



CITY OF LAGUNA HILLS CITY COUNCIL/PLANNING AGENCY

REGULAR MEETING AGENDA Tuesday, February 13, 2024 – 7:00 PM (Closed Session at 6:00 PM when scheduled)

Dave Wheeler, Mayor

Joshua Sweeney, Mayor Pro Tempore
Janine Heft, Council Member

Don Caskey, Council Member
Erica Pezold, Council Member

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

In Person Public Comments: Any person wishing to address the City Council/Planning Agency on any matter, whether or not it appears on this Agenda, is asked to complete a pink “Request to Speak” form available on the table at the back of the Chamber and submit the form to the City Clerk. The Request to Speak form assists the Mayor in ensuring that all persons wishing to address the City Council are recognized and ensures accurate identification of meeting participants in the City Council/Planning Agency Minutes. Completion of the form is voluntary. It is City policy to limit public testimony to up to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes for Public Comments. If you are commenting on an Agenda item, your comments will be heard at the time that item is scheduled on the Agenda. If you are addressing the City Council on an item not listed on the Agenda, the City Council is prohibited by law from discussing or taking any action on that item.

Submission of Electronic Public Comments: Those wishing to make electronic public comments may submit their comments by email to the City Clerk at publiccomments@lagunahillsCA.gov, by 5:00 p.m. on Tuesday, February 13, 2024. In the subject line of the email, please state your name and the item number you are commenting on. Any public comment received that does not specify a particular agenda item number will be announced during the general public comment portion of the agenda. All comments received by 5:00 p.m. on the date of the meeting will be provided to the City Council and will be provided for public inspection at the meeting. During the applicable agenda item, the City Clerk will announce the name of the sender and subject matter of all electronic comments received by 5:00 p.m. on Tuesday, February 13, 2024. Email comments will NOT be read by the City Clerk during the meeting. Electronic public comments may only be submitted via email and comments via text and social media (Facebook, X (formerly Twitter), etc.) will not be accepted.

For questions or assistance, please contact the City Clerk’s Office at (949) 707-2635 or via email at jlee@lagunahillsca.gov.

GENERAL BUSINESS - CONVENING AT 7:00 PM**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.

INVOCATION: Associate Pastor Jesus Cantu of Christ Community Church

PLEDGE OF ALLEGIANCE: Council Member Pezold

ROLL CALL OF CITY COUNCIL MEMBERS**1. PRESENTATIONS AND PROCLAMATIONS****1.1 Valencia Elementary School Student Liaison Report**

Recommendation: That the City Council present Certificates of Appointment and receive a report from Valencia Elementary School Student Liaisons Michael Lee and Andrew Heredia.

1.2 Certificates of Recognition for Laguna Hills High School Student Liaisons Evan Figueroa and Forrest Frey

Recommendation: That Mayor Wheeler present Certificates of Recognition to Evan Figueroa and Forrest Frey recognizing their service as the Laguna Hills High School 2023 Fall Student Liaisons.

1.3 Appointment of Laguna Hills High School Student Liaisons Ava Kornegay and Michael Holland for the 2024 Spring Semester

Recommendation: That Mayor Wheeler present Certificates of Appointment to Laguna Hills High School Student Liaisons Ava Kornegay and Michael Holland.

1.4 Laguna Hills High School Student Liaison Report

Recommendation: That the City Council receive a report from Laguna Hills High School 2024 Spring Student Liaison Ava Kornegay.

1.5 2023 Laguna Hills Deputy of the Year

Recommendation: That Mayor Wheeler present a Certificate of Recognition to Deputy Jamie Pineda, 2023 Laguna Hills Deputy of the Year.

1.6 Association of California Cities - Orange County (ACC-OC)

Recommendation: That the City Council receive a presentation from ACC-OC Executive Director Kris Murray.

2. SCHEDULE OF FUTURE EVENTS**2.1 Schedule of Future Events**

Recommendation: That the City Clerk announce the upcoming meetings and events.

3. PUBLIC COMMENTS

This is the time to address the City Council on any matter not listed on this Agenda that is within the subject matter jurisdiction of the City Council. Public Comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

4. CONSENT CALENDAR

All matters listed under "CONSENT CALENDAR" are considered to be routine and will be enacted by one motion approving the recommendation listed on the Agenda. There will be no separate discussion unless Members of the City Council or Staff request specific items be removed from the Consent Calendar.

4.1 Waive Reading in Full of all Ordinances and Resolutions on the Agenda

Recommendation: That the City Council waive reading in full of all ordinances and resolutions on the agenda and declare that said titles which appear on the public agenda shall be determined to have been read by title and further reading waived.

4.2 Approval of Minutes for January 23, 2024, Regular Meeting

Recommendation: That the City Council approve the City Council/Planning Agency Minutes for the January 23, 2024, Regular Meeting.

4.3 Ratification of February 13, 2024, Warrant Register

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from January 12, 2024, to February 1, 2024, in the amount of \$286,729.21.

4.4 Proposed Tolling Agreement Regarding the La Paz Village Senior Living Affordable Housing Development Project Application

Recommendation: That the City Council: 1) Approve the proposed Tolling Agreement between La Paz Village Investors, LLC and the City of Laguna Hills to temporarily suspend further processing of the La Paz Village Senior Living Affordable Housing Development Project Application proposed at 25250-25254 La Paz Road (LPV's Purported Builder's Remedy Application); and 2) Authorize the City Manager to execute the Tolling Agreement.

4.5 2023 Community Services Report

Recommendation: That the City Council receive and file the report.

4.6 Laguna Hills Civic Center First and Second Quarter Financial Report for FY2023/2024

Recommendation: That the City Council receive and file the report.

4.7 Transfer of Funds from CIP 505, Civic Center Improvements, into the Civic Center Enterprise Fund

Recommendation: That the City Council authorize the Finance Director to amend the fiscal year 2023-2024 budget by transferring \$129,125 from CIP No. 505, Civic Center Improvements, into the Civic Center Enterprise Fund.

4.8 Notice of Completion and Final Payment for the Community Center and Sports Complex Site Improvements Project, CIP No. 237

Recommendation: That the City Council: 1) Certify the completion of and accept the improvements for the subject project; 2) Authorize the Public Works Director to sign the Notice of Completion; 3) Authorize the recording of the Notice of Completion with the County of Orange and to release the faithful performance and payment bonds one year and 35 days, respectively, after the date of recordation of the Notice of Completion contingent upon no claims or liens being filed with the City; and 4) Authorize payment of the final retention 35 days after the date of recordation of the Notice of Completion in the net amount of \$13,144.75, if no liens have been filed.

ITEMS REMOVED FROM THE CONSENT CALENDAR**5. PLANNING AGENCY**

6. CITY COUNCIL PUBLIC HEARINGS**7. ADMINISTRATIVE REPORTS****7.1. City Manager****7.2. Deputy City Manager/Community Services Director****7.2.1 Update of City Council Policy 317 - Public Facility Reservation & Use Policy, Related to the Use of City Facilities Such as Community Center Rooms, Parks, Athletic Fields, Courts, and Gymnasium**

Recommendation: That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, adopting updates to City Council Policy No. 317."

8. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS**8.1 Adoption of a Resolution Opposing California Proposition 1**

Recommendation: Mayor Wheeler and Council Member Pezold recommend that the City Council adopt a Resolution entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, OPPOSING CALIFORNIA PROPOSITION NO. 1.

9. CITY COUNCIL MEMBER COMMITTEE REPORTS**9.1 Committee Assignment Reports**

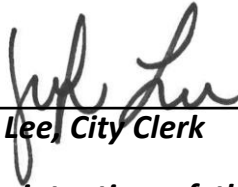
Recommendation: That the City Council receive reports from City Council Members on the City Council Committee Assignments listed in the staff report.

10. CITY COUNCIL MEMBER COMMENTS**ADJOURNMENT**

The next Regular Meeting of the City Council/Planning Agency will be February 27, 2024, at 7:00 p.m., in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, JENNIFER LEE, 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 the Courtyard at La Paz Center by February 8, 2024, at 5:00 p.m.



Jennifer Lee, City Clerk

February 8, 2024

Date

It is the intention of the City of Laguna Hills to comply with the Americans with Disabilities Act in all respects. If as an attendee or a participant at this meeting you will need special assistance beyond what is normally provided, the City of Laguna Hills will attempt to accommodate you in every reasonable manner. Please 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. In addition, such writings or documents will be made available for public review on the City's website at: <https://www.lagunahillsca.gov/supplementalagenda> and at the respective public meeting.

City Council Members receive no additional compensation or stipend as a result of simultaneously convening meetings of the Laguna Hills Planning Agency.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024
TO: Mayor and Council Members
FROM: Jennifer Lee
City Clerk
ISSUE: Certificates of Recognition for Laguna Hills High School Student Liaisons
Evan Figueroa and Forrest Frey

RECOMMENDATION: That Mayor Wheeler present Certificates of Recognition to Evan Figueroa and Forrest Frey recognizing their service as the Laguna Hills High School 2023 Fall Student Liaisons.

SUMMARY:

The City of Laguna Hills and the Laguna Hills High School PTSA established a Student Liaison Program in 1993. Evan Figueroa and Forrest Frey have served as the Student Liaisons for the 2023 fall semester. The two have served as the Student Liaisons with distinction, and it is in order to recognize their service.

ATTACHMENTS:

- Certificates of Recognition - LHHS 2023 Fall Student Liaisons



CITY OF LAGUNA HILLS

CERTIFICATE OF RECOGNITION

EVAN FIGUEROA
Laguna Hills High School
Student Liaison

September 26, 2023 through February 13, 2024

WHEREAS, the City of Laguna Hills and Laguna Hills High School established a Student Liaison Program to create a direct link between the School and the City Council; and

WHEREAS, Evan Figueroa was appointed to serve as the Student Liaison to the City Council and took the Oath of Office on September 26, 2023; and

WHEREAS, Evan Figueroa has served as the Student Liaison with dedication and distinction, setting a fine example for those students who will serve in the future.

NOW, THEREFORE, I, Dave Wheeler, Mayor, on behalf of the City Council of the City of Laguna Hills, California, do hereby recognize Evan Figueroa for their service to the City as Student Liaison to the City Council.

Dated this 13th day of February 2024.

DAVE WHEELER, MAYOR



CITY OF LAGUNA HILLS

CERTIFICATE OF RECOGNITION

FORREST FREY
Laguna Hills High School
Student Liaison

September 26, 2023 through February 13, 2024

WHEREAS, the City of Laguna Hills and Laguna Hills High School established a Student Liaison Program to create a direct link between the School and the City Council; and

WHEREAS, Forrest Frey was appointed to serve as the Student Liaison to the City Council and took the Oath of Office on September 26, 2023; and

WHEREAS, Forrest Frey has served as the Student Liaison with dedication and distinction, setting a fine example for those students who will serve in the future.

NOW, THEREFORE, I, Dave Wheeler, Mayor, on behalf of the City Council of the City of Laguna Hills, California, do hereby recognize Forrest Frey for their service to the City as Student Liaison to the City Council.

Dated this 13th day of February 2024.

DAVE WHEELER, MAYOR



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024
TO: Mayor and Council Members
FROM: Jennifer Lee
City Clerk
ISSUE: Appointment of Laguna Hills High School Student Liaisons Ava Kornegay and Michael Holland for the 2024 Spring Semester

RECOMMENDATION: That Mayor Wheeler present Certificates of Appointment to Laguna Hills High School Student Liaisons Ava Kornegay and Michael Holland.

SUMMARY:

By action of the City Council on July 27, 1993, the City of Laguna Hills and Laguna Hills High School established a Student Liaison Program to create a direct link between Laguna Hills High School and the City Council. Ava Kornegay and Michael Holland were selected by the Laguna Hills High School Parent, Teacher and Student Association (PTSA) to serve as the 2024 Spring Student Liaisons. Both Student Liaisons met with the Deputy City Clerk prior to this meeting to administer the Oath of Office.

ATTACHMENTS:

- Certificates of Appointment - LHHS 2024 Spring Student Liaisons



CITY OF LAGUNA HILLS

CERTIFICATE OF APPOINTMENT

be it known that

AVA KORNEGAY

*on February 13, 2024, took the
Oath of Office
and on this date began serving as the*

STUDENT LIAISON

for the City of Laguna Hills

Dated this 13th day of February 2024.

DAVE WHEELER, MAYOR



CITY OF LAGUNA HILLS

CERTIFICATE OF APPOINTMENT

be it known that

MICHAEL HOLLAND

*on February 13, 2024, took the
Oath of Office
and on this date began serving as the*

STUDENT LIAISON

for the City of Laguna Hills

Dated this 13th day of February 2024.

DAVE WHEELER, MAYOR



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024
TO: Mayor and Council Members
FROM: Captain William Burk
Chief of Police Services
ISSUE: 2023 Laguna Hills Deputy of the Year

RECOMMENDATION: That Mayor Wheeler present a Certificate of Recognition to Deputy Jamie Pineda, 2023 Laguna Hills Deputy of the Year.

SUMMARY:

The Orange County Sheriff's Department - Laguna Hills Police Services is to be considered among the best and most professional law enforcement departments in the state. At the end of each year, Laguna Hills deputies and sergeants vote on Deputy of the Year. This selection is based off exemplary performance, team cohesiveness and dedication to the community of Laguna Hills. To be voted as Deputy of the Year is an honor and huge accomplishment. The results were overwhelming and went to Deputy Jamie Pineda.

Jamie graduated from the Orange County Sheriff's Academy in November of 2017. Jamie's work ethic was quickly recognized and she was trusted with the responsibility of being a Jail Training Officer. She began her patrol career with the City of Laguna Hills in November 2020. Jamie was quickly recognized as a hard worker.

One of the most important assignments in the Orange County Sheriff's Department is a Field Training Officer. Because of Jamie's job knowledge, she was selected early in her patrol career to train and evaluate new patrol deputies.

Recently, Jamie has been assigned as a Master Field Training Officer. The department has only a handful of Master Field Training Officers and there is a rigorous selection process.

2023 Laguna Hills Deputy of the Year
February 13, 2024
Page 2

A Field Training Officer must be reputable, demonstrate courageous leadership and superior knowledge of our policies and practices to be considered as a Master Field Training Officer. Jamie excels at these qualities and was given a stripe on her uniform, indicating her status as a Master Field Training Officer.

Because of her commitment to pro-active policing and her strong work ethic Jamie was chosen as a member of the Select Enforcement Team (SET). This team consists of two deputies who are not assigned calls from dispatch so they have the time to pro-actively seek out the criminal element within our community.

Jamie has been very successful in the SET detail, locating drunk drivers and making several arrests for a variety of violations, including gang crimes, weapons and narcotics violations. In 2023, Jamie conducted 219 traffic stops, made 57 arrests and wrote many criminal citations. The work she does on this team helps maintain the excellent quality of life the residents of Laguna Hills have come to know.

She was recently awarded by Mothers Against Drunk Driving for having the most DUI arrests. She also received the Vehicle Theft Officer of the Year award from the Auto Theft Advisory Commission for locating the most stolen vehicles within Laguna Hills.

Jamie understands the benefit of working well with others. Our investigators have expressed how much help she's been on some important cases and our Gang Enforcement Team leans on Deputy Pineda for her knowledge of the city.

Jamie is a member of the Sheriff's Response team, Critical Incident Response Team and a senior member of the Crisis Negotiation Team.

Jamie is strongly committed to the City of Laguna Hills. She can always be counted on to step up for city events or anything the city or our department needs to keep our community safe. She's sacrificed her own comfort and schedule on many occasions for the benefit of our community. Jamie is worthy of recognition and well deserving of this award.

Congratulations to Deputy Jamie Pineda on a job well done and on receiving the 2023 Deputy of the Year award.

ATTACHMENTS:

- Certificate of Recognition - 2023 Deputy of the Year



CITY OF LAGUNA HILLS CERTIFICATE OF RECOGNITION

JAMIE PINEDA Deputy Sheriff City of Laguna Hills 2023 Deputy of the Year Orange County Sheriff's Department

WHEREAS, Deputy Jamie Pineda has faithfully, professionally, and diligently served as a Deputy Sheriff for the City of Laguna Hills since November, 2020; and

WHEREAS, Deputy Pineda has performed in an exemplary manner, expanding her knowledge and expertise by earning the designations of Field Training Officer, Master Field Training Officer, Special Enforcement Team member, Critical Incident Response Team member, Sheriff's Response Team member, and Senior Member of the Crisis Negotiation Team; and

WHEREAS, Deputy Pineda has fostered a strong partnership between the Orange County Sheriff's Department, the City of Laguna Hills, and the Community, earning awards in 2023 from Mothers Against Drunk Driving, the Auto Theft Advisory Commission and the Laguna Hills Chamber of Commerce; and

WHEREAS, Deputy Pineda was overwhelmingly selected by her peers and supervisors to be recognized for her dedication to duty by being named the 2023 Laguna Hills Deputy of the Year.

NOW, THEREFORE, I, David Wheeler, Mayor, on behalf of the City Council of the City of Laguna Hills, California, do hereby recognize, commend, and thank Deputy Jamie Pineda for her distinguished and dedicated service to the City of Laguna Hills and urge all Laguna Hills citizens to join the City in this expression of our appreciation for her dedication to duty.

Dated this 13th day of February 2024.

DAVE WHEELER, MAYOR



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024
TO: Mayor and Council Members
FROM: Jennifer Lee
 City Clerk
ISSUE: Schedule of Future Events

RECOMMENDATION: That the City Clerk announce the upcoming meetings and events.

Meetings:

City Council/Planning Agency Regular Meetings

Tuesday, February 27, 7:00 p.m., Laguna Hills Civic Center Council Chamber

Tuesday, March 12, 7:00 p.m., Laguna Hills Civic Center Council Chamber

Events:

Daddy Daughter Dinner Dance

Friday, February 16, 6:30-8:30 p.m., Laguna Hills Community Center

OC Public Library/Technology Branch-Meet Author C.J Box

Wednesday, February 28, 6:30 p.m., Laguna Hills Community Center

Holidays:

Holiday Closure – President's Day

Monday, February 19, City Hall and the Community Center will be closed in observance of the holiday.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024
TO: Mayor and Council Members
FROM: Jennifer Lee
City Clerk
ISSUE: Approval of Minutes for January 23, 2024, Regular Meeting

RECOMMENDATION: That the City Council approve the City Council/Planning Agency Minutes for the January 23, 2024, Regular Meeting.

ATTACHMENTS:

- City Council/Planning Agency Minutes for the January 23, 2024, Regular Meeting

**CITY OF LAGUNA HILLS
CITY COUNCIL/PLANNING AGENCY**

**REGULAR MEETING
MINUTES
Tuesday, January 23, 2024**

GENERAL BUSINESS - CONVENING AT 7:00 PM

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor Wheeler.

INVOCATION: Mayor Pro Tempore Sweeney

PLEDGE OF ALLEGIANCE: Council Member Heft

ROLL CALL OF CITY COUNCIL MEMBERS

Attendee Name	Title	Status	Arrived
Dave Wheeler	Mayor	Present	
Joshua Sweeney	Mayor Pro Tempore	Present	
Don Caskey	Council Member	Present	
Janine Heft	Council Member	Present	
Erica Pezold	Council Member	Present	

1. PRESENTATIONS AND PROCLAMATIONS

1.1 Laguna Hills High School Student Liaison Report

The City Council received a report from Laguna Hills High School 2023 Fall Student Liaison Forrest Frey.

1.2 Presentation by Mercy House on Homeless Outreach

The City Council received an update from Timothy Huynh, Chief Programs Officer on Mercy House's homeless outreach efforts in the City of Laguna Hills.

2. SCHEDULE OF FUTURE EVENTS

2.1 Schedule of Future Events

City Clerk Lee announced the upcoming meetings and events.

3. PUBLIC COMMENTS

The following individuals addressed the City Council on non-agendized items:

Adam Tallabas, District Representative for Laguna Hills from Orange County Fifth District Supervisor Katrina Foley's office provided a report of the OC Board of Supervisors recent and upcoming meetings.

Chris Boucly, Section Manager, Capital Projects Outreach, Orange County Transportation Authority, provided an update on the I-5 South County Improvement Project.

Trent Frisina, a resident of Laguna Hills, expressed concerns over lack of lighting on walkways at the Community Center.

4. CONSENT CALENDAR

Motion to approve the Consent Calendar with Mayor Wheeler removing Item No. 4.5.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Janine Heft, Council Member
SECONDER:	Erica Pezold, Council Member
AYES:	Dave Wheeler, Mayor; Joshua Sweeney, Mayor Pro Tempore; Don Caskey, Council Member; Janine Heft, Council Member; Erica Pezold, Council Member

4.1 Waive Reading in Full of all Ordinances and Resolutions on the Agenda

Recommendation: That the City Council waive reading in full of all ordinances and resolutions on the agenda and declare that said titles which appear on the public agenda shall be determined to have been read by title and further reading waived.

4.2 Approval of Minutes for January 9, 2024, Regular Meeting

Recommendation: That the City Council approve the City Council/Planning Agency Minutes for the January 9, 2024, Regular Meeting.

4.3 Ratification of January 23, 2024, Warrant Register

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from December 22, 2023, to January 11, 2024, in the amount of \$1,431,983.97.

4.4 Treasurer's Investment Report for December 2023

Recommendation: That the City Council receive and file the Treasurer's Investment Report for the month of December 2023.

ITEMS REMOVED FROM THE CONSENT CALENDAR**4.5 Community Development Block Grant Application for the City of Laguna Hills Public Facilities & Improvements Application for Fiscal Year 2024-2025**

Mayor Wheeler removed Item No. 4.5 from the Consent Calendar to provide comments on the Item.

Recommendation: That the City Council adopt Resolution No. 2024-01-23-1: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, AUTHORIZING THE SUBMITTAL OF THE CITY OF LAGUNA HILLS PUBLIC FACILITIES AND IMPROVEMENTS APPLICATION FOR FISCAL YEAR 2024-2025 AND ACCEPTING THE AWARD OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS, IF AWARDED FUNDING."

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dave Wheeler, Mayor
SECONDER:	Erica Pezold, Council Member
AYES:	Dave Wheeler, Mayor; Joshua Sweeney, Mayor Pro Tempore; Don Caskey, Council Member; Janine Heft, Council Member; Erica Pezold, Council Member

5. PLANNING AGENCY

Mayor Wheeler recessed the City Council Meeting, and acting in capacity as Chair, called the Regular Meeting of the Planning Agency of the City of Laguna Hills, California, to order at 7:35 p.m.

5.1. ROLL CALL OF PLANNING AGENCY MEMBERS

Attendee Name	Title	Status	Arrived
Dave Wheeler	Char	Present	
Joshua Sweeney	Vice Chair	Present	
Don Caskey	Agency Member	Present	
Janine Heft	Agency Member	Present	
Erica Pezold	Agency Member	Present	

5.2. PUBLIC COMMENTS

There were no Planning Agency public comments on non-agendized items.

5.3. APPROVAL OF MINUTES

The Planning Agency Minutes were approved by the City Council.

5.4. ADMINISTRATIVE REPORTS

There were no Planning Agency administrative reports.

5.5. PLANNING AGENCY PUBLIC HEARINGS

5.5.1 Conditional Use Permit (CUP) No. USE-0157-2023, a Request by Zac Reese, the Applicant on Behalf of Danckuts Institute of Hair, to Establish a Barber School in an Existing 1,238 Square-Foot Tenant Space Located at 23024 Lake Forest Drive, Suite F

Assistant Planner Ash reviewed the information provided in the staff report and provided a PowerPoint presentation.

Chair Wheeler opened the Public Hearing.

The following individuals addressed the Planning Agency on Item No. 5.5.1:

Project Applicant Zac Reese, Owner, Danckuts, made himself available for any Planning Agency Member questions.

Chair Wheeler closed the Public Hearing.

Recommendation: That the Planning Agency:

- 1) Conduct a public hearing;
- 2) Find and determine that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of Title 14, Chapter 3 of the California Code of Regulations (Class 1, Existing Facilities); and
- 3) Adopt Resolution No. PA2024-01-23-1: A RESOLUTION OF THE PLANNING AGENCY OF THE CITY OF LAGUNA HILLS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT (CUP) NO. USE-0157-2023, A REQUEST BY ZAC REESE, THE APPLICANT ON BEHALF OF DANCKUTS INSTITUTE OF HAIR, TO ESTABLISH A BARBER SCHOOL IN AN EXISTING 1,238 SQUARE-FOOT TENANT SPACE LOCATED AT 23024 LAKE FOREST

DRIVE, SUITE F, INCLUDING AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PER CEQA GUIDELINES SECTION 15301 OF TITLE 14, CHAPTER 3 OF THE CALIFORNIA CODE OF REGULATIONS (CLASS 1, EXISTING FACILITIES).

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Erica Pezold, Agency Member
SECONDER:	Janine Heft, Agency Member
AYES:	Dave Wheeler, Chair, Joshua Sweeney, Vice Chair; Don Caskey, Agency Member; Janine Heft, Agency Member; Erica Pezold, Agency Member

PLANNING AGENCY ADJOURNMENT

Chair Wheeler adjourned the Planning Agency Meeting at 7:41 p.m. and reconvened the City Council Meeting. All Council Members were present in Chamber.

6. CITY COUNCIL PUBLIC HEARINGS

There were no City Council public hearings.

7. ADMINISTRATIVE REPORTS

7.1. City Manager

The City Manager gave no administrative reports.

8. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS

There were no matters agendized by City Council Members.

9. CITY COUNCIL MEMBER COMMITTEE REPORTS

9.1 Committee Assignment Reports

The City Council received reports from City Council Members on the City Council Committee Assignments listed in the staff report.

10. CITY COUNCIL MEMBER COMMENTS

Council Member Pezold

Council Member Pezold requested a discussion on lighting at the Community Center be agendized for a future meeting and received a second from Council Member Heft and Mayor Wheeler.

Council Member Pezold requested a discussion with Orange County Transportation Authority (OCTA) on replacement of trees removed in the City be agendized for a future agenda and received a second from Council Member Caskey.

Council Member Pezold requested a discussion on parking requirements to pro-actively plan for growth as new businesses are approved be agendized for a future meeting.

Council Member Pezold requested a discussion on California Government Code section 54957.2 be agendized for a future meeting and received a second from Mayor Wheeler.

Council Member Heft

Council Member Heft provided an update on the Transportation Corridor Agencies (TCA) and announced her recent election as Chair of the San Joaquin Hills Transportation Corridor Agency (SJHTCA) for 2024.

Mayor Wheeler

Mayor Wheeler Mayor Wheeler reported on a recent connection he helped facilitate between the Elks Lodge and local sports organizations.

Mayor Wheeler requested that the Council Members review the approved City Council Policies, Administrative Orders, and Ordinances to create a priority list of items that can be removed, requested a discussion be agendized on a future meeting, and received a second from Council Member Pezold.

ADJOURNMENT

There being no further business before the City Council at this session, Mayor Wheeler declared the meeting adjourned at 8:18 p.m.

Jennifer Lee, City Clerk

ATTEST:

Dave Wheeler, Mayor

Approved at meeting of February 13, 2024



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024
TO: Mayor and Council Members
FROM: Eric Hendrickson
Finance Director
ISSUE: Ratification of February 13, 2024, Warrant Register

RECOMMENDATION: That the City Council ratify the accompanying Warrant Register for the period from January 12, 2024, to February 1, 2024, in the amount of \$286,729.21.

SUMMARY:

The City issues accounts payable disbursements on a regular basis and presents it to City Council for ratification at its next regularly scheduled City Council Meeting. The attached Warrant Register containing checks and electronic funds transfers for the period from January 12, 2024, to February 1, 2024, is being presented for ratification by the City Council. Payments have been reviewed and approved by the appropriate departmental staff. The Finance Director certifies to the accuracy of the attached register and to the availability of monies for payment thereof.

ATTACHMENTS:

- Warrant Register - February 13, 2024
- Payables Detail Report - February 13, 2024



City of Laguna Hills, CA

Warrant Register - February 13, 2024

By Check Number

Date Range: 01/12/2024 - 02/01/2024

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Regular				
3131	A-0365	AT AND T - CALNET 3	01/18/2024	367.36
3132	Z-CS-0455	CARVAJAL, MARGARITA	01/18/2024	500.00
3133	C-1217	CONCORDIA UNIVERSITY IRVINE	01/18/2024	300.00
3134	C-1191	COUNTY OF ORANGE	01/18/2024	5,345.75
3135	C-0023	COX COMMUNICATION	01/18/2024	862.08
3136	D-0461	DATA TICKET, INC.	01/18/2024	239.58
3137	Z-CS-0456	DOMINGUEZ, PAOLA	01/18/2024	500.00
3138	E-0554	ECONOMICS, INC.	01/18/2024	5,843.75
3139	Z-CS-0457	FRAYNE, DENNIS	01/18/2024	250.00
3140	F-0720	FRIEDMAN IMAGING	01/18/2024	400.00
3141	L-1353	LIEBERT CASSIDY WHITMORE	01/18/2024	4,730.00
3142	M-1388	MOBILE MINI, INC.	01/18/2024	341.83
3143	P-1842	PROFESSIONAL MANAGED SERVICES INC.	01/18/2024	4,045.00
3144	S-2327	SAMPAGA, RAYMOND	01/18/2024	200.00
3145	S-1902	SAN DIEGO GAS AND ELECTRIC	01/18/2024	44,744.77
3146	S-1980	STATE DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01/18/2024	32.00
3147	S-2209	STUDIO TWO BLACK DIAMOND	01/18/2024	37.71
3148	T-2712	TOTAL SOURCE OFFICEWORKS	01/18/2024	677.78
3149	V-2251	VIZUAL SYMPHONY, INC.	01/18/2024	19,159.66
3150	Z-CD-0449	AMPLE CONSTRUCTION	01/26/2024	500.00
3151	Z-CD-0447	APOLLO RETAIL SPECIALISTS	01/26/2024	7,143.00
3152	Z-CS-0458	AUTEN, MELISSA	01/26/2024	500.00
3153	C-1203	CHRISTMAS KINGS, THE	01/26/2024	104,500.00
3154	C-1181	CIVICPLUS, LLC	01/26/2024	16,952.80
3155	C-1096	CODE PUBLISHING COMPANY, INC.	01/26/2024	171.50
3156	Z-CS-0459	DEVEY MUSIC STUDIO	01/26/2024	250.00
3157	Z-CD-0448	FAST WATER HEATER COMPANY	01/26/2024	121.85
3158	H-0848	HDL, COREN AND CONE	01/26/2024	3,201.60
3159	H-0934	HOME DEPOT	01/26/2024	397.68
3160	I-0902	INT'L INST. OF MUNICIPAL CLERK	01/26/2024	65.00
3161	M-1600	MERCY HOUSE LIVING CENTERS, INC.	01/26/2024	4,547.89
3162	Z-CS-0460	MOTA, FILIBERTA	01/26/2024	500.00
3163	M-1302	MOULTON NIGUEL WATER DISTRICT	01/26/2024	6,836.53
3164	O-1608	OCEAN BLUE ENVIRONMENTAL SERVICES, INC.	01/26/2024	868.50
3165	Z-CD-0450	ORANGEBLUE GENERAL CONTRACTORS	01/26/2024	500.00
3166	S-2250	SPARKLETTS	01/26/2024	95.42
3167	S-2209	STUDIO TWO BLACK DIAMOND	01/26/2024	113.14
3168	T-2002	TAB PRODUCTS COMPANY	01/26/2024	681.29
3169	Z-CD-0424	TESLA ENERGY	01/26/2024	72.35
3170	Z-CD-0446	THE ENERGUY INC.	01/26/2024	238.36
3171	T-2712	TOTAL SOURCE OFFICEWORKS	01/26/2024	1,527.16
3172	R-1801	WOODRUFF & SMART, A PROFESSIONAL CORPORATION	01/26/2024	24,718.48
Total Regular:				263,079.82

Attachment: Warrant Register - February 13, 2024 (3419 : Warrant Register, February 13, 2024)

Warrant Register - February 13, 2024

Date Range: 01/12/2024 - 02/01/2024

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Bank Draft				
DFT0002712	B-0276	BANK OF AMERICA VISA CARD	01/16/2024	23,649.39
Total Bank Draft:				23,649.39

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	50	42	0.00	263,079.82
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	1	0.00	23,649.39
EFT's	0	0	0.00	0.00
	59	43	0.00	286,729.21

Attachment: Warrant Register - February 13, 2024 (3419 : Warrant Register, February 13, 2024)

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	50	42	0.00	263,079.82
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	1	0.00	23,649.39
EFT's	0	0	0.00	0.00
	59	43	0.00	286,729.21

Fund Summary

Fund	Name	Period	Amount
998	Pooled Cash & Investments	1/2024	286,729.21
			286,729.21



City of Laguna Hills, CA

Payables Detail Report

By Fund

Payment Dates 01/12/2024 - 02/01/2024

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
Fund: 100 - General Fund					
01/16/2024	BANK OF AMERICA VISA CARD	CITY CLERK 12.20.23	Hobby Lobby	100-155-611001	6.41
01/16/2024	BANK OF AMERICA VISA CARD	CITY CLERK 12.20.23	Orange County Fire Authority	100-155-612000	68.00
01/16/2024	BANK OF AMERICA VISA CARD	CITY CLERK 12.20.23	OC Forum	100-155-612000	100.00
01/16/2024	BANK OF AMERICA VISA CARD	CITY CLERK 12.20.23	ACC-OC 2024 Washington DC	100-155-612002	1,650.00
01/16/2024	BANK OF AMERICA VISA CARD	CITY CLERK 12.20.23	ACC-OC 2024 Washington DC	100-155-612002	1,650.00
01/16/2024	BANK OF AMERICA VISA CARD	CITY MANAGER 12.20.23	BC Water Jobs	100-195-617000	200.00
01/16/2024	BANK OF AMERICA VISA CARD	CITY MANAGER 12.20.23	NeoGov / GovernmentJobs	100-195-617000	199.00
01/16/2024	BANK OF AMERICA VISA CARD	COMDEV 12.20.23	Whole Foods	100-155-611001	47.80
01/16/2024	BANK OF AMERICA VISA CARD	COMDEV 12.20.23	Panini Kabob Grill	100-155-611001	306.78
01/16/2024	BANK OF AMERICA VISA CARD	COMDEV 12.20.23	Trader Joe's	100-155-611001	23.55
01/16/2024	BANK OF AMERICA VISA CARD	COMDEV 12.20.23	Intelius	100-225-626000	24.86
01/16/2024	BANK OF AMERICA VISA CARD	COMDEV 12.20.23	Intelius	100-225-626000	4.99
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Vizual Symphony	100-195-700090	980.00
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Best Buy	100-195-940000	64.63
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	CDW Govt	100-195-940000	494.28
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Varidesk	100-195-940000	210.64
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Dave's Hot Chicken	100-310-611000	10.00
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Dollar Tree	100-310-611000	32.70
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Target	100-310-611000	41.75
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Chipotle	100-310-611000	327.56
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Ralphs	100-310-622005	115.74
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Dick's Sporting Goods	100-310-622502	28.00
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	OC Register Subscription	100-310-626000	259.14
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Apple.com	100-310-695502	10.99
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Mission Inn Museum	100-310-695505	53.00
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Farmers Market Parking	100-310-695505	6.50
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Party City	100-310-695510	51.72
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Amazon Marketplace	100-310-695510	52.66
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Pizza Hut	100-310-695510	56.07
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Pizza Hut	100-310-695510	56.07
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Pizza Hut	100-310-695510	315.34
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Alicia Cleaners	100-310-695510	66.00
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Smart and Final	100-310-695510	77.64
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Amazon Marketplace	100-310-695510	81.17
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Kira Alvarez Productions	100-310-695510	250.00
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Costco	100-310-695510	237.49
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Costco	100-310-695510	198.67
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Terra Mia Pizzeria	100-310-695510	134.69
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Costco	100-310-695510	128.65
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Costco	100-310-695510	119.88
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Costco	100-310-695510	51.45
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Costco	100-310-695510	86.15
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Smart and Final	100-310-695510	89.98
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Alicia Cleaners	100-310-695510	480.00
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Costco	100-310-695510	39.95
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Polly's Pies	100-310-695510	2,210.85
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Orange County Jumpers	100-310-695510	2,165.00
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Thomas Caringella	100-310-695510	2,050.00
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Amazon.com	100-310-695510	48.06
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Kira Alvarez Productions	100-310-695510	612.00
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Amazon Marketplace	100-310-695510	561.06
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Polly's Pies	100-310-695510	(2,270.70)
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Alicia Cleaners	100-310-695510	820.00

Attachment: Payables Detail Report - February 13, 2024 (3419 : Warrant Register, February 13, 2024)

