting in an annual landscape maintenance cost increase of \$2,000 and a utility cost increase of \$1,500.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: Future

Project Name: Paseo de Valencia Median Islands
Project Number: 314

[Site Map](#)



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design							100,000	100,000
Admin/Inspection							75,000	75,000
Land Acquisition								-
Construction							1,250,000	1,250,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	-	-	-	-	-	-	1,425,000	1,425,000
Project Funding:								
General Fund								-
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded							1,425,000	1,425,000
Total Funding	-	-	-	-	-	-	1,425,000	1,425,000

City of Laguna Hills Capital Improvement Project

Program: Streetscape
Project Name: Laguna Hills Drive Median Island
Project No.: 326



Description: Construct landscaping within the vacant median island on Laguna Hills Drive from Paseo de Valencia to 800' e/o Indian Hill Lane per City Landscape Guidelines. Project length: 1,900 LF.

Purpose / Justification: To implement the citywide plan of landscape enhancements along all arterial highways. The sub-structure, conduits, drainage system and curbing for this median island were constructed at the time of the previous Laguna Hills Drive Pavement Rehabilitation Project.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

Operating Budget Impact: The addition of the landscaping in this median island will add 25,000 square feet of landscaping resulting in an estimated increase of annual landscape maintenance costs of \$3,000 and utility costs of \$1,000.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: Future

Project Name: Laguna Hills Drive Median Islands and North Parkway
Project Number: 326

[Site Map](#)



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design							65,000	65,000
Admin/Inspection							45,000	45,000
Land Acquisition								-
Construction							430,000	430,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	-	-	-	-	-	-	540,000	540,000
Project Funding:								
General Fund								-
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded							540,000	540,000
Total Funding	-	-	-	-	-	-	540,000	540,000

City of Laguna Hills Capital Improvement Project

Program: Trails and Open Space
Project Name: Multi-use Trail - Community Center to Indian Hill
Project No.: 609



Description: Bike path and multi-use trail from the Community Center & Sports Complex, within the SCE transmission line easement, to Indian Hill Lane per the Open Space and Trails Master Plan. The trail has been designed. Right of way acquisition is pending.

Purpose / Justification: Trail linkage and recreational enhancement

Other Agencies Involved: An easement needs to be acquired from the Aliso Viejo Community Association (or a sub-association) for a portion of the trail route.

Outside Agencies/Entities Clearance or Coordination Needs: A Letter of Consent is required FROM Southern California Edison Company to allow the formal trail development to occur within their easement area.

Operating Budget Impact: Additional trail and minor landscape maintenance estimated at \$1,000 per year.

Source of Cost Estimates: Preliminary ☐ Based on Design ☒ Actual Bid ☐

Schedule: Future

Project Name: Multi-use Trail - Community Center to Indian Hill
Project Number: 609

Site Map



Project Costs and Project Funding

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design							50,000	50,000
Admin/Inspection							50,000	50,000
Land Acquisition								-
Construction							500,000	500,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	-	-	-	-	-	-	600,000	600,000
Project Funding:								
General Fund								-
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded							600,000	600,000
Total Funding	-	-	-	-	-	-	600,000	600,000

City of Laguna Hills Capital Improvement Project

Program: Trails and Open Space

Project Name: La Paz Multi-Use Trail - Alameda Avenue to Paseo de Valencia

Project No.: 611



Description: Multi-use trail development on the northside of La Paz Road, in the open space, between Alameda Avenue and Paseo de Valencia. This trail is an extension of the trail completed on the northside of La Paz Road from Moulton Parkway to Alameda Avenue and will connect to the future Alicia-La Paz trail.

Purpose / Justification: Trail linkage per the Open Space and Trails Master Plan.

Other Agencies Involved: None

Outside Agencies/Entities Clearance or Coordination Needs: None

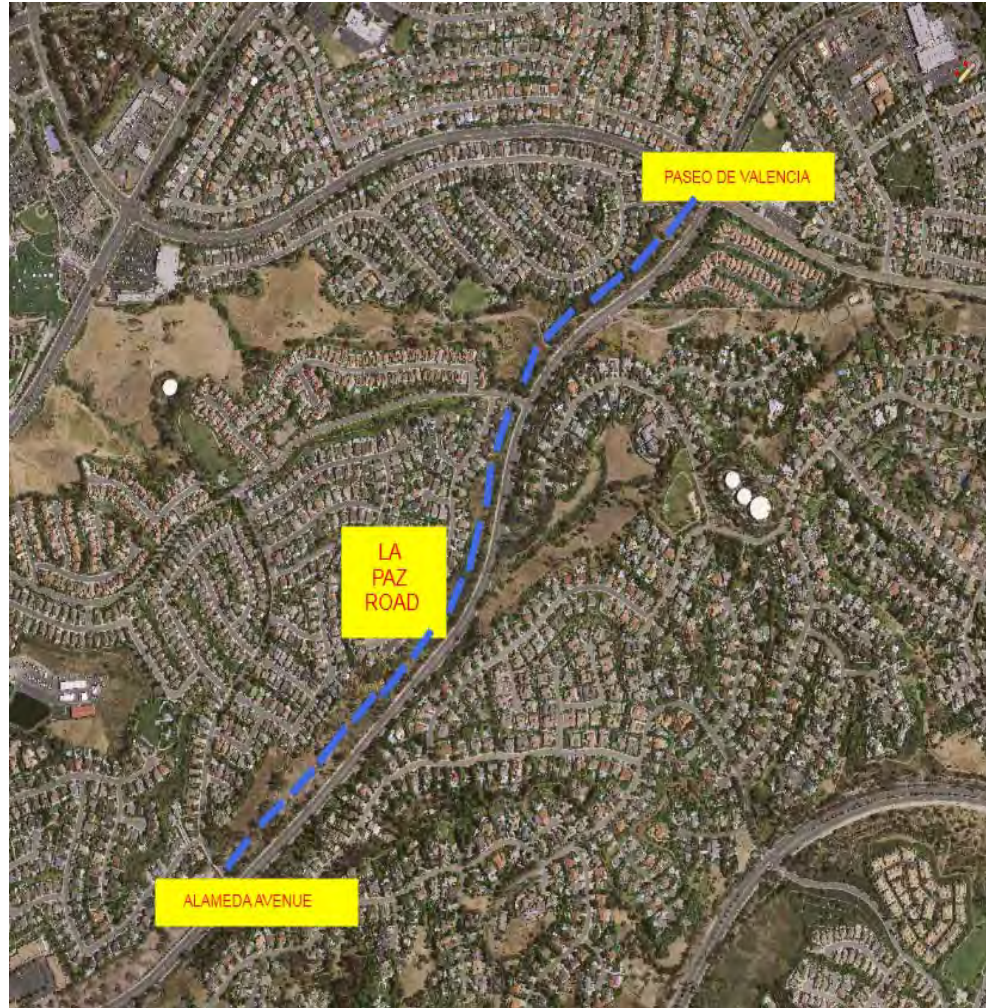
Operating Budget Impact: Minor trail maintenance estimated at \$2,000 per year.

Source of Cost Estimates: Preliminary ☒ Based on Design ☐ Actual Bid ☐

Schedule: Future

Project Name: La Paz Multi-use Trail - Alameda to Paseo de Valencia
Project Number: 611

Site Map



Project Costs and Project Funding

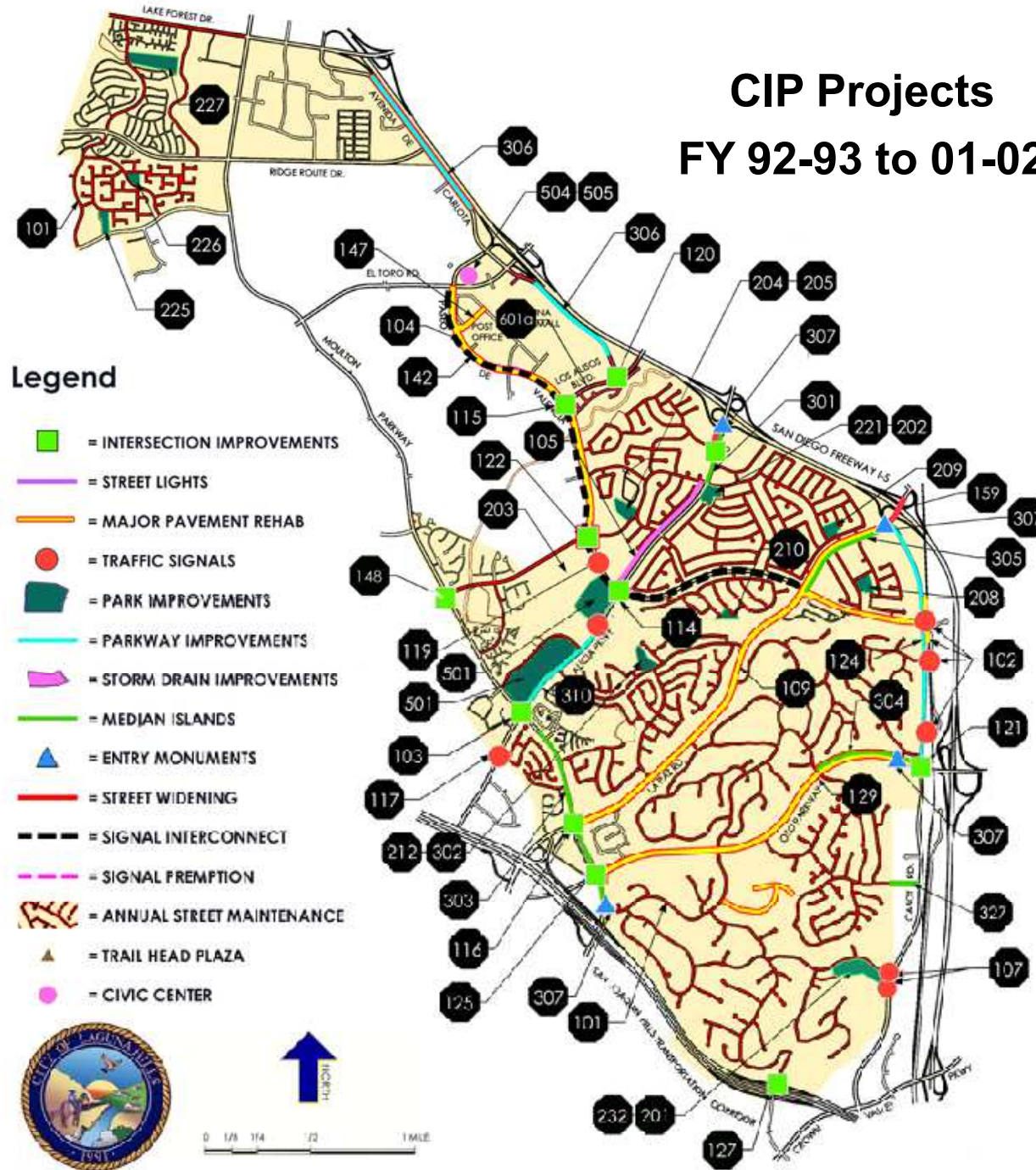
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Future	Total
Project Costs:								
Planning/Design							100,000	100,000
Admin/Inspection							75,000	75,000
Land Acquisition								-
Construction							1,500,000	1,500,000
Operations & Maintenance								-
System Integration								-
Equipment								-
Total Cost	-	-	-	-	-	-	1,675,000	1,675,000
Project Funding:								
General Fund								-
Gas Tax								-
Quimby Act								-
Measure M2 - Competitive								-
HSIP								-
CARITS								-
Capital Reserve Funds								-
RSTP Federal Map-21								-
Other								-
Other								-
Unfunded							1,675,000	1,675,000
Total Funding	-	-	-	-	-	-	1,675,000	1,675,000

Capital Improvement Program



April 14, 2015

CIP Projects FY 92-93 to 01-02





City of Laguna Hills

Capital Improvement Program

FY 92-93 to 01-02

<u>Quantity</u>	<u>Project Types</u>	<u>Funding</u>
33	Streets, Signals & Lighting	\$ 16,666,639
18	Parks	\$ 4,654,697
9	Streetscapes	\$ 2,444,114
5	Flood Control	\$ 615,880
4	Public Facilities	\$ 42,677,791
1	Trails & Open Space	\$ 19,230
70	Total Projects	\$ 67,078,351



City of Laguna Hills

Capital Improvement Program

FY 02-03 to 10-11

<u>Quantity</u>	<u>Project Types</u>	<u>Funding</u>
24	Streets, Signals & Lighting	\$ 26,945,058
7	Parks	\$ 2,902,718
9	Streetscapes	\$ 5,171,987
4	Flood Control	\$ 2,290,398
6	Public Facilities	\$ 13,421,300
3	Trails & Open Space	\$ 1,873,521
48	Total Projects	\$ 52,604,982