Payables Detail Report

Payment Dates: 01/12/2024 - 02/01/2024

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Amazon Marketplace	100-310-695510	(12.06)
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Amazon.com	100-310-695510	9.69
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Amazon Marketplace	100-310-695510	387.75
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Amazon Marketplace	100-310-695510	14.00
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Party City	100-310-695510	19.40
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Amazon Marketplace	100-310-695510	29.07
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Amazon Marketplace	100-310-695510	32.31
01/16/2024	BANK OF AMERICA VISA CARD	COMSVCS 12.21.23	Party City	100-310-695510	(12.93)
01/16/2024	BANK OF AMERICA VISA CARD	FINANCE 12.20.23	CSMFO, 7/1/24 - 12/31/24	100-000-140000	67.50
01/16/2024	BANK OF AMERICA VISA CARD	FINANCE 12.20.23	GFOA, FY 24/25	100-000-140000	104.17
01/16/2024	BANK OF AMERICA VISA CARD	FINANCE 12.20.23	CSMFO, 1/1/24 - 6/30/24	100-155-610000	67.50
01/16/2024	BANK OF AMERICA VISA CARD	FINANCE 12.20.23	GFOA, FY 23/24	100-155-610000	145.83
01/16/2024	BANK OF AMERICA VISA CARD	FINANCE 12.20.23	GFOA	100-155-700050	530.00
01/16/2024	BANK OF AMERICA VISA CARD	POLSVCS 12.20.23	Amazon Marketplace	100-420-622000	15.07
01/16/2024	BANK OF AMERICA VISA CARD	POLSVCS 12.20.23	Amazon Prime	100-420-622000	16.15
01/16/2024	BANK OF AMERICA VISA CARD	POLSVCS 12.20.23	Amazon Marketplace	100-420-622000	420.18
01/16/2024	BANK OF AMERICA VISA CARD	POLSVCS 12.20.23	Amazon Marketplace	100-420-622000	40.92
01/16/2024	BANK OF AMERICA VISA CARD	POLSVCS 12.20.23	The Toll Roads of OC	100-420-646100	7.07
01/16/2024	BANK OF AMERICA VISA CARD	POLSVCS 12.20.23	The Toll Roads of OC	100-420-646100	4.28
01/16/2024	BANK OF AMERICA VISA CARD	POLSVCS 12.20.23	The Toll Roads of OC	100-420-646100	7.07
01/16/2024	BANK OF AMERICA VISA CARD	POLSVCS 12.20.23	Antonucci's Italian Cucina	100-420-695000	1,322.21
01/16/2024	BANK OF AMERICA VISA CARD	POLSVCS 12.20.23	Lucille's Smokehouse Bar-B-Que	100-420-695000	145.45
01/16/2024	BANK OF AMERICA VISA CARD	POLSVCS 12.20.23	Lucille's Smokehouse Bar-B-Que	100-420-695000	145.45
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	APWA, 7/1/24 - 12/31/24	100-000-140000	744.75
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	APWA, 1/1/24 - 6/30/24	100-355-610000	744.75
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Amazon Marketplace	100-355-622000	23.63
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Amazon Marketplace	100-355-622000	13.56
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Home Depot	100-355-622000	9.22
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Amazon Marketplace	100-355-622000	49.54
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Amazon.com	100-355-622000	51.32
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Amazon Marketplace	100-355-622000	64.64
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Amazon Marketplace	100-355-622000	67.80
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Amazon.com	100-355-622000	46.35
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Costco	100-355-622000	111.99
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Amazon.com	100-355-622000	131.08
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Amazon.com	100-355-622000	202.56
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Amazon.com	100-355-622000	228.00
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Amazon Marketplace	100-355-622000	37.20
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Ansafone Communications	100-355-630000	627.84
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Alicia Smog	100-355-646100	68.00
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Alicia Smog	100-355-646100	(8.25)
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 2789 12.20.23	Home Depot	100-355-720401	21.52
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 3094 12.20.23	Home Depot	100-355-720401	21.64
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 3409 12.20.23	California Park & Recreation Society	100-355-611000	750.00
01/16/2024	BANK OF AMERICA VISA CARD	PUBWKS 3409 12.20.23	Smartlink	100-355-720700	450.00
01/18/2024	AT AND T - CALNET 3	000021073052	Traffic Signal, Public Works, Dec '23	100-356-630000	29.25
01/18/2024	AT AND T - CALNET 3	000021080219	Alarm, City Hall Lines, Jan '24	100-195-630000	195.47
01/18/2024	AT AND T - CALNET 3	000021080219	Alarm, Com Ctr Lines, Jan '24	100-310-630100	142.64
01/18/2024	COX COMMUNICATION	010524	T-1 Line, Jan '24	100-195-630000	862.08
01/18/2024	SAN DIEGO GAS AND ELECTRIC	011524	Street Lights, Traffic Control, Com Ctr, Nov '23	100-310-631100	12,643.44
01/18/2024	SAN DIEGO GAS AND ELECTRIC	011524	Street Lights, Traffic Control, Com Ctr, Nov '23	100-355-631000	1,889.27
01/18/2024	SAN DIEGO GAS AND ELECTRIC	011524	Street Lights, Traffic Control, Com Ctr, Dec '23	100-355-631000	84.94
01/18/2024	SAN DIEGO GAS AND ELECTRIC	011524	Street Lights, Traffic Control, Com Ctr, Nov '23	100-355-631000	10,344.63
01/18/2024	SAN DIEGO GAS AND ELECTRIC	011524	Street Lights, Traffic Control, Com Ctr, Jan '24	100-356-631400	11,132.60
01/18/2024	SAN DIEGO GAS AND ELECTRIC	011524	Street Lights, Traffic Control, Com Ctr, Dec '23	100-356-631400	2,732.98

Attachment: Payables Detail Report - February 13, 2024 (3419 : Warrant Register, February 13, 2024)

Payables Detail Report

Payment Dates: 01/12/2024 - 02/01/2024

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
01/18/2024	SAN DIEGO GAS AND ELECTRIC	011524	Street Lights, Traffic Control, Com Ctr, Nov '23	100-356-631400	2,552.88
01/18/2024	SAN DIEGO GAS AND ELECTRIC	011524	Street Lights, Traffic Control, Com Ctr, Dec '23	100-356-631900	3,364.03
01/18/2024	STUDIO TWO BLACK DIAMOND	100889	Printing Services, Jan '24	100-195-623000	37.71
01/18/2024	CONCORDIA UNIVERSITY IRVINE	101	Handbell Ensemble for 2023 Holiday Event	100-310-695510	300.00
01/18/2024	PROFESSIONAL MANAGED SERVICES INC.	1344	Computer Consulting Services, 7/1/25 - 6/30/26	100-000-140000	1,348.34
01/18/2024	PROFESSIONAL MANAGED SERVICES INC.	1344	Computer Consulting Services, 7/1/24 - 6/30/25	100-000-140000	1,348.34
01/18/2024	PROFESSIONAL MANAGED SERVICES INC.	1344	Computer Consulting Services, 7/1/26 - 12/31/26	100-000-140000	674.16
01/18/2024	PROFESSIONAL MANAGED SERVICES INC.	1344	Computer Consulting Services, 1/1/24 - 6/30/24	100-195-720050	674.16
01/18/2024	VIZUAL SYMPHONY, INC.	14167	AV Upgrades REV B, Jan '24	100-310-910500	19,159.66
01/18/2024	DATA TICKET, INC.	160315	Process Fee, Parking Citations, Dec	100-420-720823	239.58
01/18/2024	SAMPAGA, RAYMOND	16DEC23-001	Emcee Services, 2023 Holiday Dance Extravaganza	100-310-695510	200.00
01/18/2024	FRIEDMAN IMAGING	2024001	Document Imaging Svcs, Jan '24	100-155-700030	400.00
01/18/2024	LIEBERT CASSIDY WHITMORE	255414	ERC Membership, 7/1/24 - 12/31/24	100-000-140000	2,365.00
01/18/2024	LIEBERT CASSIDY WHITMORE	255414	ERC Membership, 1/1/24 - 6/30/24	100-155-610000	2,365.00
01/18/2024	TOTAL SOURCE OFFICEWORKS	34415.1	Office Supplies, Jan '24	100-155-620000	46.25
01/18/2024	TOTAL SOURCE OFFICEWORKS	34464	Computer Supplies, Jan '24	100-195-621000	467.16
01/18/2024	TOTAL SOURCE OFFICEWORKS	34464	Office Supplies-Comm Ctr, Jan '24	100-310-620500	164.37
01/18/2024	FRAYNE, DENNIS	64044908	Refund, Facility Deposit, R #1035408.002	100-000-222000	250.00
01/18/2024	CARVAJAL, MARGARITA	64161206	Refund, Facility Deposit, R	100-000-222000	500.00
01/18/2024	DOMINGUEZ, PAOLA	64292920	Refund, Facility Deposit, R #1035494.002	100-000-222000	500.00
01/18/2024	STATE DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	706330	Pre-employment Fingerprinting, Dec '23	100-195-617000	32.00
01/18/2024	MOBILE MINI, INC.	9019871404	Storage Rental, Community Ctr, 1/4/24 - 1/31/24	100-310-641000	341.83
01/18/2024	COUNTY OF ORANGE	STCS002352	Communications Charges, 1/1/24 - 3/31/24	100-420-646000	5,345.75
01/26/2024	INT'L INST. OF MUNICIPAL CLERK	011024	Membership, Deputy City Clerk, 7/1/24 - 3/31/25	100-000-140000	48.75
01/26/2024	INT'L INST. OF MUNICIPAL CLERK	011024	Membership, Deputy City Clerk, 4/1/24 - 6/30/24	100-155-610000	16.25
01/26/2024	MOULTON NIGUEL WATER DISTRICT	011124	Water Usage, Comm Ctr, Dec '23	100-310-635100	759.87
01/26/2024	MOULTON NIGUEL WATER DISTRICT	011124	Water Usage, Public Works, Jan '24	100-355-635000	3,711.28
01/26/2024	MOULTON NIGUEL WATER DISTRICT	011124	Water Usage, Public Works, Dec '23	100-355-635000	2,365.38
01/26/2024	STUDIO TWO BLACK DIAMOND	100928	Printing Services, Jan '24	100-195-623000	113.14
01/26/2024	SPARKLETTS	12194330 010324	Operating Supplies, Comm Ctr, Dec	100-310-622005	95.42
01/26/2024	CHRISTMAS KINGS, THE	23-1112	Holiday Lights / Decor	100-310-695509	104,500.00
01/26/2024	CIVICPLUS, LLC	284933	CS Dept Header Annual Fee, 7/1/24 - 1/16/25	100-000-140000	423.46
01/26/2024	CIVICPLUS, LLC	284933	CS Dept Header Annual Fee, 1/17/24 - 6/30/24	100-195-700090	423.46
01/26/2024	CIVICPLUS, LLC	284954	Website Annual Fee, 7/1/24 - 12/14/24	100-000-140000	8,052.94
01/26/2024	CIVICPLUS, LLC	284954	Website Annual Fee, 12/15/23 - 6/30/24	100-195-720050	8,052.94
01/26/2024	TOTAL SOURCE OFFICEWORKS	33522	Office Supplies, Oct '23	100-155-620000	351.06
01/26/2024	TOTAL SOURCE OFFICEWORKS	34415	Office Supplies, Jan '24	100-155-620000	192.40
01/26/2024	TOTAL SOURCE OFFICEWORKS	34465	Office Supplies, Jan '24	100-155-620000	805.61
01/26/2024	TOTAL SOURCE OFFICEWORKS	34465	Computer Supplies, Jan '24	100-195-621000	95.13
01/26/2024	TOTAL SOURCE OFFICEWORKS	34550	Computer Supplies, Jan '24	100-195-621000	82.96
01/26/2024	OCEAN BLUE ENVIRONMENTAL SERVICES, INC.	39301	Emergency Preparedness & Services, Dec '23	100-420-622400	868.50
01/26/2024	MERCY HOUSE LIVING CENTERS, INC.	5003-23-11	Contract Services - Homelessness, Nov '23	100-310-720302	4,547.89

Attachment: Payables Detail Report - February 13, 2024 (3419 : Warrant Register, February 13, 2024)

Payables Detail Report

Payment Dates: 01/12/2024 - 02/01/2024

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
01/26/2024	AUTEN, MELISSA	64314466	Refund, Facility Deposit, R	100-000-222000	500.00
01/26/2024	DEVY MUSIC STUDIO	64417904	Refund, Facility Deposit, R	100-000-222000	250.00
01/26/2024	MOTA, FILIBERTA	64418451	#1035352.002 Refund, Facility Deposit, R	100-000-222000	500.00
01/26/2024	HOME DEPOT	6510039	#1035443.002 AV Equipment - Storage Closet, Jan	100-310-622005	397.68
01/26/2024	WOODRUFF & SMART, A	75253	Professional Services Legal, Dec '23	100-155-700010	14,970.20
01/26/2024	PROFESSIONAL CORPORATION WOODRUFF & SMART, A	75253	Professional Services Legal, Dec '23	100-155-700011	8,066.78
01/26/2024	PROFESSIONAL CORPORATION WOODRUFF & SMART, A	75254	Prof Services Legal, Dec '23, USE-	100-000-223000	1,681.50
01/26/2024	PROFESSIONAL CORPORATION APOLLO RETAIL SPECIALISTS	BLDC-0027-2023	0147-2023 Refund, C&D Deposit, REC-010876-	100-000-227001	7,143.00
01/26/2024	TESLA ENERGY	ELER-0257-2023	2023 Refund, Permit Cancellation, REC-	100-000-221011	1.00
01/26/2024	TESLA ENERGY	ELER-0257-2023	010580-2023 Refund, Permit Cancellation, REC-	100-000-221012	4.00
01/26/2024	TESLA ENERGY	ELER-0257-2023	010580-2023 Refund, Permit Cancellation, REC-	100-000-442000	67.35
01/26/2024	CODE PUBLISHING COMPANY, INC.	GCI0013034	010580-2023 Municipal Code, Cumulative	100-155-700030	171.50
01/26/2024	TAB PRODUCTS COMPANY	INV000048399	Supplement, Jan '24 Office Supplies, General	100-155-620000	681.29
01/26/2024	THE ENERGUY INC.	MECR-0099-2023	Government, Jan '24 Refund, Permit Cancellation, REC-	100-000-221011	1.33
01/26/2024	THE ENERGUY INC.	MECR-0099-2023	011375-2023 Refund, Permit Cancellation, REC-	100-000-221012	4.00
01/26/2024	THE ENERGUY INC.	MECR-0099-2023	011375-2023 Refund, Permit Cancellation, REC-	100-000-442000	161.15
01/26/2024	THE ENERGUY INC.	MECR-0108-2023	011375-2023 Refund, Permit Cancellation, REC-	100-000-221011	1.12
01/26/2024	THE ENERGUY INC.	MECR-0108-2023	011084-2023 Refund, Permit Cancellation, REC-	100-000-221012	4.00
01/26/2024	THE ENERGUY INC.	MECR-0108-2023	011084-2023 Refund, Permit Cancellation, REC-	100-000-442000	66.76
01/26/2024	FAST WATER HEATER COMPANY	PLMR-0145-2023	011084-2023 Refund, Permit Cancellation, REC-	100-000-221011	1.00
01/26/2024	FAST WATER HEATER COMPANY	PLMR-0145-2023	011825-2023 Refund, Permit Cancellation, REC-	100-000-442000	111.65
01/26/2024	FAST WATER HEATER COMPANY	PLMR-0145-2023	011825-2023 Refund, Permit Cancellation, REC-	100-000-442007	9.20
01/26/2024	AMPLE CONSTRUCTION	POOLR-0098-2022	011825-2023 Refund, Pool Bond, REC-010373-	100-000-228001	500.00
01/26/2024	ORANGEBLUE GENERAL	POOLR-0133-2022	Refund, Pool Bond, REC-009986-	100-000-228001	500.00
01/26/2024	CONTRACTORS HDL, COREN AND CONE	SIN035337	Property Tax Audit, Jan - Mar '24	100-155-700055	3,201.60
Fund 100 - General Fund Total:					280,885.46
Fund: 306 - CR&R Recycling Fee Fund					
01/18/2024	ECONOMICS, INC.	2023-6	Professional Services, Recycling	306-355-700000	5,843.75
			Program, Dec '23		
Fund 306 - CR&R Recycling Fee Fund Total:					5,843.75
Grand Total:					286,729.21

Attachment: Payables Detail Report - February 13, 2024 (3419 : Warrant Register, February 13, 2024)

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
100 - General Fund	280,885.46	280,885.46
306 - CR&R Recycling Fee Fund	5,843.75	5,843.75
Grand Total:	286,729.21	286,729.21

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
100-000-140000	Prepaid Items	15,177.41	15,177.41
100-000-221011	Building Standards Fee	4.45	4.45
100-000-221012	SB1186 ADA CAsp Fees	12.00	12.00
100-000-222000	Refundable Deposits	2,500.00	2,500.00
100-000-223000	Plan Application Deposit	1,681.50	1,681.50
100-000-227001	Security Deposit - Waste	7,143.00	7,143.00
100-000-228001	Swimming Pool Bonds	1,000.00	1,000.00
100-000-442000	Building Related Permits	406.91	406.91
100-000-442007	Imaging Plans & Documents Fee	9.20	9.20
100-155-610000	Memberships & Dues	2,594.58	2,594.58
100-155-611001	Staff Development & Team	384.54	384.54
100-155-612000	Travel, Conferences & Meetings	168.00	168.00
100-155-612002	Travel - ACC-OC	3,300.00	3,300.00
100-155-620000	Office Supplies	2,076.61	2,076.61
100-155-700010	Legal Services - General Counsel	14,970.20	14,970.20
100-155-700011	Legal Services - Litigation	8,066.78	8,066.78
100-155-700030	Professional Services - City Clerk	571.50	571.50
100-155-700050	Professional Services - Financial	530.00	530.00
100-155-700055	Professional Services - Prop Tax	3,201.60	3,201.60
100-195-617000	Recruitment	431.00	431.00
100-195-621000	Computer Supplies	645.25	645.25
100-195-623000	Printing	150.85	150.85
100-195-630000	Telephone & Communications	1,057.55	1,057.55
100-195-700090	Computer Consulting Services	1,403.46	1,403.46
100-195-720050	Contract Services - Software	8,727.10	8,727.10
100-195-940000	Computer Hardware & Software	769.55	769.55
100-225-626000	Subscriptions & Books	29.85	29.85
100-310-611000	Training & Education	412.01	412.01
100-310-620500	Office Supplies - Community	164.37	164.37
100-310-622005	Operating Supplies - Community	608.84	608.84
100-310-622502	Supplies - Adult Leagues	28.00	28.00
100-310-626000	Subscriptions & Books	259.14	259.14
100-310-630100	Telephone & Communications -	142.64	142.64
100-310-631100	Utilities - Electric (Community	12,643.44	12,643.44
100-310-635100	Utilities - Water (Community	759.87	759.87
100-310-641000	Equipment Rentals & Leases	341.83	341.83
100-310-695502	Special Needs Program	10.99	10.99
100-310-695505	Cultural Excursions	59.50	59.50
100-310-695509	Holiday Decorations	104,500.00	104,500.00
100-310-695510	Holiday Event Series	9,737.08	9,737.08
100-310-720302	Contract Services - Homelessness	4,547.89	4,547.89
100-310-910500	Equipment & Machinery	19,159.66	19,159.66
100-355-610000	Memberships & Dues	744.75	744.75
100-355-611000	Training & Education	750.00	750.00
100-355-622000	Operating Supplies	1,036.89	1,036.89
100-355-630000	Telephone & Communications	627.84	627.84
100-355-631000	Utilities - Electric	12,318.84	12,318.84
100-355-635000	Utilities - Water	6,076.66	6,076.66
100-355-646100	Vehicle Maintenance & Repairs	59.75	59.75
100-355-720401	Other Public Works Maintenance	43.16	43.16
100-355-720700	Landscape Maintenance	450.00	450.00

Attachment: Payables Detail Report - February 13, 2024 (3419 : Warrant Register, February 13, 2024)

Payables Detail Report

Payment Dates: 01/12/2024 - 02/01/2024

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
100-356-630000	MOE - Telephone &	29.25	29.25
100-356-631400	MOE - Electric (Streetlights &	16,418.46	16,418.46
100-356-631900	MOE - Electric (On-Bill Financing)	3,364.03	3,364.03
100-420-622000	Operating Supplies	492.32	492.32
100-420-622400	Emergency Preparedness	868.50	868.50
100-420-646000	Equipment/Machinery	5,345.75	5,345.75
100-420-646100	Vehicle Maintenance & Repairs	18.42	18.42
100-420-695000	Community Assistance & Public	1,613.11	1,613.11
100-420-720823	Parking Citation Processing	239.58	239.58
306-355-700000	Professional Services	5,843.75	5,843.75
Grand Total:		286,729.21	286,729.21

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	286,729.21	286,729.21
Grand Total:	286,729.21	286,729.21

Attachment: Payables Detail Report - February 13, 2024 (3419 : Warrant Register, February 13, 2024)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024

TO: Mayor and Council Members

FROM: Larry Longenecker
Community Development Director

ISSUE: Proposed Tolling Agreement Regarding the La Paz Village Senior Living Affordable Housing Development Project Application

RECOMMENDATION: That the City Council: 1) Approve the proposed Tolling Agreement between La Paz Village Investors, LLC and the City of Laguna Hills to temporarily suspend further processing of the La Paz Village Senior Living Affordable Housing Development Project Application proposed at 25250-25254 La Paz Road (LPV's Purported Builder's Remedy Application); and 2) Authorize the City Manager to execute the Tolling Agreement.

BACKGROUND:

La Paz Village, LLC is currently processing an application for the La Paz Village Senior Living Affordable Housing Project ("Project"), which seeks certain entitlements to develop high density housing proposed at 25250-25254 La Paz Road. The proposed "Tolling Agreement" allows the City and the principal of La Paz Village Investors, LLC (the "Applicant") to discuss possible avenues of resolution regarding La Paz Village's proposed "Builder's Remedy" housing development application, concerning which the Applicant submitted an SB 330 housing development application on December 14, 2022, and a purportedly "final" application on June 12, 2023.

The proposed Tolling Agreement comes before the City Council because of its import to the proposed discussions between the parties and the need to approve an effective "stay" of the further processing of the application in favor of discussions with the Applicant.

La Paz Village Senior Living Housing Project Application Tolling Agreement
February 13, 2024
Page 2

The terms of the Agreement include a 90-day tolling period, where all need for the City or the Applicant for further processing of the application is stayed, which period can be extended an additional 30-days if needed or, if discussions are unproductive, either party may terminate the stay on 15-days' advance written notice to the other. As well, attached as Exhibit "A" to the Tolling Agreement is the previously executed Confidentiality Agreement, which is made a part of the Tolling Agreement.

The Tolling Agreement plainly states that the City's discretion to address the application submitted on June 12, 2023, or any other application submitted by Applicant, is wholly preserved -- the text of that provision reads as follows -- "Nothing in this Tolling Agreement shall be construed to limit or restrict the City's constitutional police power or land use authority in any way with respect to future legislative, administrative, or other actions by the City."

As well, if the discussions contemplated by this Tolling Agreement are successful, the parties agree that it is their intent to "enter into a new 'Tolling Agreement' that would also govern the processing by the City of a revised project, subject to the City's retained discretion, with the Project and the Builder's Remedy aspect of the Project held in abeyance pending the outcome of the City's processing of the revised project." This will allow the City to retain its discretion to properly review any new project, put the purported "Builder's Remedy" application in abeyance, review and if warranted approve the new project, which would cause the "Builder's Remedy" application to be withdrawn, or alternatively, disapprove the new project, which would then cause the "Builder's Remedy" application to no longer be stayed and the parties would then resume further processing of the purported Builder's Remedy senior affordable housing development Project application.

ATTACHMENTS:

- Proposed Tolling Agreement

TOLLING AGREEMENT

This Tolling Agreement (“Tolling Agreement”) is entered into by and between La Paz Village Investors, LLC (“LPV”), and the City of Laguna Hills (“City”) (referred to herein collectively as the “Parties” and each individually as a “Party,”) as of the last date executed below (“Execution Date”).

RECITALS

A. On or about December 14, 2022, LPV submitted to the City a “Preliminary Application” pursuant to Government Code sections 65941.1 and 65589.5 requesting approval of a mixed-use/affordable housing development proposed at 25250 - 25254 La Paz Road, APN 620-211-15, -17, -18 (“Project”) in the City. The Project seeks to invoke what is colloquially referred to as the “Builders Remedy,” pursuant to Government Code section 65589.5 subdivision (d).

B. After LPV submitted the Preliminary Application, the following sequence of correspondence and information submittals (collectively, “Application Correspondence”) followed:

- (1) LPV filed a “formal application” for the Project on or about June 12, 2023 (“Formal Application”).
- (2) The City responded with a notice of incomplete application for the Project on July 11, 2023 (“First Notice”).
- (3) LPV provided its response to the First Notice on September 22, 2023 (“First LPV Response”).
- (4) The City provided its second notice of incomplete application in response to the First LPV Response on October 19, 2023 (“Second Notice”).
- (5) LPV provided its response to the Second Notice on December 5, 2023 (“Second LPV Response”).
- (6) The City provided its third notice of incomplete application in response to the Second LPV Response on December 22, 2023.

C. The Parties may disagree regarding their respective rights in relation to the Application Correspondence and/or the availability of the Builder’s Remedy right. The Parties reserve their respective rights, but nonetheless have been engaging in discussions that may lead to a mutually acceptable resolution with the goal, among other things, of avoiding the need for a judicial declaration of rights (“Project Discussions”). To that end, as the Application Correspondence progressed, the Parties have engaged in the Project Discussions, subject to that certain Confidentiality Agreement dated October 17, 2023 (“Confidentiality Agreement”), a copy of which is attached hereto as Exhibit “A” and the terms of which are hereby incorporated in this Agreement by this reference.

D. To further facilitate the Project Discussions, and to avoid potentially prejudicial outcomes due to the passage of time, the Parties seek to toll any and all applicable statutes of limitations, statutes of repose and/or any other temporal rights and/or defenses applicable to the Project and/or the Application Discussions whether legal, administrative or equitable, and whether arising from federal, state and/or local laws, including but not limited to the Permit

Streamlining Act, the Housing Accountability Act and/or such equitable principles as laches (collectively, “Temporal Claims”).

In consideration of the above recitals and the mutual promises and covenants contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by all Parties, the Parties agree as follows:

AGREEMENT

1. Tolling

1.1. 90-Day Tolling: To further facilitate and promote open and honest communication between LPV and City and possible resolution of potential disputes regarding the Project, LPV and the City (and their related entities) agree that any and all Temporal Claims are hereby tolled, and shall not run or expire, for a period of ninety (90) days from the Execution Date (“Initial Tolling Period”).

1.2. Extension by Mutual Consent: The Parties recognize that the Project Discussions may continue in good faith past the Initial Tolling Period. Accordingly, the Parties may, by mutual written consent, extend the Initial Tolling Period by successive thirty (30) day periods, if and as necessary (“Extended Tolling Period”). If the discussions are successful, the Parties would enter into a new “Tolling Agreement” that would also govern the processing by the City of a revised project, subject to the City’s retained discretion, with the Project and the Builder’s Remedy aspect of the Project held in abeyance pending the outcome of the City’s processing of the revised Project.

1.3. Expiration of Tolling Period: Upon expiration or termination of the Tolling Period, if not extended pursuant to Section 1.2, or the Extended Tolling Period, whichever applies, the respective temporal rights, defenses and obligations of the Parties shall resume as they were at the time of the Execution of this Tolling Agreement.

2. Termination of Tolling Periods: This Tolling Agreement can be terminated by either Party before the end of the term of either the Tolling Period or the Extended Tolling Period, whichever applies, upon fifteen (15) days’ written notice of the intent to terminate the Tolling Agreement.

3. Confidentiality: While this Tolling Agreement is subject to the terms of the Confidentiality Agreement, the Parties may disclose to third parties the existence and terms of this Tolling Agreement if required to defend against and/or respond to Temporal Claims that are or were tolled and/or held in abeyance by the terms hereof.

4. No Admission: This Agreement and its provisions and any proceedings taken under this Agreement are for settlement purposes only and are not intended to be, and shall not in any event be construed or deemed to be, any admission or concession on the part of the Parties, or any of them, of any liability or wrongdoing whatsoever. Neither this Tolling Agreement nor any negotiations or proceedings in pursuance of this Tolling Agreement shall be offered or received in any action or proceeding as an admission or concession of liability or wrongdoing of any nature on the part of the Parties, or any of them, or anyone acting on their respective behalves.

5. Successors: This Tolling Agreement shall be binding upon and inure to the benefit of the Parties and their respective representatives, successors, and assigns. No Party may assign its right under this Tolling Agreement without the prior written consent of the other Party.

6. No Third Party Beneficiaries: This Tolling Agreement is between the Parties and does not and is not intended to confer any rights or remedies upon any person other than the Parties.

7. Notices: All communications and notices to be given to any Party under this Tolling Agreement shall be given in writing and delivered by hand, courier or overnight delivery service, or certified or registered mail return receipt requested, with an additional copy provided by electronic mail, to the addresses below:

City:

Peter C. Sheridan
Glaser Weil et al.
10250 Constellation Blvd., 19th Floor
Los Angeles, CA 90067
psheridan@glaserweil.com

Gregory E. Simonian, City Attorney
Woodruff & Smart, APC
555 Anton Boulevard, Suite 1200
Costa Mesa, California 92626
gsimonian@woodruff.law

LPV:

Michael Shonafelt
Newmeyer & Dillion
895 Dove Street
Newport Beach, CA 92660
Michael.shonafelt@ndlf.com

Any Party may change its notice recipient or address for providing notice to it by notifying the other Party in writing setting forth such new notice recipient or address.

8. Further Cooperation: The Parties agree to do all things reasonably necessary to implement this Tolling Agreement, including executing additional writings as may be required to carry out the intent of this Agreement.

9. Entire Agreement: This Tolling Agreement constitutes the entire agreement between the Parties with respect to its subject matter. With the sole exception of the Confidentiality Agreement, there are no further or other agreements or understandings, written or oral, in effect between the Parties relating to the subject matter of this Tolling Agreement.

10. Modification of Agreement: It is expressly understood and agreed by the Parties that this Tolling Agreement may not be altered, amended, modified, or otherwise changed in any respect except by a writing duly executed by authorized representatives of the Parties.

11. Mutual Preparation: The Parties cooperated in the drafting and preparation of this Tolling Agreement and thus it shall be deemed drafted by all Parties to the Tolling Agreement.

The language of all parts of this Agreement shall be construed as a whole, according to its fair meaning, and not strictly for or against any Party as the drafter of this Agreement.

12. Authority: Each Party respectively represents and warrants to each other Party that the undersigned representative for such Party has full and complete authority to execute and enter into this Tolling Agreement and bind that Party to the terms of this Tolling Agreement.

13. Counterparts: This Tolling Agreement may be executed by electronic signature or by facsimile and in counterparts, and each counterpart shall be considered an original, and all of which, taken together, shall constitute one and the same instrument.

14. Recitals Incorporated: The Recitals set forth above, including all definitions in the Recitals, are expressly incorporated as terms of this Tolling Agreement.

15. Captions: The captions contained in this Tolling Agreement are intended solely for convenience and shall not be construed as full or accurate descriptions of the terms in this Agreement.

16. Governing Law: This Tolling Agreement has been executed and delivered in the State of California and its validity, interpretation, performance, and enforcement shall be governed by the laws of the State of California.

17. Severability: If any portion or portions of this Tolling Agreement are held by a court of competent jurisdiction to conflict with any federal, state, or local laws, and as a result such portion or portions are declared to be invalid and of no force or effect in such jurisdiction, all remaining portions of this Tolling Agreement shall otherwise remain in full force and effect and be construed as if such invalid portions had not been included in this Tolling Agreement.

18. Voluntary and Knowing Execution: Each Party respectively represents and warrants to each other Party that it has thoroughly read and considered all aspects of this Tolling Agreement, that it understands all provisions of this Tolling Agreement, that it has had the opportunity to consult with counsel, and that it is voluntarily and knowingly entering into this Tolling Agreement without duress or coercion of any kind.

19. City Authority: Nothing in this Tolling Agreement shall be construed to limit or restrict the City's constitutional police power or land use authority in any way with respect to future legislative, administrative, or other actions by the City.

[signatures on following page]

SO AGREED:

Dated: January 29, 2024

LA PAZ VILLAGE INVESTORS LLC

By:  _____

Name: NICHOLAS BUCHANAN

Its: BY: LAPE POINT DEVELOPMENT, LLC

IT'S : MANAGER .

APPROVED AS TO FORM:



Michael W. Shonafelt, Attorneys for La Paz Village Investors LLC

Dated: January 29, 2024

CITY OF LAGUNA HILLS

By: _____

Name: Jarad Hildenbrand

Its: City Manager

ATTEST:

Jennifer Lee, City Clerk

APPROVED AS TO FORM:

Peter C. Sheridan, Outside Counsel to the City

Attachment: Proposed Tolling Agreement (3420 : La Paz Village Senior Living Housing Project Application Tolling Agreement)

EXHIBIT A

Confidentiality Agreement

CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement ("Agreement") is entered into by and between La Paz Village Investors, LLC ("LPV"), and the City of Laguna Hills ("City") (referred to herein collectively as the "Parties" and each individually as a "Party,") as of the last date executed below ("Execution Date").

RECITALS

A. On or about December 14, 2022, LPV submitted to the City a "Preliminary Application" pursuant to Government Code sections 65941.1 and 65589.5 requesting approval of a mixed-use/affordable housing development proposed at 25250 - 25254 La Paz Road, APN 620-211-15, -17, -18 ("Project") in the City. The Project seeks to invoke what is colloquially referred to as the "Builders Remedy," pursuant to Government Code section 65589.5 subdivision (d).

B. The City, for its part, contests the availability of the Builders Remedy for the Project.

C. While the Parties may disagree regarding the availability of the Builders Remedy right, they are interested in engaging discussion that may lead to a mutually acceptable resolution with the goal, among other things, of avoiding the need for a judicial declaration of rights ("Project Discussions").

In consideration of the above recitals and the mutual promises and covenants contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by all Parties, the Parties agree as follows:

AGREEMENT

1. Confidentiality

1.1. To facilitate and promote open and honest communication between LPV and City and possible resolution of potential disputes regarding the Project (the "Disputes") as part of the Project Discussions, LPV and the City (and their related entities) agree that all discussions and exchanges of communications (contemplated in section 1.2 below) concerning the Disputes are and should be protected from later discovery and barred from being admitted into evidence in any subsequent proceeding between these parties or otherwise between one or both of these parties and third parties, as a result of this agreement and under (but not limited to the protections of) California Evidence Code sections 1115 et seq. and 1152 et seq. and under FRCP Rule 408 .

1.2. Materials, documents, communications or other information that is privileged or confidential and prepared by one Party for purposes of the Project Discussions, and that is then transmitted to any other Party ("Recipient Party"), or its attorneys, staff, representatives, or consultants, shall be treated as confidential and privileged by the Recipient Party, and its attorneys, staff, representatives, and consultants. Except as provided by paragraph 1.3 below or as required by Court Order, such information shall not be released, disclosed, or discussed by the Recipient Party except to or with any other Party to this Agreement in the context of and in furtherance of the contemplated discussions identified in WHEREAS clause C above, and each party agrees and covenants not to use said information in any manner barred by section 1.1 . This Agreement embraces both "privileged documents" and "privileged communications." A

“privileged” document is one that is so identified on its cover page or elsewhere, including on the cover page of a facsimile transmission or in the subject line of an electronic message, or one that is otherwise subject to one or more privileges, work product doctrines, or forms of immunity whether expressly identified as such or not. A “privileged communication” is one that occurs with expectation of confidentiality and includes, but is not limited to, communications among the Parties’ attorneys, staff, agents, representatives, consultants and/or experts, that involve or concern the seeking or giving of legal advice; the discussion of strategies, tactics, or theories; or the generation or preparation of other work product for the Project Discussions.

1.3. If a Party to this Agreement receives a request from a non-party (whether by way of subpoena, discovery request, or Public Records Act request) to release, disclose or have access to any of the aforementioned confidential or privileged information generated or communicated by the other Party, the Party receiving the request shall transmit a copy of the subpoena or request to counsel for the other Party within three (3) business days of receipt. Any request or demand from a third party to obtain access to information or documents protected by this Agreement shall be opposed by both parties hereto, and neither party hereto shall have the unilateral ability or power to release any of such information or documents absent entry of a Court order against that party compelling release. . If the above time limits conflict with the time within which response to discovery or information requests must be made under applicable law, then the Parties shall act in good faith to provide the notification contemplated by this paragraph as soon as possible.

1.3. Communication or exchange of any materials or information, whether oral, written, or electronic between the Parties to this Agreement shall not constitute, nor be construed as, a waiver or implied waiver of any privilege, immunity, protection, work product doctrine, or right of non-disclosure attaching to such material or information. Nothing in this Agreement shall preclude the City from sharing confidential information among City officials, attorneys, and staff members, including by way of confidential communications or closed sessions, and such actions by the City shall not constitute a waiver under this Agreement.

1.4. Each Party shall maintain all confidential and privileged documents and information covered by this Agreement in such a manner so that no intentional disclosure is made that might compromise any asserted privilege or immunity.

1.5. At the request and option of any Party, privileged or confidential documents generated by that Party shall be returned to that Party or shall be destroyed by the receiving Party, subject to any applicable federal and state laws mandating recordkeeping.