CIP Expenditures by Zone FY 92-93 to 10-11

**Not including Civic Center and
Community Center & Sports Complex**

Zone F - \$12,712,037

Zone E - \$17,846,914

Zone D - \$7,775,720

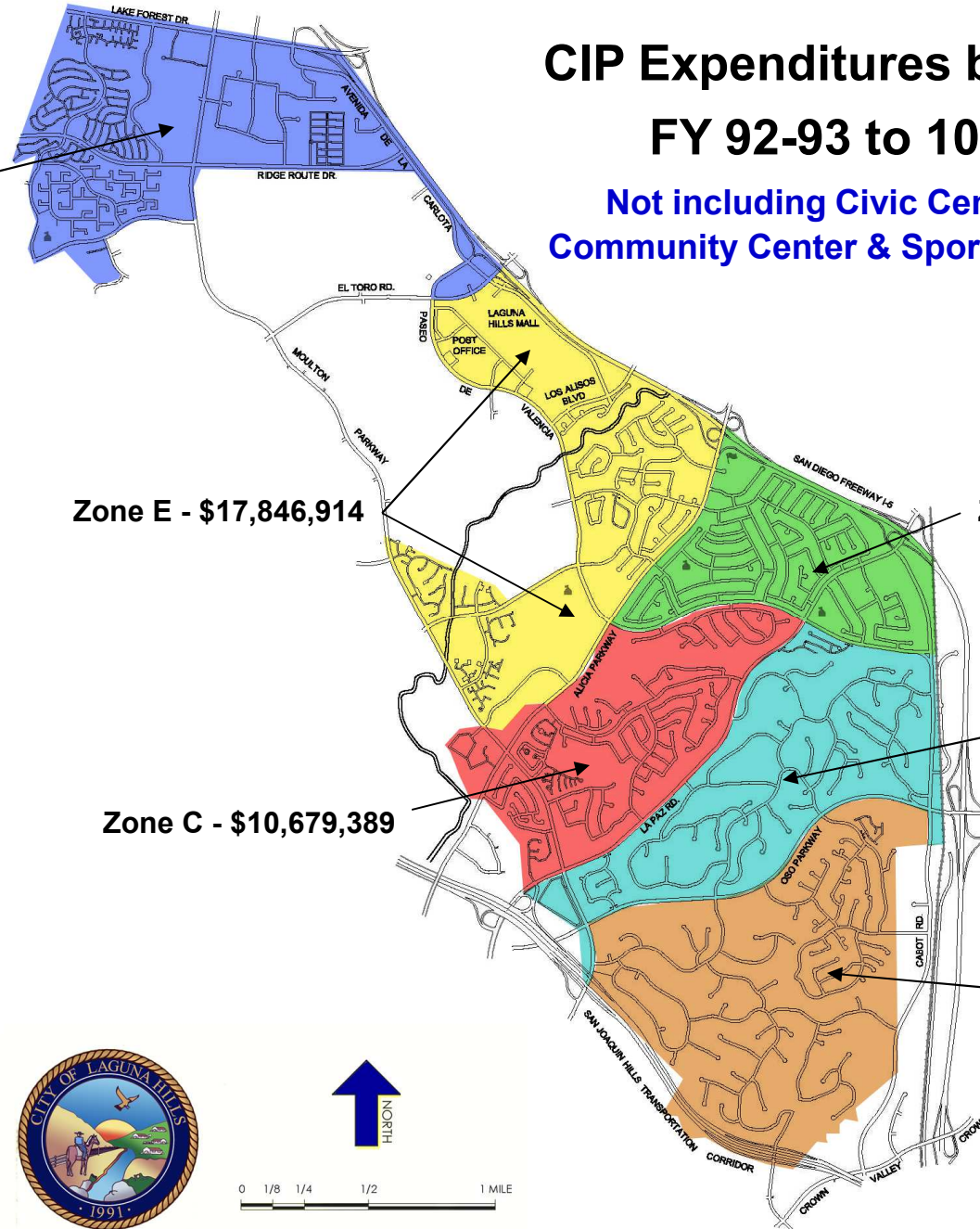
Zone B - \$11,507,886

Zone C - \$10,679,389

Zone A - \$9,414,963



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City of Laguna Hills

Capital Improvement Program

FY 92-93 to 10-11

<u>Quantity</u>	<u>Project Types</u>	<u>Funding</u>
50	Streets, Signals & Lighting	\$ 43,611,697
24	Parks	\$ 7,557,416
15	Streetscapes	\$ 7,616,101
8	Flood Control	\$ 2,906,277
9	Public Facilities	\$ 56,099,091
3	Trails & Open Space	\$ 1,892,750
109	Total Projects	\$ 119,683,332

City of Laguna Hills
Capital Improvement Program
FY 2011/12 – 2014/15 (partial)

<u>Quantity</u>	<u>Project Types</u>	<u>Funding</u>
11	Streets	\$ 9,756,745
2	Parks	\$ 250,269
4	Streetscapes	\$ 91,454
2	Flood/Water Quality	\$ 623,197
3	Public Facilities	\$ 514,999
1	Trails/Open Spaces	<u>\$ 1,404,516</u>
23 Total Projects		\$12,641,180

Proposed CIP “Non-discretionary”

Streets

101J – Annual Street Maintenance	\$730,000
168 – Signal Synchronization – Alicia Parkway	\$2,309,000
171 – La Paz Sidewalk Widening	\$565,000
175 – Arterial Highway Pavement Rehab	\$1,270,000

Streetscapes

329 – Wayfinding Signage	\$50,000
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Flood/Water Quality

403 – Slope Repairs as needed	\$50,000
410 – NPDES/Water Quality	\$1,105,000
412 – Water Quality Improvements	\$225,000

Proposed CIP “Non-discretionary”

Continued

Parks

238 – Sports Field Renovations	\$710,000
241 – General Park Renovations	\$895,000

Facilities

513 – Community Center Renovations	\$487,820
514 – Sports Complex Renovations	\$51,012

Discretionary Project Choices

Streets

181- Oso Parkway Pavement Rehabilitation	\$1,750,000
178 - South Moulton Pavement Rehabilitation	\$1,575,000
182 - Lake Forest Pavement Rehabilitation	\$1,200,000

Streetscapes

326 - Laguna Hills Drive Median Landscape	\$540,000
314 - Paseo de Valencia New Median Island	\$1,425,000
301 - Alicia Parkway Median Re-landscape	\$985,000

600 – Trails and Open Spaces

611 - La Paz (Alameda to PDV) multi-use trail	\$1,675,000
609 - Community Center to Indian Hill trail	\$600,000



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: **APRIL 14, 2015**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **BRUCE CHANNING**
 CITY MANAGER

ISSUE: **DISCUSSION OF CITY COUNCIL AGENDA PROCESSES; MEETING PROTOCOLS; CITY COUNCIL BUSINESS PRACTICES AND OPERATING PROCEDURES; AND CITY COUNCIL POLICIES, PROCEDURES AND BUSINESS PROTOCOLS**

RECOMMENDATION: **THAT THE CITY COUNCIL REVIEW, EVALUATE, AND DISCUSS AGENDA PROCESSES; MEETING PROTOCOLS; AND CITY COUNCIL POLICIES, PROCEDURES, AND BUSINESS PROTOCOLS AND CONSIDER ANY CHANGES, ADDITIONS, DELETIONS, OR MODIFICATIONS RELATED TO SAME.**

BACKGROUND:

The City Council has established a practice of conducting a workshop every other year for the purpose of determining and/or reaffirming the City Council's Policies, Procedures, and routine Business Protocols. Provided below is information related to past Council's discussion of such matters as City Council – City Staff Relations and how individual Council Members can place a report on the City Council Meeting Agenda. Also listed for possible consideration are several other Council Policies, Procedures, and Business Protocols pertaining to the conduct of City Council meetings and the handling of routine business matters. The Council may choose to discuss some or all of the listed items and provide staff with new direction if necessary.

Council Policies and Procedures

There are several routine business practices and Council protocols that the City Council has established during previous workshops. For the most part, they seem to be working well for both the Council and staff. Nevertheless, now is the time to once again review these business practices and protocols and either confirm or modify as desired.

- 1) *Practice for placing items on the agenda.* Past concerns included utilization of staff time for Council generated agenda items; an interest in having a mechanism for individual Council Members to surface issues; and how items are framed on the agenda. The practice for placing items on the agenda has never been formalized as a City Council Policy. Staff is recommending that it be a formal policy and has prepared the attached "Draft" Policy for the City Council's review.
- 2) *Communications with staff:* The City Manager and Council agreed to follow existing practices, as described below:
 - a) Council Members communicating with staff will be limited to the City Manager, Assistant City Manager, or Department Heads. It is not appropriate for Council Members to contact staff below the Department Head level.
 - b) Department Heads inform the City Manager of all Council Member contacts.
 - c) Council Members send a copy to the City Manager of all emails they send to Department Heads.
 - d) The City Manager provides the same substantive information to all Council Members.
 - e) A Council Member's request for staff assistance or information should not require more than one hour of staff time.
 - f) Council Members contact the City Manager, Assistant City Manager, or a Department Head regarding issues or questions they have about agenda items prior to Council meetings. The purpose of this is to either answer the question in advance, or to ensure that staff can fully answer the question at a Council Meeting. Council Members and staff all benefit from staff being fully prepared by knowing such issues or questions in advance. Additionally, if a Council Member can have his/her question(s) answered prior to the meeting, it will save the time of the other Council Members and the public at the meeting.
 - g) The City Manager provides information to the City Council as soon as it is available.
 - h) Council Members let the City Manager know any information they have that they wish to be conveyed to other Council Members. The purpose of this is to ensure their colleagues are informed about matters that an

individual Council Member has knowledge about and wishes to share with others while being mindful of the constraints of the Brown Act.

- i) Council Members inform the City Manager when they meet with staff from another public agency. Additionally, Council Members make it clear they are not representing the City Council, unless they are in the meeting as a designated representative of the Council.
 - j) Council Members are mindful that their requests for City Attorney research or assistance costs money.
- 3) City Council meeting start time. Conducting Closed Sessions at 6:00 p.m., before the start of the Regular City Council meeting at 7:00 p.m.
- 4) *Protocol for Delivery of Agenda Binders.*

Staff proposes to move to electronically transmitted agendas.

- 5) *Procedure for establishing Time Limits on speakers, including Council Members.*

Council has expressed a desire to limit all speakers to three minutes.

- 6) *Procedure for setting Time Limits on Agenda Item discussions.*

No established practice thus far.

- 7) *Policy for Business Practices, such as conference and meeting attendance/cost reimbursement and pre-meeting meals.*

See attached Staff Report RE: AB1234

- 8) *Protocol for determining the seating of Council and staff at the Council Dias.*

Has been the Mayor's prerogative for the past two years.

- 9) *Procedure for handling the Issuance of Proclamations and Certificates of Recognition/Commendation.*

See attached City Council Policy No. 110 – City Recognition Policy.

10) *Protocol for Employee Recognitions.*

There is currently no set practice for recognizing or honoring 25-year employees.

11) *Procedure for responding to inquiries, complaints, requests for information.*

Typically handled by staff. Letters of reply are either delegated to staff or drafted by staff for Mayor's review and approval.

12) *Practice for the use of official City stationery.* The practice for the City Council's use of official City stationery has never been formalized as a City Council Policy. Staff is recommending that it be a formal policy and has prepared the attached "Draft" Policy for the City Council's review.

13) *Protocol for providing financial support to community organizations.*

ATTACHMENTS:

- Draft City Council Policy regarding Agenda placement
- Staff Report RE: AB1234
- City Council Policy No. 110 – City Recognition Policy
- Draft City Council Policy regarding the Use of Official City Stationery

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

**SUBJECT: PROCEDURES FOR COUNCIL
MEMBERS TO PLACE ITEMS ON A
CITY COUNCIL AGENDA**

POLICY No. ____

Effective Date: _____, 2015

Last Revision: _____, 2015

PURPOSE:

To establish guidelines for City Council Members to place items on a City Council Agenda.

POLICY:

It shall be a policy of the City of Laguna Hills to follow a prescribed procedure regarding the placement of items on a City Council Agenda.

PROCEDURE:

- 1) The City Clerk assembles a preliminary agenda based on input she receives from Department Heads and the City Manager regarding reports they are preparing for the meeting.
- 2) All reports are due to the City Clerk by 5:00 p.m. on Tuesday, one week in advance of the scheduled meeting.
- 3) Any Council Member who wishes to place a report on the Agenda must submit their report in writing to the City Clerk by the same deadline as stated above. At a minimum, the report must: (1) set forth a subject matter that reasonably describes the issue to be presented for consideration by the City Council; and (2) the report must contain a recommendation if the Council Member desires a specific action to be taken by the City Council at the meeting. Council Members may provide background information as a part of their report and attachments or exhibits that they believe will be helpful to their presentation and with gaining support for their recommended action. Council Members may request limited assistance from staff with obtaining copies of existing materials and/or data related to their agenda report, provided said assistance does not require any new work or independent analysis to be

**City Council Policy
No.
Council Member Agenda Item Placement Policy**

performed and in the aggregate, does not require more than one-hour of staff time.

- 4) The City Clerk reviews all staff reports for grammar, spelling, appearance, and format, ensuring that all supporting materials or documents are attached and complete.
- 5) The City Manager reviews all reports for content, clarity, and recommended action(s), making changes as he deems appropriate and/or making requests for additional information that he believes are necessary to present the Council with a complete report. The City Manager may exercise his sole discretion and judgment in deciding the content and timing of all agenda items, with the exception of reports that are specifically requested by a majority of the City Council or actions that are required by law.