1.6. This Agreement is not meant to detract or derogate from the applicability of any privilege or immunity that would otherwise apply under the law. Nothing in this Agreement shall obligate any Party to share any privileged or confidential information with another Party or limit any privilege or immunity of any Party as against any other Party with respect to privileged and confidential materials or information that is not shared.

1.7. This Agreement applies to privileged and confidential documents and communications that may have been shared by the Parties prior to the formal execution of the Agreement, and to that extent, this Agreement is intended to continue the prior understanding of the Parties that such materials and information are confidential and privileged.

1.8. Nothing in this Agreement is intended to create an attorney client relationship between any attorney and anyone other than the Party who is a client of that attorney. Neither this Agreement nor any actions taken under it shall constitute, or be deemed to create, a conflict of interest should the interest of the Parties become adverse in connection with the Project or the Project Discussions or any future litigation or proceedings. Neither the execution of this Agreement nor the sharing of information by the Parties under this Agreement shall provide the grounds for the disqualification of any attorney, consultant, or any other representative of any Party hereto, from any future administrative or judicial proceeding arising out of the Project, nor in any way preclude an attorney from advocating any interest of the Party who is his or her client that may be adverse to any other Party. The rights and obligations under this paragraph shall survive the termination of this Agreement and shall continue to bind each Party after that Party's withdrawal from this Agreement.

1.9. Any Party may withdraw from the obligations set forth in Section 1 of this Agreement only, by giving 30 days written notice to the other Party. Such notice shall be sent by electronic mail to the other Party's attorney. Upon termination under this Section 1.9 by any Party all privileged or confidential information received by the Parties prior to such termination shall be protected and maintained as confidential in accordance with the terms of this Agreement. Withdrawal from Section 1, including its subparts, of this Agreement does not and shall not invalidate or terminate the remaining portions of the Agreement.

1.10. Because the parties are disclosing sensitive information in reliance on this Agreement, any breach of this Agreement or unauthorized disclosure would cause irreparable injury for which monetary damages would be inadequate. As a remedy for such a breach, any Party to this Agreement may obtain an injunction to prevent disclosure of any such confidential information in violation of this Agreement.

2. No Admission: This Agreement and its provisions and any proceedings taken under this Agreement are for settlement purposes only and are not intended to be, and shall not in any event be construed or deemed to be, any admission or concession on the part of the Parties, or any of them, of any liability or wrongdoing whatsoever. Neither this Agreement nor any negotiations or proceedings in pursuance of this Agreement shall be offered or received in any action or proceeding as an admission or concession of liability or wrongdoing of any nature on the part of the Parties, or any of them, or anyone acting on their respective behalves.

3. Successors: This Agreement shall be binding upon and inure to the benefit of the Parties and their respective representatives, successors, and assigns. No Party may assign its right under this Agreement without the prior written consent of the other Party.

4. No Third Party Beneficiaries: This Agreement is between the Parties and does not and is not intended to confer any rights or remedies upon any person other than the Parties.

5. Notices: All communications and notices to be given to any Party under this Agreement, other than that set forth in Section 1.9 related to withdrawal from the confidentiality provisions, shall be given in writing and delivered by hand, courier or overnight delivery service, or certified or registered mail return receipt requested, with an additional copy provided by electronic mail, to the addresses below:

City:

Peter C. Sheridan
 Glaser Weil et al.
 10250 Constellation Blvd., 19th Floor
 Los Angeles, CA 90067
psheridan@glaserweil.com

Gregory E. Simonian, City Attorney
 Woodruff & Smart, APC
 555 Anton Boulevard, Suite 1200
 Costa Mesa, California 92626
gsimonian@woodruff.law

LPV:

Michael Shonafelt
 Newmeyer & Dillion
 895 Dove Street
 Newport Beach, CA 92660
Michael.shonafelt@ndlf.com

Any Party may change its notice recipient or address for providing notice to it by notifying the other Party in writing setting forth such new notice recipient or address.

6. Further Cooperation: The Parties agree to do all things reasonably necessary to implement this Agreement, including executing additional writings as may be required to carry out the intent of this Agreement.

7. Entire Agreement: This Agreement constitutes the entire agreement between the Parties. There are no further or other agreements or understandings, written or oral, in effect between the Parties relating to the subject matter of this Agreement.

8. Modification of Agreement: It is expressly understood and agreed by the Parties that this Agreement may not be altered, amended, modified, or otherwise changed in any respect except by a writing duly executed by authorized representatives of the Parties.

9. Mutual Preparation: The Parties cooperated in the drafting and preparation of this Agreement and thus it shall be deemed drafted by all Parties to the Agreement. The language of all parts of this Agreement shall be construed as a whole, according to its fair meaning, and not strictly for or against any Party as the drafter of this Agreement.

10. Authority: Each Party respectively represents and warrants to each other Party that the undersigned representative for such Party has full and complete authority to execute and enter into this Agreement and bind that Party to the terms of this Agreement.

11. Counterparts: This Agreement may be executed by electronic signature or by facsimile and in counterparts, and each counterpart shall be considered an original, and all of

which, taken together, shall constitute one and the same instrument.

12. Recitals Incorporated: The Recitals set forth above, including all definitions in the Recitals, are expressly incorporated as terms of this Agreement.

13. Captions: The captions contained in this Agreement are intended solely for convenience and shall not be construed as full or accurate descriptions of the terms in this Agreement.

14. Governing Law: This Agreement has been executed and delivered in the State of California and its validity, interpretation, performance, and enforcement shall be governed by the laws of the State of California.

15. Severability: If any portion or portions of this Agreement are held by a court of competent jurisdiction to conflict with any federal, state, or local laws, and as a result such portion or portions are declared to be invalid and of no force or effect in such jurisdiction, all remaining portions of this Agreement shall otherwise remain in full force and effect and be construed as if such invalid portions had not been included in this Agreement.

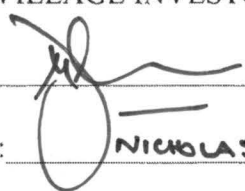
16. Voluntary and Knowing Execution: Each Party respectively represents and warrants to each other Party that it has thoroughly read and considered all aspects of this Agreement, that it understands all provisions of this Agreement, that it has had the opportunity to consult with counsel, and that it is voluntarily and knowingly entering into this Agreement without duress or coercion of any kind.

17. City Authority: Nothing in this Agreement shall be construed to limit or restrict the City's constitutional police power or land use authority in any way with respect to future legislative, administrative, or other actions by the City.

SO AGREED:

Dated: October 17, 2023

LA PAZ VILLAGE INVESTORS LLC

By: 

Name: NICHOLAS BUCHANAN

Its: MANAGER

APPROVED AS TO FORM:



Michael W. Shonafelt, Attorneys for La Paz Village Investors LLC

Dated: October 17, 2023

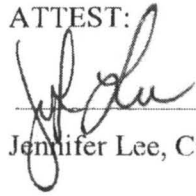
CITY OF LAGUNA HILLS

By: 

Name: Jarad Hildenbrand

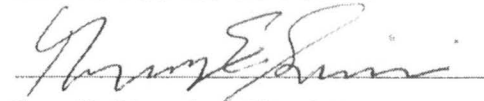
Its: City Manager

ATTEST:



Jennifer Lee, City Clerk

APPROVED AS TO FORM:



Greg E. Simonian, City Attorney

Attachment: Proposed Tolling Agreement (3420 : La Paz Village Senior Living Housing Project Application Tolling Agreement)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024
TO: Mayor and Council Members
FROM: David Reynolds
Deputy City Manager/Community Services Director
ISSUE: 2023 Community Services Report

RECOMMENDATION: That the City Council receive and file the report.

SUMMARY:

Staff has completed a Community Services report for calendar year 2023. The purpose of this report is to highlight the major accomplishments of the past year, along with providing information on facility reservations, recreation program activity, and community events. The attached report also provides an outlook for 2024 events, programs, and work efforts.

The *2023 Community Services Report* was presented to the Parks and Recreation Commission on February 7, 2024.

ATTACHMENTS:

- 2023 Community Services Report

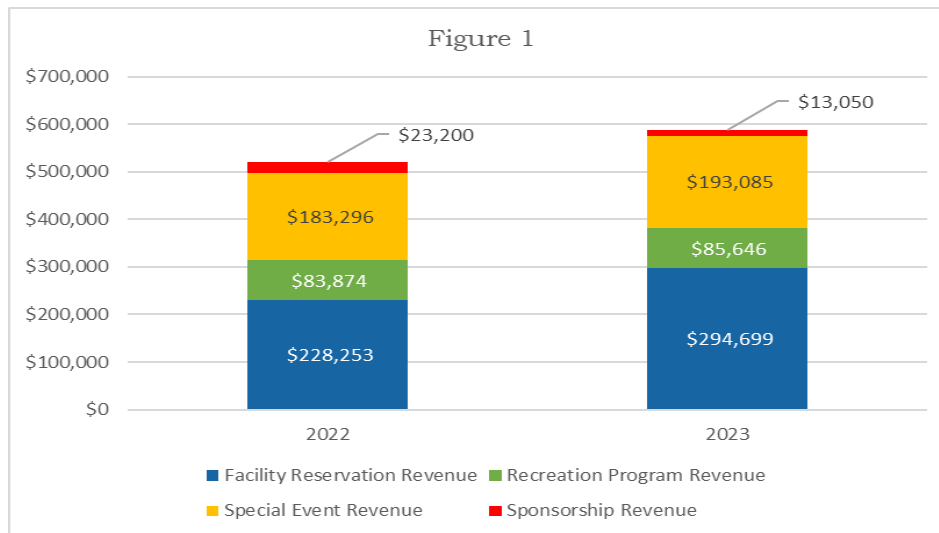


2023 Community Services Report

Community Services Revenue



Figure 1 below represents the revenue brought in by the Community Services Department in 2023, including indoor and outdoor facility reservations, recreation program/class and activities fees, special event fees, and sponsorships. Total revenue for 2023 was \$586,480.



Facility Reservations



Since its opening in 2002, the Laguna Hills Community Center and Sports Complex has served the community with numerous facility reservations, including wedding receptions, memorials, business seminars, quinceañeras and HOA meetings. The Sports Complex's fields, picnic shelters, and paleo-themed playground are also busy throughout the year. The total reservation revenue for calendar year 2023 was \$294,699.

Table 1 below highlights the total number of reservations and reservations by rental rate category. In 2023, the Community Services Department processed 431 facility reservation permits. In the past year, sixty percent (60%) of facility rentals were booked by the Laguna Hills residential categories (i.e. Resident Non-Profit and Resident Private). A list of the type of reservations and the number of reservations per type for calendar year 2023 are provided in Appendix A.

Table 1: Reservation (Res.) Breakdown by Rate Category				
	2022		2023	
	# of Res.	% of Res.	# of Res.	% of Res.
Resident Non-Profit	43	12%	39	9%
Resident Private	197	56%	220	51%
Non-Resident Non-Profit	20	6%	26	6%
Non-Resident Private	69	20%	110	25%
Commercial	24	7%	36	8%
Totals	353		431	

Recreation Programs



RECREATION CLASS/ACTIVITY REGISTRATION

The City offered over 300 recreation classes and activities in 2023 with total revenue at \$85,646. Appendix B shows the types of contract instructor classes hosted by the City. There were over 500 class registrations in 2023.



NEW CONTRACT CLASS INSTRUCTORS

Community Services Staff onboarded multiple new instructors in 2023 to increase class offerings. New classes in 2023 included parent and child playtime with crafts and music, roller skating, and cookie decorating workshops.



● **HIKING AND EXCURSIONS PROGRAMS**



Community Services staff brought back our Hiking Club, Day Hikes, and the Excursions program in Spring 2023. The following programs are staff-led, and staff plans and transports participants to various locations. Hiking Club embarks on trails of varying difficulties, with a new set of hikes each quarter. The Community Services Department also plans Day Hikes, where staff drives participants from the Community Center to a trailhead and often includes a stop for lunch or sight-seeing. Recent excursions and day trips included visits to the Mission Inn to view the Festival of Lights, the Huntington Library, and the California Science Center and Griffith Observatory. The maximum number of participants for each activity is thirteen (13) due to transportation capacity. The hiking and excursion programs regularly have at least ten (10) participants. Approximately 310 people participated in these programs in 2023.

● **DROP-IN SPORTS**

The following drop-in sports programs are offered as part of the City's recreation programs. They provide an opportunity for all ages to recreate.

- Youth Open Gym (basketball) is offered Monday – Thursday from 2:00 pm – 4:00 pm and Sunday from 12:00 pm-2:00 pm.
- Adult Open Gym (basketball) is offered Friday from 6:00 pm – 10:00 pm and Sunday 2:00 pm-6:00 pm.
- Pickleball is offered Monday and Thursday from 6:00 pm – 9:00 pm. We will also set up this program on request Tuesday and Wednesday from 8:00 am – 12:00 pm.
- Table Tennis is offered Tuesday and Thursday from 12:00 pm – 2:00 pm and Saturday from 12:00 pm – 2:00 pm. Staff will often extend the hours of this program until 4:00 pm if the room has availability.



● **EMERITUS PROGRAM**

As an extension of the City's recreation programs, the City again partnered with the Emeritus program at Saddleback College to offer senior programming in 2023. Under this program, the Emeritus offers senior fitness and cultural arts programming. In 2023 the Emeritus program hosted at the Laguna Hills Community Center had 1,348 registrations.

The list below shows all classes offered at the Community Center in 2023.

- Beginning Water Color
- Intermediate/Advanced Water Color
- Beginning Spanish
- Advanced Practice Spanish
- Cardio Health
- Beginning Knitting
- Intermediate Sketching
- Posture and Flexibility
- Focused Movement
- Muscle Strength
- Tai Chi



Community Services



● **GLOBAL HARMONY SYMPHONY**

The Global Harmony Symphony (GHS) returned to the Community Center under the leadership of Maestra Valerie Geller in 2023. The GHS is open to all ages of musicians. In exchange for rehearsal space at the Community Center's Heritage Room on Monday nights, the GHS offers seasonal symphony concerts

to the public. Maestra Geller also arranges for a monthly musical program that features special guest artists to perform during lunch-time at the Community Center. This program is called the 'Moment Musicale'.

In 2023, Global Harmony Symphony performed at the Community Center to the public on the following dates:

- Tuesday, February 28: Moment Musicale - "The Snowman"
- Thursday, April 13: Moment Musicale – Shelby Wong, Piano
- Tuesday, May 9: Moment Musicale – Joey Sellers, Trombone
- Monday, May 22: Global Harmony Symphony Spring Concert
- Tuesday, July 11: Moment Musicale – Synergy Trio
- Monday, August 21: Global Harmony Symphony Summer Concert – "Sway"
- Tuesday, October 10: Moment Musicale – 'Peter and the Wolf' and 'Carnival of the Animals'
- Monday, November 13: Global Harmony Symphony Fall Concert



● **SENIOR DIAL-A-TAXI PROGRAM**

Funded by the OCTA Senior Mobility Program, the City of Laguna Hills offers a Senior Dial-a-Taxi program for transportation services for seniors 60 years of age and older. Currently there are 809 seniors that are registered for the program. The service area is any destination within Laguna Hills, Mission Viejo, and Laguna Woods. There are also several satellite destinations outside this service such as John Wayne Airport that are serviced under this program. Table 2 below provides information on the use of this program.

Table 2: Senior Dial-a-Taxi Participation		
	2022	2023
New Users	53	66
Service Area Trips	283	642
Airport Trips	89	140
Total Trips	372	782

CIVICREC

The Community Services Department completed the transition away from the previous recreation software, Active.net, to CivicRec. CivicRec facilitates the management of facility reservations, class registrations, contract instructors, sports leagues and memberships, as well as the generation of the recreation class catalog and reports.

Community Events



DADDY DAUGHTER DINNER DANCE

On February 17, 2023, we hosted the Daddy Daughter Dinner Dance. Participants enjoyed dinner, dancing, and had a great time. The event had nearly 200 participants. Dinner was Italian food provided by Villa Roma and dessert was mini bundt cakes from Nothing Bundt Cakes.

LAGUNA HILLS MEMORIAL DAY HALF MARATHON, 5K, AND 10K

The 24th annual City of Laguna Hills Memorial Day Half Marathon, 10K, 5K, and Kids' Race honoring the USMC Dark Horse Battalion took place on Monday, May 29, 2023. 2,492 individuals participated in the event. Several Marines ran in the half marathon, which along with the 5k and 10k, was led from the start line by Grand Marshall Cameron West. Total 2023 event expenditures, were \$204,774 and event revenues totaled \$188,666. On August 22, 2023, City Council approved a resolution for Community Assistance Funding in the amount of \$7,107 to Team Darkhorse. On October 24, 2023, City Council directed staff to prepare future authoring resolutions for community assistance funding in the amount of \$10,000 per year, removing the pledge formula based on the number of race registrations, which was first established by City Council in 2011.



4TH OF JULY CELEBRATION

Approximately 7,000 people attended the City's annual Fourth of July Celebration on Tuesday, July 4, 2023. The special event took place between the hours of 4:00 pm – 9:30 pm. The event featured carnival rides, games, informational booths, face painting, crafts, and food vendors. Live music was provided by



Family Style. Fireworks America provided an excellent 20-minute fireworks display. Abe and Mary Todd Lincoln and Ulysses and Julia Grant also made a visit to this event. Expenditures for the 2023 Fourth of July Celebration totaled \$90,360.

● **NATIONAL NIGHT OUT**

On August 31, from 5:00 pm – 8:00 pm at the Community Center and Sports Complex, the Laguna Hills Police Services Department hosted National Night Out. There were several community vendors, bounce houses, fire trucks, and numerous police vehicles including the "Duke" police helicopter. Also, the National Guard landed a Blackhawk Helicopter onsite.



● **PARENTS NIGHT OUT**

The City hosted two (2) Parents Night Out events in 2023, and an additional third event as part of the holiday event series. Parents Night Out is a free event for parents to drop their kids off at the Community Center for an evening filled with bounce houses, dinner, trivia, crafts, and more.



● **MOVIES IN THE PARK**

Four Movies in the Park were offered in 2023 at various neighborhood parks throughout the city. Community Services staff purchased movie equipment so that we can continue to hold these events regularly. The movie schedule was as follows:

- *Meet the Robinsons*: June 9, Community Center and Sports Complex.
- *Minions: The Rise of Gru*: July 14, Cabot Park.
- *Mummies*: August 25, Santa Vittoria Park.
- *The Super Mario Bros Movie*: September 8, Clarington Park.



The events were well attended with between 40-120 people per movie. Staff also had crafts and giveaways for attendees, as well as popcorn and water.

● **CONCERTS IN THE PARK**

Four Concerts in the Park were offered in 2023. Each concert was held at the Laguna Hills Community Center and Sports Complex under the gazebo. There was a wide variety of music for all tastes including:

- The James Kelly Band: July 21
- Savor (Santana cover band): July 28
- Beach St. a GoGo: August 4
- The Reflexx: August 18



It is estimated that 200-500 people attended each concert.

● **HERITAGE DAY**

The Second Annual Heritage Day took place on September 23 from 10:00 am – 6:00 pm. There was a wide variety of live performances including The Smith Country Band, Yesteryears Early Californio dance demonstration, Smokin' Cobras, Naranjito Flamenco, and The James Kelly Band. The keynote speaker was the Consul General of Spain in Los Angeles, Juan Carlos Sánchez. There were several exhibits to visit including Moulton Museum Historical Display, a blacksmith, sheep-shearing, and a variety of historical reenactors. The event also hosted carnival rides, bounces houses, pony rides, and a petting zoo as well as food vendors, and a beer and wine garden. An estimated 2,500 people were in attendance throughout the day.



● **ROOTED VOLUNTEER CAMPAIGN AND ENVIRONMENTAL EVENTS**

The City hosted two (2) Rooted Volunteer Campaign events in calendar year 2023. March 4 was landscaping improvements along El Dorado St. April 29 was a tree-planting event at Knotty Pine Park. In addition to these Rooted events, the City hosted a CR&R bulky item drop off event, as well as paper shredding and e-waste drop-off on May 6. On November 18, the City hosted a compost giveaway event.



HOLIDAY EVENT SERIES

The City hosted five (5) different holiday events this year, as described below.

- The Tree Lighting Ceremony took place at the Laguna Hills Community Center on **December 2**, from 6:00 pm – 8:00 pm. The event showcased a tree lighting ceremony with carolers, a visit from Santa, and snow. Refreshments were provided by the Laguna Hills Chamber of Commerce and the OC Sheriff's Department. OC Public Libraries' Laguna Hills Technology Library branch provided crafts for the kids. There was also a toy drive through Toys for Tots as well as a canned food drive for South County Outreach. It is estimated that 250-300 people were in attendance.


- An Evening of Holiday Music took place on **December 8** from 7:00 pm – 9:00 pm. The Concordia Community Handbell Ensemble and the Pollytechnic Brass Quintet performed a variety of holiday music to over sixty (60) attendees.


- The annual Breakfast Santa Event took place on **December 9**, from 9:00 am – 11:00 am at Laguna Hills Community Center. Participants enjoyed a breakfast provided by Polly's Pies, and were able to have a meet and greet and take photos with Santa. Additionally, the Laguna Hills Technology Branch Library provided crafts. The event was sold out with 200 participants.


- Parents Night Out was hosted on **December 15** from 6:00 pm – 8:00 pm, and offered an opportunity for parents to drop off their children (ages 6 – 12 years old) for dinner, bounces houses, crafts, and movies. This free event sold out with ninety (90) participants.

- The Holiday Dance Extravaganza was on **December 16** from 7:00 pm – 9:00 pm in the Community Center Heritage Room. There were performances from seven (7) local dance companies and artists. The event sold 186 tickets with a ticket revenue of \$1,404 and \$1,050 in sponsorship donations.



● **KATHY IRELAND CHILDREN'S CHRISTMAS CELEBRATION**



The Community Center was the site host for the Kathy Ireland Children's Christmas Celebration on December 2, 2023. The event brought in over 230 children from surrounding cities. Children received presents, participated in crafts, got a chance to talk to Santa, enjoyed lunch, and visited a safety expo by the OCSD. Community Services staff worked closely with OCSD staff and AEFK/911 for Kids to support this event.

Outlook for 2024



In addition to the day-to-day operations of the Community Services Department, listed below are some highlights of work efforts that have recently been completed and planned for 2024.

● **RECREATION CLASSES**

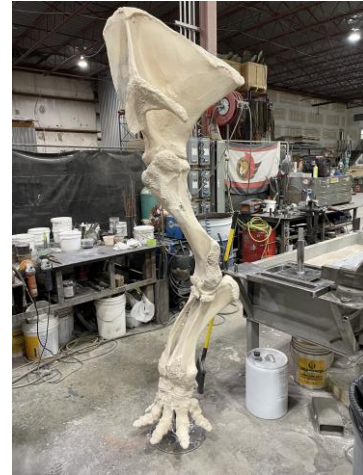
Staff is focusing on bringing new and innovative recreation classes to the Community Center. New classes already planned for 2024 include line dance, young adult entrepreneurship, cooking demonstrations and workshops, sewing, Zumba, and parent and child educational classes.

● **ADULT SPORTS LEAGUES**

Community Services staff has brought back the Adult Basketball recreation league. The first season will run for 10 weeks from March-May. There are currently four (4) teams registered. The adult softball league will also continue, with plans to add more teams.

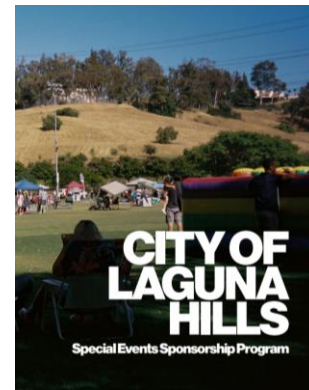
FOSSIL FINDERS FOSSIL FIXERS AND FOSSIL EXHIBITS

With recent improvements to the fossil exhibits, staff has resumed the Fossil Finders program in 2024 by hosting the program to a local elementary school in January. Fossil Finders is a hands-on learning experience that introduces students to subjects such as paleontology, geologic time, and regional fossil resources. Additionally, a replica of a mastodon forelimb is complete and is scheduled to be installed in 2024. The forelimb exhibit is a great educational tool on the size of the mastodon and features the fossils already exhibited in the lobby area.



SPONSORSHIP PROGRAM

The Community Services Department has completed a sponsorship packet to present to local businesses for opportunities to showcase their business at Community Services events. The Community Services Department hopes to partner with businesses to increase sponsorship revenue and market the city's local businesses.



COMMUNITY EVENTS

In addition to the City's large community events such as the 4th of July, Memorial Day Race, and Heritage Day (September 28), Community Services staff are planning the following community events throughout 2024.

- Rooted Campaign. The volunteer program to beautify the City with improvement projects such as planting trees and plants and painting projects will occur on the following dates this year: March 16, April 27, June 8, and September 14.

- Solid Waste & Recycling Community Events. The Community Services Department is planning to host another paper shredding event on April 6 and a compost give-away event later in the year.
- Spring Event. Community Services staff is planning a spring event, “Hoppin’ Hills”. The event will take place on Saturday, March 23rd, from 9:00 am – 11:00 am. Hoppin’ Hills will be held outdoors on the Town Green at the Laguna Hills Community Center and Sports Complex. There will be crafts, a scavenger hunt, donuts, coffee, a bubble party, and more.
- Summer Concert Series. Concerts in the Park will be held on July 19, July 26, August 2, and August 9. All concerts will be held at the Laguna Hills Community Center and Sports Park from 6:30 pm – 8:30 pm.
- Movies in the Park. Movies in the Park will be held at neighborhood parks throughout the City on August 16, August 23, August 30, and September 6.
- Circle of Friends. Community Services staff is planning on hosting a Circle of Friends Spring Dance on June 14 and a Halloween Dance on October 25.

● **RECREATION FEE STUDY AND POLICY UPDATES**

The Community Services Department is completing a Recreation Fee Study to ensure that the City of Laguna Hills fees are in-line with neighboring, comparable cities. Additionally, Policy 317, the Public Facility Reservation and Use Policy, has been updated and will be presented to City Council for approval.

Appendix A

2023 Reservations by Activity and Totals



● COMMUNITY CENTER FACILITY RESERVATIONS

(Heritage Room, Classroom, Art Room)

<u>Activity</u>	<u>Total</u>	<u>Activity</u>	<u>Total</u>
Birthday Party	43	Fairs	2
Piano Recital	44	Baptism	3
Educational Classes	46	Screening Party	2
Wedding Receptions	12	Generic Party	17
HOA Meeting	3	Christmas Party	2
Quinceanera	12	Anniversary	3
High School Banquet	2	Sports/Coach Meeting	2
Board Meeting	19	Concert	1
Graduation Party	8	Public Outreach	3
Dance Recital	3	Play	1
Baby Shower	13	Fundraiser	1
Memorial Reception	6	Religious Ceremony	3
Theater production	1	Other	12

● OUTDOOR FACILITY RESERVATIONS

<u>Facility</u>	<u>Total</u>
Picnic Shelters	89
Gazebo	10
Town Green	18
Soccer Fields	6
Softball Field	16
Hockey Rink	11
Neighborhood Parks	9
Little League Field	3

Appendix B

Types of Classes 2023



● **CONTRACT INSTRUCTOR CLASSES**

- *Adult Tennis – Ages 18 and up (Beginner, Intermediate, Advanced)
- *Youth Tennis – Ages 6 - 17 (Beginner, Intermediate, Advanced)
- Aikido – Ages 6 and up
- Basics of Skateboarding – Ages 6 - 17
- Youth Beginning Guitar and Ukulele – Ages 6 - 17
- Adult Beginning Guitar and Ukulele – Ages 18 and up
- Belly Dancing (I, II, III) – Ages 18 and up
- Clog Dance – Ages 18 and up
- *Cookie Decorating – Ages 5 and up
- *Dance Yoga – Ages 5 and up
- Elementary Spanish – Ages 18 and up
- *Fun with Sounds (parent and child music) – Ages 1-5
- Gentle Yoga – Ages 18 and up
- Moderate Yoga – Ages 18 and up
- Music Together – Ages 1 ½ - 3
- *Paint, Paste, and Pour (parent and child crafts) – Ages 1 ½ - 6
- *Frozen* Musical Camp – Ages 6 – 12

● **STAFF LED CLASSES**

- Camp Build-A-Fort (Sessions I & II) – Ages 8 - 12
- Adult Softball Leagues – Ages 18 and up
- Youth Open Gym – Ages 17 and younger
- Drop in Sports Memberships - Ages 18 and up
 - Open Gym Basketball
 - Table Tennis
 - Pickleball
- Day Hikes
- Hiking Club
- Excursions

*new class/instructor



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024

TO: Mayor and Council Members

FROM: Joe Ames, P.E., T.E.
Public Works Director/City Engineer

ISSUE: Laguna Hills Civic Center First and Second Quarter Financial Report for FY2023/2024

RECOMMENDATION: That the City Council receive and file the report.

SUMMARY:

This Civic Center First and Second Quarter Financial Report for FY2023/2024 is intended to provide the City Council with an overview of the Laguna Hills Civic Center leasing, operation, and finances for the past six months as of December 31, 2023.

BACKGROUND:

The Civic Center is operated as an “enterprise fund” of the City, which is budgeted and tracked separately from the City’s operating budget. The Civic Center’s day to day operations are managed by Essex Realty Management, Inc. (“Essex”). Essex procures service providers for operations and maintenance, and also handles all tenant relations services including collecting rent, responding to calls for maintenance, and negotiating lease agreements.

The abridged Balance Sheet and Income Statement summary for the Laguna Hills Civic Center is in Tables 1 and 2 below.

**Table 1: Abridged Balance Sheet
 As of December 31, 2023**

ASSETS	
Cash and Cash Equivalents on Hand	\$29,158
Accounts Receivable & Prepaid Insurance	\$99,604
Total Fixed Assets	<u>\$5,102,406</u>
TOTAL ASSETS	\$5,231,168
LIABILITY & EQUITY	
Total Current Liabilities (Prepaid Rent, Accounts Payable, Accrued Expenses, and Security Deposits)	\$107,382
Total Equity	<u>\$5,123,787</u>
TOTAL LIABILITIES & EQUITY	\$5,231,168

**Table 2: Income Statement Summary
 For the Period Ended December 31, 2023**

	Actuals	Budgeted	Variance
Total Income	\$ 391,006	\$ 384,582	\$ 6,424
Total Expenses	<u>\$ 411,796</u>	<u>\$ 382,508</u>	<u>\$ (29,288)</u>
NET INCOME/(LOSS)	\$ (20,789)	\$ 2,074	\$ (22,864)

*Numbers may not add up due to rounding.

As shown in Table 2, Essex Realty, the management company for the property, reported a net loss of \$20,789 for the six months of leasing activity from July 1, 2023, to December 31, 2023.

For this six-month period, the net loss was primarily attributed to replacements and serving of failed water source heat pumps in office suites that were not budgeted. The budget allowed for the replacement of two units. Four were replaced or serviced.

Civic Center First and Second Quarter Financial Report FY2023/2024

February 13, 2024

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Regarding budgeted capital improvements, such as parking lot slurry seal, exterior garden wall painting and repairs, and termite fumigation, which appeared in the FY2023/2024 Civic Center Budget, these have been deferred by City staff and are planned as work items administered by the City under CIP 505, Civic Center Improvements.

A detailed Balance Sheet, Comparative Income Statement, and Check Register for the six months of the quarter have been provided as attachments to this report.

FISCAL IMPACT:

Due to the low cash and cash equivalents on hand, and because several completed capital improvements intended to be paid out of CIP 505 were paid out of the Enterprise Fund, a separate agenda report has been prepared requesting approval to transfer funds from CIP 505 to the Enterprise Fund.

ATTACHMENTS:

- Balance Sheet
- Income Statement
- Check Register July - December 2023

Database: ESSEXREALTY
 ENTITY: 742

Standard Balance Sheet
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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Accrual

Report includes an open period. Entries are not final.

Dec 2023

ASSETS

CURRENT ASSETS

Cash - Operating #2	16,252.27
Cash - MMA #2	12,905.74

TOTAL CASH AND CASH EQUIVALENTS	29,158.01
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Accounts Receivable	37,103.77
Prepaid Insurance	62,499.99

NET ACCOUNTS RECEIVABLE	99,603.76
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TOTAL CURRENT ASSETS	128,761.77
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FIXED ASSETS

Land	2,855,425.10
Building	3,344,613.52
Capital Improvements	10,195,109.71
Tenant Improvements	1,439,662.03
Lease Commissions	387,171.80
Accumulated Depreciation	(13,119,575.52)

TOTAL FIXED ASSETS	5,102,406.64
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TOTAL ASSETS	5,231,168.41
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LIABILITIES & EQUITY

CURRENT LIABILITY

Prepaid Rent & CAM	6,363.51
Accounts Payable	22,949.37
Accrued Expenses	28,661.00
Security Deposits	49,407.71

TOTAL CURRENT LIABILITY	107,381.59
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LONG TERM LIABILITY

TOTAL LONG TERM LIABILITIES	0.00
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EQUITY

Current Yr Earnings	(20,789.33)
Distribution	(700,000.00)
Capital	6,064,688.39
Paid by Owner	8,940,638.49
Funds from Owner	1,786,863.71
Retained Earnings	(10,947,614.44)

TOTAL EQUITY	5,123,786.82
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Attachment: Balance Sheet (3407 : Civic Center First and Second Quarter Financial Report FY2023/2024)

Database: ESSEXREALTY
ENTITY: 742

Standard Balance Sheet
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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Accrual

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Dec 2023

TOTAL LIABILITIES & EQUITY

5,231,168.41

Database: ESSEXREALTY
 ENTITY: 742

Income Statement
Income Statement
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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Accrual

Report includes an open period. Entries are not final.