ATTACHMENTS:

- NONE

CITY OF LAGUNA HILLS

AGENDA REPORT CITY ATTORNEY DEPARTMENT

ISSUE: EXPENSE REIMBURSEMENT POLICY FOR LEGISLATIVE BODY MEMBERS AND ETHICS TRAINING REQUIREMENTS (A.B. 1234)

SUMMARY

On January 1, 2006, the "Local Government Sunshine Bill," commonly referred to as Assembly Bill 1234 ("A.B. 1234"), went into effect. The new law has two basic components. The first requires cities, counties, and special districts to adopt expense reimbursement policies governing the reimbursement of "actual and necessary" expenses incurred by members of local legislative bodies in the course of performing official duties. The second component imposes a requirement that members of local legislative bodies who receive any type of compensation or reimbursement for expenses incurred in the course of performing official duties, as well as designated employees, receive ethics training at least once every two years. Attached for your consideration is a draft policy incorporating the requirements of A.B. 1234.

BACKGROUND

EXPENSE REIMBURSEMENT POLICY

Adoption of Expense Reimbursement Policy

A.B. 1234 adds Sections 53232-53232.4 to the Government Code relating to (a) actual and necessary expenses incurred by "members of a local agency legislative body" (e.g., city council members, planning commission members, and other commission, committee, and board members) in the performance of official duties, and (b) ethics training for "local government officials" and "designated employees." Of most urgent concern to local agencies, these new provisions require that a written policy setting forth guidelines for the reimbursement of actual and necessary expenses incurred by members of legislative bodies in the performance of official duties be established at a public meeting.

RECOMMENDATION: THAT THE CITY COUNCIL ADOPT A RESOLUTION ENTITLED: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, ESTABLISHING EXPENSE GUIDELINES AND AN EXPENSE REIMBURSEMENT POLICY FOR LEGISLATIVE BODY MEMBERS."

Reimbursable Occurrences and Reimbursement Rates

The required expense reimbursement policy must specify the types of occurrences that qualify legislative body members to receive reimbursement of expenses related to travel, meals, lodging, and other actual and necessary expenses. The policy may also specify reasonable reimbursement rates for travel, meals, lodging, and incidental expenses. If the policy does not specify reimbursement rates, then the reimbursement rates for travel, meals, lodging, and incidentals established by the Internal Revenue Service (IRS) in Publication 463, or any successor publication, will then apply as of January 1, 2006. Under this new law, a member of a legislative body cannot be reimbursed by the local agency for travel, meals, lodging and other actual and necessary expenses incurred in the performance of official duties unless the occurrence or occasion for which reimbursement is sought is actually authorized in an approved expense reimbursement policy.

Conference Lodging Rates

A member of the legislative body can be reimbursed for lodging in connection with a conference or organized educational activity as long as the reimbursement does not exceed the maximum group rate published by the conference or activity sponsor. If lodging in connection with a conference or organized educational activity at the group rate is not available to the member at the time of booking, then the member must use comparable lodging that is: (a) consistent with the reasonable lodging reimbursement rates set forth in the expense reimbursement policy, if specified, or the Internal Revenue Service rates for reimbursement of lodging as established by Publication 463, or any successor publication; or, (b) at a government rate, if offered by a lodging provider.

Rates for Transportation and Lodging

Under the new law, members of legislative bodies must use government or group rates for transportation and lodging when available.

Expenses Not Otherwise Specified in Policy

Advance approval of the City Council at a public meeting is required in order for a member of a legislative body to qualify for reimbursement for any expense that does not fall within the parameters of the adopted expense reimbursement policy or the IRS rates for reimbursement.

Expense Report Forms and Receipts

Local agencies must now develop and provide expense report forms for members of legislative bodies to submit in order to receive reimbursement for their actual and necessary expenses incurred in the performance of official duties. Under the new law, reimbursable expenses include meals, lodging, travel, and incidentals. Expense reports

Agenda Report
Expense Reimbursement Policy & Ethics Training
Page 3

submitted to the local agency by members of the legislative body must document that the claimed expenses meet the local agency's existing expense reimbursement policy. In addition, each expense report must be accompanied by receipts documenting each expense incurred. Under the new law, all documents related to reimbursable expenditures are deemed to be public records subject to disclosure under the Public Records Act.

Brief Reports on Meetings Attended

The new law also provides that whenever members of a legislative body attend a meeting at the expense of the local agency, the members must provide a brief oral or written report about the meeting at the next regular meeting of the legislative body. We suggest that the required brief report be agendaized for the next meeting in order to ensure compliance with this new requirement.

Penalties

The new law also provides that penalties for misuse of public resources or for falsifying expense reports may include, but are not limited to, (1) the loss of reimbursement privileges, (2) restitution to the local agency, (3) the filing of a civil action by the Attorney General or the District Attorney for intentional or negligent use of public resources for unauthorized purposes, which may include civil penalties of up to \$1,000 for each day on which a violation occurs, plus three times the value of the unlawful use of public resources (Government Code §8314), and, (4) criminal prosecution for misuse of public resources, including imprisonment for two, three, or four years in state prison and disqualification from holding any office in California (Penal Code §424).

REQUIRED ETHICS TRAINING

A.B. 1234 also requires all "local agency officials" to receive no less than two hours of training in general ethics principles and ethics laws every two years. "Local agency officials" are defined to include any member of a local agency legislative body or any elected local agency official who receives any type of compensation, salary or stipend, or reimbursement of expenses, as well as any employee designated by a local agency legislative body to receive ethics training. The specific types of ethics laws satisfying A.B. 1234's training requirements include the following:

1. Laws relating to personal financial gain by public servants, including laws prohibiting bribery and conflict-of-interest;
2. Laws relating to gift and travel restrictions for public officials, the prohibition against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against the acceptance of free or discounted transportation by transportation companies;

Agenda Report
Expense Reimbursement Policy & Ethics Training
Page 4

3. Government transparency laws, including financial interest disclosure requirements and open meeting laws, such as the Brown Act; and
4. Laws relating to fair processes, including due process requirements, incompatible offices, competitive bidding requirements for public contracts, and common law bias prohibitions.

The new law allows local officials to fulfill the ethics training requirement by taking courses developed in consultation with the Fair Political Practices Commission and the Attorney General. Associations such as the League of California Cities, the Institute for Local Government, the California Association of Sanitation Agencies, and the Independent Special District Association already provide training on these topics, and it is anticipated that they will provide courses of study to satisfy the requirements of A.B. 1234. It is also anticipated that on-line, self-study training will be made available. Staff will keep the Council apprised of these training opportunities.

Current legislative body members and designated employees, if any, must satisfy the two-hour ethics training requirement prior to January 1, 2007. Thereafter, legislative body members must receive at least two hours of ethics training every two years. Officials who begin their term on or after January 1, 2006, will be required to fulfill two hours of ethics training within one year of taking office and then two hours of training every two years.

Staff is required to maintain records that indicate the dates the members completed the required ethics training and the entity that provided the training, and staff must retain these records for at least five (5) years. These records are public records subject to disclosure under the Public Records Act. Local agencies are also required under the new law to provide information on ethics training available to meet this requirement to its local officials at least once annually.

FISCAL IMPACT

Administrative costs associated with A.B. 1234 compliance; minimal costs associated with reimbursing legislative body members for attending ethics training.

RECOMMENDATION: THAT THE CITY COUNCIL ADOPT A RESOLUTION ENTITLED: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, ESTABLISHING EXPENSE GUIDELINES AND AN EXPENSE REIMBURSEMENT POLICY FOR LEGISLATIVE BODY MEMBERS."

**Agenda Report
Expense Reimbursement Policy & Ethics Training
Page 5**

ATTACHMENT:

- **Resolution Establishing an Expense Reimbursement Policy for Legislative Body Members**

RESOLUTION NO. 2006-03-14-2

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAGUNA HILLS, CALIFORNIA, ESTABLISHING EXPENSE
GUIDELINES AND AN EXPENSE REIMBURSEMENT
POLICY FOR LEGISLATIVE BODY MEMBERS**

WHEREAS, effective January 1, 2006, Government Code Section 53232.2 requires any local agency that reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties to adopt a written policy specifying the types of occurrences that qualify a member of the legislative body to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses; and

WHEREAS, resources of the City of Laguna Hills should be used when there is a benefit to the City; and

WHEREAS, such benefits include but are not limited to:

- 1. Communicating with representatives of federal, regional, state, and/or local government(s) on issues or matters affecting the City or on City-adopted policy or political positions;**
- 2. Participating in regional, state, and national organizations whose activities may affect the City;**
- 3. Attending conferences and/or educational seminars designed to improve the expertise and information levels of legislative body members; and**
- 4. Promoting public service and morale by recognizing such service; and**

WHEREAS, as a matter of policy, the City should bear the cost of the actual and necessary expenses incurred by legislative body members, which include City Council Members; Planning Agency Members; Community Services, Historical, and Arts Commission Members; Traffic Commission Members; and other City Commission, Committee, and Board Members, in the performance of their official duties; and

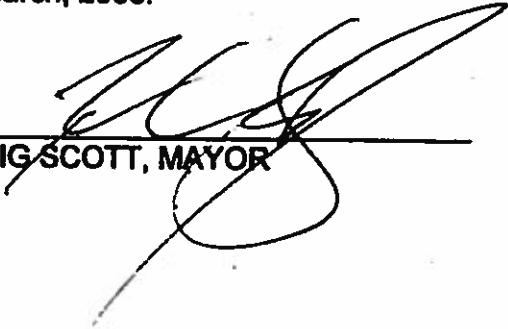
WHEREAS, this expense reimbursement policy provides guidance to legislative body members and to City staff on the use and expenditure of City resources for expense reimbursements made on behalf of legislative body members who incur authorized expenses in the performance of official duties, as well as the standards against which those expenditures will be measured; and

WHEREAS, this expense reimbursement policy applies to both reimbursed expenses and expenses advanced or directly paid by the City on behalf of legislative body members that may incur such expenses in the course of performing their official duties.

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

SECTION 1. Pursuant to new Government Code Sections 53232.2 and 53232.3, which law became effective January 1, 2006, the City of Laguna Hills hereby establishes expense guidelines and an expense reimbursement policy for legislative body members, which is attached hereto as Attachment "A" and is incorporated herein by reference.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Laguna Hills held this 14th day of March, 2006.


R. CRAIG SCOTT, MAYOR

ATTEST:


MARY A. CARLSON, CITY CLERK

STATE OF CALIFORNIA }
COUNTY OF ORANGE }
CITY OF LAGUNA HILLS } ss.

I, MARY A. CARLSON, Clerk of the City of Laguna Hills, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2006-03-14-2 adopted by the City Council of the City of Laguna Hills, California, at a regular meeting thereof, held on the 14th day of March, 2006, by the following vote:

AYES: Council Members Bressette, Lautenschleger, Songstad,
 Mayor Pro Tempore Carruth, and Mayor Scott

NOES: None

ABSENT: None

ABSTAIN: None

(SEAL)


MARY A. CARLSON, CITY CLERK

ATTACHMENT "A"

CITY OF LAGUNA HILLS EXPENSE GUIDELINES AND REIMBURSEMENT POLICY FOR LEGISLATIVE BODY MEMBERS

A. AUTHORIZED EXPENSES

The following types of occurrences qualify any of the City's legislative body members, which include City Councilmembers, Planning Agency members, Community Services, Historical, and Arts Commission members, Traffic Commission members, and any other City Commission, Committee, and Board members, to receive reimbursement for expenses incurred in the performance of official duties relating to travel, meals, lodging, and other actual and necessary expenses that constitute authorized expenses, provided the requirements of this policy are met:

- (1) Communicating with representatives of federal, regional, state, and/or local government(s) on issues or matters affecting the City or on City-adopted policy or political positions;
- (2) Attending conferences and/or educational seminars designed to improve the member's expertise and information levels, including, but not limited to, ethics training required pursuant to Government Code Section 53234;
- (3) Participating in regional, state, and national organizations whose activities or interests may affect the City's interests;
- (4) Attending City sponsored or co-sponsored events or other community events;
- (5) Promoting public service and morale by recognizing such service;
- (6) Implementing a City-approved strategy for attracting or retaining businesses to the City.

The following expenses require prior City Council approval:

- (1) International travel;
- (2) Expenses which exceed any annual budget limits, if any, established for each member; and
- (3) Expenses exceeding \$2,500 per trip.

All other reimbursement expenses that are not specifically authorized by this policy shall be approved by the City Council in a public meeting before the expense is incurred.

Examples of personal expenses that the City will not reimburse include, but are not limited to:

- (1) The personal portion of any trip taken at City expense;
- (2) Political contributions or events;
- (3) Charitable contributions or events;
- (4) Entertainment expenses, including social, recreational, or other cultural events, unless the event is related to City business, does not exceed \$500, and is approved by the City Manager;
- (7) Non-mileage personal automobile expenses incurred, including repairs and traffic citations; and
- (8) Personal losses incurred while on City business (e.g., theft or property destruction).