	Current Period	Year-To-Date
	1 Month	6 Months
Thru:	Dec 2023	Dec 2023

INCOME

RENTAL INCOME

Rent	107,576.47	641,830.26
Contra Revenue	(45,830.40)	(274,982.40)
CAM Revenue	12,716.10	76,296.60
Contra CAM	(9,756.62)	(58,539.72)
TOTAL RENTAL INCOME	64,705.55	384,604.74

RECOVERY INCOME

TOTAL RECOVERY INCOME	0.00	0.00
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OTHER INCOME

EV Revenue	918.13	5,199.79
Late Fee Revenue	296.26	816.47
Other Revenue	0.00	385.40
TOTAL OTHER INCOME	1,214.39	6,401.66

TOTAL INCOME	65,919.94	391,006.40
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EXPENSES

DIRECT OPERATING EXPENSES

Security-Fire Alarms	114.54	1,167.24
Cleaning Contract-Janitor	5,397.14	32,382.70
Add'l Cleaning-DayPorter	4,286.90	25,158.90
Cleaning Supplies	0.00	4,790.16
Window Cleaning	0.00	2,331.00
Mgmt Fee-Agent	4,530.12	26,894.27
HVAC Contract Services	3,708.53	7,917.18
HVAC Repair/Maint	6,422.80	16,633.43
Elevator Contract Service	1,850.94	3,701.88
Elevator Repair/Maint	0.00	875.00
Fire, Life, Safety	717.40	8,277.40
Plumbing Repairs/Supplies	1,625.17	16,646.69
Electrical Repair/Maint	0.00	5,040.15
Doors & Locks	0.00	381.58
Floor & Carpet Rpr/Maint	0.00	7,290.00
Pest Control	94.00	1,994.00
Misc Repair/Maint	130.17	1,224.65
Onsite Maint Personnel	2,495.98	15,528.04
Electricity-General	8,721.22	109,112.35
Gas	16.29	105.80
Water & Sewer	2,660.25	10,438.54
Property Telephone	183.00	981.26
Pkg Lot-Sweeping	265.00	1,590.00
Landscaping Contract	2,400.00	14,400.00
Landscaping-Interior	643.12	2,706.02
Fountain Maintenance	195.00	1,170.00

Attachment: Income Statement (3407 : Civic Center First and Second Quarter Financial Report FY2023/2024)

Database: ESSEXREALTY
 ENTITY: 742

Income Statement
Income Statement
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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Accrual

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	Current Period	Year-To-Date
	1 Month	6 Months
Thru:	Dec 2023	Dec 2023
Insurance	10,416.67	62,500.01
NON - REIMBURSABLE EXP	0.00	445.34
Real Estate Taxes	0.00	4,029.47
TOTAL DIRECT OPERATING EXPENSES	56,874.24	385,713.06
NET OPERATING INCOME	9,045.70	5,293.34
OTHER INCOME & EXPENSES		
Advertising & Promotion	4,457.00	4,457.00
Admin & Professional Exp.	4,600.00	9,200.00
Environmental Expense	0.00	224.00
Tenant Space Refurb	0.00	850.00
Repairs & Maint- Indirect	354.66	11,414.44
Interest Income	(2.73)	(62.77)
TOTAL OTHER INCOME & EXPENSES	9,408.93	26,082.67
NET INCOME/(LOSS)	(363.23)	(20,789.33)

Attachment: Income Statement (3407 : Civic Center First and Second Quarter Financial Report FY2023/2024)

Database: ESSEXREALTY
ENTITY: 742

Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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07/23 Through 07/23

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
200031	7/12/2023	07/23	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000	Mgmt Fee-Agent	742-0723MF	7/1/2023	7/1/2023	4,278.00	0.00	4,278.00
@	07/23 Mgmt Fee								
						<i>Check Total:</i>	4,278.00	0.00	4,278.00
200032	7/12/2023	07/23	LIVIN1	DONALD GILBERT dba LIVING INTERIORS					
742		5562-0000	Landscaping-Interior	T87013	6/20/2023	7/20/2023	410.61	0.00	410.61
@	07/23 Int Plant Svc								
						<i>Check Total:</i>	410.61	0.00	410.61
200033	7/12/2023	07/23	MERCH1	MERCHANTS BUILDING MAINTENANCE LLC					
742		5150-0000	Add'l Cleaning-DayPorter	746692	7/5/2023	7/5/2023	4,174.40	0.00	4,174.40
@	33013	07/23 Dayporter Svc							
						<i>Check Total:</i>	4,174.40	0.00	4,174.40
200034	7/12/2023	07/23	ONTAR1	ONTARIO REFRIGERATION SERVICES					
742		5415-0000	HVAC Repair/Maint	CM37660	6/29/2023	6/29/2023	411.00	0.00	411.00
@	LAGUNAHILL	Ste 100 AC Repair							
742		5415-0000	HVAC Repair/Maint	CM37696	6/29/2023	6/29/2023	763.16	0.00	763.16
@	LAGUNAHILL	Ste 301 AC Diagnostic Svc							
						<i>Check Total:</i>	1,174.16	0.00	1,174.16
200035	7/12/2023	07/23	SKYLIN	CTJAMJT CORPORATION dba					
742		5490-0000	Pest Control	274629	7/6/2023	8/5/2023	165.00	0.00	165.00
@	3018	24035 Cockroach Pest Svc							
						<i>Check Total:</i>	165.00	0.00	165.00
200036	7/12/2023	07/23	SSDSYS	SECURITY SIGNAL DEVICES INC dba					
742		7333-0000	Repairs & Maint- Indirect	R-00455407	6/19/2023	6/19/2023	354.66	0.00	354.66
@	348817	07/01/23-07/31/23 07/23 Access Control							
742		5121-0000	Security-Fire Alarms	R-00455407	6/19/2023	6/19/2023	114.54	0.00	114.54
@	348817	07/01/23-07/31/23 07/23 Burglar Alarm Svc							
						<i>Check Total:</i>	469.20	0.00	469.20
200037	7/12/2023	07/23	STONEI	PAUL RIHA dba					
742		4800-0000	Tenant Reimbursements	29043	6/24/2023	7/24/2023	603.40	0.00	603.40

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
@	Ste 201 Door Sign Se	nator Blackspear							
							603.40	0.00	603.40
200038	7/17/2023	07/23	NIEVES	NIEVES LANDSCAPE INC					
742		5560-0000	Landscaping Contract	75062	7/3/2023	7/3/2023	2,400.00	0.00	2,400.00
@	07/23 Landscape Svc								
							2,400.00	0.00	2,400.00
200039	7/17/2023	07/23	PARAG1	SAN DIEGO SERVICES LLC dba					
742		5495-0000	Onsite Maint Personnel	182191	6/30/2023	7/30/2023	2,400.00	0.00	2,400.00
@	06/23 Bldg Eng Svc								
742		5495-0000	Onsite Maint Personnel	182191	6/30/2023	7/30/2023	18.25	0.00	18.25
@	06/23 Uniform bback								
742		5495-0000	Onsite Maint Personnel	182191	6/30/2023	7/30/2023	22.50	0.00	22.50
@	06/23 Cellphone bbac								
742		5495-0000	Onsite Maint Personnel	182191	6/30/2023	7/30/2023	286.90	0.00	286.90
@	06/23 Mileage bback								
							2,727.65	0.00	2,727.65
200040	7/17/2023	07/23	SKYLIN	CTJAMJT CORPORATION dba					
742		5490-0000	Pest Control	272174	7/7/2023	8/6/2023	94.00	0.00	94.00
@	07/23 Pest Control								
							94.00	0.00	94.00
200041	7/17/2023	07/23	SOUT39	JEFF ALEXANDER dba					
742		5565-0000	Fountain Maintenance	371-77	7/1/2023	7/31/2023	195.00	0.00	195.00
@	07/23 Fountain Svc								
							195.00	0.00	195.00
200042	7/17/2023	07/23	SOUT41	SOUTH COUNTY PLUMBING INC					
742		5460-0000	Plumbing Repairs/Supplies	24938	7/13/2023	8/12/2023	2,975.00	0.00	2,975.00
@	Cooling Tower Valves Replacement								
							2,975.00	0.00	2,975.00
200043	7/17/2023	07/23	TSCMCO	TSCM CORPORATION					
742		5525-0000	Pkg Lot-Sweeping	7023101	7/1/2023	7/31/2023	265.00	0.00	265.00

Database: ESSEXREALTY
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Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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07/23 Through 07/23

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
@ 07/23 Sweeping Svc									
Check Total:							265.00	0.00	265.00
AD071023	7/10/2023	07/23	ELTORO	EL TORO WATER DISTRICT	Hand Check				
742		5502-0000	Water & Sewer	44950-061523	6/15/2023	6/15/2023	2,478.57	0.00	2,478.57
@	169922449540	05/11/23-06/13/23	16992 Meter #08956098						
742		5502-0000	Water & Sewer	49542-061523	6/15/2023	6/15/2023	36.04	0.00	36.04
@	169922449542	05/11/23-06/13/23	16992 Meter #00036069						
742		5502-0000	Water & Sewer	49548-061523	6/15/2023	6/15/2023	697.84	0.00	697.84
@	169922449548	05/11/23-06/13/23	16992 Meter #08188857						
Check Total:							3,212.45	0.00	3,212.45
AD072123	7/21/2023	07/23	THEGAS	THE GAS COMPANY	Hand Check				
742		5500-0000	Gas	71474-070523	7/5/2023	7/5/2023	57.74	0.00	57.74
@	14430971474	06/01/23-06/30/23	Mtr 15905668						
Check Total:							57.74	0.00	57.74
OL071123	7/11/2023	07/23	SCE	SOUTHERN CALIFORNIA EDISON	Hand Check				
742		5499-0000	Electricity-General	38393-062123	6/21/2023	6/21/2023	6,477.13	0.00	6,477.13
@	700374638393	05/19/23-06/20/23	Meter No. 259000-050223						
742		5499-0000	Electricity-General	38393-062123	6/21/2023	6/21/2023	2,062.61	0.00	2,062.61
@	700374638393	05/19/23-06/20/23	Meter No. 259000-050222						
742		5499-0000	Electricity-General	38393-062123	6/21/2023	6/21/2023	5,285.03	0.00	5,285.03
@	700374638393	05/19/23-06/20/23	Meter No. 259000-050224						
Check Total:							13,824.77	0.00	13,824.77
OL071723	7/17/2023	07/23	SCE	SOUTHERN CALIFORNIA EDISON	Hand Check				
742		5499-0000	Electricity-General	76559-070323	7/3/2023	7/3/2023	390.51	0.00	390.51
@	700162476559	05/22/23-06/20/23	Mtr 256000-078582						
Check Total:							390.51	0.00	390.51
CITY OF LAGUNA HILLS Total:							37,416.89	0.00	37,416.89
Grand Total:							37,416.89	0.00	37,416.89

Attachment: Check Register July - December 2023 (3407 : Civic Center First and Second Quarter

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ENTITY: 742

Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Amount	Amount	Amount	Amount
Dept	Reference	Description							
200044	8/10/2023	08/23	AT&T	AT&T					
742		5504-0000	Property Telephone	000020247184	7/15/2023	7/15/2023	141.96	0.00	141.96
@	9391060982	06/15/23-07/14/23	BAN 9391060982						
				<i>Check Total:</i>			<i>141.96</i>	<i>0.00</i>	<i>141.96</i>
200045	8/10/2023	08/23	COXCOM	COX COMMUNICATIONS					
742		5410-0000	HVAC Contract Services	11901-070523	7/5/2023	7/5/2023	125.53	0.00	125.53
@	0017601048511901	07/05/23-08/04/23	DSL for EMS						
				<i>Check Total:</i>			<i>125.53</i>	<i>0.00</i>	<i>125.53</i>
200046	8/10/2023	08/23	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000	Mgmt Fee-Agent	742-0823MF	8/1/2023	8/1/2023	4,278.00	0.00	4,278.00
@	742	08/23	Mgmt Fee						
				<i>Check Total:</i>			<i>4,278.00</i>	<i>0.00</i>	<i>4,278.00</i>
200047	8/10/2023	08/23	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5130-0000	Cleaning Contract-Janitor	M1596643-IN	7/21/2023	8/20/2023	5,397.14	0.00	5,397.14
@	111	07/23	Janitorial Svc						
742		5160-0000	Cleaning Supplies	M1595680-IN	6/30/2023	6/30/2023	997.55	0.00	997.55
@	111	06/23	Supplies						
				<i>Check Total:</i>			<i>6,394.69</i>	<i>0.00</i>	<i>6,394.69</i>
200048	8/10/2023	08/23	ADVA19	ADVANCED RESERVE SOLUTIONS INC					
742		7320-0000	Admin & Professional Exp.	28632	7/25/2023	8/24/2023	4,600.00	0.00	4,600.00
@	Reserve Analysis	Dep-LH Civic Center							
				<i>Check Total:</i>			<i>4,600.00</i>	<i>0.00</i>	<i>4,600.00</i>
200049	8/10/2023	08/23	AIRCO1	AIR CONTROL SYSTEMS INC					
742		5415-0000	HVAC Repair/Maint	INV-75164	7/21/2023	8/20/2023	1,528.29	0.00	1,528.29
@	A12407	#301	HVAC Repair						
742		5415-0000	HVAC Repair/Maint	INV-75734	7/31/2023	8/30/2023	410.00	0.00	410.00
@	A12407	Suite 301	AC Troubleshooting						
				<i>Check Total:</i>			<i>1,938.29</i>	<i>0.00</i>	<i>1,938.29</i>
200050	8/10/2023	08/23	DLELIG	DLE LIGHTING AND ELECTRIC INC					
742		5465-0000	Electrical Repair/Maint	15689	5/17/2023	6/16/2023	557.30	0.00	557.30

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Database: ESSEXREALTY
ENTITY: 742

Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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08/23 Through 08/23

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
@	LAGUNAHILL	Ste 100-WSHP 8 Repair							
742		5460-0000	Plumbing Repairs/Supplies	CM38047	7/27/2023	7/27/2023	243.00	0.00	243.00
@	LAGUNAHILL	Women's Restroom Leak Assessment							
Check Total:							2,532.48	0.00	2,532.48
200057	8/10/2023	08/23	PARAG1	SAN DIEGO SERVICES LLC dba					
742		5495-0000	Onsite Maint Personnel	182465	7/31/2023	8/30/2023	2,400.00	0.00	2,400.00
@	07/23 Bldg Eng Svc								
742		5495-0000	Onsite Maint Personnel	182465	7/31/2023	8/30/2023	18.25	0.00	18.25
@	07/23 Uniform Bback								
742		5495-0000	Onsite Maint Personnel	182465	7/31/2023	8/30/2023	22.50	0.00	22.50
@	07/23 CellphoneBback								
742		5495-0000	Onsite Maint Personnel	182465	7/31/2023	8/30/2023	289.84	0.00	289.84
@	07/23 Mileage Bback								
Check Total:							2,730.59	0.00	2,730.59
200058	8/10/2023	08/23	RJELEC	RJ SERVICES INC dba					
742		4800-0000	Tenant Reimbursements	62071	7/24/2023	7/24/2023	362.50	0.00	362.50
@	4743		Ste 130 Ex Lighting Repair						
742		5465-0000	Electrical Repair/Maint	62054	7/20/2023	7/20/2023	525.00	0.00	525.00
@	4743		Ste 200 Lighting Timer Adjustment						
742		5465-0000	Electrical Repair/Maint	62063	7/20/2023	7/20/2023	3,667.85	0.00	3,667.85
@	4743		Exterior Lighting Repair						
742		7333-0000	Repairs & Maint- Indirect	62071	7/24/2023	7/24/2023	362.50	0.00	362.50
@	4743		Ste 130 Monument Lighting Repair						
Check Total:							4,917.85	0.00	4,917.85
200059	8/10/2023	08/23	SKYLIN	CTJAMJT CORPORATION dba					
742		5490-0000	Pest Control	275599	8/2/2023	9/1/2023	94.00	0.00	94.00
@	3018		08/23 Pest Control						
742		5490-0000	Pest Control	278035	8/2/2023	9/1/2023	95.00	0.00	95.00
@	3018		Ste 310 Pest Control						
Check Total:							189.00	0.00	189.00
200060	8/10/2023	08/23	SOUT41	SOUTH COUNTY PLUMBING INC					
742		5460-0000	Plumbing Repairs/Supplies	25002	7/25/2023	8/24/2023	435.00	0.00	435.00
@	Ste 100 - Women's RR		Temp. Repair						

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
<i>Check Total:</i>							435.00	0.00	435.00
200061	8/10/2023	08/23	SSDSYS	SECURITY SIGNAL DEVICES INC dba					
742		7333-0000	Repairs & Maint- Indirect	R-00461672	7/18/2023	7/18/2023	354.66	0.00	354.66
@	348817	08/23 Access Control							
742		5121-0000	Security-Fire Alarms	R-00461672	7/18/2023	7/18/2023	114.54	0.00	114.54
@	348817	08/23 Burglar Alarm Svc							
<i>Check Total:</i>							469.20	0.00	469.20
200062	8/10/2023	08/23	WATERT	WATER TECHNIQUES INC					
742		5415-0000	HVAC Repair/Maint	5140	7/20/2023	8/19/2023	367.08	0.00	367.08
@		Cooling Tower Water Treatment							
<i>Check Total:</i>							367.08	0.00	367.08
200063	8/24/2023	08/23	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5160-0000	Cleaning Supplies	M1599274-IN	7/31/2023	7/31/2023	727.62	0.00	727.62
@	111	07/23 Supplies							
<i>Check Total:</i>							727.62	0.00	727.62
200064	8/24/2023	08/23	AIRCO1	AIR CONTROL SYSTEMS INC					
742		5415-0000	HVAC Repair/Maint	INV-77259	8/13/2023	9/12/2023	270.00	0.00	270.00
@	A12407	Ste 250 AC Diagnostic							
<i>Check Total:</i>							270.00	0.00	270.00
200065	8/24/2023	08/23	NIEVES	NIEVES LANDSCAPE INC					
742		5560-0000	Landscaping Contract	75223	8/1/2023	8/31/2023	2,400.00	0.00	2,400.00
@		08/23 Landscape Svc							
<i>Check Total:</i>							2,400.00	0.00	2,400.00
200066	8/24/2023	08/23	SKYLIN	CTJAMJT CORPORATION dba					
742		5490-0000	Pest Control	278362	8/21/2023	9/20/2023	550.00	0.00	550.00
@	3018	Ste 150/160 Mosquitoe Svc							
<i>Check Total:</i>							550.00	0.00	550.00
200067	8/24/2023	08/23	SOUT39	JEFF ALEXANDER dba					

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Check # Entity Dept	Check Date P.O. Number Reference	Check Pd Account Number Description	Vendor ID Account Name	Vendor Name	Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount Amount	Check Amount
742 @	08/23 Fountain Svc	5565-0000	Fountain Maintenance		371-78	8/1/2023	8/31/2023	195.00	0.00	195.00
<i>Check Total:</i>								195.00	0.00	195.00
200068 742 @	8/24/2023 Expansion tank rplce	08/23 5460-0000	SOUT41 Plumbing Repairs/Supplies	SOUTH COUNTY PLUMBING INC	24925	7/11/2023	8/10/2023	1,125.00	0.00	1,125.00
<i>Check Total:</i>								1,125.00	0.00	1,125.00
200069 742 @	8/24/2023 08/23-10/23 Wood	08/23 7333-0000	STODD1 Repairs & Maint- Indirect	STODDARDS RESTORATION SERVICES INC	125361	8/21/2023	9/20/2023	1,255.00	0.00	1,255.00
742 @	08/23-10/23 Wood	7333-0000	Maint Common Space		125362	8/21/2023	9/20/2023	1,255.00	0.00	1,255.00
<i>Check Total:</i>								2,510.00	0.00	2,510.00
200070 742 @	8/24/2023 08/23 Sweeping Svc	08/23 5525-0000	TSCMCO Pkg Lot-Sweeping	TSCM CORPORATION	8023100	8/1/2023	8/31/2023	265.00	0.00	265.00
<i>Check Total:</i>								265.00	0.00	265.00
200071 742 @	8/24/2023 9391060982	08/23 5504-0000	AT&T Property Telephone	AT&T	000020397247	8/15/2023	8/15/2023	151.56	0.00	151.56
<i>Check Total:</i>								151.56	0.00	151.56
200072 742 @	8/24/2023 AR1398908	08/23 7326-0000	COUN12 Environmental Expense	COUNTY OF ORANGE	IN2648631	8/5/2023	8/5/2023	224.00	0.00	224.00
<i>Check Total:</i>								224.00	0.00	224.00
200073 742 @	8/24/2023 111	08/23 5491-0000	ABLEBU Misc Repair/Maint	CROWN BLDG MAINTENANCE CO INC dba	M1601011-IN	8/22/2023	8/22/2023	220.00	0.00	220.00
742 @	111	5130-0000	Sheriff Carpet Cleaning Svc		M1600573-IN	8/22/2023	8/22/2023	5,397.14	0.00	5,397.14
<i>Check Total:</i>								5,397.14	0.00	5,397.14

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Due Date	Amount	Amount	Amount
Dept	Reference	Description							
742		4800-0000	Tenant Reimbursements	M1601013-IN	8/22/2023	8/22/2023	335.00	0.00	335.00
@	111	Ste 130 Carpet Cleaning Svc							
<i>Check Total:</i>							5,952.14	0.00	5,952.14
200074	8/24/2023	08/23	COXCOM	COX COMMUNICATIONS					
742		5410-0000	HVAC Contract Services	11901-080523	8/5/2023	8/5/2023	125.53	0.00	125.53
@	0017601048511901	08/05/23-09/04/23	DSL for EMS						
<i>Check Total:</i>							125.53	0.00	125.53
200075	8/24/2023	08/23	FIRESA	THE BRETHERN INC dba					
742		5440-0000	Elevator Repair/Maint	1109330	8/26/2023	9/25/2023	675.00	0.00	675.00
@	ACCT1965	Annual Elv Test							
<i>Check Total:</i>							675.00	0.00	675.00
AD081523	8/15/2023	08/23	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49548-071923	7/19/2023	7/19/2023	475.83	0.00	475.83
@	169922449548	06/13/23-07/13/23	16992 Meter #08188857						
742		5502-0000	Water & Sewer	49540-071923	7/19/2023	7/19/2023	971.37	0.00	971.37
@	169922449540	06/13/23-07/13/23	16992 Meter #08956098						
742		5502-0000	Water & Sewer	49542-071923	7/19/2023	7/19/2023	36.04	0.00	36.04
@	169922449542	06/13/23-07/13/23	16992 Meter #00036069						
<i>Check Total:</i>							1,483.24	0.00	1,483.24
AD082123	8/21/2023	08/23	THEGAS	THE GAS COMPANY					
742		5500-0000	Gas	71474-080323	8/3/2023	8/3/2023	30.90	0.00	30.90
@	14430971474	06/30/23-08/01/23	Mtr 15905668						
<i>Check Total:</i>							30.90	0.00	30.90
OL081023	8/10/2023	08/23	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	38393-072423	7/24/2023	8/14/2023	9,427.17	0.00	9,427.17
@	700374638393	06/21/23-07/23/23	Meter No. 259000-050223						
742		5499-0000	Electricity-General	38393-072423	7/24/2023	8/14/2023	3,756.82	0.00	3,756.82
@	700374638393	06/21/23-07/23/23	Meter No. 259000-050222						
742		5499-0000	Electricity-General	38393-072423	7/24/2023	8/14/2023	7,036.14	0.00	7,036.14
@	700374638393	06/21/23-07/23/23	Meter No. 259000-050224						

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							

Check Total: 20,220.13 0.00 20,220.13

OL082423	8/24/2023	08/23	SCE	SOUTHERN CALIFORNIA EDISON	Hand Check				
742		5499-0000	Electricity-General	76559-080123	8/1/2023	8/1/2023	447.49	0.00	447.49
@	700162476559	06/21/23-07/23/23 Mtr 256000-078582							

Check Total: 447.49 0.00 447.49

CITY OF LAGUNA HILLS Total: 83,472.98 0.00 83,472.98

Grand Total: 83,472.98 0.00 83,472.98

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
200076	9/12/2023	09/23	003475	BERGER HARRISON APC					
742		4100-0000	Rent	021164_00001	9/12/2023	9/12/2023	6,044.93	0.00	6,044.93
@	Tenant Refunds								
						<i>Check Total:</i>	6,044.93	0.00	6,044.93
200077	9/12/2023	09/23	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000	Mgmt Fee-Agent	742-0923MF	9/1/2023	9/1/2023	4,278.00	0.00	4,278.00
@	09/23 Mgmt Fee								
						<i>Check Total:</i>	4,278.00	0.00	4,278.00
200078	9/12/2023	09/23	AIRCO1	AIR CONTROL SYSTEMS INC					
742		5415-0000	HVAC Repair/Maint	INV-77614	8/31/2023	9/30/2023	410.00	0.00	410.00
@	A12407	Troubleshoot Plant Control							
						<i>Check Total:</i>	410.00	0.00	410.00
200079	9/12/2023	09/23	AMTEC2	PACIFIC COAST ELEVATOR INC dba					
742		5435-0000	Elevator Contract Service	151401290365	8/14/2023	9/1/2023	1,850.94	0.00	1,850.94
@	320358	09/23-11/23 Elevator Svc							
742		5440-0000	Elevator Repair/Maint	F10000144058	8/14/2023	8/14/2023	200.00	0.00	200.00
@	320358	Elevator logistic/fuel impact fee							
						<i>Check Total:</i>	2,050.94	0.00	2,050.94
200080	9/12/2023	09/23	CONTRO	CONTROLLED KEY SYSTEMS INC					
742		5475-0000	Doors & Locks	WO-0027929	7/13/2023	8/12/2023	204.43	0.00	204.43
@	Suite 310 Rekey								
						<i>Check Total:</i>	204.43	0.00	204.43
200081	9/12/2023	09/23	JAMEYC	JAMEY CLARK INC					
742		7333-0000	Repairs & Maint- Indirect	74288	9/1/2023	10/1/2023	630.00	0.00	630.00
@	City's Ceiling Panel	Removal							
						<i>Check Total:</i>	630.00	0.00	630.00
200082	9/12/2023	09/23	LIVIN1	DONALD GILBERT dba LIVING INTERIORS					
742		5562-0000	Landscaping-Interior	T87173	8/20/2023	9/19/2023	436.42	0.00	436.42
@	09/23 Int Plants Svc								

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<i>Check Total:</i>								436.42	0.00	436.42
200083	9/12/2023	09/23	MERCH1	MERCHANTS BUILDING MAINTENANCE LLC						
742		5150-0000	Add'l Cleaning-DayPorter		757958	9/6/2023	9/6/2023	4,174.40	0.00	4,174.40
@	33013		09/23 Dayporter Svc							
<i>Check Total:</i>								4,174.40	0.00	4,174.40
200084	9/12/2023	09/23	MFKCON	MFK CONSTRUCTION AND MAINTENANCE, INC.						
742		1230-0000	Capital Improvements		232086	9/8/2023	10/8/2023	1,853.00	0.00	1,853.00
@	Initial payment ext		staircase rpr							
<i>Check Total:</i>								1,853.00	0.00	1,853.00
200085	9/12/2023	09/23	PARAG1	SAN DIEGO SERVICES LLC dba						
742		5491-0000	Misc Repair/Maint		182634	8/31/2023	9/30/2023	200.46	0.00	200.46
@	08/23 Supplies Bback									
<i>Check Total:</i>								200.46	0.00	200.46
200086	9/12/2023	09/23	RJELEC	RJ SERVICES INC dba						
742		7333-0000	Repairs & Maint- Indirect		62214	9/5/2023	10/5/2023	699.98	0.00	699.98
@	4743		City's (2) Lights Replacement							
<i>Check Total:</i>								699.98	0.00	699.98
200087	9/12/2023	09/23	SOUT39	JEFF ALEXANDER dba						
742		5565-0000	Fountain Maintenance		371-79	9/1/2023	10/1/2023	195.00	0.00	195.00
@	09/23 Fountain Svc									
<i>Check Total:</i>								195.00	0.00	195.00
200088	9/12/2023	09/23	SOUT41	SOUTH COUNTY PLUMBING INC						
742		5460-0000	Plumbing Repairs/Supplies		25268	9/7/2023	10/7/2023	405.00	0.00	405.00
@	Cabling Main Line		Sewage							
<i>Check Total:</i>								405.00	0.00	405.00
200089	9/12/2023	09/23	SSDSYS	SECURITY SIGNAL DEVICES INC dba						
742		7333-0000	Repairs & Maint- Indirect		R-00467259	8/22/2023	8/22/2023	354.66	0.00	354.66
@	348817		09/23 Access Control							

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
742		5121-0000	Security-Fire Alarms	R-00467259	8/22/2023	8/22/2023	114.54	0.00	114.54
@	348817	09/23 Burglar Alarm Svc							
Check Total:							469.20	0.00	469.20
200090	9/12/2023	09/23	TSCMCO	TSCM CORPORATION					
742		5525-0000	Pkg Lot-Sweeping	9023099	9/1/2023	10/1/2023	265.00	0.00	265.00
@	09/23 Sweeping Svc								
Check Total:							265.00	0.00	265.00
200091	9/21/2023	09/23	BERHAR	BERGER HARRISON, A PROFESSIONAL CORPORATI					
742		1240-0000	Tenant Improvements	22-214	8/9/2023	9/8/2023	15,908.80	0.00	15,908.80
@	Ste 310 Demo/Rebuild								
Check Total:							15,908.80	0.00	15,908.80
200092	9/21/2023	09/23	COXCOM	COX COMMUNICATIONS					
742		5410-0000	HVAC Contract Services	11901-090523	9/5/2023	9/5/2023	125.53	0.00	125.53
@	0017601048511901	09/05/23-10/04/23	DSL for EMS						
Check Total:							125.53	0.00	125.53
200093	9/21/2023	09/23	AIRCO1	AIR CONTROL SYSTEMS INC					
742		1230-0000	Capital Improvements	231175-1	8/31/2023	9/30/2023	20,090.00	0.00	20,090.00
@	A12407	AC - iVU System upgrade							
Check Total:							20,090.00	0.00	20,090.00
200094	9/21/2023	09/23	MFKCON	MFK CONSTRUCTION AND MAINTENANCE, INC.					
742		1230-0000	Capital Improvements	232085A	9/8/2023	9/8/2023	3,107.00	0.00	3,107.00
@	Initial payment ext	(El Toro) staircase repr							
Check Total:							3,107.00	0.00	3,107.00
200095	9/21/2023	09/23	NIEVES	NIEVES LANDSCAPE INC					
742		5560-0000	Landscaping Contract	75472	9/1/2023	9/1/2023	2,400.00	0.00	2,400.00
@	09/23 Landscape Svc								
Check Total:							2,400.00	0.00	2,400.00
200096	9/21/2023	09/23	PARAG1	SAN DIEGO SERVICES LLC dba					

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Amount	Amount	Amount	Amount
Dept	Reference	Description							
742		5495-0000	Onsite Maint Personnel	182734	8/31/2023	9/30/2023	2,400.00	0.00	2,400.00
@	08/23 Bldg Eng Svc								
742		5495-0000	Onsite Maint Personnel	182734	8/31/2023	9/30/2023	18.25	0.00	18.25
@	08/23 Uniform Bback								
742		5495-0000	Onsite Maint Personnel	182734	8/31/2023	9/30/2023	22.50	0.00	22.50
@	08/23 CellphoneBback								
742		5495-0000	Onsite Maint Personnel	182734	8/31/2023	9/30/2023	303.10	0.00	303.10
@	08/23 Mileage Bback								
Check Total:							2,743.85	0.00	2,743.85
200097	9/21/2023	09/23	RJELEC	RJ SERVICES INC dba					
742		7333-0000	Repairs & Maint- Indirect	62252	9/13/2023	10/13/2023	679.00	0.00	679.00
@	4743	#310 & Chamber bulb svc							
Check Total:							679.00	0.00	679.00
200098	9/21/2023	09/23	SKYLIN	CTJAMJT CORPORATION dba					
742		5490-0000	Pest Control	279048	9/12/2023	10/12/2023	94.00	0.00	94.00
@	3018	09/23 Pest Control Svc							
742		5490-0000	Pest Control	281627	9/12/2023	10/12/2023	95.00	0.00	95.00
@	3018	Ste 100/150/160 ants Svc							
Check Total:							189.00	0.00	189.00
AD091123	9/11/2023	09/23	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49540-081723	8/17/2023	8/17/2023	1,122.09	0.00	1,122.09
@	169922449540	07/13/23-08/14/23 16992 Meter #08956098							
742		5502-0000	Water & Sewer	49542-081723	8/17/2023	8/17/2023	36.04	0.00	36.04
@	16992 2449542	07/13/23-08/14/23 Meter #00036069							
742		5502-0000	Water & Sewer	49548-081723	8/17/2023	8/17/2023	638.29	0.00	638.29
@	169922449548	07/13/23-08/14/23 16992 Meter #08188857							
Check Total:							1,796.42	0.00	1,796.42
AD092123	9/21/2023	09/23	THEGAS	THE GAS COMPANY					
742		5500-0000	Gas	71474-090123	9/1/2023	9/1/2023	14.30	0.00	14.30
@	14430971474	08/01/23-08/30/23 Mtr 15905668							
Check Total:							14.30	0.00	14.30

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
OL090323	9/3/2023	09/23	SCE	SOUTHERN CALIFORNIA EDISON	Hand Check				
742		5499-0000	Electricity-General	38393-082223	8/22/2023	8/22/2023	9,950.83	0.00	9,950.83
@	700374638393	07/21/23-08/20/23 Meter No. 259000-050223							
742		5499-0000	Electricity-General	38393-082223	8/22/2023	8/22/2023	3,907.08	0.00	3,907.08
@	700374638393	07/21/23-08/20/23 Meter No. 259000-050222							
742		5499-0000	Electricity-General	38393-082223	8/22/2023	8/22/2023	7,594.71	0.00	7,594.71
@	700374638393	07/21/23-08/20/23 Meter No. 259000-050224							
						Check Total:	21,452.62	0.00	21,452.62
OL092123	9/21/2023	09/23	SCE	SOUTHERN CALIFORNIA EDISON	Hand Check				
742		5499-0000	Electricity-General	76559-090123	9/1/2023	9/21/2023	416.26	0.00	416.26
@	700162476559	07/24/23-08/21/23 Mtr 256000-078582							
						Check Total:	416.26	0.00	416.26
						CITY OF LAGUNA HILLS Total:	91,239.54	0.00	91,239.54
						Grand Total:	91,239.54	0.00	91,239.54

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200099	10/11/2023	10/23	AT&T	AT&T						
742		5504-0000	Property Telephone		000020540527	9/15/2023	9/15/2023	143.40	0.00	143.40
@	9391060982		08/15/23-09/14/23 BAN 9391060982							
							<i>Check Total:</i>	<i>143.40</i>	<i>0.00</i>	<i>143.40</i>
200100	10/11/2023	10/23	ESSEX	ESSEX REALTY MANAGEMENT INC						
742		5305-0000	Mgmt Fee-Agent		742-0923MFR	9/30/2023	9/30/2023	478.79	0.00	478.79
@	09/23 Mgmt Fee Rec									
742		5305-0000	Mgmt Fee-Agent		742-1023MF	10/1/2023	10/1/2023	4,278.00	0.00	4,278.00
@	10/23 Mgmt Fee									
							<i>Check Total:</i>	<i>4,756.79</i>	<i>0.00</i>	<i>4,756.79</i>
200101	10/11/2023	10/23	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba						
742		5160-0000	Cleaning Supplies		M1603637-IN	8/31/2023	8/31/2023	856.86	0.00	856.86
@	111		08/23 Supplies							
742		7333-0000	Repairs & Maint- Indirect		M1604389-IN	9/18/2023	9/18/2023	1,895.00	0.00	1,895.00
@	111		Sheriff's Water Ext. and Clean							
							<i>Check Total:</i>	<i>2,751.86</i>	<i>0.00</i>	<i>2,751.86</i>
200102	10/11/2023	10/23	CONTRO	CONTROLLED KEY SYSTEMS INC						
742		4800-0000	Tenant Reimbursements		WO-0028769	9/13/2023	10/13/2023	31.89	0.00	31.89
@	#310 extra keys									
742		5475-0000	Doors & Locks		WO-0028576	8/30/2023	9/29/2023	177.15	0.00	177.15
@	Ste 310 - Rekey		Suite with 6 keys							
							<i>Check Total:</i>	<i>209.04</i>	<i>0.00</i>	<i>209.04</i>
200103	10/11/2023	10/23	LIVIN1	DONALD GILBERT dba LIVING INTERIORS						
742		5562-0000	Landscaping-Interior		T87251	9/20/2023	10/20/2023	359.00	0.00	359.00
@	10/23 Int Plant Svc									
							<i>Check Total:</i>	<i>359.00</i>	<i>0.00</i>	<i>359.00</i>
200104	10/11/2023	10/23	MASTE5	MASTERCARE PROTECTION & CLEANING						
742		5485-0000	Floor & Carpet Rpr/Maint		37150	9/25/2023	10/25/2023	5,400.00	0.00	5,400.00
@	Annual Stone Svc									
							<i>Check Total:</i>	<i>5,400.00</i>	<i>0.00</i>	<i>5,400.00</i>

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
200105	10/11/2023	10/23	MERCH1	MERCHANTS BUILDING MAINTENANCE LLC					
742		5150-0000	Add'l Cleaning-DayPorter	762679	10/2/2023	10/2/2023	4,174.40	0.00	4,174.40
@	33013	10/23 Dayporter Svc							
						<i>Check Total:</i>	4,174.40	0.00	4,174.40
200106	10/11/2023	10/23	NIEVES	NIEVES LANDSCAPE INC					
742		5560-0000	Landscaping Contract	75641	10/2/2023	11/1/2023	2,400.00	0.00	2,400.00
@	10/23 Landscape Svc								
						<i>Check Total:</i>	2,400.00	0.00	2,400.00
200107	10/11/2023	10/23	ONTAR1	ONTARIO REFRIGERATION SERVICES					
742		5415-0000	HVAC Repair/Maint	CM38986	9/21/2023	9/21/2023	1,437.14	0.00	1,437.14
@	LAGUNAHILL	Ste 310 AC pump replc. and repair							
742		1230-0000	Capital Improvements	CM38257	9/7/2023	9/7/2023	12,775.00	0.00	12,775.00
@	LAGUNAHILL	#100 Heat pump rplc							
742		1230-0000	Capital Improvements	CM38708	9/15/2023	9/15/2023	9,978.00	0.00	9,978.00
@	LAGUNAHILL	#301 WHSP rplc							
742		5410-0000	HVAC Contract Services	CM41736M	9/15/2023	9/15/2023	3,582.00	0.00	3,582.00
@	LAGUNAHILL	09/23-11/23 HVAC Svc							
742		5415-0000	HVAC Repair/Maint	CM38923	9/15/2023	9/15/2023	343.16	0.00	343.16
@	LAGUNAHILL	Ste 310 AC Diagnostic							
						<i>Check Total:</i>	28,115.30	0.00	28,115.30
200108	10/11/2023	10/23	PARAG1	SAN DIEGO SERVICES LLC dba					
742		5491-0000	Misc Repair/Maint	182891	9/30/2023	10/31/2023	100.09	0.00	100.09
@	09/23 Supplies Bback								
						<i>Check Total:</i>	100.09	0.00	100.09
200109	10/11/2023	10/23	SANTPL	SANTA MARGARITA PLUMBING & AIR					
742		5460-0000	Plumbing Repairs/Supplies	16324-35222	9/19/2023	10/19/2023	420.00	0.00	420.00
@	Sewer line diagnosis								
742		5460-0000	Plumbing Repairs/Supplies	16324-35276	9/22/2023	10/22/2023	420.00	0.00	420.00
@	Woman's RR Sink rpr								
						<i>Check Total:</i>	840.00	0.00	840.00
200110	10/11/2023	10/23	SKYLIN	CTJAMJT CORPORATION dba					

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742 @	3018	5490-0000 Ste 100 Ants Svc		Pest Control	281825	9/21/2023	10/21/2023	95.00	0.00	95.00
<i>Check Total:</i>								95.00	0.00	95.00
200111 742 @	10/11/2023 10/23 Fountain Svc	10/23 5565-0000	SOUT39 Fountain Maintenance	JEFF ALEXANDER dba	371-80	10/1/2023	10/31/2023	195.00	0.00	195.00
<i>Check Total:</i>								195.00	0.00	195.00
200112 742 @	10/11/2023 348817	10/23 7333-0000	SSDSYS Repairs & Maint- Indirect	SECURITY SIGNAL DEVICES INC dba	R-00470009	9/21/2023	9/21/2023	354.66	0.00	354.66
742 @	348817	5121-0000	10/23 Access Control		R-00470009	9/21/2023	9/21/2023	114.54	0.00	114.54
<i>Check Total:</i>								469.20	0.00	469.20
200113 742 @	10/19/2023 111	10/23 5130-0000	ABLEBU Cleaning Contract-Janitor	CROWN BLDG MAINTENANCE CO INC dba	M1606337-IN	9/22/2023	9/22/2023	5,397.14	0.00	5,397.14
<i>Check Total:</i>								5,397.14	0.00	5,397.14
200114 742 @	10/19/2023 ACCT1965	10/23 5448-0000	FIRESA Fire, Life, Safety	THE BRETHREN INC dba	1110416	10/11/2023	11/10/2023	7,110.00	0.00	7,110.00
742 @	ACCT1965	5448-0000	5-yr Sprinkler Deficiency Rpr		1110547	10/12/2023	11/11/2023	225.00	0.00	225.00
<i>Check Total:</i>								7,335.00	0.00	7,335.00
200115 742 @	10/19/2023 Holiday Poinsettias	10/23 5562-0000	LIVIN1 Landscaping-Interior	DONALD GILBERT dba LIVING INTERIORS	T87315	10/9/2023	11/8/2023	113.06	0.00	113.06
<i>Check Total:</i>								113.06	0.00	113.06
200116 742 @	10/19/2023 LAGUNAHILL	10/23 5415-0000	ONTAR1 HVAC Repair/Maint	ONTARIO REFRIGERATION SERVICES	CM39064	9/29/2023	9/29/2023	352.16	0.00	352.16

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
Check Total:							352.16	0.00	352.16
200117	10/19/2023	10/23	PARAG1	SAN DIEGO SERVICES LLC dba					
742		5495-0000	Onsite Maint Personnel	182993	9/30/2023	10/30/2023	2,400.00	0.00	2,400.00
@	09/23 Bldg Eng Svc								
742		5495-0000	Onsite Maint Personnel	182993	9/30/2023	10/30/2023	18.25	0.00	18.25
@	09/23 Uniform Bback								
742		5495-0000	Onsite Maint Personnel	182993	9/30/2023	10/30/2023	22.50	0.00	22.50
@	09/23 CellphoneBback								
742		5495-0000	Onsite Maint Personnel	182993	9/30/2023	10/30/2023	109.39	0.00	109.39
@	09/23 Mileage Bback								
Check Total:							2,550.14	0.00	2,550.14
200118	10/19/2023	10/23	SKYLIN	CTJAMJT CORPORATION dba					
742		5490-0000	Pest Control	282451	10/4/2023	11/3/2023	94.00	0.00	94.00
@	3018		10/23 Pest Control Svc						
742		5490-0000	Pest Control	285078	10/10/2023	11/9/2023	95.00	0.00	95.00
@	3018		Admin Conf room ants svc						
Check Total:							189.00	0.00	189.00
200119	10/19/2023	10/23	TSCMCO	TSCM CORPORATION					
742		5525-0000	Pkg Lot-Sweeping	1023101	10/1/2023	10/31/2023	265.00	0.00	265.00
@	10/23 Sweeping Svc								
Check Total:							265.00	0.00	265.00
200120	10/26/2023	10/23	AT&T	AT&T					
742		5504-0000	Property Telephone	000020690712	10/15/2023	10/15/2023	157.98	0.00	157.98
@	9391060982		09/15/23-10/14/23 BAN 9391060982						
Check Total:							157.98	0.00	157.98
200121	10/26/2023	10/23	COXCOM	COX COMMUNICATIONS					
742		5410-0000	HVAC Contract Services	11901-100523	10/5/2023	10/5/2023	125.53	0.00	125.53
@	0017601048511901		10/05/23-11/04/23 DSL for EMS						
Check Total:							125.53	0.00	125.53
200122	10/26/2023	10/23	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Amount	Amount	Amount	Amount
Dept	Reference	Description							
742		5160-0000	Cleaning Supplies	M1607329-IN	9/30/2023	10/30/2023	1,053.41	0.00	1,053.41
@	111	09/23 Supplies							
<i>Check Total:</i>							1,053.41	0.00	1,053.41
200123	10/26/2023	10/23	FERGU1	FERGUSON ENTERPRISES INC					
742		5460-0000	Plumbing Repairs/Supplies	2692508	6/27/2023	7/27/2023	289.77	0.00	289.77
@	894354	Plumbing Rpr supplies							
742		5460-0000	Plumbing Repairs/Supplies	2692508-1	7/7/2023	8/6/2023	333.11	0.00	333.11
@	894354	Drain Cleaner							
742		5460-0000	Plumbing Repairs/Supplies	2822624	8/8/2023	9/7/2023	145.54	0.00	145.54
@	894354	Pipe repair supplies							
742		5491-0000	Misc Repair/Maint	2692754	7/7/2023	8/6/2023	380.83	0.00	380.83
@	894354	Batteries							
<i>Check Total:</i>							1,149.25	0.00	1,149.25
200124	10/26/2023	10/23	FIRESA	THE BRETHREN INC dba					
742		5121-0000	Security-Fire Alarms	1110774	10/18/2023	11/17/2023	240.00	0.00	240.00
@	L303087	10/23-12/23 Fire Monitoring Svc							
<i>Check Total:</i>							240.00	0.00	240.00
200125	10/26/2023	10/23	ONTAR1	ONTARIO REFRIGERATION SERVICES					
742		5415-0000	HVAC Repair/Maint	CM38943	9/21/2023	9/21/2023	1,706.00	0.00	1,706.00
@	LAGUNAHILL	#220 R 19 insulation							
<i>Check Total:</i>							1,706.00	0.00	1,706.00
AD101723	10/17/2023	10/23	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49540-092223	9/22/2023	9/22/2023	833.12	0.00	833.12
@	169922449540	08/14/23-09/14/23	16992 Meter #08956098						
742		5502-0000	Water & Sewer	49540-92223	9/22/2023	9/22/2023	955.11	0.00	955.11
@	169922449540	08/14/23-09/14/23	16992 Meter #08188857						
<i>Check Total:</i>							1,788.23	0.00	1,788.23
AD102023	10/20/2023	10/23	THEGAS	THE GAS COMPANY					
742		5500-0000	Gas	71474-100423	10/4/2023	10/4/2023	16.27	0.00	16.27
@	14430971474	08/30/23-10/02/23	Mtr 15905668						

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Check Total:								16.27	0.00	16.27
OL101123	10/11/2023	10/23	SCE	SOUTHERN CALIFORNIA EDISON		Hand Check				
742		5499-0000	Electricity-General	38393-092123	9/21/2023	9/21/2023		9,936.44	0.00	9,936.44
@	700374638393	08/21/23-09/20/23 Meter No. 259000-050223								
742		5499-0000	Electricity-General	38393-092123	9/21/2023	9/21/2023		3,579.46	0.00	3,579.46
@	700374638393	08/21/23-09/20/23 Meter No. 259000-050222								
742		5499-0000	Electricity-General	38393-092123	9/21/2023	9/21/2023		7,478.07	0.00	7,478.07
@	700374638393	08/21/23-09/20/23 Meter No. 259000-050224								
Check Total:								20,993.97	0.00	20,993.97
AD101723A	10/17/2023	10/23	ELTORO	EL TORO WATER DISTRICT		Hand Check				
742		5502-0000	Water & Sewer	49542-101823	10/18/2023	10/18/2023		37.78	0.00	37.78
@	16992 Meter #0003606	09/14/23-10/13/23 69								
Check Total:								37.78	0.00	37.78
OL1010923	10/19/2023	10/23	SCE	SOUTHERN CALIFORNIA EDISON		Hand Check				
742		5499-0000	Electricity-General	76559-100223	10/2/2023	10/2/2023		429.04	0.00	429.04
@	700162476559	08/22/23-09/20/23 Mtr 256000-078582								
Check Total:								429.04	0.00	429.04
CITY OF LAGUNA HILLS Total:								93,908.04	0.00	93,908.04
Grand Total:								93,908.04	0.00	93,908.04

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
200126	11/13/2023	11/23	CITYLA	CITY OF LAGUNA HILLS					
742		5805-0000	Insurance	CLH00778	10/27/2023	10/27/2023	31,175.24	0.00	31,175.24
@	Gen Liability Ins								
742		5805-0000	Insurance	CLH00778	10/27/2023	10/27/2023	43,539.64	0.00	43,539.64
@	Property Ins								
742		5805-0000	Insurance	CLH00778	10/27/2023	10/27/2023	49,010.12	0.00	49,010.12
@	EarthQuakeIns								
742		5805-0000	Insurance	CLH00778	10/27/2023	10/27/2023	1,275.00	0.00	1,275.00
@	Insurance Admin								
						<i>Check Total:</i>	<i>125,000.00</i>	<i>0.00</i>	<i>125,000.00</i>
200127	11/13/2023	11/23	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000	Mgmt Fee-Agent	742-1023MFR	10/31/2023	10/31/2023	228.68	0.00	228.68
@	10/23 Mgmt Fee Rec								
742		5305-0000	Mgmt Fee-Agent	742-1123MF	11/1/2023	11/1/2023	4,406.00	0.00	4,406.00
@	11/23 Mgmt Fee								
						<i>Check Total:</i>	<i>4,634.68</i>	<i>0.00</i>	<i>4,634.68</i>
200128	11/13/2023	11/23	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		1260-0000	Lease Commissions	742-102423	10/24/2023	11/23/2023	2,448.62	0.00	2,448.62
@	New Lease Ste 310	Berger Harrison 8/1/23-8/31/27							
						<i>Check Total:</i>	<i>2,448.62</i>	<i>0.00</i>	<i>2,448.62</i>
200129	11/13/2023	11/23	HERITA	HERITAGE WINDOW COVERINGS INC					
742		7330-0000	Tenant Space Refurb	026556	10/23/2023	10/23/2023	850.00	0.00	850.00
@	ESSEX2	Rplce Blinds Ste 230							
						<i>Check Total:</i>	<i>850.00</i>	<i>0.00</i>	<i>850.00</i>
200130	11/13/2023	11/23	LIVIN1	DONALD GILBERT dba LIVING INTERIORS					
742		5562-0000	Landscaping-Interior	T87375	10/20/2023	11/19/2023	359.00	0.00	359.00
@	11/23 Int Plant Svc								
742		5562-0000	Landscaping-Interior	T87375	10/20/2023	11/19/2023	25.81	0.00	25.81
@	Rplce Bromeliad								
						<i>Check Total:</i>	<i>384.81</i>	<i>0.00</i>	<i>384.81</i>
200131	11/13/2023	11/23	MASTE5	MASTERCARE PROTECTION & CLEANING					

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Check # Entity Dept	Check Date P.O. Number Reference	Check Pd Account Number Description	Vendor ID Vendor Name Account Name	Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount Amount	Check Amount
742 @	10/23-12/23	5485-0000 Carpet Cleaning	Floor & Carpet Rpr/Maint	37302	10/31/2023	11/30/2023	945.00	0.00	945.00
<i>Check Total:</i>							945.00	0.00	945.00
200132	11/13/2023	11/23	MFKCON	MFK CONSTRUCTION AND MAINTENANCE, INC.					
742 @	Ext StaircaseDecking	1230-0000 Southside	Capital Improvements	232108	10/17/2023	11/16/2023	12,428.00	0.00	12,428.00
742 @	Ext StaircaseDecking	1230-0000 Northside	Capital Improvements	232109	10/17/2023	11/16/2023	7,412.00	0.00	7,412.00
742 @	Ext Staircase	1230-0000 contrasting striping	Capital Improvements	232128	11/1/2023	12/1/2023	880.00	0.00	880.00
<i>Check Total:</i>							20,720.00	0.00	20,720.00
200133	11/13/2023	11/23	PARAG1	SAN DIEGO SERVICES LLC dba					
742 @	10/23 Supplies Bbak	5491-0000	Misc Repair/Maint	183126	10/31/2023	11/30/2023	193.10	0.00	193.10
<i>Check Total:</i>							193.10	0.00	193.10
200134	11/13/2023	11/23	SANTPL	SANTA MARGARITA PLUMBING & AIR					
742 @	RR Rpr	5460-0000	Plumbing Repairs/Supplies	16324-35623	10/18/2023	11/17/2023	310.00	0.00	310.00
<i>Check Total:</i>							310.00	0.00	310.00
200135	11/13/2023	11/23	SKYLIN	CTJAMJT CORPORATION dba					
742 @	3018	5490-0000	Pest Control	285307	10/26/2023	11/25/2023	240.00	0.00	240.00
742 @	3018	5490-0000	Admin Conf room ants svc	285845	11/2/2023	12/2/2023	94.00	0.00	94.00
742 @	3018	5490-0000	11/23 Pest Control Svc	288320	11/2/2023	12/2/2023	95.00	0.00	95.00
742 @	3018	5490-0000	Ste 160 Ants Svc						
<i>Check Total:</i>							429.00	0.00	429.00
200136	11/13/2023	11/23	SSDSYS	SECURITY SIGNAL DEVICES INC dba					
742 @	348817	7333-0000	Repairs & Maint- Indirect	R-00478584	10/19/2023	10/19/2023	354.66	0.00	354.66
742		5121-0000	10/23 Access Control						
742		5121-0000	Security-Fire Alarms	R-00478584	10/19/2023	10/19/2023	114.54	0.00	114.54

Attachment: Check Register July - December 2023 (3407 : Civic Center First and Second Quarter

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Check # Entity Dept	Check Date P.O. Number Reference	Check Pd Account Number Description	Vendor ID Account Name	Vendor Name	Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount Amount	Check Amount
@	11/23 Fountain Svc									
<i>Check Total:</i>								195.00	0.00	195.00
200143 742	11/21/2023	11/23	COXCOM	COX COMMUNICATIONS						
@	0017601048511901	5410-0000	HVAC Contract Services	11901-110523	11/5/2023	11/5/2023	125.53	0.00	125.53	
		11/05/23-01/01/23	DSL for EMS							
<i>Check Total:</i>								125.53	0.00	125.53
200144 742	11/21/2023	11/23	AT&T	AT&T						
@	9391060982	5504-0000	Property Telephone	000020832138	11/15/2023	11/15/2023	183.36	0.00	183.36	
		10/15/23-11/14/23	BAN 9391060982							
<i>Check Total:</i>								183.36	0.00	183.36
AD111323 742	11/13/2023	11/23	ELTORO	EL TORO WATER DISTRICT						
@	169922449540	5502-0000	Water & Sewer	49540-101823	10/18/2023	10/18/2023	802.16	0.00	802.16	
		09/14/23-10/13/23	16992 Meter #08956098							
742		5502-0000	Water & Sewer	49548-101823	10/18/2023	10/18/2023	860.23	0.00	860.23	
@	169922449542	09/14/23-10/13/23	16992 Meter #08188857							
<i>Check Total:</i>								1,662.39	0.00	1,662.39
AD112023 742	11/20/2023	11/23	THEGAS	THE GAS COMPANY						
@	14430971474	5500-0000	Gas	71474-110223	11/2/2023	11/2/2023	14.30	0.00	14.30	
		10/02/23-10/31/23	Mtr 15905668							
<i>Check Total:</i>								14.30	0.00	14.30
OL110923 742	11/9/2023	11/23	SCE	SOUTHERN CALIFORNIA EDISON						
@	700374638393	5499-0000	Electricity-General	38393-102023	10/20/2023	10/20/2023	7,320.58	0.00	7,320.58	
		09/20/23-10/19/23	Meter No. 259000-050223							
742		5499-0000	Electricity-General	76559-110123	11/1/2023	11/1/2023	302.49	0.00	302.49	
@	700162476559	09/21/23-10/31/23	Mtr 256000-078582							
742		5499-0000	Electricity-General	38393-102023	10/20/2023	10/20/2023	2,006.20	0.00	2,006.20	
@	700374638393	09/20/23-10/19/23	Meter No. 259000-050222							
742		5499-0000	Electricity-General	38393-102023	10/20/2023	10/20/2023	5,540.07	0.00	5,540.07	
@	700374638393	09/20/23-10/19/23	Meter No. 259000-050224							
<i>Check Total:</i>								15,169.34	0.00	15,169.34

Attachment: Check Register July - December 2023 (3407 : Civic Center First and Second Quarter

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Due Date	Amount	Amount
Dept	Reference	Description						
AD111323A	11/13/2023	11/23	ELTORO	EL TORO WATER DISTRICT		Hand Check		
742		5502-0000	Water & Sewer	49542-092223	9/22/2023	9/22/2023	37.78	0.00
@	16992 2449542	08/14/23-09/14/23 Meter #00036069						37.78
						<i>Check Total:</i>	37.78	0.00
						<i>CITY OF LAGUNA HILLS Total:</i>	185,318.02	0.00
						<i>Grand Total:</i>	185,318.02	0.00

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
200145	12/13/2023	12/23	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000	Mgmt Fee-Agent	742-1123MFR	11/30/2023	11/30/2023	124.12	0.00	124.12
@	742	11/23 Mgmt Fee Rec							
742		5305-0000	Mgmt Fee-Agent	742-1223MF	12/1/2023	12/1/2023	4,406.00	0.00	4,406.00
@	742	12/23 Mgmt Fee							
						<i>Check Total:</i>	<i>4,530.12</i>	<i>0.00</i>	<i>4,530.12</i>
200146	12/14/2023	12/23	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5130-0000	Cleaning Contract-Janitor	M1609863-IN	10/22/2023	10/22/2023	5,397.14	0.00	5,397.14
@	111	10/23 Janitorial Svc							
742		5130-0000	Cleaning Contract-Janitor	M1612647-IN	11/22/2023	12/22/2023	5,397.14	0.00	5,397.14
@	111	11/23 Janitorial Svc							
742		5160-0000	Cleaning Supplies	M1611167-IN	10/31/2023	10/31/2023	1,154.72	0.00	1,154.72
@	111	10/23 Supplies							
						<i>Check Total:</i>	<i>11,949.00</i>	<i>0.00</i>	<i>11,949.00</i>
200147	12/14/2023	12/23	ADVA19	ADVANCED RESERVE SOLUTIONS INC					
742		7320-0000	Admin & Professional Exp.	28999	11/11/2023	12/11/2023	4,600.00	0.00	4,600.00
@	Reserve Analysis	Civic Center							
						<i>Check Total:</i>	<i>4,600.00</i>	<i>0.00</i>	<i>4,600.00</i>
200148	12/14/2023	12/23	AMTEC2	PACIFIC COAST ELEVATOR INC dba					
742		5435-0000	Elevator Contract Service	151401384919	11/13/2023	11/13/2023	1,850.94	0.00	1,850.94
@	320358	12/23-02/24 Elevator Svc							
						<i>Check Total:</i>	<i>1,850.94</i>	<i>0.00</i>	<i>1,850.94</i>
200149	12/14/2023	12/23	CHRIS9	BAPPTRE LANDSCAPING INC DBA					
742		7305-0000	Advertising & Promotion	INV-001358	5/1/2023	5/31/2023	2,200.00	0.00	2,200.00
@	Balance 2023 Holiday	Decor							
						<i>Check Total:</i>	<i>2,200.00</i>	<i>0.00</i>	<i>2,200.00</i>
200150	12/14/2023	12/23	CONTRO	CONTROLLED KEY SYSTEMS INC					
742		4800-0000	Tenant Reimbursements	WO-0029679	11/21/2023	12/21/2023	40.73	0.00	40.73
@	Ste 304 duplicatekey								
742		4800-0000	Tenant Reimbursements	WO-0029680	11/21/2023	12/21/2023	4.52	0.00	4.52
@	201 duplicate key								

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Check # Entity Dept	Check Date P.O. Number Reference	Check Pd Account Number	Vendor ID Account Name Description	Vendor Name	Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount Amount	Check Amount
<i>Check Total:</i>								45.25	0.00	45.25
200151 742 @	12/14/2023 Bartender for Tenant	12/23 7305-0000	DCRUZ Advertising & Promotion Appreciation Party 2023	DENISE CRUZ	742-12623BT	12/6/2023	12/6/2023	150.00	0.00	150.00
<i>Check Total:</i>								150.00	0.00	150.00
200152 742 @	12/14/2023 ACCT1965	12/23 5448-0000	FIRESA Fire, Life, Safety Annual Fire Extinguisher Svc	THE BRETHERN INC dba	1111866	11/20/2023	12/20/2023	280.00	0.00	280.00
<i>Check Total:</i>								280.00	0.00	280.00
200153 742 @	12/14/2023 12/23 Int Plant Svc	12/23 5562-0000	LIVIN1 Landscaping-Interior	DONALD GILBERT dba LIVING INTERIORS	T87445	11/20/2023	12/20/2023	359.00	0.00	359.00
<i>Check Total:</i>								359.00	0.00	359.00
200154 742 @	12/14/2023 33013	12/23 5150-0000	MERCH1 Add'l Cleaning-DayPorter 12/23 Dayporter Svc	MERCHANTS BUILDING MAINTENANCE LLC	773512	12/1/2023	12/10/2023	4,174.40	0.00	4,174.40
<i>Check Total:</i>								4,174.40	0.00	4,174.40
200155 742 @	12/14/2023 LAGUNAHILL	12/23 5410-0000	ONTAR1 HVAC Contract Services 12/23-02/24 HVAC Svc	ONTARIO REFRIGERATION SERVICES	CM42700M	12/1/2023	12/1/2023	3,582.00	0.00	3,582.00
742 @		5415-0000	HVAC Repair/Maint		CM39506	11/9/2023	11/9/2023	595.16	0.00	595.16
742 @		5415-0000	Ste 100 WHSP #10 refrigerant		CM39691	11/28/2023	11/28/2023	443.33	0.00	443.33
742 @		5415-0000	210 ductwork		CM39705	11/28/2023	11/28/2023	1,105.65	0.00	1,105.65
742 @		5415-0000	HVAC Repair/Maint							
<i>Check Total:</i>								5,726.14	0.00	5,726.14
200156 742 @	12/14/2023 11/23 Supplies Bback	12/23 5491-0000	PARAG1 Misc Repair/Maint	SAN DIEGO SERVICES LLC dba	183375	11/30/2023	12/30/2023	130.17	0.00	130.17

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Due Date	Amount	Amount	Amount
Dept	Reference	Description							
742		5495-0000	Onsite Maint Personnel	183471	11/30/2023	12/30/2023	2,400.00	0.00	2,400.00
@	11/23 Bldg Eng Svc								
742		5495-0000	Onsite Maint Personnel	183471	11/30/2023	12/30/2023	18.25	0.00	18.25
@	11/23 Uniform Bback								
742		5495-0000	Onsite Maint Personnel	183471	11/30/2023	12/30/2023	22.50	0.00	22.50
@	11/23 Mileage Bback								
742		5495-0000	Onsite Maint Personnel	183471	11/30/2023	12/30/2023	58.23	0.00	58.23
@	11/23 CellphoneBback								
Check Total:							2,629.15	0.00	2,629.15
200157	12/14/2023	12/23	RJELEC	RJ SERVICES INC dba					
742		5465-0000	Electrical Repair/Maint	62470	11/16/2023	11/16/2023	290.00	0.00	290.00
@	4743	suite 310 lighting repair							
Check Total:							290.00	0.00	290.00
200158	12/14/2023	12/23	SANTPL	SANTA MARGARITA PLUMBING & AIR					
742		5460-0000	Plumbing Repairs/Supplies	16324-36022	11/15/2023	12/15/2023	285.00	0.00	285.00
@	Rplce Diaphragm								
742		5460-0000	Plumbing Repairs/Supplies	16324-36067	11/20/2023	12/20/2023	325.00	0.00	325.00
@	Unclog 1st floor	Women's RR							
742		5460-0000	Plumbing Repairs/Supplies	16324-36082	11/20/2023	12/20/2023	1,683.87	0.00	1,683.87
@	Rplce 1st floor cast	iron pipe							
742		5460-0000	Plumbing Repairs/Supplies	16324-36083	11/20/2023	12/20/2023	945.00	0.00	945.00
@	1st floor hydro jett	camera inspection							
742		5460-0000	Plumbing Repairs/Supplies	16324-36217	11/30/2023	12/30/2023	210.00	0.00	210.00
@	Womans RR Rpr								
Check Total:							3,448.87	0.00	3,448.87
200159	12/14/2023	12/23	SKYLIN	CTJAMJT CORPORATION dba					
742		5490-0000	Pest Control	289081	12/8/2023	1/7/2024	94.00	0.00	94.00
@	3018	12/23 Pest Control Svc							
Check Total:							94.00	0.00	94.00
200160	12/14/2023	12/23	SOUT39	JEFF ALEXANDER dba					
742		5565-0000	Fountain Maintenance	371-82	12/1/2023	12/31/2023	195.00	0.00	195.00
@	12/23 Fountain Svc								

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Amount	Amount	Amount	Amount
Dept	Reference	Description							
<i>Check Total:</i>							195.00	0.00	195.00
200161	12/14/2023	12/23	SSDSYS	SECURITY SIGNAL DEVICES INC dba					
742		7333-0000	Repairs & Maint- Indirect	R-00482861	12/1/2023	12/1/2023	354.66	0.00	354.66
@	348817	12/23 Access Control							
742		5121-0000	Security-Fire Alarms	R-00482861	12/1/2023	12/1/2023	114.54	0.00	114.54
@	348817	12/23 Burglar Alarm Svc							
<i>Check Total:</i>							469.20	0.00	469.20
200162	12/18/2023	12/23	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		1260-0000	Lease Commissions	742-112723	11/27/2023	12/27/2023	3,607.60	0.00	3,607.60
@	Lse Rnwl Ste 201 05/	23-02/27 Senate Rules Committee							
<i>Check Total:</i>							3,607.60	0.00	3,607.60
200163	12/18/2023	12/23	FIRESA	THE BRETHERN INC dba					
742		5448-0000	Fire, Life, Safety	1111864	11/20/2023	12/20/2023	437.40	0.00	437.40
@	ACCT1965	Fire Exting. Replacement							
<i>Check Total:</i>							437.40	0.00	437.40
200164	12/18/2023	12/23	SANTPL	SANTA MARGARITA PLUMBING & AIR					
742		4800-0000	Tenant Reimbursements	16324-36286	12/5/2023	1/4/2024	315.00	0.00	315.00
@	Ste 220 Garbage Disp	osal Rpr							
<i>Check Total:</i>							315.00	0.00	315.00
200165	12/18/2023	12/23	STODD1	STODDARDS RESTORATION SERVICES INC					
742		7333-0000	Repairs & Maint- Indirect	125652	11/20/2023	12/20/2023	1,255.00	0.00	1,255.00
@	11/23-01/24 Common	Area Wood							
742		7333-0000	Repairs & Maint- Indirect	125653	11/20/2023	12/20/2023	1,255.00	0.00	1,255.00
@	11/23-01/24 City	Space Wood							
<i>Check Total:</i>							2,510.00	0.00	2,510.00
200166	12/18/2023	12/23	TSCMCO	TSCM CORPORATION					
742		5525-0000	Pkg Lot-Sweeping	1123100	11/1/2023	12/1/2023	265.00	0.00	265.00
@	11/23 Sweeping Svc								
742		5525-0000	Pkg Lot-Sweeping	1223100	12/1/2023	12/31/2023	265.00	0.00	265.00
@	12/23 Sweeping Svc								

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
Check Total:							530.00	0.00	530.00
AD121123	12/11/2023	12/23	ELTORO	EL TORO WATER DISTRICT	Hand Check				
742		5502-0000	Water & Sewer	49540-111623	11/16/2023	11/16/2023	1,493.60	0.00	1,493.60
@	169922449540	10/13/23-11/14/23	Meter #08956098						
742		5502-0000	Water & Sewer	49548-111623	11/16/2023	11/16/2023	606.87	0.00	606.87
@	16992 2449548	10/13/23-11/14/23	16992 Meter #08188857						
Check Total:							2,100.47	0.00	2,100.47
AD122923	12/29/2023	12/23	THEGAS	THE GAS COMPANY	Hand Check				
742		5500-0000	Gas	71474-120523	12/5/2023	12/5/2023	15.29	0.00	15.29
@	14430971474	10/31/23-12/01/23	Mtr 15905668						
Check Total:							15.29	0.00	15.29
OL120823	12/8/2023	12/23	SCE	SOUTHERN CALIFORNIA EDISON	Hand Check				
742		5499-0000	Electricity-General	38393-112123	11/21/2023	11/21/2023	6,385.59	0.00	6,385.59
@	700374638393	10/19/23-11/20/23	Meter No. 259000-050223						
742		5499-0000	Electricity-General	38393-112123	11/21/2023	11/21/2023	1,563.38	0.00	1,563.38
@	700374638393	10/19/23-11/20/23	Meter No. 259000-050222						
742		5499-0000	Electricity-General	38393-112123	11/21/2023	11/21/2023	4,641.25	0.00	4,641.25
@	700374638393	10/19/23-11/20/23	Meter No. 259000-050224						
Check Total:							12,590.22	0.00	12,590.22
AD121123A	12/11/2023	12/23	ELTORO	EL TORO WATER DISTRICT	Hand Check				
742		5502-0000	Water & Sewer	49542-111623	11/16/2023	11/16/2023	37.78	0.00	37.78
@	16992 2449542	10/13/23-11/14/23	Meter #00036069						
Check Total:							37.78	0.00	37.78
CITY OF LAGUNA HILLS Total:							65,134.83	0.00	65,134.83
Grand Total:							65,134.83	0.00	65,134.83

Attachment: Check Register July - December 2023 (3407 : Civic Center First and Second Quarter



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024
TO: Mayor and Council Members
FROM: Joe Ames, P.E., T.E.
Public Works Director/City Engineer
ISSUE: Transfer of Funds from CIP 505, Civic Center Improvements, into the Civic Center Enterprise Fund

RECOMMENDATION: That the City Council authorize the Finance Director to amend the fiscal year 2023-2024 budget by transferring \$129,125 from CIP No. 505, Civic Center Improvements, into the Civic Center Enterprise Fund.

SUMMARY:

On March 14, 2023, the City Council approved the transfer of \$850,000 from general fund reserves to CIP No. 505, Civic Center Improvements, to pay for proposed one-time capital improvements contemplated in the fiscal year 2023-2024 Civic Center budget. The intent was to have City staff administer all of the anticipated capital improvements contemplated for CIP No. 505.

For contracting efficiency, instead Essex Realty Management, Inc., the City's property management company for the Civic Center, entered into contracts with vendors to complete some of the work, which includes exterior staircase replacement and repairs, roofing repairs and installation of new rain gutters, and replacement or repair of four water heat source pumps, at a total anticipated cost of \$129,125.

City staff is recommending that the City Council authorize the Finance Director to amend the fiscal year 2023-2024 budget by transferring \$129,125 from CIP No. 505, Civic Center Improvements, into the Civic Center Enterprise Fund to reimburse the Enterprise Fund for these expenses.

Transfer of Funds from CIP 505 to Civic Center Enterprise Fund

February 13, 2024

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FISCAL IMPACT:

On March 14, 2023, the City Council approved the transfer of \$850,000 from general fund reserves to CIP No. 505, Civic Center Improvements, to pay for proposed one-time capital improvements contemplated in the fiscal year 2023-2024 Civic Center budget. The intent was to have City staff administer all of the anticipated capital improvements contemplated for CIP No. 505.

For contracting efficiency, instead Essex Realty Management, Inc., the City's property management company for the Civic Center, entered into contracts with vendors to complete some of the work.

The work included the following items:

Exterior Staircase Replacement and Repairs: Essex Realty contracted with MFK Construction and Jamey Clark, Inc. to repair the north and south staircases. One of the staircases, unexpectedly, required complete reconstruction due to rot. The work was completed on November 9, 2023. The total cost paid out of the Enterprise Fund for this work was \$43,130, which is substantially less than the original anticipated cost of \$54,000.

Water Heat Source Pump (WHSP) Unit Replacements: The fiscal year 2023-2024 Civic Center budget estimated that two WHSP replacements, which provide cooling and heating for each zone in the building, would need replacement. Instead, four have failed. Two WHSP units serving the Administration wing of City offices and a third unit serving Suite 301 have been replaced at a cost of \$36,753. A fourth unit serving the Public Works area in City offices failed in early November and was scheduled for replacement. However, upon attempting to replace the unit, the contractor found the new unit didn't fit. With the existing unit removed, the contractor was able to fix the unit at a cost of \$4,562. The total cost to be paid out of the Enterprise Fund for this work was \$41,315.

Roofing Repairs and Rain Gutter Installation: Essex contracted with Ramon Total Roofing to replace a portion of the flat roof above Suite 160, a portion of the County Clerk-Recorder's Office, due to water intrusion in the amount of \$35,000. In addition, Ramon Total Roofing was contracted to install 250 linear feet of new rain gutters and ten new downspouts where none exist today for \$9,680. The total cost to be paid out of the Enterprise Fund for this work is estimated to be \$44,680.

Transfer of Funds from CIP 505 to Civic Center Enterprise Fund

February 13, 2024

Page 3

City staff is proposing to reimburse the Civic Center Enterprise Fund for these expenses in the amount of \$129,125.

Therefore, City staff is recommending that the City Council authorize the Finance Director to amend the fiscal year 2023-2024 budget by transferring \$129,125 from CIP No. 505, Civic Center Improvements, into the Civic Center Enterprise Fund.

Moving forward, with the recent approval of the Informal Bidding Ordinance on October 24, 2023, City staff now has more tools at its disposal to address, contract for, and administer projects directly as contemplated for CIP No. 505.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024

TO: Mayor and Council Members

FROM: Joe Ames, P.E., T.E.
Public Works Director/City Engineer

ISSUE: Notice of Completion and Final Payment for the Community Center and Sports Complex Site Improvements Project, CIP No. 237

RECOMMENDATION: That the City Council: 1) Certify the completion of and accept the improvements for the subject project; 2) Authorize the Public Works Director to sign the Notice of Completion; 3) Authorize the recording of the Notice of Completion with the County of Orange and to release the faithful performance and payment bonds one year and 35 days, respectively, after the date of recordation of the Notice of Completion contingent upon no claims or liens being filed with the City; and 4) Authorize payment of the final retention 35 days after the date of recordation of the Notice of Completion in the net amount of \$13,144.75, if no liens have been filed.

SUMMARY:

Work on the Community Center and Sports Complex Site Improvements, CIP No. 237, began on October 25, 2023, and was completed by Oppenheimer National on January 8, 2024. The project included repairs and replacements of several outside fixtures, play equipment and finishes, as well as construction of a new small retaining wall at the toe of the slope at the rear of the age 2 to 5 playground on site. The contractor has submitted a final retention payment request for approval. Prior to paying the retention payment, the City Council must first certify the completion of and accept the improvements, and City staff must record a notice of completion with the County of Orange. The retention may be paid 35 days after the date of recordation of the Notice of Completion if no liens have been filed.

BACKGROUND:

The Community Center and Sports Complex Site Improvements, CIP No. 237, was awarded to Oppenheimer National on June 13, 2023, by the City Council in the amount of \$197,709.00. The improvements are now complete and ready for acceptance.

The project was completed with six (6) contract change orders, bringing the final construction cost to \$262,894.90.

The six (6) contract change orders were as follows:

Contract Change Order No. 1: Delete bid item no. 23, remove existing post-mounted benches and replace with 8' metal benches mounted to sidewalk, and modify bid item no. 12 to change the model of four (4) drinking mountains. Total: +\$7,894.38

Contract Change Order No. 2: Add replacement of one shade sail at age 5-12 playground, and replace an extra 43 sq. ft. of shade canopy fabric on backstop roof. Total: +\$8,952.00

Contract Change Order No. 3: Remove and replace eight (8) additional decks on age 5-12 play structure. Total: +\$24,000.00

Contract Change Order No. 4: Remove and replace three (3) square decks and three (3) steps on age 5-12 play structure. Total: +\$16,940.70

Contract Change Order No. 5: Additional rubberized surfacing at age 5-12 playground. Total: +5,344.00

Contract Change Order No. 6: Extra labor on shade panels and bollard. Total: +\$2,054.82

Total of contract change orders: +\$65,185.90

Procedurally, a five-percent (5%) retention is withheld from each payment to assure final performance of the work. The contractor for this project has submitted the retention progress payment in the amount of \$13,144.75.

City staff recommends that the City Council: 1) Certify the completion of and accept the improvements for the subject project; 2) Authorize the Public Works Director to sign the Notice of Completion; 3) Authorize the recording of the Notice of Completion with the

Notice of Completion for CIP 237

February 13, 2024

Page 3

County of Orange and to release the faithful performance and payment bonds one year and 35 days, respectively, after the date of recordation of the Notice of Completion contingent upon no claims or liens being filed with the City; and 4) Authorize payment of the final retention 35 days after the date of recordation of the Notice of Completion in the net amount of \$13,144.75, if no liens have been filed.

FISCAL IMPACT:

CIP No. 237 has a FY2023/2024 budget of \$296,487.00, as amended by City Council on August 23, 2023.

Construction cost: \$262,894.90 (Oppenheimer National)

Design cost: \$24,773.50 (Richard Fisher Associates)

Total project cost: \$287,668.40

Therefore, the total project cost and this progress payment are within the FY2023/2024 Capital Improvement Program budget for the Community Center and Sports Complex Site Improvements, CIP No. 237.