Any questions regarding the propriety of a particular type of expense should be resolved with the City Manager before the expense is incurred.

B. EXPENSE AND REIMBURSEMENT GUIDELINES

To conserve City resources and keep expenses within appropriate standards for public agencies, expenditures, whether paid directly by the City or reimbursed to a member of the City's legislative bodies, should comply with the following guidelines. Unless otherwise specifically provided herein, reimbursement for travel, meals, lodging, and other actual and necessary expenses shall be at the Internal Revenue Service rates then in effect as established in Publication 463 or any successor publication. Expenses not covered by this policy, or expenses in excess of the reimbursable rates set forth in this policy, are not reimbursable unless approved by the City Council at a public meeting before the expense is incurred.

Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and space requirements must be used, using the most direct and time-efficient route. In the event that a more expensive transportation form or route is used, the cost borne by the City will be limited to the cost of the most economical, direct, efficient, and reasonable transportation form. Government or group rates offered by a provider of transportation services must be used when available.

Airfare at the best available economy class rate is reimbursable.

Automobile mileage is reimbursable at Internal Revenue Service rates then in effect (see www.irs.gov). For 2006, the rate is 44.5 cents per mile. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls and parking fees, which are also reimbursable.

Reasonable and necessary charges for public transportation, taxi, or shuttle service are reimbursable at actual cost and must be substantiated with receipts.

Rental vehicles may be used during out-of-County travel. Rental vehicles may be used when the efficient conduct of City business precludes the use of other means of transportation or when a car rental is the most economical mode available. Itemized receipts must be submitted with vehicle rental reimbursement requests.

Lodging

Lodging costs will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay. Government or group rates offered by a provider of lodging services shall be used when available. In the event that government or group rates for lodging are not available at the time of booking, lodging rates that do not exceed \$500 per night are presumed reasonable and hence reimbursable.

If such lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member at the time of booking. If the group rate for lodging in connection with a conference or organized educational activity is not available, the member must use comparable lodging that is: (a) consistent with the Internal Revenue Service rates for reimbursement of lodging as established by IRS Publication 463, or any successor publication; (b) at a government rate, if offered by a lodging provider; or (c) otherwise consistent with the limits set forth in this policy.

Non-reimbursable lodging-related expenses include, but are not limited to, costs related to late check-out or uncanceled reservations, in-room pay-per-view movie rentals or mini-bar service, and non-City business related telephone calls. Receipts must accompany all member requests for lodging reimbursements.

Meals

Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. Actual meal expenses and associated gratuities will be reimbursed or paid when incurred by the member in the performance of official duties.

Telephone / Fax / Cellular / Computer

Legislative body members will be reimbursed for actual telephone, fax, cellular, and computer expenses incurred on City business, whether charged through a plan, a

flat rate charge, or otherwise. Telephone bills should, where practical, identify which calls were made on City business. For telephone calls when the member has a particular number of minutes included in the member's calling plan or otherwise has a flat rate charge, the member can identify the percentage of calls made on City business. If other equipment charges are imposed as part of a plan or flat rate charge, the member may similarly identify the percentage of use attributable to City business.

Internet

Internet access connection and/or usage fees related to official City business will be reimbursed.

Airport Parking

Long-term airport parking should be used for travel exceeding 24-hours. Actual airport parking expenses and associated gratuities will be reimbursed or paid when incurred by the member in the performance of official duties.

Other

Baggage handling fees of up to \$2 per bag and gratuities of up to 15 percent will be reimbursed or paid when incurred by the member in the performance of official duties.

Miscellaneous expenses for registration, tuition, parking, educational materials provided at conferences, and telephone charges are reimbursable for City authorized business. All miscellaneous expenses must be supported with itemized receipts.

Expenses for which members receive reimbursement from another agency are not reimbursable.

C. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINE

Expense reimbursement requests must be submitted on a report form provided by the City. Expense reimbursement reports must document that the expense in question meets the requirements of this expense reimbursement policy.

Members must submit their expense reports within 45 days of an expense being incurred. The expense report must be accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Receipts for gratuities and tolls under \$35 are not required.

D. AUDITS OF EXPENSE REPORTS

All expenses are subject to verification of compliance with this policy.

E. BRIEF REPORTS TO LEGISLATIVE BODY

At the next regularly scheduled meeting of the legislative body following attendance at a meeting for which the City has paid or for which reimbursement has or will be sought, members must briefly report, either orally or in writing, on the meeting. If multiple members attended the meeting at City expense, a joint report may be made to the legislative body.

F. COMPLIANCE WITH LAWS

Members should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All documents related to reimbursable agency expenditures, including, but not limited to, expense reports, receipts, and written evidence of direct City advances or payments for expenses, are public records subject to disclosure under the Public Records Act.

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: CITY RECOGNITION POLICY
POLICY No. 110

Effective Date: November 14, 2006

Last Revision: November 14, 2006

PURPOSE:

The purpose of this policy is to establish guidelines for official City recognition of groups, individuals, events, Council Members, Commissioners, employees, and other City-appointed officials.

POLICY:

METHODS OF RECOGNITION

RESOLUTIONS

The City may utilize a Resolution as a means of recognition. A Resolution is a formal, written action of the City Council and must be agendized for a vote. All Resolutions adopted by the City Council are numbered and placed in the official book of Resolutions. Resolutions should only be used in the most significant cases and will be signed by the entire City Council.

Adoption of a Resolution requires a staff report with a recommendation and justification for issuing the Resolution.

CERTIFICATES AND PROCLAMATIONS

Certificates and Proclamations are prepared in response to the type of recognition desired. Certificates are prepared for Commendations, Recognitions, and Appointments. Proclamations are prepared when the request is to proclaim something.

The City Council must provide direction to staff with regard to issuing a Certificate or a Proclamation. Presentations will not be agendized if the recipient cannot be present at a City Council meeting to receive the Certificate or Proclamation. A Certificate or a Proclamation may also be presented at an event by the Mayor or the Mayor's designee.

Certificates and Proclamations are not issued for Religious Observations, Ethnic Celebrations, or recognition that is not local in nature.

PLAQUES

Plaques are an appropriate means of recognition for service to the City and will be used at the City Council's discretion.

CITY TILE

The City Tile is a significant way of recognizing the service of City Council Members, Commissioners, and City Employees. A City Tile may also be appropriate for dignitaries visiting from other states or countries.

MEETING DEDICATION

There are times when it is appropriate to dedicate a City Council meeting in memory of an individual. The Mayor initiates this action. When the City Council meeting is dedicated, a notation may appear on the agenda, and the Mayor announces that the meeting is in memory of an individual. After the meeting, an appropriate card or certificate is sent to the family acknowledging the dedication, and the dedication is noted in the minutes.