Included in the CIP No. 237 budget are \$197,399.00 in grant funds provided by Proposition 68, the 2018 Parks Bond Act Per Capita Grant Program. Therefore, of the \$287,668.40 spent on this project, only \$90,269.40 will be spent using funds from the General Fund.

ATTACHMENTS:

- Notice of Completion CIP 237
- Awarded Bid Items
- Before and After Photos

Recording Requested By:
The City of Laguna Hills

When Recorded Mail To:
Jennifer Lee, City Clerk
City of Laguna Hills
24035 El Toro Road
Laguna Hills, CA 92653

EXEMPT FROM RECORDING FEES PER
GOVERNMENT CODE §§ 6103, 27383

SPACE ABOVE THIS LINE OF FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice is hereby given that the following public improvements have been completed and accepted by the City Council of the City of Laguna Hills on February 13, 2024.

Description of Improvements

Community Center and Sports Complex Site Improvements Project, CIP No. 237

General Location

25555 Alicia Parkway, Laguna Hills, CA 92653

Owner of Property Address

City of Laguna Hills
24035 El Toro Road
Laguna Hills, CA 92653

Contractor

Oppenheimer National
31878 Del Obispo Street, Suite 118510
San Juan Capistrano, CA 92675

This Notice of Completion is executed under authority of a directive from the City Council of the City of Laguna Hills.

I, Joseph J. Ames, declare under penalty of perjury that I am the City Engineer of the City of Laguna Hills, that I am familiar with the facts stated in the foregoing Notice of Completion executed for and on its behalf, and that I have read the foregoing Notice of Completion and know the contents thereof to be true.

Dated: February 13, 2024

Joseph J. Ames, P.E., T.E., Public Works Director/City Engineer City of Laguna Hills

*EXEMPT FROM NOTARY ACKNOWLEDGEMENT REQUIREMENTS
PER GOVERNMENT CODE § 27287 AND CIVIL CODE § 9208*

Jennifer Lee, CMC, City Clerk

Attachment: Notice of Completion CIP 237 (3427 : Notice of Completion for CIP 237)

BIDDERS NAME Oppenheimer National

**CITY OF LAGUNA HILLS
PROPOSAL BID SHEETS
FOR
COMMUNITY CENTER AND SPORTS COMPLEX SITE IMPROVEMENTS RE-BID, CIP NO. 237**

BASE BID

ITEM NO.	DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL COST
1	Mobilization (Shall Not Exceed 5% of Total Bid)	LS	1	\$6000.00	\$6,000.00
2	Replace Missing 16"x16", 12"x12", & Custom-size Slate Veneer on Walls at various locations. "EA" means each location. See Appendix C Item 2	20	EA	\$325.00	\$6,500.00
3	Replace Missing Stacked Stone Veneer on Walls at various locations. "EA" means each location. See Appendix C Item 3	21	EA	\$286.00	\$6,006.00
4	Remove / Replace Missing / Damaged Shade Panels in Bandstand Shelter. See Appendix C Item 4	10	EA	\$350.00	\$3,500.00
5	Remove / Replace Missing / Damaged Shade Panels in Picnic Shelter. See Appendix C Item 5	15	EA	\$267.00	\$4,005.00
6	Remove / Replace Decks on 5-12 Play Structure. See Appendix C Item 6	1	LS	\$12,000.00	\$12,000.00
7	Construct 18" Exposed Height Stacked Stone Retaining Wall at toe of slope in rear of 2-5 Playground, including obtaining no fee City building permit. See Appendix C Item 7	40	LF	\$287.50	\$11,500.00
8	Replace Recycled Wood Components on Playground Jeep. See Appendix C Item 8	1	LS	\$9,000.00	\$9,000.00
9	Remove / Replace Slanted Access Deck on 2-5 Play Structure. See Appendix C Item 9	1	LS	\$6,000.00	\$6,000.00
10	Repair Existing Resilient Surfacing on Upper Playground Swings. See Appendix C Item 10	250	SF	\$32.00	\$8,000.00
11	Prep and Re-paint Swings Posts and Tire Swing Structure. See Appendix C Item 11	1	LS	\$5,000.00	\$5,000.00
12	Remove and Replace Drinking Fountains. See Appendix C Item 12	4	EA	\$6,500.00	\$26,000.00
13	Remove / Replace Wood End-Screen & Chainlink with Specified Plastic Panel. See Appendix C Item 13	2	EA	\$2,500.00	\$5,000.00
14	Replace 8" Wide Teak Board Seating Planks around 5-12 Playground Structure. See Appendix C Item 14	192	LF	\$106.50	\$20,448.00
TOTAL "BASE BID" IN FIGURES					\$ 128,959.00

TOTAL BASE BID IN WORDS:

One hundred twenty eight thousand nine hundred fifty nine DOLLARS

AND zero CENTS

BIDDERS NAME Oppenheimer NationalCITY OF LAGUNA HILLS
PROPOSAL BID SHEETS
FOR

COMMUNITY CENTER AND SPORTS COMPLEX SITE IMPROVEMENTS RE-BID, CIP NO. 237

AT THE AGENCY'S SOLE DISCRETION ANY COMBINATION OF ADDITIVE ALTERNATE BIDS MAY ALSO BE AWARDED.

ADDITIVE ALTERNATE BID

ITEM NO.	DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL COST
15	Remove & Replace PCC in Skate Park Bowl. See Appendix C Item 15	250	SF	\$67.50	\$16,875.00
16	Route Out and Grout Cracks in Skate Park Bowl. See Appendix C Item 16	50	LF	\$157.00	\$7,850.00
17	Remove Hockey Rink Perimeter Netting and Install New Chain Link Fencing. See Appendix C Item 17	550	LF	\$85.50	\$47,025.00
18	Purchase and Install Shade Canopy Fabric for Dugouts at 2 Locations. See Appendix C Item 18	550	SF	\$14.00	\$7,700.00
19	Repair Concrete Playground Information Sign. See Appendix C Item 19	1	EA	\$6,350.00	\$6,350.00
20	Remove and Replace Damaged Lighted Bollards at various locations, including obtaining "no fee" City electrical permit. See Appendix C Item 20	10	EA	\$4,485.00	\$44,850.00
21	Remove and Replace Shade Sail at 5-12 Playground. See Appendix Item 21	1	LS	\$8,350.00	\$8,350.00
22	Install New 8" x 24" Concrete Cap on Existing Wall at Hockey Rink. See Appendix C Item 22	50	LF	\$147.00	\$7,350.00
23	Remove Existing Post-Mounted Benches at Hockey Rink and Replace with 8' Metal Benches Mounted to Sidewalk. See Appendix C Item 23	2	EA	\$3,925.00	\$7,850.00
24	Paint Existing Utility Building Adjacent to Skate Park. See Appendix C Item 24	1	LS	\$9,350.00	\$9,350.00
TOTAL "ADDITIVE ALTERNATE BID" IN FIGURES					\$ 163,550.00

Awarded

Awarded

Awarded

Changed to 2 Sails with CCO #2

Awarded

Deleted by CCO #1

TOTAL ADDITIVE ALTERNATE BID IN WORDS:

Total Awarded Additive
Alternate Bids \$68,750.00

One hundred sixty three thousand five hundred fifty DOLLARS

AND zero CENTS

NOTE: THE ESTIMATED QUANTITIES SHOWN HEREIN ARE APPROXIMATE AND ARE TO BE USED ONLY AS COMPARISON OF BIDS. PAYMENT FOR QUANTITIES WILL BE MADE FOR ACTUAL MATERIALS USED ON THE JOB. THE CITY RESERVES THE RIGHT TO INCREASE OR DECREASE THE AMOUNT OF ANY QUANTITY SHOWN AND TO DELETE ALL OR ANY ITEM FROM THE CONTRACT. IF THERE IS A CONFLICT BETWEEN THE UNIT PRICE PROVIDED AND TOTAL COST, THE UNIT PRICE SHALL PREVAIL. IF THERE IS A CONFLICT BETWEEN THE "TOTAL BID FIGURES" AND THE "TOTAL BID IN WORDS", THE "TOTAL BID IN WORDS" SHALL PREVAIL.

THE DETERMINATION OF THE LOWEST RESPONSIBLE BIDDER SHALL BE ON THE BASIS OF THE COMPARISON OF THE BASE BID ONLY.

AT THE AGENCY'S SOLE DISCRETION ANY COMBINATION OF ADDITIVE ALTERNATE BIDS MAY ALSO BE AWARDED.

Work Item #2: Replace Missing 16" x 16" Slate Veneer on Low Walls

BEFORE



AFTER



Work Item #3: Replace Missing Stacked Stone Veneer on Walls

BEFORE



AFTER



Attachment: Before and After Photos (3427 : Notice of Completion for CIP 237)

Work Item #4: Remove / Replace Missing & Damaged Shade Panels in Bandstand Shelter

BEFORE



AFTER



Attachment: Before and After Photos (3427 : Notice of Completion for CIP 237)

Work Item #5: Remove / Replace Missing & Damaged Shade Panels in Picnic Shelter

BEFORE



AFTER



Attachment: Before and After Photos (3427 : Notice of Completion for CIP 237)

Work Item #6: Remove / Replace Decks on 5-12 Play Structure

BEFORE



AFTER



Attachment: Before and After Photos (3427 : Notice of Completion for CIP 237)

Work Item #7: Construct 18" Exposed Height Stacked Stone Retaining Wall at Toe of Slope at Rear of 2-5 Playground

BEFORE



AFTER



Attachment: Before and After Photos (3427 : Notice of Completion for CIP 237)

Work Item #8: Remove / Replace Recycled Wood Components on Playground Jeep

BEFORE



AFTER



Work Item #9: Remove / Replace Slated Access Deck on age 2-5 Play Structure

BEFORE



AFTER

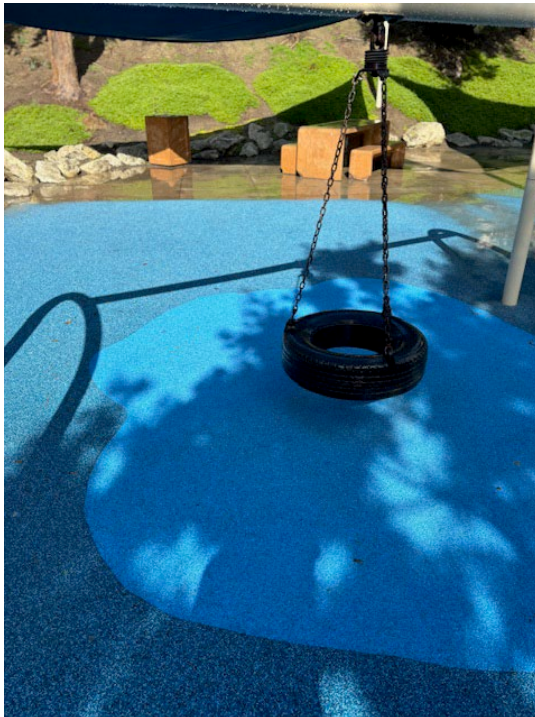


Work Item #10: Repair Resilient Surfacing on Upper Playground Swings

BEFORE



AFTER



Work Item #11: Prepare and Re-paint Swings Posts and Tire Swing Structure

BEFORE



AFTER



Work Item #12: Remove / Replace Drinking Fountains (4 EA)

BEFORE



AFTER



Work Item #13: Remove / Replace Wood End-Screen & Chainlink Fabric with Specified Plastic Panel

BEFORE



AFTER



Attachment: Before and After Photos (3427 : Notice of Completion for CIP 237)

Work Item #14: Replace 8" Wide Teak Board Seating Planks around 5-12 Playground Structure

BEFORE



AFTER



Work Item #18: Remove / Replace Shade Fabric for Dugouts

BEFORE



AFTER

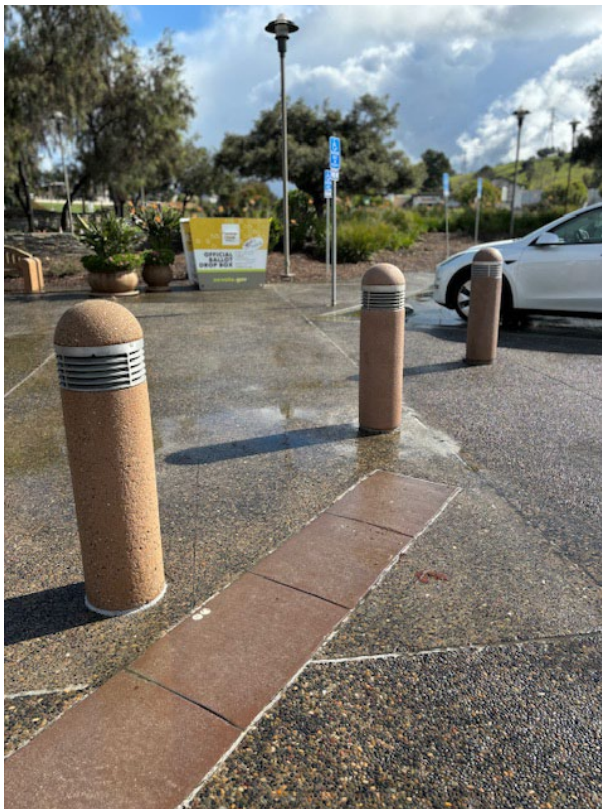


Work Item #20: Remove / Replace Damaged Lighted Bollards (10 EA)

BEFORE



AFTER



Attachment: Before and After Photos (3427 : Notice of Completion for CIP 237)

Work Item #21: Remove / Replace Shade Sail at 5-12 Playground

BEFORE



AFTER



Attachment: Before and After Photos (3427 : Notice of Completion for CIP 237)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024

TO: Mayor and Council Members

FROM: David Reynolds
Deputy City Manager/Community Services Director

ISSUE: Update of City Council Policy 317 - Public Facility Reservation & Use Policy, Related to the Use of City Facilities Such as Community Center Rooms, Parks, Athletic Fields, Courts, and Gymnasium

RECOMMENDATION: That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, adopting updates to City Council Policy No. 317."

SUMMARY:

City Council Policy 317 – “Public Facility Reservation & Use Policy” (“Policy 317”) has been updated by staff. Policy 317 provides procedures and guidelines for public rental use of the City’s recreation facilities such as the Community Center rooms, athletic fields, parks, picnic areas, and gymnasium. The major updates to this policy include changes to the hours when reservations can occur, revisions to the insurance and security guard requirements, and the addition of more policies and procedures for events serving alcohol. The proposed Policy 317 revisions, in redlined format, are provided in Attachment 2. Staff recommends City Council approval of the proposed updates to Policy 317 through adoption of the attached Resolution. The updated Policy 317 is attached to the staff report as Exhibit A of Attachment 1.

The Parks and Recreation Commission was first presented with staff’s recommended revisions to City Council Policy at its June 7, 2023, meeting. Policy 317 was then reviewed by the City Attorney’s office and further revisions to the policy were made. The latest revisions to Policy 317, as attached to this staff report, were presented to the Parks and Recreation Commission at its February 7, 2024, meeting. The Commission

City Council Policy 317 Reservation Policy Update

February 13, 2024

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recommends the City Council's approval of the updated policy.

For reference, the unrevised Policy 317, last updated on August 28, 2018, is also attached as Attachment 3 to this report.

BACKGROUND:

A major update to the City's facility reservation regulations and use policies occurred in 2018. The result of this prior update work effort was the production of City Council Policy 317 – "Public Facility Reservation & Use Policy" which was approved by the City Council on August 28, 2018. Policy 317 provides procedures and guidelines for public rental use of the City's recreation facilities such as the Community Center rooms, athletic fields, parks, picnic areas, and gymnasium.

Policy 317 has not been updated since 2018. Staff planned for updates to this policy to occur during the 2023 – 2025 Biennial Budget, but a facility rental incident at the Community Center in April of last year prompted a more immediate response to updating Policy 317. Consequently, work on an updating Policy 317 began in May of last year. A clean version of the proposed revisions to Policy 317 can be found in Attachment 1 to this staff report. A redlined version of the proposed revisions to Policy 317 is also provided in Attachment 2. The revisions include some minor formatting and grammar changes, procedure clarifications, and major revisions to the policy. The major revisions to Policy 317 are summarized as follows:

- a) Revision to the ending time to 10:00 pm for reservations during the weekends (see pg. 11 of policy in Attachment 1; and pgs. 3 and 12 of policy in Attachment 2). For comparison, Table 1 below provides the ending time comments from other local cities.

Table 1. Other Surrounding Cities' Facility Weekend Closing Time

City	Comments
Aliso Viejo	We allow outdoor events to take place until 10:00pm with the amplified sound off at 9:30pm and the events must end at 11:00pm indoors with the amplified sound off at 10:30pm.
Laguna Niguel	We officially close rentals at 12am, staff gets out by 1am.
Lake Forest	We close at 11:00 pm on Friday and Saturday. Music must be turned off by 10:00 pm. On Sunday, we close at 9:00 pm.
Mission Viejo	Everything must be cleaned up and patrons out of the building by 11pm. Events must end by 10:15pm which gives them 45 minutes to cleanup
Rancho Santa Margarita	The latest the event can go until 11p. Then they have from 11p-12a to clean up. Patrons must be fully cleaned up and out of the facility at 12a

City Council Policy 317 Reservation Policy Update

February 13, 2024

Page 3

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- b) Addition of policy that security deposits are subject to forfeiture for reservations that run past reservation hours submitted on Facility permit or when the building closes (see pgs. 11 - 12 of policy in Attachment 1; and pgs. 12 - 13 of policy in Attachment 2).
 - c) Requirement that all indoor facility rentals must secure insurance (see pg. 8 of policy in Attachment 1; and pg. 9 of policy in Attachment 2).
 - d) Requirement that all facility rentals serving alcohol will need to arrange for security guard service (see pg. 8 of policy in Attachment 1; and pg. 8 of policy in Attachment 2).
 - e) More rules and guidelines added to the “Community Center Alcohol Use” section of the policy including a requirement for a bartender at certain events serving alcohol (see pgs. 14 - 15 of policy in Attachment 1; and pgs. 15 - 16 of policy in Attachment 2).

FISCAL IMPACT:

Revising the time that events must end at the Community Center during the weekends, as proposed in the attached revisions to Policy 317, may reduce facility rental revenue. For example, rental weekend hours after 11:00 pm totaled 114 hours in 2023 for the Heritage Room. This totaled approximately \$30,500 in revenue.

Rental fees are not established by Policy 317, but are set by a separate City Council Resolution. Proposed adjustments to facility rental fees will be brought to the City Council at a later date.

ATTACHMENTS:

- Attachment 1 - Proposed City Council Resolution and Exhibit A, revised Policy No. 317
- Attachment 2 - Redlined Version of Policy 317
- Attachment 3 - Policy 317 - Public Facility Reservation and Use Policy, Aug. 28, 2018

Attachment 1

RESOLUTION NO. 2024-02-13-X

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, ADOPTING UPDATES TO CITY COUNCIL POLICY NO. 317.

The City Council of the City of Laguna Hills, California, hereby finds, determines, declares, and resolves as follows:

WHEREAS, from 1997 through 2016 the City Council approved and periodically updated several City Council policies which established procedures regarding rental reservations for City parks and recreation facilities such as fields, parks, community center rooms, special events, and other outdoor park and recreation amenities; and

WHEREAS, City staff last updated these policies in 2018 by consolidating them into one comprehensive policy: Policy No. 317 - "Public Facility Reservation and Use Policy"; and

WHEREAS, the City Council approved Policy No. 317 on August 28, 2018, by adopting City Council Resolution No. 2018-08-28-7; and

WHEREAS, City staff updated Policy No. 317, which, as modified, is attached hereto; and

WHEREAS, the purpose of the proposed updates is to enhance and strengthen existing City Council approved policies and procedures concerning the reservation and exclusive use of City facilities and parks; and

WHEREAS, the Parks and Recreation Commission first reviewed proposed updates to City Council Policy No. 317 at its June 7, 2023 meeting; and

WHEREAS, staff worked with the City Attorney's office on final proposed updates to City Council Policy No. 317 after the June 7, 2023 Parks and Recreation Commission Meeting; and

WHEREAS, the Parks and Recreation Commission again reviewed the proposed updates to City Council Policy No. 317 at its February 7, 2024 meeting; and

WHEREAS, the Parks and Recreation Commission has recommended to the City Council approval and adoption of the proposed updates to City Council Policy No. 317.

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

SECTION 1. The foregoing recitals set forth above are true and correct and are incorporated by reference herein.

SECTION 2. City Council Policy No. 317, entitled, "Public Facility Reservation and Use Policy," is hereby approved and adopted as set forth in Exhibit "A," a copy of which is attached hereto and is incorporated herein by reference.

PASSED, APPROVED AND ADOPTED this 13th day of February 2024.

DAVE WHEELER, MAYOR

ATTEST:

JENNIFER LEE, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LAGUNA HILLS)

I, Jennifer Lee, City Clerk of the City of Laguna Hills, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2023-02-13-X adopted by the City Council of the City of Laguna Hills, California, at a Regular Meeting thereof held on the 13th day of February 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

JENNIFER LEE, CITY CLERK

EXHIBIT A

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: PUBLIC FACILITY RESERVATION & USE POLICY

POLICY No. 317

Effective Date: August 28, 2018

Last Revision: xxxxxx, 2024

PURPOSE:

To establish policies and procedures, in conjunction with the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04, 8-10), with respect to authorizing reserved and exclusive use of City Facilities and Parks.

DEFINITIONS:

Applicant – means a Person applying for a Facility Permit for Director approval, or in possession of an approved Facility Permit.

Alcoholic Beverages – means alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

Athletic Fields or Courts – means all ball diamonds, soccer fields, roller hockey rinks, and volleyball, basketball, and tennis courts owned, operated, or maintained by the City.

Community Center – means any portion of, whether indoors or outdoors, the Laguna Hills Community Center building located at 25555 Alicia Parkway, Laguna Hills.

Department – means Community Services Department.

Director – means the Community Services Director, the Community Services Director's designee, the Deputy City Manager, or the Deputy City Manager's designee.

Eviction – means expulsion from a City Facility and, if applicable, revocation of a Facility Permit.

Exclusive Use – means the right to use a City Facility, or portion thereof, for any activity at a specified time, on one or more occasions, to the exclusion of others.

Facility(ies) – means all City owned or maintained property, whether indoors or outdoors.

Facility Permit – means written permission issued by the Director authorizing a person or group to conduct specified activities within a City Facility, and/or authorizing the exclusive use of a City Facility, or portion thereof, by such persons or groups.

Large Group – means any organized activity in which fifty (50) or more individuals are expected to participate or attend.

Minors – means persons under 18 years of age.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Park – means all parks, park-related buildings, facilities and grounds, recreational facilities, recreational areas, athletic fields or courts, and open space areas owned, operated, maintained, or controlled by the City.

Person – means every individual, firm, corporation, joint venture, association, social club, or any group or combination activity as a unit.

GENERAL FACILITY RESERVATION & USE POLICIES & PROCEDURES:

The following policies and procedures apply to all Facility rentals.

Facility Permits:

A Facility Permit must be obtained from the Community Services Department of the City of Laguna Hills, and all required deposits and fees paid before any Person shall occupy any part of a Facility on a reserved and exclusive-use basis or for any other activity listed in the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04 and 8-10).

- a) The following activities, require the issuance of a Facility Permit and Director approval. These activities must be noted on an application.
 - i. The exclusive use of any public Park, or portion thereof, which has been designated by the Director as requiring a Facility Permit.
 - ii. Any activity involving the temporary erection or placement on Park property of stages, booths, generators, platforms, pitching machines, sculptures, and other art works, inflatable bounce houses or similar play equipment, rock climbing walls, or other similar structures or portable recreational equipment.
 - iii. The sale of any goods, wares, merchandise, food, or beverages in connection with a permitted group activity.
 - iv. Any activity involving the use of live music or amplified sound or music systems including, without limitation, loudspeakers or other amplification devices or public address systems.
 - v. Any recurrent athletic league, club, team, or group sporting activity including but not limited to games, practices, scrimmages, exhibitions, clinics, or other team-sport or athletic-related events or activities.
 - vi. Any organized activity in which fifty (50) or more individuals (Large Group) are expected to participate or attend, or to which the public is invited, or which requires special city services. Such group activities include, but are not limited to: picnics; gatherings; meetings; parades; camp-outs; plays; musical events; art shows; exhibitions; athletic events; concerts; expos; markets; fairs; festivals; lectures; or any type of entertainment or theatrical performances.
 - vii. Any other activity or use identified in Chapter 8-04 of the Laguna Hills Municipal Code as requiring a Facility Permit.
- b) A permittee shall be bound by all City rules and regulations, by all applicable City Ordinances and applicable provisions of state and federal law.

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- c) The City is not and shall not be held responsible for the loss, damage, or theft of equipment or articles owned or controlled by Facility users.
- d) A Facility Permit may not be transferred, assigned, or sublet.
- e) Any group using City Facilities outside of the established hours of operation, as approved by the Director, shall pay for each or any part of an hour for each City staff member assisting with the Facility reservation, in addition to the regular rental fee as established by City Council resolution.
- f) Facility reservations may be booked up to one year in advance.
- g) City staff reserves the right to full access and inspection of all Facility reservation areas at any time.
- h) Refunds of Facility rental fees and/or deposit fees may take up to 45 days to process if cash or checks are used.
- i) Facility Permits will only be issued to persons 18 years of age and older, unless the application includes the use of Alcoholic Beverages in which case, reservations will only be issued to persons 21 years of age or older.
- j) Groups of less than 50 individuals (or less than a Large Group) may reserve a Park via a Facility Permit if they desire to assure use of the Facility.
- k) Large Group Park use will not be permitted on consecutive weekend days at the same Park without special approval from the Director.
- l) A Facility Permit is required for the placement of any sanitation facilities (i.e. porta potties) in a Park.
- m) Activities for Minors must be supervised by responsible adults at the ratio of one adult for every twenty Minors.
- n) Facility Permit requests for parties, events, or activities for a Minor will ONLY be issued to a parent or legal guardian of the Minor and who will also be attending the event.
- o) All Facility rental fees and deposits are set by City Council resolution except for charges for security services and insurance which are established by City's third-party vendors.

Application Process:

An Applicant seeking issuance of a Facility Permit shall file an application with the Department. The application must be received at least thirty (30) days in advance of desired reservation date(s). Requests received less than thirty (30) days in advance will

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be granted if conditions allow and payment for these reservations shall be paid in full when the request is made and the application is approved.

- a) An application must be submitted by an individual who is representing the group, association, firm, or corporation and is responsible for the Facility reservation. An Applicant must have official authorization to apply on behalf of an organization. Applicant must include in the application:
 - i. The name, address, and contact information of the Applicant.
 - ii. The name and address of the person, persons, corporation, or association sponsoring the activity, together with a list of the responsible officers and directors to whom notices and claims for damages may be directed.
 - iii. The day and hours for which the permit is desired (*including set up and clean up times*).
 - iv. The Facility or Facilities for which such permit is desired.
 - v. A numerical estimate of the anticipated attendance. (*Attendance cannot exceed posted room occupancies*).
 - vi. The percentage of the Applicant's group who are residents of the City of Laguna Hills if requested. (*Reasonable evidence of residential status may be required at the discretion of the Director*).
 - vii. Any other information that the City finds reasonable or necessary to safeguard City Facilities and the public.
- b) An Applicant must specify an exact list of the equipment that the Applicant desires to bring to Facility during a reservation. A map showing the locations of equipment may be required.
- c) Deposit fees (or refundable deposit) will be collected at the time of application submittal and prior to issuance of Facility Permit. Certain deposit fees are refundable, as set forth by City Council Resolution, unless the deposit fee, or a portion thereof, is used to cover Department's costs for cleaning and/or damage caused by a Person's Facility reservation, to cover unpaid balances with rental fees, insurance, or security guard services, to cover cancellation fees, or if an Applicant fails to abide by the Community Center Facility Rental Hours or the rental times specified on the Facility Permit.
 - i. It is the responsibility of the Applicant to inform Department staff of any changes in address in order to process deposit refunds.
 - ii. If an Applicant's deposit fee refund on file with the City has not been deposited by the Applicant within six months after the reservation date, then the City will retain the deposit fee.
- d) The entire time needed to prepare food, decorate the Facilities, or set-up before the event, and to completely clean up after the event must be reserved by the Applicant and must be stated on the application form. Early arrival or late departure, by a caterer or any member of the Applicant's party will result in additional fees and forfeiture of deposit.

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- e) Depending on the nature of the event, Applicants may be required to meet with Department staff at least fourteen (14) days before event to personally review Applicant's needs, set up, and Department Facility rules and regulations.

Standards of Issuance:

The Director may issue a Facility Permit hereunder when it is found:

- a) That the proposed activity or use of a City Facility will not unreasonably interfere with general public enjoyment of other facilities;
- b) That the proposed activity or use will not unreasonably interfere with public health, welfare, safety, or recreation;
- c) That the proposed activity or use is not unlawful;
- d) That the proposed activity or use will not entail unusual, extraordinary, or burdensome expense to the City or require costly police support or assistance;
- e) That the City Facility desired has not been previously reserved;
- f) That the Applicant, if applying on behalf of a firm, corporation, joint venture, association, social club, or any group or combination activity as a unit, be organized and in existence for at least thirty (30) days prior to seeking a Facility Permit;
- g) That required fees have been paid; and
- h) That evidence of insurance acceptable to the City has been provided.

Reservation and Use Priority:

Priority of use for all City Facilities shall be as follows:

- 1) City programs and events including those activities and events that the City of Laguna Hills is cosponsoring.
- 2) Laguna Hills sports organizations directly sponsoring youth programs open to all youth participants and predominately serving Laguna Hills youth. Local youth and adult organizations and groups such as service clubs, churches, and veterans, whose membership is open to the public, provided such organization and/or group carries out its activities through an existing bona fide office, an existing recognized place of worship, or an established meeting place that is physically located within the City of Laguna Hills.
- 3) Residents of the City of Laguna Hills.
- 4) Local merchants of the City of Laguna Hills wishing to reserve and make use of facilities for an activity directly related to their business pursuits within the City.
- 5) Non-resident nonprofit organizations.
- 6) Non-resident individuals and businesses.

Verification of Classification:

Any Applicant requesting a nonprofit classification must attach written verification and proof of nonprofit status to application. The status of an organization must be proved by the Applicant to the satisfaction of the Director.

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(CATEGORY A) - Resident Nonprofit: Local clubs and organizations that are open to the general public and have their headquarters in the City of Laguna Hills. Application for nonprofit rentals must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a “Statement of Domestic Nonprofit Organization” filed with the State of California or nonprofit tax identification number.

(CATEGORY B) - Resident Private: Individuals, clubs, organizations, and other groups, with a City of Laguna Hills address, and/or where its participants/memberships are made up of at least 50% residents from the City of Laguna Hills. Proof of residency may be required.

(CATEGORY C) - Non-Resident Nonprofit: Nonprofit clubs, organizations, and other groups that are non-residents of the City of Laguna Hills. Documentation required as stated above.

(CATEGORY D) - Non-Resident Private: Individuals, clubs, organizations, and other that are non-residents of the City of Laguna Hills.

(CATEGORY E) - Commercial: Business entities within or outside of the City of Laguna Hills boundaries.

Laguna Hills Youth Sports Organization Verification:

Application for Laguna Hills Youth Sports Organization Facility use must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a “Statement of Domestic Nonprofit Organization” filed with the State of California or nonprofit tax identification number. Appropriate documentation to verify Resident Nonprofit status may also be requested which includes, but is not limited to, team rosters, utility bills from team player’s place of residence, sports organization’s bylaws, mission statements or equivalent.

Laguna Hills nonprofit youth sports organizations are defined as local nonprofit volunteer organizations that are comprised predominately of Laguna Hills resident youths. These organizations maintain a “no cut” policy where every child is not denied the opportunity to play and registration is open to all Laguna Hills’ children. In addition, the youth sports organization is administered by volunteer Laguna Hills residents that serve as officers, coaches, commissioners, or board of directors and do not receive any compensation for their volunteer service.

Outdoor Park Amenities Use:

Outdoor Park amenities (including open areas, volleyball and basketball courts, picnic tables, BBQs, etc.) may be reserved for up to three (3) hours of use in conjunction with a group picnic reservation when available. To request the use of an outdoor Park amenity as stated above, Applicant must indicate a three (3) hour time slot on the Facility Permit application.

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All outdoor Park amenities (including open areas, volleyball and basketball courts, picnic tables, BBQs, etc.) are available on a first come, first serve basis unless a Facility Permit is required in accordance to section “Facility Permits” of this policy.

Policy Interpretation:

It is the policy of the City of Laguna Hills to grant the Department administrative discretion to interpret and adjust the general rules of this policy to meet specific needs of Applicants and the City. Appeals must be made to the City Manager whose decision shall be final.

Payments:

Deposit fees (or refundable deposit) will be collected at the time of application submittal and prior to issuance of Facility Permit (See “Application Process”). Remaining balance of Rental fees is due at least thirty (30) days prior to event. Personal checks will not be accepted when any payment is made less than fourteen (14) calendar days from the date of a reservation.

All receipts for payments and any reimbursements will be made to the Applicant only, regardless of payment source. Payments shall always be noted with event date(s), Facility reserved, and responsible party for reservation.

Disruptive Behavior

Applicant’s conduct or behavior that disrupts, disturbs, or otherwise impedes the orderly conduct of the scheduled activity permitted, or with the administration of City Facilities by City personnel and/or the enjoyment of others using a Park or Facility is strictly prohibited.

Applicants are responsible for controlling noise that may be disturbing to other activities occurring at a Park or Facility, or that may negatively impact a surrounding neighborhood.

Applicants who engage in such disruptive conduct shall be subject to Eviction in accordance to the City of Laguna Hills’ Municipal Code and may also result in the revocation of a Facility Permit.

Revocation:

The Director shall have the authority to summarily revoke a Facility Permit upon finding a violation of any provision, hereof, or upon finding a violation of any applicable City Ordinances, City rules and regulations, and/or state law. The individual or group will not be issued a permit for twelve months from date of the violation.

Appeal:

If an application and/or a Facility Permit is denied or revoked by the Director, an appeal may be made to the City Manager in writing within five (5) business days of the Director’s decision. The City Manager is not required to consider a late-filed appeal. The City Manager’s decision on the appeal is final.

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Waiver of Fees:

Any and all applicable fees may be waived or reduced, at the sole discretion of the City Manager, for public school activities and events and governmental purposes, as well as for community activities and events that are sponsored or co-sponsored by the City. The decision of the City Manager shall be final.

Limitation of Use:

The City reserves the right to limit the hours of use of Park Facilities to prevent adverse effect or conditions to adjacent residents or damage to the Facilities or turf because of excessive use.

Security Services:

The City reserves the right to require security guard services for any activities held at City Facilities at the Director's discretion. All events serving Alcoholic Beverages require security. Events with 0-99 attendees require one (1) security guard. Events with 100+ attendees require two (2) security guards.

Department staff will arrange for a security guard service company on behalf of Applicant. Security guard service will be scheduled for entire event time specified on the Facility Permit.

The Applicant is responsible for the cost of security guard services. Cost for security guard services are in addition to the Facility rental rates. Information regarding charges for security services will be provided to the Applicant upon Facility booking, subject to change if the terms and parameters of the reservation are modified.

Insurance Requirements:

Insurance is required for all indoor Facility rentals. Information regarding insurance coverage requirements will be provided to the Applicant upon Facility booking. Applicant is responsible for the cost of insurance and providing the City with the required Certificate of Insurance and endorsements at least ten (10) days prior to Applicant's use of Facility(ies). If insurance is not provided to the City at least (10) days prior to the Applicant's reservation, the reservation is subject to cancellation.

If the Applicant's insurance cannot meet City requirements, or Applicant elects to use the City's insurer, Department staff will arrange for insurance coverage on Applicant's behalf and the Applicant will be responsible for paying the cost of such coverage at the time of application. Cost for insurance coverage is in addition to the Facility rental rates.

The Director, in his or her discretion, may require Applicant to secure insurance coverage as described above for an outdoor Facility reservation dependent upon the

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nature of the activity. Insurance coverage requirements are subject to change if the terms and parameters of the reservation are modified.

Damage to Facility:

Any person or group causing property or equipment damage to City Facilities, including damage or defacement to amenities such as grass, foliage, carpet, walls, flooring, displays, signs, playground equipment, etc. will be required to pay for such damage (based on current cost of repair or replacement as established by the City). The City shall use Applicant's deposit fee to cover costs of damage and will bill the Applicant for any outstanding balance to cover full costs of damage if applicable. Until such outstanding payment is received, the City may revoke Applicant's current Facility Permit and reject future applications.

Smoking:

Smoking in City Parks and the Community Center is strictly prohibited per the City of Laguna Hills Municipal Code.

Alcohol Use:

No Person shall consume, possess or sell any Alcoholic Beverages within a designated Park. This prohibition shall not apply to reservations conducted at the Community Center in accordance with applicable City policies and an approved Facility Permit (see "Community Center Alcohol Use").

Sale of Food:

A health permit is required from the County of Orange Healthcare Agency when food will be sold during a Facility reservation, or in the opinion of the Director a health permit is required. A copy of the health permit shall be filed with Department to be included in Applicant's Facility Permit.

Glass Containers:

No Person shall bring into, or have in his or her possession, in a Park a glass container. This prohibition shall not apply to reservations occurring at the Community Center in accordance with an approved Facility Permit.

Use of City Seal and Reference to City:

Any unauthorized references to the City that suggests (or can be interpreted as) the City is endorsing or sponsoring a Person's Facility reservation event is strictly prohibited and may result in the revocation of a Facility Permit. Therefore, without prior written authorization from the City of Laguna Hills, it is prohibited for Persons to:

- i. use the City Seal or emblem in any form of outreach and/or advertisement of a Person's Facility reservation event; or
- ii. use "The City of Laguna Hills," or "City of Laguna Hills," or "Laguna Hills Community Center," or any variation thereof, in the title of a Person's Facility reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or

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- iii. use of any image of City Facilities in reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or
- iv. use of the City name, City Facility name, City address, a City email, and/or City phone number as the official address or official contact information for a Person's reservation event.

The City does not restrict a Person from using a Facility name and address to advertise the location of a Person's reservation event. For example:

Applicant's name of event will be held at:
Laguna Hills Community Center and Sports Complex
25555 Alicia Parkway
Laguna Hills, CA 92653

Cleaning after Reservation

It is the Applicant's responsibility to clean entire rented Facilities, and all equipment used, to the condition prior to the Facilities reservation and to the satisfaction of Department staff.

In the event Applicant does not clean the Facilities, or does not clean the Facilities to the satisfaction of Department staff, the Department shall use Applicant's deposit fee to cover cleaning costs and will bill the Applicant any additional cleaning costs not covered under deposit fee.

Until entire payment is received for total cleaning costs, the City may revoke Applicant's current Facility Permit and reject future applications.

Signs:

Signs (including, banners, balloons, and other decorative materials) used to promote, advertise, or decorate a Facility reservation event, or for event wayfinding purposes, must first be approved by the Director based on reasonable time, place, manner and aesthetic considerations.

Applicants must note requested signage as well as desired locations on Applicant's Facility Permit. The proposed location of any requested sign(s) must be approved in advance by the Director and will only be permitted for display during the reservation hours designated on the Facility Permit.

Notwithstanding the forgoing, signs that contain any of the following are prohibited: 1) Content not related to the purpose of Applicant's Facility reservation; 2) Content that defames, abuses harasses, stalks, threaten or violates the legal rights of others; 3) Sexual content, profanity, vulgarity, obscenity, racism, hatred, slander, threats, and/or violence; 4) Content that is not appropriate for all age groups; 5) Content that promotes, fosters, or perpetuates discrimination or personal attacks on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation; 6) Content that

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contains personal information about another person or that violates a person's privacy; and/or 7) Content that promotes or encourages illegal activity.

Any signs that are placed in an unapproved location or that violate this policy will be immediately removed and the Applicant's Facility Permit may be subject to revocation.

Trash and Recycling Requirement:

All Applicants are required to recycle their trash during their Facility use. Information about the City's recycling requirements will be shared with Applicants at the time of application.

Applicants who will be selling or serving food as part of their Facility reservation are required to recycle all food waste (organic waste).

Dependent on the nature of the event, Department staff may require Applicant to develop a recycling plan and any additional trash and recycling services in addition to the City's current service levels will be borne by the Applicant.

Failure by Applicant to adequately recycle their trash during their Facility reservation may result in the forfeit of a Person's deposit fee (or a portion thereof).

Cancellations:

The Department requests that Persons cancel their reservations at least thirty (30) days prior to their reservation date as stated on an approved Facility Permit. Cancellations are subject to cancellation fees as established by City Council Resolution. Cancellations made less than thirty (30) days prior to a reservation will forfeit the Applicant's Facility deposit.

COMMUNITY CENTER FACILITY RESERVATION & USE POLICIES & PROCEDURES:

In addition to the "General Facility Reservation & Use Policies & Procedures" stated above, the following policies and procedures shall also apply to reservations and use of the Community Center.

Community Center Facility Rental Hours:

Community Center Facilities can be rented during the following hours:

Community Center Facility Rental Hours			
	Facility is available and Setup Hours must be included	Event must end Time	Time available for event cleanup
Monday - Saturday	8:00 am	10:00 pm	up to 11:00 pm
Sunday	12:00 am	6:00 pm	up to 7:00 pm

- a) All events must end by time stated above under "Event must end Time." Additional time is allowed for event cleanup as designated above under "Time available for event cleanup." No music is allowed when an event ends or after the

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“Event must end Time” as noted above, and all guests not participating in the clean-up of the event must leave the event.

- b) Forfeiture of one half of the deposit may be applied to Facility reservations that runs up to one half hour past 11:00 pm on Monday – Saturdays, and up to one half hour past 7:00 pm on Sundays, or for a reservation that runs after the end time (including clean-up time) specified on the Facility Permit up to one half hour.
- c) Applicant will forfeit the full amount of deposit if Facility rental runs past 11:30 pm on Monday – Saturdays, and 7:30pm on Sundays, or for a reservation that runs more than one half hour after the end time (including clean-up time) specified on the Facility Permit.
- d) The weekend rate will begin at 5:00 p.m. on Fridays and end on 7:00 pm on Sundays.
- e) Applicants will be charged time and one half hourly rental rate for early arrival.
- f) There is a two (2) hour minimum hourly rental rate for Community Center Facility rentals.

Mandatory Site Meeting:

A mandatory site meeting will be scheduled with the Applicant and Department staff at the Community Center. The site meeting appointment should be made at least fourteen (14) days prior to the event. Any caterer or special event coordinator should also attend the site meeting. Failure to complete a site meeting could result in a cancellation of the event and forfeiture of fees and deposits.

The Applicant is the only person who may request changes to the reservation.

Community Center Setup/Cleanup:

Usage time on the application must include all Facility preparation, including an Applicant’s setup and decoration time by caterer and/or user, as well as cleanup time following use.

Applicants will not be allowed to occupy the Facilities during times not listed on the Facility Permit. Reservations are based upon use within the specified time period on Facility Permit and any additional use is subject to additional charges as follows:

Department staff will be on hand to admit Applicant to the rented Facilities at the time specified on the approved Facility Permit.

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City staff will set up all tables, chairs, and equipment according to the set-up plans provided. If no set up plan is submitted, City staff will set up the reservation according to standard set up configurations for the type and size indicated on the application.

Only one setup per group will be provided. Requests for changes to room setup after the setup is completed in accordance to the Facility Permit plan will not be accommodated.

Facilities must be left in the same condition in which they were found. Department staff will provide Applicant with a clean-up checklist that must be filled out before and after the activity to determine needed clean up or repairs before and after the rental. If the Facility is not cleaned to the conditions prior to Applicant's reservation, or to the satisfaction of the Department staff, the Applicant will pay for cleaning costs which will be deducted from Applicant's deposit fee. If clean-up costs are more than the deposit fee, the Applicant will be responsible for paying the difference.

Community Center & Kitchen Reservation Amenities:

- a) Rentals include the use of tables and chairs. Table covers are not provided.
- b) Styrofoam products are prohibited from use in the Community Center.
- c) Use of the kitchen must be included on the Facility Permit. Kitchen rental offers use of refrigerator/freezer, stove, oven(s), warmers, ice machine, and microwave.
- d) Eating, serving, and cooking utensils are not provided. Utensils must be provided by the Applicant and must all be removed promptly and completely upon conclusion of the event.
- e) Refrigerator space may be limited due to active, on-going City programs.
- f) Equipment or furnishings shall not be removed or rearranged without prior written approval from the Director.

Community Center Decorations:

Decorations must be flame retardant. Decorations with hay or straw are prohibited. Confetti, birdseed, popcorn, rice, or other material shall not be thrown. Nails, staples, tape, and similar hardware may not be used to attach materials to walls or ceilings in the Heritage Room. Glitter is not allowed. Open flames (i.e. candles) will not be allowed in the facilities, unless specifically authorized in writing by the Director.

All decorative and other items, such as approved signs, shall be removed by the end of the rental period. Do not drag heavy items on floors.

Limited Space and Storage:

Due to limited space, storage will not be provided for building rentals. All equipment, supplies, food, and decorations brought in by Applicant must be removed by the

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Applicant before leaving the building and within the rental time designated on Applicant's Facility Permit.

Department staff are not authorized to sign for deliveries and are not authorized to permit any deliveries that vary from scheduled times.

The Department cannot be held responsible for any items delivered early or left behind. The Applicant or event contact person must accept all deliveries.

The "set-up time" stated on the application form is the earliest time that any deliveries can be made.

Community Center Alcohol Use:

The following rules and guidelines apply to Alcoholic Beverages use at the Community Center.

- a) Applicants requesting the use of Alcoholic Beverages must submit a proper application form with their Facility use application. An alcohol permit fee, set by City Council resolution, will be charged to all Applicants requesting to serve Alcoholic Beverages.
- b) Applications to serve Alcoholic Beverages will not be considered for approval for any activity with a youth emphasis. This includes activities for Minors such as birthday parties, quinceaneras, bar and bat mitzvahs, or student activities.
- c) Alcoholic Beverages may not be served to Minors. Alcoholic Beverages are to be served only to persons 21 years of age and older.
- d) Alcoholic Beverages are permitted only within the confines of the Laguna Hills Community Center building and adjacent patios and courtyard.
- e) Alcoholic Beverages cannot be served past 9:30 pm on Monday – Saturdays, and 5:30 pm on Sundays.
- f) The maximum amount of time that Alcoholic Beverages may be served is 5 hours.
- g) Security is required for all events serving Alcoholic Beverages.
- h) Alcoholic Beverages may not be consumed while setting up or cleaning up an event.
- i) A bartender is required for beer keg service or when hard alcohol is served. Hard alcohol means all Alcoholic Beverages except for wine or beer served in cans or bottles. Additionally, the following type of events require a bartender: weddings, wedding receptions, and memorial services. It is the responsibility of the Applicant to show proof the person serving Alcoholic Beverages is a qualified bartending graduate from an accredited institution (RBS and/or TIPS). The bartender CANNOT be a guest of the event and consume alcohol. The bartender

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must supervise the bar for the duration of alcohol being served (maximum of 5 hours).

The Director has the discretion to require a bartender for any event serving alcohol including events that will only serve wine and/or beer.

- j) An Alcohol Beverage Control (A.B.C.) License must be provided if Alcoholic Beverages are to be sold during the scheduled activity, if a donation is requested or admission is by donation, if admission is charged, or if presale is charged for an event where Alcoholic Beverages are present.
- k) It is the responsibility of the Applicant to contact Alcohol Beverage Control to obtain a license. A letter regarding your event will be provided for you to present to the Alcohol Beverage Control License office. Contact Alcohol Beverage Control at:

28 Civic Center Plaza
Santa Ana, California
(714) 558-4101

- l) A copy of the A.B.C. license must be submitted to the Community Services Department at least five (5) calendar days prior to your event.
- m) Any violation of these Alcoholic Beverages rules and guidelines will result in immediate termination of the event and the forfeiture of all rental fees and security deposit in full.
- n) If Applicant's event is not serving Alcoholic Beverages, as designated on the Applicant's Facility Permit, and Alcoholic Beverages are found in or around the reserved Facility, the event will immediately be terminated and the Applicant will forfeit all rental fees and security deposit in full.

Hardwood Flooring:

Due to the special flooring, hard-soled shoes, food, or beverages are not allowed in the physical activity room and gymnasium.

Animals:

Animals will not be permitted inside the Community Center unless they are service dogs/animals used by those requiring such assistance.

ATTACHMENTS:

- City of Laguna Hills Rental Fees and Deposits Schedule (*established by City Council Resolutions*)

Attachment 2

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: PUBLIC FACILITY RESERVATION & USE POLICY

POLICY No. 317

Effective Date: August 28, 2018

Last Revision: xxxxxx, 2024

PURPOSE:

To establish policies and procedures, in conjunction with the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04, 8-10), with respect to authorizing reserved and exclusive use of City Facilities and Parks.

DEFINITIONS:

Applicant – means a Person applying for a Facility Permit for Director approval, or in possession of an approved Facility Permit.

Alcoholic Beverages – means alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

Athletic Fields or Courts – means all ball diamonds, soccer fields, roller hockey rinks, and volleyball, basketball, and tennis courts owned, operated, or maintained by the City.

Community Center – means any portion of, whether indoors or outdoors, the Laguna Hills Community Center building located at 25555 Alicia Parkway, Laguna Hills.

Department – means Community Services Department.

Director – means the Community Services Director, the Community Services Director's designee, the Deputy City Manager, or the Deputy City Manager's designee.

Eviction – means expulsion from a City Facility and, if applicable, revocation of a Facility Permit.

Exclusive Use – means the right to use a City Facility, or portion thereof, for any activity at a specified time, on one or more occasions, to the exclusion of others.

Facility(ies) – means all City owned or maintained property, whether indoors or outdoors.

Facility Permit – means written permission issued by the Director authorizing a person or group to conduct specified activities within a City Facility, and/or authorizing the exclusive use of a City Facility, or portion thereof, by such persons or groups.

Large Group – means any organized activity in which fifty (50) or more individuals are expected to participate or attend.

Minors – means persons under 18 years of age.

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Park – means all parks, park-related buildings, facilities and grounds, recreational facilities, recreational areas, athletic fields or courts, and open space areas owned, operated, maintained, or controlled by the City.

Person – means every individual, firm, corporation, joint venture, association, social club, or any group or combination activity as a unit.

GENERAL FACILITY RESERVATION & USE POLICIES & PROCEDURES:

The following policies and procedures apply to all Facility rentals.

Facility Permits:

A Facility Permit must be obtained from the Community Services Department of the City of Laguna Hills, and all required deposits and fees paid before any Person shall occupy any part of a Facility on a reserved and exclusive-use basis or for any other activity listed in the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04 and 8-10).

- a) The following activities, require the issuance of a Facility Permit and Director approval. These activities must be noted on an application.

- i. The exclusive use of any public Park, or portion thereof, which has been designated by the Director as requiring a Facility Permit.
- ~~i.~~ii. Any activity involving the temporary erection or placement on Park property of stages, booths, generators, platforms, pitching machines, sculptures, and other art works, inflatable bounce houses or similar play equipment, rock climbing walls, or other similar structures or portable recreational equipment.
- ~~ii.~~iii. The sale of any goods, wares, merchandise, food, or beverages in connection with a permitted group activity.
- ~~iii.~~iv. Any activity involving the use of live music or amplified sound or music systems including, without limitation, loudspeakers or other amplification devices or public address systems.
- ~~iv.~~v. Any recurrent athletic league, club, team, or group sporting activity including but not limited to games, practices, scrimmages, exhibitions, clinics, or other team-sport or athletic-related events or activities.
- vi. Any organized activity in which fifty (50) or more individuals (Large Group) are expected to participate or attend, or to which the public is invited, or which requires special city services. Such group activities include, but are not limited to: picnics; gatherings; meetings; parades; camp-outs; plays; musical events; art shows; exhibitions; athletic events; concerts; expos; markets; fairs; festivals; lectures; or any type of entertainment or theatrical performances.
- ~~v.~~vii. Any other activity or use identified in Chapter 8-04 of the Laguna Hills Municipal Code as requiring a Facility Permit.

- b) A permittee shall be bound by all City rules and regulations, by all applicable City Ordinances and applicable provisions of state and federal law.

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- c) The City is not and shall not be held responsible for the loss, damage, or theft of equipment or articles owned or controlled by Facility users.
- d) A Facility Permit may not be transferred, assigned, or sublet.
- e) Any group using City Facilities outside of the established hours of operation, as approved by the Director, shall pay for each or any part of an hour for each City staff member assisting with the Facility reservation, in addition to the regular rental fee as established by City Council resolution.
- f) Facility reservations may be booked up to one year in advance.
- g) City staff reserves the right to full access and inspection of all Facility reservation areas at any time.
- h) Refunds of Facility rental fees and/or deposit fees may take up to 45 days to process if cash or checks are used.
- i) Facility Permits will only be issued to persons 18 years of age and older, unless the application includes the use of ~~alcoholic beverages~~Alcoholic Beverages in which case, reservations will only be issued to persons 21 years of age or older.
- j) Groups of less than 50 individuals (or less than a Large Group) may reserve a Park via a Facility Permit if they desire to assure use of the Facility.
- k) Large Group Park use will not be permitted on consecutive weekend days at the same Park without special approval from the Director.
- l) A Facility Permit is required for the placement of any sanitation facilities (i.e. porta potties) in a Park.
- m) Activities for Minors must be supervised by responsible adults at the ratio of one adult for every twenty Minors.

Rental Fees:

- n) Facility Permit requests for parties, events, or activities for a Minor will ONLY be issued to a parent or legal guardian of the Minor and who will also be attending the event.

All Facility rental fees and deposits are set by City Council resolution:-

- a) ~~Community Center rental fee policies: except for charges for security services and insurance which are~~
 - i. ~~The weekend rate, as established by City Council resolution, will begin at 5:00 p.m. on Fridays and end on 12:00 a.m. on Sundays.~~
City's third-party vendors.

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~~ii. Applicants will be charged time and one half hourly rental rate for early arrival and late departure time not indicted on approved Facility Permit.~~

~~iii.o) There is a two (2) hour minimum hourly rental rate for the Heritage Room, Classroom, and Art Room only.~~

Application Process:

An Applicant seeking issuance of a Facility Permit shall file an application with the Department. The application must be received at least ~~fourteen (14)~~thirty (30) days in advance of desired reservation date(s). Requests received less than ~~fourteen (14)~~thirty (30) days in advance will be granted if conditions allow and payment for these reservations shall be paid in full when the request is made and the application is approved.

- a) An application must be submitted by an individual who is representing the group, association, firm, or corporation and is responsible for the Facility reservation. An Applicant must have official authorization to apply on behalf of an organization. Applicant must include in the application:
 - i. The name, address, and contact information of the Applicant.
 - ii. The name and address of the person, persons, corporation, or association sponsoring the activity, together with a list of the responsible officers and directors to whom notices and claims for damages may be directed.
 - iii. The day and hours for which the permit is desired *(including set up and clean up times)*.
 - iv. The Facility or Facilities for which such permit is desired.
 - v. A numerical estimate of the anticipated attendance. *(Attendance cannot exceed posted room occupancies)*.
 - vi. The percentage of the Applicant's group who are residents of the City of Laguna Hills if requested. *(Reasonable evidence of residential status may be required at the discretion of the Director)*.
 - vii. Any other information that the City finds reasonable or necessary to safeguard City Facilities and the public.
- b) An Applicant must specify an exact list of the equipment that the Applicant desires to bring to Facility during a reservation. A map showing the locations of equipment may be required.
- c) Deposit fees (or refundable deposit) will be collected at the time of application submittal and prior to issuance of Facility Permit. Certain deposit fees are refundable, as set forth by City Council Resolution, unless the deposit fee, or a portion ~~there of~~thereof, is used to cover Department's costs for cleaning and/or damage caused by a Person's ~~facility~~Facility reservation, to cover unpaid balances with rental fees, insurance ~~processing costs~~, or security guard services, to cover cancellation fees ~~—, or if an Applicant fails to abide by the Community Center Facility Rental Hours or the rental times specified on the Facility Permit.~~

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- i. It is the responsibility of the Applicant to inform Department staff of any changes in address in order to process deposit refunds.
- ii. If an Applicant's deposit fee refund on file with the City has not been deposited by the Applicant within six months after the reservation date, then the City will retain the deposit fee.
- d) The entire time needed to prepare food, decorate the ~~facilities~~Facilities, or set-up before the event, and to completely clean up after the event must be reserved by the Applicant and must be stated on the application form. Early arrival or late departure, by a caterer or any member of the Applicant's party will result in additional fees and forfeiture of deposit.
- e) Depending on the nature of the event, Applicants may be required to meet with Department staff at least fourteen (14) days before event to personally review Applicant's needs, set up, and Department Facility rules and regulations.

Standards of Issuance:

The Director may issue a Facility Permit hereunder when it is found:

- a) That the proposed activity or use of a City Facility will not unreasonably interfere with general public enjoyment of other facilities;
- b) That the proposed activity or use will not unreasonably interfere with public health, welfare, safety, or recreation;
- c) That the proposed activity or use is not unlawful;
- d) That the proposed activity or use will not entail unusual, extraordinary, or burdensome expense to the City or require costly police support or assistance;
- e) That the City Facility desired has not been previously reserved;
- f) That the Applicant, if applying on behalf of a firm, corporation, joint venture, association, social club, or any group or combination activity as a unit, be organized and in existence for at least thirty (30) days prior to seeking a Facility Permit;
- g) That required fees have been paid; and
- h) That, ~~if applicable~~, evidence of insurance acceptable to the City has been provided.

Reservation and Use Priority:

Priority of use for all City Facilities shall be as follows:

- 1) City programs, and events including those activities and events that the City of Laguna Hills is cosponsoring.
- 2) Laguna Hills sports organizations directly sponsoring youth programs open to all applicantsyouth participants and predominately serving Laguna Hills youth. Local youth and adult organizations and groups such as service clubs, churches, and veterans, whose membership is open to the public, provided such organization and/or group carries out its activities through an existing bona fide office, an existing recognized place of worship, or an established meeting place that is physically located within the City of Laguna Hills.
- 3) Residents of the City of Laguna Hills.

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- 4) Local merchants of the City of Laguna Hills wishing to reserve and make use of facilities for an activity directly related to their business pursuits within the City.
- 5) Non-resident nonprofit organizations.
- 6) Non-resident individuals and businesses.

Verification of Classification:

Any Applicant requesting a nonprofit classification must attach written verification and proof of nonprofit status to application. The status of an organization must be proved by the Applicant to the satisfaction of the Director.

(CATEGORY A) - Resident Nonprofit: Local clubs and organizations that are open to the general public and have their headquarters in the City of Laguna Hills. Application for nonprofit rentals must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a “Statement of Domestic Nonprofit Organization” filed with the State of California or nonprofit tax identification number.

(CATEGORY B) - Resident Private: Individuals, clubs, organizations, and other groups, with a City of Laguna Hills address, and/or where its participants/memberships are made up of at least 50% residents from the City of Laguna Hills. Proof of residency ~~is~~may be required.

(CATEGORY C) - Non-Resident Nonprofit: Nonprofit clubs, organizations, and other groups that are non-residents of the City of Laguna Hills. Documentation required as stated above.

(CATEGORY D) - Non-Resident Private: Individuals, clubs, organizations, and other that are non-residents of the City of Laguna Hills.

(CATEGORY E) - Commercial: Business entities within or outside of the City of Laguna Hills boundaries.

Laguna Hills Youth Sports Organization Verification:

Application for Laguna Hills Youth Sports Organization Facility use must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a “Statement of Domestic Nonprofit Organization” filed with the State of California or nonprofit tax identification number. Appropriate documentation to verify Resident Nonprofit status may also be requested which includes, but is not limited to, team rosters, utility bills from team player’s place of residence, sports organization’s bylaws, mission statements or equivalent.

Laguna Hills nonprofit youth sports organizations are defined as local nonprofit volunteer organizations that are comprised predominately of Laguna Hills resident youths. These organizations maintain a “no cut” policy where every child is not denied the opportunity to play and registration is open to all Laguna Hills’ children. In addition, the youth sports organization is administered by volunteer Laguna Hills residents that

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serve as officers, coaches, commissioners, or board of directors and do not receive any compensation for their volunteer service.

Outdoor Park Amenities Use:

Outdoor Park amenities (including ~~fields~~open areas, volleyball and basketball courts, picnic tables, BBQs, etc.) may be reserved for up to three (3) hours of use in conjunction with a group picnic reservation when available. To request the use of ~~an outdoor~~ Park amenity as stated above, Applicant must indicate a three (3) hour time slot on the Facility Permit application.

All outdoor Park amenities ~~are~~(including open areas, volleyball and basketball courts, picnic tables, BBQs, etc.) are available on a first come, first serve basis unless ~~reserved as stated above~~a Facility Permit is required in accordance to section "Facility Permits" of this policy.

Policy Interpretation:

It is the policy of the City of Laguna Hills to grant the Department administrative discretion to interpret and adjust the general rules of this policy to meet specific needs of Applicants and the City. Appeals must be made to the City Manager whose decision shall be final.

Payments:

~~All payments are due fourteen (14) calendar days prior to scheduled use. Any balance due can be paid by credit card, cashier's check, personal check, or money order. However, personal~~Deposit fees (or refundable deposit) will be collected at the time of application submittal and prior to issuance of Facility Permit (See "Application Process"). Remaining balance of Rental fees is due at least thirty (30) days prior to event. Personal checks will not be accepted when any payment is made less than fourteen (14) calendar days from the date of a reservation.

~~Any cash payment for a Facility Permit deposit and/or fees is limited to \$500 per Person per day.~~

All receipts for payments and any reimbursements will be made to the Applicant only, regardless of payment source. Payments shall always be noted with event date(s), Facility reserved, and responsible party for reservation.

Disruptive Behavior

Applicant's conduct or behavior that disrupts, disturbs, or otherwise impedes the orderly conduct of the scheduled activity permitted, or with the administration of City

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Facilities by City personnel and/or the enjoyment of others using a Park or Facility is strictly prohibited.

Applicants are responsible for controlling noise that may be disturbing to other activities occurring at a Park or Facility, or that may negatively impact a surrounding neighborhood.

Applicants who engage in such disruptive conduct shall be subject to Eviction in accordance to the City of Laguna Hills' Municipal Code and may also result in the revocation of a Facility Permit.

Revocation:

The Director shall have the authority to summarily revoke a Facility Permit upon finding a violation of any provision, hereof, or upon finding a violation of any applicable City Ordinances, City rules and regulations, and/or state law. The individual or group will not be issued a permit for twelve months from date of the violation.

Appeal:

If an application and/or a Facility Permit is denied or revoked by the Director, an appeal may be made to the City Manager in writing within five (5) business days of the Director's decision. The City Manager is not required to consider a late-filed appeal. The City Manager's decision on the appeal is final.

Waiver of Fees:

Any and all applicable fees may be waived or reduced, at the sole discretion of the City Manager, for public school activities and events and governmental purposes, as well as for community activities and events that are sponsored or co-sponsored by the City. The decision of the City Manager shall be final.

Limitation of Use:

The City reserves the right to limit the hours of use of Park Facilities to prevent adverse effect or conditions to adjacent residents or damage to the Facilities or turf because of excessive use.

Security Services:

The City reserves the right to require security guard services for any activities held at City Facilities at the Director's discretion. All events serving Alcoholic Beverages require security. Events with 0-99 attendees require one (1) security guard. Events with 100+ attendees require two (2) security guards.

Department staff will arrange for a security guard service company on behalf of Applicant. Security guard service will be scheduled for entire event time specified on the Facility Permit.

The Applicant is responsible for the cost of security guard services. Cost for security guard services are in addition to the Facility rental rates. Information regarding charges

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for security services will be provided to the Applicant upon Facility booking, subject to change if the terms and parameters of the reservation are modified.

Insurance Requirements:

~~Dependent upon the nature of the proposed activity for a Facility rental, the City may, at its discretion, require the Applicant to purchase, through the Department's insurance service provider, coverage naming the City of Laguna Hills, its officers and employees as additional insured. Insurance is required for all indoor Facility rentals. Information regarding insurance coverage requirements will be provided to the Applicant upon Facility booking. Applicant is responsible for the cost of insurance and providing the City with the required Certificate of Insurance and endorsements at least ten (10) days prior to Applicant's use of Facility(ies). If insurance is not provided to the City at least (10) days prior to the Applicant's reservation, the reservation is subject to cancellation.~~

~~If the Applicant's insurance cannot meet City requirements, or Applicant elects to use the City's insurer, Department staff will arrange for insurance coverage on Applicant's behalf and the Applicant will be responsible for paying the cost of such coverage at the time of application. Information regarding Cost for insurance coverage requirements and charges will be provided is in addition to the Facility rental rates.~~

~~The Director, in his or her discretion, may require Applicant to secure insurance coverage as described above for an outdoor Facility reservation dependent upon Facility booking, the nature of the activity. Insurance coverage requirements are subject to change if the terms and parameters of the reservation are modified. Insurance coverage is required for any activities where alcohol is served.~~

Damage to Facility:

Any person or group causing property or equipment damage to City Facilities, including damage or defacement to ~~Park~~ amenities such as grass ~~and~~, foliage, ~~carpet, walls, flooring, displays, signs, playground equipment, etc.~~ will be required to pay for such damage (based on current cost of repair or replacement as established by the City). The City shall use Applicant's deposit fee to cover costs of damage and will bill the Applicant for any outstanding balance to cover full costs of damage if applicable. Until such outstanding payment is received, the City may revoke Applicant's current Facility Permit and reject future applications.

Smoking:

Smoking in City Parks and the Community Center is strictly prohibited per the City of Laguna Hills Municipal Code.

Alcohol Use:

No Person shall consume, possess or sell any Alcoholic Beverages within a designated Park. This prohibition shall not apply to reservations conducted at the Community

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Center in accordance with applicable City policies and an approved Facility Permit (see “Community Center Alcohol Use”).

Sale of Food:

A health permit is required from the County of Orange Healthcare Agency when food will be sold during a Facility reservation, or in the opinion of the Director a health permit is required. A copy of the health permit shall be filed with Department to be included in Applicant’s Facility Permit.

Glass Containers:

No Person shall bring into, or have in his or her possession, in a Park a glass container. This prohibition shall not apply to reservations occurring at the Community Center in accordance with an approved Facility Permit.

Use of City Seal and Reference to City:

Any unauthorized references to the City that suggests (or can be interpreted as) the City is endorsing or sponsoring a Person’s Facility reservation event is strictly prohibited and may result in the revocation of a Facility Permit. Therefore, without prior written authorization from the City of Laguna Hills, it is prohibited for Persons to:

- i. use the City Seal or emblem in any form of outreach and/or advertisement of a Person’s Facility reservation event; or
- ii. use “The City of Laguna Hills,” or “City of Laguna Hills,” or “Laguna Hills Community Center,” or any variation thereof, in the title of a Person’s Facility reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or
- iii. use of any image of City Facilities in reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or
- iv. use of the City name, City Facility name, City address, a City email, and/or City phone number as the official address or official contact information for a Person’s reservation event.

The City does not restrict a Person from using a Facility name and address to advertise the location of a Person’s reservation event. For example:

Applicant’s name of event will be held at:
Laguna Hills Community Center and Sports Complex
25555 Alicia Parkway
Laguna Hills, CA 92653

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Cleaning after Reservation

It is the Applicant's responsibility to clean entire rented Facilities, and all equipment used, to the condition prior to the Facilities reservation and to the satisfaction of Department staff.

In the event Applicant does not clean the Facilities, or does not clean the Facilities to the satisfaction of Department staff, the Department shall use Applicant's deposit fee to cover cleaning costs and will bill the Applicant any additional cleaning costs not covered under deposit fee.

Until entire payment is received for total cleaning costs, the City may revoke Applicant's current Facility Permit and reject future applications.

Signs:

Signs (including, banners, balloons, and other decorative materials) used to promote, advertise, or decorate a Facility reservation event, or for event wayfinding purposes, must first be approved by the Director based on reasonable time, place, manner and aesthetic considerations.

Applicants must note requested signage as well as desired locations on Applicant's Facility Permit. The proposed location of any requested sign(s) must be approved in advance by the Director and will only be permitted for display during the reservation hours designated on the Facility Permit.

Notwithstanding the forgoing, signs that contain any of the following are prohibited: 1) Content not related to the purpose of Applicant's Facility reservation; 2) Content that defames, abuses harasses, stalks, threaten or violates the legal rights of others; 3) Sexual content, profanity, vulgarity, obscenity, racism, hatred, slander, threats, and/or violence; 4) Content that is not appropriate for all age groups; 5) Content that promotes, fosters, or perpetuates discrimination or personal attacks on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation; 6) Content that contains personal information about another person or that violates a person's privacy; and/or 7) Content that promotes or encourages illegal activity.

Any signs that are placed in an unapproved location or that violate this policy will be immediately removed and the Applicant's Facility Permit may be subject to revocation.

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Trash and Recycling Requirement:

All Applicants are required to recycle their trash during their Facility use. Information about the City's recycling requirements will be shared with Applicants at the time of application.

Applicants who will be selling or serving food as part of their Facility reservation are required to recycle all food waste (organic waste).

Dependent on the nature of the event, Department staff may require Applicant to develop a recycling plan and any additional trash and recycling services in addition to the City's current service levels will be borne by the Applicant.

Failure by Applicant to adequately recycle their trash during their Facility reservation may result in the forfeit of a Person's deposit fee (or a portion thereof).

Cancellations:

The Department requests that Persons cancel their reservations at least ~~fourteen~~ (14thirty (30)) days prior to their reservation date as stated on an approved Facility Permit. Cancellations are subject to cancellation fees as established by City Council Resolution. Cancellations made less than ~~fourteen~~ (14thirty (30)) days prior to a reservation ~~are subject to higher cancellation fees where applicable~~ will forfeit the Applicant's Facility deposit.

COMMUNITY CENTER FACILITY RESERVATION & USE POLICIES & PROCEDURES:

In addition to the "General Facility Reservation & Use Policies & Procedures" stated above, the following policies and procedures shall also apply to reservations and use of the Community Center.

Community Center Facility Rental Hours:

Community Center Facilities can be rented during the following hours:

	<u>Community Center Facility Rental Hours</u>		
	<u>Facility is available and Setup Hours must be included</u>	<u>Event must end Time</u>	<u>Time available for event cleanup</u>
<u>Monday - Saturday</u>	<u>8:00 am</u>	<u>10:00 pm</u>	<u>up to 11:00 pm</u>
<u>Sunday</u>	<u>12:00 am</u>	<u>6:00 pm</u>	<u>up to 7:00 pm</u>

a) All events must end by time stated above under "Event must end Time." Additional time is allowed for event cleanup as designated above under "Time available for event cleanup." No music is allowed when an event ends or after the "Event must end Time" as noted above, and all guests not participating in the clean-up of the event must leave the event.

b) Forfeiture of one half of the deposit may be applied to Facility reservations that runs up to one half hour past 11:00 pm on Monday – Saturdays, and up to one

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half hour past 7:00 pm on Sundays, or for a reservation that runs after the end time (including clean-up time) specified on the Facility Permit up to one half hour.

- c) Applicant will forfeit the full amount of deposit if Facility rental runs past 11:30 pm on Monday – Saturdays, and 7:30pm on Sundays, or for a reservation that runs more than one half hour after the end time (including clean-up time) specified on the Facility Permit.
- d) The weekend rate will begin at 5:00 p.m. on Fridays and end on 7:00 pm on Sundays.
- e) Applicants will be charged time and one half hourly rental rate for early arrival.
- f) There is a two (2) hour minimum hourly rental rate for Community Center Facility rentals.

Mandatory Site Meeting:

A mandatory site meeting will be scheduled with the Applicant and Department staff at the Community Center. The site meeting appointment should be made at least fourteen (14) days prior to the event. Any caterer or special event coordinator should also attend the site meeting. Failure to complete a site meeting could result in a cancellation of the event and forfeiture of fees and deposits.

The Applicant is the only person who may request changes to the reservation.

Community Center Setup/Cleanup:

Usage time on the application must include all Facility preparation, including an Applicant's setup and decoration time by caterer and/or user, as well as cleanup time following use. ~~Reservations are based upon use within the specified time period. Any additional use will be charged.~~

Applicants will not be allowed to occupy the Facilities during times not listed on the Facility Permit. Reservations are based upon use within the specified time period on Facility Permit and any additional use is subject to additional charges as follows:

Department staff will be on hand to admit Applicant to the rented Facilities at the time specified on the approved Facility Permit.

~~Applicants will not be allowed to occupy the Facilities during times not listed on the Facility Permit.~~ City staff will set up all tables, chairs, and equipment according to the set-up plans provided. If no set up plan is submitted, City staff will set up the reservation according to standard set up configurations for the type and size indicated on the application.

Only one setup per group will be provided. Requests for changes to room setup after the setup is complete completed in accordance to the Facility Permit plan will not be accommodated.

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Facilities must be left in the same condition in which they were found. Department staff will provide Applicant with a clean-up checklist that must be filled out before and after the activity to determine needed clean up or repairs before and after the rental. If the Facility is not cleaned to the conditions prior to Applicant's reservation, or to the satisfaction of the Department staff, the Applicant will pay for cleaning costs which will be deducted from Applicant's deposit fee. If clean-up costs are more than the deposit fee, the Applicant will be responsible for paying the difference.

Community Center & Kitchen Reservation Amenities:

- a) ~~Building rentals~~Rentals include the use of tables and chairs. Table covers are not provided.
- b) ~~Eating and serving utensils are not provided.~~
- e)b) Styrofoam products are prohibited from use in the Community Center.
- d)c) Use of the kitchen must be included on the Facility Permit. Kitchen rental offers use of refrigerator/freezer, stove, oven(s), warmers, ice machine, and microwave. ~~Partial Kitchen rentals only include use of refrigerator and ice machine.~~
- e)d) ~~Cooking~~Eating, serving, and cooking utensils are not provided. Utensils must be provided by the Applicant and must all be removed promptly and completely upon conclusion of the event.
- f)e) Refrigerator space may be limited due to active, on-going City programs.
- g)f) Equipment or furnishings shall not be removed or rearranged without prior written approval from the Director.