COUNCIL MEMBER RECOGNITION

A plaque and Resolution of Commendation may be presented as recognition for an outgoing Mayor.

A City Tile and Dais name plate may be presented to outgoing Council Members who complete at least one term of office.

Upon retirement from City service, any Council Member who has served at least two full-terms of office will be eligible for retirement recognition. The City Manager is authorized to incur a reasonable expense to pay for a retirement celebration event in honor of the Council Member. The determined expenditure shall take into consideration years of service, availability of a City facility, and the Council Member's desire for such an event. A City Tile and a Resolution or Certificate of Recognition will also be presented by the Mayor at a City Council meeting to the retiring Council Member.

COMMISSIONER/APPOINTED REPRESENTATIVE RECOGNITION

Newly appointed Commissioners and Appointed Representatives are recognized with a Certificate of Appointment at the time the Oath of Office is taken at a City Council Meeting.

If a Commissioner or Appointed Representative finds it necessary to resign from office prior to completion of his/her term, a Certificate of Appreciation will be presented at a City Council Meeting.

A City Tile may be presented to outgoing Commissioners and Appointed Representatives who complete at least one term of office.

EMPLOYEE RECOGNITION

FIVE YEAR SERVICE RECOGNITION

Employees shall be recognized on the fifth year anniversary of employment with the City of Laguna Hills. At this time the employee shall receive a Certificate of Recognition presented by the City Manager at a C.A.R.E.S. luncheon, or like function. In addition, the employee will receive a pen and pencil set.

TEN YEAR SERVICE RECOGNITION

On the tenth year anniversary of employment with the City of Laguna Hills, the employee shall receive a Certificate of Recognition presented by the Mayor at a City Council Meeting. The employee will also receive an engraved clock.

In addition, any employee who separates from employment with the City after ten years of service may receive a City Tile.

FIFTEEN YEAR SERVICE RECOGNITION

Upon the employee's fifteenth year anniversary of employment, the employee shall receive a Certificate of Recognition presented by the Mayor at a City Council meeting and a fifty-dollar (\$50.00) gift certificate to a Laguna Hills restaurant in commemoration of his/her anniversary with the City.

TWENTY YEAR SERVICE RECOGNITION

Upon the employee's twentieth year anniversary of employment, the employee shall receive a Certificate of Recognition presented by the Mayor at a City Council meeting and a watch in commemoration of his/her anniversary with the City.

RETIREMENT RECOGNITION

Upon retirement, any regular full-time employee with at least five years of continuous full-time employment with the City of Laguna Hills, who has

reached at least the PERS minimum age requirement of fifty years, and has met the PERS conditions for service retirement, will be eligible for retirement recognition. The City Manager is authorized to incur a reasonable expense to pay for a retirement celebration event in honor of the employee. The determined expenditure shall take into consideration years of service, availability of a City facility, and employee's and employer's desire for such an event. A City Tile and Certificate of Recognition will also be presented by the Mayor at a City Council meeting to the retiring employee.

MISCELLANEOUS RECOGNITIONS

COMMUNITY EVENTS/COMMUNITY ORGANIZATIONS

There are many events that occur in the community and at times the City is asked to make official recognition. The City Council will provide direction to staff regarding if and how the recognition should occur. In making that determination, the City Council should consider the significance of the event to the entire community.

ATHLETIC/ACADEMIC ACCOMPLISHMENTS

Recognition may be provided when an individual or a team reaches a significant level of competition. Recognition of athletic or academic achievement may be given for a Championship at the CIF/County level or higher. If the individual or team continues to compete at the State and/or National level, recognition should occur when the individual or team has completed the highest level of competition.

Athletic and academic accomplishments should be limited to those made by persons competing in school-related or publicly conducted and sanctioned competitions. Adults residing in the community may also be recognized for their athletic achievements in well-recognized sporting events.

The determination of when recognition is appropriate shall be made by the City Council.

ACTS OF HEROISM

Recognition can be given to those individuals who are residents of Laguna Hills who perform heroic acts. The significance and infrequency of these acts would indicate that this type of commendation should be framed and should be presented at a City Council meeting. The City Council may recognize an act of heroism by a person who is not a resident of Laguna Hills if the person saved is

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a resident of Laguna Hills. Recognition of those who perform heroic acts will typically be made at the recommendation of the Chief of Police Services, Orange County Fire Authority, or Hospital Administrators.

EAGLE SCOUTS AND GOLDEN ARROW SCOUTS

Young men and women who are residents of Laguna Hills and become Eagle Scouts or Golden Arrow Scouts should be recognized by the City. A Certificate of Commendation will be prepared and presented by the Mayor, either at the Court of Honor where the Eagle Scout or Golden Arrow Scout Award is presented or at a City Council meeting.

REGIONAL EVENTS AND RECOGNITION FOR OTHER CITIES

Appropriate Certificates or Proclamations will be prepared for regional events or in response to requests from other cities. The City Council will provide direction to staff with regard to preparing the recognition.

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

**SUBJECT: CITY STATIONERY
MAYOR AND COUNCIL MEMBER
USE OF CITY STATIONERY**

POLICY No. ____

Effective Date: _____, 2015

Last Revision: _____, 2015

PURPOSE:

To establish guidelines for City Council Member use of official City of Laguna Hills stationery.

POLICY:

Council Member use of stationery provided by the City is limited to matters relating to official City business.

PROCEDURE:

- 1) The Mayor shall use City stationery for correspondence at the direction of the full Council and to communicate legislative positions taken by the City Council. Generally, City staff will prepare the correspondence for the Mayor's signature.
- 2) City stationery shall be used by the Mayor and/or Council Members to:
 - Respond to an issue of interest between an individual and a City Council Member that is related to his/her role as a Council Member;
 - Thank citizens or groups for their assistance with or involvement in a City event;
 - Extend invitations to City-sponsored events;
 - To answer correspondence sent by constituents.
- 3) Council Members choosing to express their own opinion or to correspond with supporters, residents, or other elected officials,

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should use letterhead that is purchased and that includes the following statement at the bottom:

“Not Paid For or Distributed at City Expense.”

Stationery with only the City logo and the above mentioned statement may be purchased from the Administrative Assistant in the City Manager’s Office. At the Council Member’s request, the Council Members name can be printed on the stationery. Envelopes and second sheets can also be purchased.

- 4) City stationery shall be kept in the possession of the City Manager’s Department staff and will be made available upon request.
- 5) Any uncertainty with regard to the proper use of official city stationery shall be reviewed with the City Manager prior to its use.

ATTACHMENTS:

- NONE