Community Center Decorations:

Decorations must be flame retardant. Decorations with hay or straw are prohibited. Confetti, birdseed, popcorn, rice, or other material shall not be thrown. Nails, staples, tape, and similar hardware may not be used to attach materials to walls or ceilings in the Heritage Room. ~~All decorative and other items, such as approved signs, shall be removed by the end of the rental period. Do not drag heavy items on floors.~~ Glitter is not allowed. Open flames (i.e. candles) will not be allowed in the facilities, unless specifically authorized in writing by the Director.

All decorative and other items, such as approved signs, shall be removed by the end of the rental period. Do not drag heavy items on floors.

Limited Space and Storage:

Due to limited space, storage will not be provided for building rentals. All equipment, supplies, food, and decorations brought in by Applicant must be removed by the

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Applicant before leaving the building and within the rental time designated on Applicant's Facility Permit.

Department staff are not authorized to sign for deliveries and are not authorized to permit any deliveries that vary from scheduled times.

The Department cannot be held responsible for any items delivered early or left behind. The Applicant or event contact person must accept all deliveries.

The "set-up time" stated on the application form is the earliest time that any deliveries can be made.

Community Center Alcohol Use:

The following rules and guidelines apply to Alcoholic Beverages use at the Community Center.

~~Alcoholic Beverages are permitted only within the confines of the Laguna Hills Community Center building and adjacent patios and courtyard. Beer kegs are allowed only if an individual (bartender) is attending the keg and servicing beer to reservation attendees. Beer kegs are restricted to only Community Center patio areas.~~

- a) Applicants requesting the use of Alcoholic Beverages must submit a proper application form with their ~~facility~~Facility use application. An alcohol permit fee, set by City Council resolution, will be charged to all Applicants requesting to serve ~~alcohol~~Alcoholic Beverages.
- b) Applications to serve Alcoholic Beverages will not be considered for approval for any activity with a youth emphasis. This includes activities for ~~minors~~Minors such as birthday parties, quinceaneras, bar and bat mitzvahs, or student activities. ~~Alcohol may not be served to minors. Alcoholic Beverages are to be served only to persons 21 years of age and older. An Applicant's failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the refundable deposits and all rental fees which have been paid.~~
- c) ~~All Alcoholic Beverages must be consumed inside the rented area of the Facility. The consumption of~~may not be served to Minors. Alcoholic Beverages ~~is prohibited during set-up~~are to be served only to persons 21 years of age and older.
- d) Alcoholic Beverages are permitted only within the confines of the Laguna Hills Community Center building and adjacent patios and courtyard. ~~clean~~
- e) Alcoholic Beverages cannot be served past 9:30 pm on Monday – Saturdays, and 5:30 pm on Sundays.
- f) The maximum amount of time that Alcoholic Beverages may be served is 5 hours.
- g) Security is required for all events serving Alcoholic Beverages.

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h) Alcoholic Beverages may not be consumed while setting up or cleaning up time an event.

i) A bartender is required for beer keg service or when hard alcohol is served. Hard alcohol means all Alcoholic Beverages except for wine or beer served in cans or bottles. Additionally, the following type of events require a bartender: weddings, wedding receptions, and memorial services. It is the responsibility of the Applicant to show proof the person serving Alcoholic Beverages is a qualified bartending graduate from an accredited institution (RBS and/or TIPS). The bartender CANNOT be a guest of the event and consume alcohol. The bartender must supervise the bar for the duration of alcohol being served (maximum of 5 hours).

The Director has the discretion to require a bartender for any event serving alcohol including events that will only serve wine and/or beer.

j) An Alcohol Beverage Control (A.B.C.) License must be provided if Alcoholic Beverages are to be sold during the scheduled activity, if a donation is requested or admission is by donation, if admission is charged, or if presale is charged for an event where Alcoholic Beverages are present.

k) It is the responsibility of the Applicant to contact Alcohol Beverage Control to obtain a license. A letter regarding your event will be provided for you to present to the Alcohol Beverage Control License office. Contact Alcohol Beverage Control at:

28 Civic Center Plaza
Santa Ana, California
(714) 558-4101

l) A copy of the A.B.C. license must be submitted to the Community Services Department at least five (5) calendar days prior to your event.

m) Any violation of these Alcoholic Beverages rules and guidelines will result in immediate termination of the event and the forfeiture of all rental fees and security deposit in full.

n) If Applicant's event is not serving Alcoholic Beverages, as designated on the Applicant's Facility Permit, and Alcoholic Beverages are found in or around the reserved Facility, the event will immediately be terminated and the Applicant will forfeit all rental fees and security deposit in full.

Hardwood Flooring:

Due to the special flooring, hard-soled shoes, food, or beverages are not allowed in the physical activity room and gymnasium.

Animals:

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Animals will not be permitted inside the Community Center unless they are service dogs/animals used by those requiring such assistance.

ATTACHMENTS:

- City of Laguna Hills Rental Fees and Deposits Schedule *(established by City Council Resolutions)*

Attachment 3

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: PUBLIC FACILITY RESERVATION & USE POLICY

POLICY No. 317

Effective Date: August 28, 2018

PURPOSE:

To establish policies and procedures, in conjunction with the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04, 8-10), with respect to authorizing reserved and exclusive use of City Facilities and Parks.

DEFINITIONS:

Applicant – means a Person applying for a Facility Permit for Director approval, or in possession of an approved Facility Permit.

Alcoholic Beverages – means alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

Athletic Fields or Courts – means all ball diamonds, soccer fields, roller hockey rinks, and volleyball, basketball, and tennis courts owned, operated, or maintained by the City.

Community Center – means any portion of, whether indoors or outdoors, the Laguna Hills Community Center building located at 25555 Alicia Parkway, Laguna Hills.

Department – means Community Services Department.

Director – means the Community Services Director, the Community Services Director's designee, the Deputy City Manager, or the Deputy City Manager's designee.

Eviction – means expulsion from a City Facility and, if applicable, revocation of a Facility Permit.

Exclusive Use – means the right to use a City Facility, or portion thereof, for any activity at a specified time, on one or more occasions, to the exclusion of others.

Facility(ies) – means all City owned or maintained property, whether indoors or outdoors.

Facility Permit – means written permission issued by the Director authorizing a person or group to conduct specified activities within a City Facility, and/or authorizing the exclusive use of a City Facility, or portion thereof, by such persons or groups.

Large Group – means any organized activity in which fifty (50) or more individuals are expected to participate or attend.

Minors – means persons under 18 years of age.

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Park – means all parks, park-related buildings, facilities and grounds, recreational facilities, recreational areas, athletic fields or courts, and open space areas owned, operated, maintained, or controlled by the City.

Person – means every individual, firm, corporation, joint venture, association, social club, or any group or combination activity as a unit.

GENERAL FACILITY RESERVATION & USE POLICIES & PROCEDURES:

The following policies and procedures apply to all Facility rentals.

Facility Permits:

A Facility Permit must be obtained from the Community Services Department of the City of Laguna Hills, and all required deposits and fees paid before any Person shall occupy any part of a Facility on a reserved and exclusive-use basis or for any other activity listed in the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04 and 8-10).

- a) The following activities, require the issuance of a Facility Permit and Director approval. These activities must be noted on an application.
 - i. Any activity involving the temporary erection or placement on Park property of stages, booths, generators, platforms, pitching machines, sculptures, and other art works, inflatable bounce houses or similar play equipment, rock climbing walls, or other similar structures or portable recreational equipment.
 - ii. The sale of any goods, wares, merchandise, food, or beverages in connection with a permitted group activity.
 - iii. Any activity involving the use of live music or amplified sound or music systems including, without limitation, loudspeakers or other amplification devices or public address systems.
 - iv. Any recurrent athletic league, club, team, or group sporting activity including but not limited to games, practices, scrimmages, exhibitions, clinics, or other team-sport or athletic-related events or activities.
 - v. Any organized activity in which fifty (50) or more individuals (Large Group) are expected to participate or attend, or to which the public is invited, or which requires special city services. Such group activities include, but are not limited to: picnics; gatherings; meetings; parades; camp-outs; plays; musical events; art shows; exhibitions; athletic events; concerts; expos; markets; fairs; festivals; lectures; or any type of entertainment or theatrical performances.
- b) A permittee shall be bound by all City rules and regulations, by all applicable City Ordinances and applicable provisions of state and federal law.
- c) The City is not and shall not be held responsible for the loss, damage, or theft of equipment or articles owned or controlled by Facility users.

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- d) A Facility Permit may not be transferred, assigned, or sublet.
- e) Any group using City Facilities outside of the established hours of operation, as approved by the Director, shall pay for each or any part of an hour for each City staff member assisting with the Facility reservation, in addition to the regular rental fee as established by City Council resolution.
- f) Facility reservations may be booked up to one year in advance.
- g) City staff reserves the right to full access and inspection of all Facility reservation areas at any time.
- h) Refunds of Facility rental fees and/or deposit fees may take up to 45 days to process if cash or checks are used.
- i) Facility Permits will only be issued to persons 18 years of age and older, unless the application includes the use of alcoholic beverages in which case, reservations will only be issued to persons 21 years of age or older.
- j) Groups of less than 50 individuals (or less than a Large Group) may reserve a Park if they desire to assure use of the Facility.
- k) Large Group Park use will not be permitted on consecutive weekend days at the same Park without special approval from the Director.
- l) A Facility Permit is required for the placement of any sanitation facilities (i.e. porta potties) in a Park.
- m) Activities for Minors must be supervised by responsible adults at the ratio of one adult for every twenty Minors.

Rental Fees:

All Facility rental fees and deposits are set by City Council resolution.

Community Center rental fee policies:

- i. The weekend rate, as established by City Council resolution, will begin at 5:00 p.m. on Fridays and end on 12:00 a.m. on Sundays.
- ii. Applicants will be charged time and one half hourly rental rate for early arrival and late departure time not indicted on approved Facility Permit.
- iii. There is a two (2) hour minimum hourly rental rate for the Heritage Room, Classroom, and Art Room only.

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Application Process:

An Applicant seeking issuance of a Facility Permit shall file an application with the Department. The application must be received at least fourteen (14) days in advance of desired reservation date(s). Requests received less than fourteen (14) days in advance will be granted if conditions allow and payment for these reservations shall be paid in full when the request is made and the application is approved.

- a) An application must be submitted by an individual who is representing the group, association, firm, or corporation and is responsible for the Facility reservation. An Applicant must have official authorization to apply on behalf of an organization. Applicant must include in the application:
 - i. The name, address, and contact information of the Applicant.
 - ii. The name and address of the person, persons, corporation, or association sponsoring the activity, together with a list of the responsible officers and directors to whom notices and claims for damages may be directed.
 - iii. The day and hours for which the permit is desired (*including set up and clean up times*).
 - iv. The Facility or Facilities for which such permit is desired.
 - v. A numerical estimate of the anticipated attendance. (*Attendance cannot exceed posted room occupancies*).
 - vi. The percentage of the Applicant's group who are residents of the City of Laguna Hills if requested. (*Reasonable evidence of residential status may be required at the discretion of the Director*).
 - vii. Any other information that the City finds reasonable or necessary to safeguard City Facilities and the public.
- b) An Applicant must specify an exact list of the equipment that the Applicant desires to bring to Facility during a reservation. A map showing the locations of equipment may be required.
- c) Deposit fees (or refundable deposit) will be collected at the time of application submittal and prior to issuance of Facility Permit. Certain deposit fees are refundable, as set forth by City Council Resolution, unless the deposit fee, or a portion thereof, is used to cover Department's costs for cleaning and/or damage caused by a Person's facility reservation, to cover unpaid insurance processing costs, or to cover cancellation fees.
- d) The entire time needed to prepare food, decorate the facilities, or set-up before the event, and to completely clean up after the event must be reserved by the Applicant and must be stated on the application form. Early arrival or late departure, by a caterer or any member of the Applicant's party will result in additional fees.
- e) Depending on the nature of the event, Applicants may be required to meet with Department staff at least fourteen (14) days before event to personally review Applicant's needs, set up, and Department Facility rules and regulations.

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Standards of Issuance:

The Director may issue a Facility Permit hereunder when it is found:

- a) That the proposed activity or use of a City Facility will not unreasonably interfere with general public enjoyment of other facilities;
- b) That the proposed activity or use will not unreasonably interfere with public health, welfare, safety, or recreation;
- c) That the proposed activity or use is not unlawful;
- d) That the proposed activity or use will not entail unusual, extraordinary, or burdensome expense to the City or require costly police support or assistance;
- e) That the City Facility desired has not been previously reserved;
- f) That the Applicant, if applying on behalf of a firm, corporation, joint venture, association, social club, or any group or combination activity as a unit, be organized and in existence for at least thirty (30) days prior to seeking a Facility Permit;
- g) That required fees have been paid; and
- h) That, if applicable, evidence of insurance acceptable to the City has been provided.

Reservation and Use Priority:

Priority of use for all City Facilities shall be as follows:

- 1) City programs, including those activities and events that the City of Laguna Hills is cosponsoring.
- 2) Laguna Hills sports organizations directly sponsoring youth programs open to all applicants and predominately serving Laguna Hills youth. Local youth and adult organizations and groups such as service clubs, churches, and veterans, whose membership is open to the public, provided such organization and/or group carries out its activities through an existing bona fide office, an existing recognized place of worship, or an established meeting place that is physically located within the City of Laguna Hills.
- 3) Residents of the City of Laguna Hills.
- 4) Local merchants of the City of Laguna Hills wishing to reserve and make use of facilities for an activity directly related to their business pursuits within the City.
- 5) Non-resident nonprofit organizations.
- 6) Non-resident individuals and businesses.

Verification of Classification:

Any Applicant requesting a nonprofit classification must attach written verification and proof of nonprofit status to application. The status of an organization must be proved by the Applicant to the satisfaction of the Director.

(CATEGORY A) - Resident Nonprofit: Local clubs and organizations that are open to the general public and have their headquarters in the City of Laguna Hills. Application for nonprofit rentals must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a "Statement of Domestic

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Nonprofit Organization” filed with the State of California or nonprofit tax identification number.

(CATEGORY B) - Resident Private: Individuals, clubs, organizations, and other groups, with a City of Laguna Hills address, and/or where its participants/memberships are made up of at least 50% residents from the City of Laguna Hills. Proof of residency is required.

(CATEGORY C) - Non-Resident Nonprofit: Nonprofit clubs, organizations, and other groups that are non-residents of the City of Laguna Hills. Documentation required as stated above.

(CATEGORY D) - Non-Resident Private: Individuals, clubs, organizations, and other that are non-residents of the City of Laguna Hills.

(CATEGORY E) - Commercial: Business entities within or outside of the City of Laguna Hills boundaries.

Laguna Hills Youth Sports Organization Verification:

Application for Laguna Hills Youth Sports Organization Facility use must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a “Statement of Domestic Nonprofit Organization” filed with the State of California or nonprofit tax identification number. Appropriate documentation to verify Resident Nonprofit status may also be requested which includes, but is not limited to, team rosters, utility bills from team player’s place of residence, sports organization’s bylaws, mission statements or equivalent.

Laguna Hills nonprofit youth sports organizations are defined as local nonprofit volunteer organizations that are comprised predominately of Laguna Hills resident youths. These organizations maintain a “no cut” policy where every child is not denied the opportunity to play and registration is open to all Laguna Hills’ children. In addition, the youth sports organization is administered by volunteer Laguna Hills residents that serve as officers, coaches, commissioners, or board of directors and do not receive any compensation for their volunteer service.

Park Amenities Use:

Park amenities (including fields, volleyball and basketball courts, picnic tables, BBQs, etc.) may be reserved for up to three (3) hours of use in conjunction with a group picnic reservation when available. To request the use of a Park amenity, Applicant must indicate a three (3) hour time slot on the Facility Permit application.

All Park amenities are on a first come, first serve basis unless reserved as stated above.

Policy Interpretation:

It is the policy of the City of Laguna Hills to grant the Department administrative discretion to interpret and adjust the general rules of this policy to meet specific needs

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of Applicants and the City. Appeals must be made to the City Manager whose decision shall be final.

Payments:

All payments are due fourteen (14) calendar days prior to scheduled use. Any balance due can be paid by credit card, cashier's check, personal check, or money order. However, personal checks will not be accepted when any payment is made less than fourteen (14) calendar days from the date of a reservation.

Any cash payment for a Facility Permit deposit and/or fees is limited to \$500 per Person per day.

All receipts for payments and any reimbursements will be made to the Applicant only, regardless of payment source. Payments shall always be noted with event date(s), Facility reserved, and responsible party for reservation.

Disruptive Behavior

Applicant's conduct or behavior that disrupts, disturbs, or otherwise impedes the orderly conduct of the scheduled activity permitted, or with the administration of City Facilities by City personnel and/or the enjoyment of others using a Park or Facility is strictly prohibited.

Applicants are responsible for controlling noise that may be disturbing to other activities occurring at a Park or Facility, or that may negatively impact a surrounding neighborhood.

Applicants who engage in such disruptive conduct shall be subject to Eviction in accordance to the City of Laguna Hills' Municipal Code and may also result in the revocation of a Facility Permit.

Revocation:

The Director shall have the authority to summarily revoke a Facility Permit upon finding a violation of any provision, hereof, or upon finding a violation of any applicable City Ordinances, City rules and regulations, and/or state law. The individual or group will not be issued a permit for twelve months from date of the violation.

Appeal:

If an application and/or a Facility Permit is denied or revoked by the Director, an appeal may be made to the City Manager in writing within five (5) business days of the Director's decision. The City Manager is not required to consider a late-filed appeal. The City Manager's decision on the appeal is final.

Waiver of Fees:

Any and all applicable fees may be waived or reduced, at the sole discretion of the City Manager, for public school activities and events and governmental purposes, as well as

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for community activities and events that are sponsored or co-sponsored by the City. The decision of the City Manager shall be final.

Limitation of Use:

The City reserves the right to limit the hours of use of Park Facilities to prevent adverse effect or conditions to adjacent residents or damage to the Facilities or turf because of excessive use.

Security Services:

The City reserves the right to require security guard services for any activities held at City Facilities at the Director's discretion. Department staff will arrange for a security guard service company on behalf of Applicant. Security guard service will be scheduled for entire event time specified on the Facility Permit. The Applicant is responsible for the cost of security guard services. Information regarding charges for security services will be provided to the Applicant upon Facility booking, subject to change if the terms and parameters of the reservation are modified.

Insurance Requirements:

Dependent upon the nature of the proposed activity for a Facility rental, the City may, at its discretion, require the Applicant to purchase, through the Department's insurance service provider, coverage naming the City of Laguna Hills, its officers and employees as additional insured. Department staff will arrange for insurance coverage on Applicant's behalf and the Applicant will be responsible for paying the cost of such coverage at the time of application. Information regarding insurance coverage requirements and charges will be provided to the Applicant upon Facility booking, subject to change if the terms and parameters of the reservation are modified. Insurance coverage is required for any activities where alcohol is served.

Damage to Facility:

Any person or group causing property or equipment damage to City Facilities, including damage or defacement to Park amenities such as grass and foliage, will be required to pay for such damage (based on current cost of repair or replacement as established by the City). The City shall use Applicant's deposit fee to cover costs of damage and will bill the Applicant for any outstanding balance to cover full costs of damage if applicable. Until such outstanding payment is received, the City may revoke Applicant's current Facility Permit and reject future applications.

Smoking:

Smoking in City Parks and the Community Center is strictly prohibited per the City of Laguna Hills Municipal Code.

Alcohol Use:

No Person shall consume, possess or sell any Alcoholic Beverages within a designated Park. This prohibition shall not apply to reservations conducted at the Community

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Center in accordance with applicable City policies and an approved Facility Permit (see “Community Center Alcohol Use”).

Sale of Food:

A health permit is required from the County of Orange Healthcare Agency when food will be sold during a Facility reservation, or in the opinion of the Director a health permit is required. A copy of the health permit shall be filed with Department to be included in Applicant’s Facility Permit.

Glass Containers:

No Person shall bring into, or have in his or her possession, in a Park a glass container. This prohibition shall not apply to reservations occurring at the Community Center in accordance with an approved Facility Permit.

Use of City Seal and Reference to City:

Any unauthorized references to the City that suggests (or can be interpreted as) the City is endorsing or sponsoring a Person’s Facility reservation event is strictly prohibited and may result in the revocation of a Facility Permit. Therefore, without prior written authorization from the City of Laguna Hills, it is prohibited for Persons to:

- i. use the City Seal or emblem in any form of outreach and/or advertisement of a Person’s Facility reservation event; or
- ii. use “The City of Laguna Hills,” or “City of Laguna Hills,” or “Laguna Hills Community Center,” or any variation thereof, in the title of a Person’s Facility reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or
- iii. use of any image of City Facilities in reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or
- iv. use of the City name, City Facility name, City address, a City email, and/or City phone number as the official address or official contact information for a Person’s reservation event.

The City does not restrict a Person from using a Facility name and address to advertise the location of a Person’s reservation event. For example:

Applicant’s name of event will be held at:
Laguna Hills Community Center and Sports Complex
25555 Alicia Parkway
Laguna Hills, CA 92653

Cleaning after Reservation

It is the Applicant’s responsibility to clean entire rented Facilities, and all equipment used, to the condition prior to the Facilities reservation and to the satisfaction of Department staff. In the event Applicant does not clean the Facilities, or does not clean

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the Facilities to the satisfaction of Department staff, the Department shall use Applicant's deposit fee to cover cleaning costs and will bill the Applicant any additional cleaning costs not covered under deposit fee. Until entire payment is received for total cleaning costs, the City may revoke Applicant's current Facility Permit and reject future applications.

Signs:

Signs (including, banners, balloons, and other decorative materials) used to promote, advertise, or decorate a Facility reservation event, or for event wayfinding purposes, must first be approved by the Director based on reasonable time, place, manner and aesthetic considerations. Applicants must note requested signage as well as desired locations on Applicant's Facility Permit. The proposed location of any requested sign(s) must be approved in advance by the Director and will only be permitted for display during the reservation hours designated on the Facility Permit. Notwithstanding the forgoing, signs that contain any of the following are prohibited: 1) Content not related to the purpose of Applicant's Facility reservation; 2) Content that defames, abuses, harasses, stalks, threaten or violates the legal rights of others; 3) Sexual content, profanity, vulgarity, obscenity, racism, hatred, slander, threats, and/or violence; 4) Content that is not appropriate for all age groups; 5) Content that promotes, fosters, or perpetuates discrimination or personal attacks on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation; 6) Content that contains personal information about another person or that violates a person's privacy; and/or 7) Content that promotes or encourages illegal activity.

Any signs that are placed in an unapproved location or that violate this policy will be immediately removed and the Applicant's Facility Permit may be subject to revocation.

Trash and Recycling Requirement:

All Applicants are required to recycle their trash during their Facility use. Information about the City's recycling requirements will be shared with Applicants at the time of application. Applicants who will be selling or serving food as part of their Facility reservation are required to recycle all food waste (organic waste). Dependent on the nature of the event, Department staff may require Applicant to develop a recycling plan and any additional trash and recycling services in addition to the City's current service levels will be borne by the Applicant.

Failure by Applicant to adequately recycle their trash during their Facility reservation may result in the forfeit of a Person's deposit fee (or a portion thereof).

Cancellations:

The Department requests that Persons cancel their reservations at least fourteen (14) days prior to their reservation date as stated on an approved Facility Permit. Cancellations are subject to cancellation fees as established by City Council Resolution.

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Cancellations made less than fourteen (14) days prior to a reservation are subject to higher cancellation fees where applicable.

COMMUNITY CENTER FACILITY RESERVATION & USE POLICIES & PROCEDURES:

In addition to the “General Facility Reservation & Use Policies & Procedures” stated above, the following policies and procedures shall also apply to reservations and use of the Community Center.

Mandatory Site Meeting:

A mandatory site meeting will be scheduled with the Applicant and Department staff at the Community Center. The site meeting appointment should be made at least fourteen (14) days prior to the event. Any caterer or special event coordinator should also attend the site meeting. Failure to complete a site meeting could result in a cancellation of the event and forfeiture of fees and deposits. The Applicant is the only person who may request changes to the reservation.

Community Center Setup/Cleanup:

Usage time on the application must include all Facility preparation, including an Applicant’s setup and decoration time by caterer and/or user, as well as cleanup time following use. Reservations are based upon use within the specified time period. Any additional use will be charged.

Department staff will be on hand to admit Applicant to the rented Facilities at the time specified on the approved Facility Permit. Applicants will not be allowed to occupy the Facilities during times not listed on the Facility Permit. City staff will set up all tables, chairs, and equipment according to the set up plans provided. If no set up plan is submitted, City staff will set up the reservation according to standard set up configurations for the type and size indicated on the application. Only one setup per group will be provided. Requests for changes to room setup after the setup is complete in accordance to the Facility Permit plan will not be accommodated.

Facilities must be left in the same condition in which they were found. Department staff will provide Applicant with a clean-up checklist that must be filled out before and after the activity to determine needed clean up or repairs before and after the rental. If the Facility is not cleaned to the conditions prior to Applicant’s reservation, or to the satisfaction of the Department staff, the Applicant will pay for cleaning costs which will be deducted from Applicant’s deposit fee. If clean-up costs are more than the deposit fee, the Applicant will be responsible for paying the difference.

Community Center & Kitchen Reservation Amenities:

- a) Building rentals include the use of tables and chairs. Table covers are not provided.
- b) Eating and serving utensils are not provided.

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- c) Styrofoam products are prohibited from use in the Community Center.
- d) Use of the kitchen must be included on the Facility Permit. Kitchen rental offers use of refrigerator/freezer, stove, oven(s), and microwave. Partial Kitchen rentals only include use of refrigerator and ice machine.
- e) Cooking utensils are not provided. Utensils must be provided by the Applicant and must all be removed promptly and completely upon conclusion of the event.
- f) Refrigerator space may be limited due to active, on-going City programs.
- g) Equipment or furnishings shall not be removed or rearranged without prior written approval from the Director.

Community Center Decorations:

Decorations must be flame retardant. Decorations with hay or straw are prohibited. Confetti, birdseed, popcorn, rice, or other material shall not be thrown. Nails, staples, tape, and similar hardware may not be used to attach materials to walls or ceilings in the Heritage Room. All decorative and other items, such as approved signs, shall be removed by the end of the rental period. Do not drag heavy items on floors. Glitter is not allowed. Open flames (i.e. candles) will not be allowed in the facilities, unless specifically authorized in writing by the Director.

Limited Space and Storage:

Due to limited space, storage will not be provided for building rentals. All equipment, supplies, food, and decorations brought in by Applicant must be removed by the Applicant before leaving the building and within the rental time designated on Applicant's Facility Permit.

Department staff are not authorized to sign for deliveries and are not authorized to permit any deliveries that vary from scheduled times. The Department cannot be held responsible for any items delivered early or left behind. The Applicant or event contact person must accept all deliveries. The "set-up time" stated on the application form is the earliest time that any deliveries can be made.

Community Center Alcohol Use:

Alcoholic Beverages are permitted only within the confines of the Laguna Hills Community Center building and adjacent patios and courtyard. Beer kegs are allowed only if an individual (bartender) is attending the keg and servicing beer to reservation attendees. Beer kegs are restricted to only Community Center patio areas.

Applicants requesting the use of Alcoholic Beverages must submit a proper application form with their facility use application. An alcohol permit fee, set by City Council resolution, will be charged to all Applicants requesting to serve alcohol.

Applications to serve Alcoholic Beverages will not be considered for approval for any activity with a youth emphasis. This includes activities for minors such as birthday

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parties, quinceaneras, bar and bat mitzvahs, or student activities. Alcohol may not be served to minors. Alcoholic Beverages are to be served only to persons 21 years of age and older. An Applicant's failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the refundable deposits and all rental fees which have been paid.

All Alcoholic Beverages must be consumed inside the rented area of the Facility. The consumption of Alcoholic Beverages is prohibited during set up and clean up time. An Alcohol Beverage Control (A.B.C.) License must be provided if Alcoholic Beverages are to be sold during the scheduled activity, if a donation is requested or admission is by donation, if admission is charged, or if presale is charged for an event where Alcoholic Beverages are present.

It is the responsibility of the Applicant to contact Alcohol Beverage Control to obtain a license. A letter regarding your event will be provided for you to present to the Alcohol Beverage Control License office. Contact Alcohol Beverage Control at:

28 Civic Center Plaza
Santa Ana, California
(714) 558-4101

A copy of the A.B.C. license must be submitted to the Community Services Department at least five (5) calendar days prior to your event.

Hardwood Flooring:

Due to the special flooring, hard-soled shoes, food, or beverages are not allowed in the physical activity room and gymnasium.

Animals:

Animals will not be permitted inside the Community Center unless they are service dogs/animals used by those requiring such assistance.

ATTACHMENTS:

- City of Laguna Hills Rental Fees and Deposits Schedule *(established by City Council Resolutions)*



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024
TO: Mayor and Council Members
FROM: Dave Wheeler
Mayor
ISSUE: Adoption of a Resolution Opposing California Proposition 1

RECOMMENDATION: Mayor Wheeler and Council Member Pezold recommend that the City Council adopt a Resolution entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, OPPOSING CALIFORNIA PROPOSITION NO. 1.

SUMMARY:

This item was placed on the agenda at the request of Mayor Wheeler and Council Member Pezold. Proposition 1, if passed, would amend the California Mental Health Services Act (MHSA) and authorize \$6.38 billion in bonds to build mental health treatment facilities for those with mental health and substance use challenges, as well as provide housing for the homeless. Additionally, the proposition would decrease the amount of money counties receive for mental health programs and services.

Mayor Wheeler and Council Member Pezold recommend that the City Council adopt a Resolution opposing California Proposition 1.

BACKGROUND:

Current Law

The California Mental Health Services Act (MHSA), passed as Proposition 63 in 2004, established the Mental Health Services Fund and provides funding, personnel, and resources to support county mental health programs, including the provision of housing assistance programs and homelessness programs.

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Counties receive roughly \$10 billion to \$13 billion per year in statewide taxes and federal money to provide mental health care and drug or alcohol treatment. Roughly one-third of the money counties receive to provide mental health services comes from a tax on individuals with high incomes. The act taxes people with incomes over \$1 million per year and requires that the money collected from the tax be used for mental health services. The tax typically raises between \$2 billion and \$3.5 billion each year.

At least 95 percent of MHSA funds go directly to counties for mental health programs and services. The remaining 5 percent of MHSA funds go to the state to support additional mental health programs. Counties can only spend the MHSA money on certain types of services but have flexibility in how those services are provided. The services include treatment for people with mental illness and prevention programs for people who may develop a mental illness. While counties can spend MHSA money on treatment for drugs and alcohol, the people receiving treatment must also have a mental illness.

Proposition 1

Proposition 1 increases the share of MHSA funds the state receives for mental health programs by shifting 5 percent of the counties share to the state. The proposition requires the state to spend a dedicated amount of its MHSA money on increasing the number of mental health care workers and preventing mental illness and drug or alcohol addiction across communities. Since the proposition does not change how the MHSA tax is levied on people with incomes over \$1 million per year, counties will receive less funding for existing services.

Additionally, counties would be required to spend more MHSA funds on housing and personalized support services like employment assistance and education. While counties currently can use MHSA money to pay for these types of services, they are not required under MHSA to spend a particular amount. Counties would continue to provide other mental health services under the proposition, but less MHSA money would be available to them for these other mental health services. Examples of other mental health services include treatment, responding to people in a mental health crisis, and outreach to people who may need mental health care or drug or alcohol treatment. Additionally, Proposition 1 allows counties to use MHSA money on treatment for drugs and alcohol for people without a mental illness.

Amendments to the MHSA will require counties to provide more housing and personalized support services, with less MHSA money for other mental health services.

This may result in counties reducing existing programs or using other funds to keep current service levels.

\$6.4 Billion Bond

Proposition 1 allows the state to sell \$6.4 billion in new bonds for new housing and to build more places for mental health and drug or alcohol treatment. Up to \$4.4 billion would be allocated to state programs that build more places for mental health care and drug or alcohol treatment, with a minimum of \$1.5 billion for local governments. The state estimates that the bond would build 6,800 places for people to receive mental health care and drug or alcohol treatment at any one time.

Proposition 1 would additionally allocate \$2 billion for permanent supportive housing units, building on the existing Project Homekey Program. The housing added by the measure would be for people who are experiencing homelessness or at risk of becoming homeless and have mental health, drug, or alcohol challenges. The state estimates the bond would build 4,350 housing units, reducing the statewide homelessness by only a small amount.

Additionally, Proposition 1 erodes local control and could lead to the oversaturation of licensed drug and alcohol facilities in communities. Under existing law, cities are required to treat most licensed facilities as a "residential use" of property if they serve six or fewer people. Under Prop 1, existing law would be amended for all bond-funded projects to be use "by right" outside of a residential zone, including multifamily residential use, office, retail, and without limiting the number of residents.

The estimated fiscal impact of the \$6.4 billion bond is \$310 million per year for 30 years, for a total estimated cost of \$9.3 billion. The bond repayment would be paid out of the state's General Fund, which has a projected \$68 billion budget deficit for FY2024/2025.

ATTACHMENTS:

- Proposed Resolution Opposing California Proposition 1

RESOLUTION NO. 2024-02-13-X

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAGUNA HILLS, CALIFORNIA, OPPOSING CALIFORNIA
PROPOSITION 1

The City Council of the City of Laguna Hills, California, hereby finds, determines, declares, and resolves as follows:

WHEREAS, Governor Gavin Newsom and a majority of the State Legislature placed Proposition 1 on the March 2024 ballot, which will completely rewrite the Mental Health Services Act; and

WHEREAS, Proposition 1 is a bond and zoning proposal that will erode local control, take away the rights of cities to have separate zoning for substance use disorder facilities, and enrich housing developers; and

WHEREAS, this change in zoning would expedite and increase substance abuse and addiction treatment facilities in residential neighborhoods; and

WHEREAS, Proposition 1 is a massive \$6.38 billion taxpayer-funded bond. It will cost the taxpayers \$310 million annually for 30 years to service this bond. The combined principal and interest will cost the taxpayers an estimated \$9.31 billion at a time when the State of California is already running a record budget deficit of \$68 billion; and

WHEREAS, this bond is expected to build up to 4,350 housing units statewide, which would reduce statewide homelessness by only a small amount; and

WHEREAS, the State of California recently spent \$2 billion to build more places for mental health care, and \$3.7 billion in new construction and for the conversion of hotels, motels, and other buildings; and

WHEREAS, Proposition 1 will divert funding for addiction recovery efforts that serve homeless people to cover taxpayer subsidies for developers to build large-scale welfare housing projects across the state, at a cost estimate of up to \$1 million per unit; and

WHEREAS, Proposition 1 will strip funds (approximately \$140 million annually) currently going to county-based mental health, drug and alcohol treatment programs and give that funding to the state; and

WHEREAS, Proposition 1 does nothing to reverse the disastrous effect of Proposition 47, which greatly contributes to homelessness by making it easier to abuse illegal narcotics; and

WHEREAS, the City Council now wishes to adopt a formal position in opposition to Proposition 1.

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

SECTION 1. The foregoing recitals set forth above are true and correct and are incorporated by reference herein.

SECTION 2. The City of Laguna Hills is strongly opposed to Proposition 1 because it will significantly diminish community safety and effective county mental health services.

SECTION 3. The City of Laguna Hills is strongly opposed to Proposition 1 because the City stands for local control and fiscal responsibility and believes zoning decisions should be decided by local elected officials.

SECTION 4. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council hereby declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion thereof.

SECTION 5. This Resolution shall become effective upon its adoption.

PASSED, APPROVED AND ADOPTED this 13th day of February 2024.

DAVE WHEELER, MAYOR

ATTEST:

JENNIFER LEE, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LAGUNA HILLS)

I, Jennifer Lee, City Clerk of the City of Laguna Hills, California, DO
HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution
No. 2024-02-13-X adopted by the City Council of the City of Laguna Hills, California, at a
Regular Meeting thereof held on the 13th day of February 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

JENNIFER LEE, CITY CLERK

Attachment: Proposed Resolution Opposing California Proposition 1 (3428 : Proposition 1)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 13, 2024
TO: Mayor and Council Members
FROM: Jennifer Lee
City Clerk
ISSUE: Committee Assignment Reports

RECOMMENDATION: That the City Council receive reports from City Council Members on the City Council Committee Assignments listed in the staff report.

SUMMARY:

The following are recent meetings and events attended by the City Council for their City Council Committee Assignments. It is order to receive a report from the Council Members listed below on their Committee Assignment(s).

- 1 Orange County Fire Authority (OCFA)
Board of Directors
Mayor Pro Tempore Sweeney
January 25 Regular Meeting
- 2 Southern California Association of Governments (SCAG)
Community, Economic & Human Development Committee
Council Member Caskey
February 1 Regular Meeting
- 3 Transportation Corridor Agencies (TCA)
Council Member Heft
February 8 Joint Board Meeting