



CITY OF LAGUNA HILLS CITY COUNCIL/PLANNING AGENCY

REGULAR MEETING AGENDA Tuesday, January 23, 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, January 23, 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, January 23, 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:

PLEDGE OF ALLEGIANCE: Council Member Heft

ROLL CALL OF CITY COUNCIL MEMBERS**1. PRESENTATIONS AND PROCLAMATIONS****1.1 Laguna Hills High School Student Liaison Report**

Recommendation: That the City Council receive a report from Laguna Hills High School 2023 Fall Student Liaison Forrest Frey.

1.2 Presentation by Mercy House on Homeless Outreach

Recommendation: That the City Council receive an update from Timothy Huynh on Mercy House's homeless outreach efforts in the City of Laguna Hills.

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 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.

4.5 Community Development Block Grant Application for the City of Laguna Hills Public Facilities & Improvements Application for Fiscal Year 2024-2025

Recommendation: That the City Council adopt a Resolution entitled: "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."

ITEMS REMOVED FROM THE CONSENT CALENDAR**5. PLANNING AGENCY****5.1. ROLL CALL OF PLANNING AGENCY MEMBERS****5.2. PUBLIC COMMENTS**

This is the time to address the Planning Agency on any matter not listed on this Agenda that is within the subject matter jurisdiction of the Planning Agency. 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.

5.3. APPROVAL OF MINUTES

5.4. 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

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 a Resolution entitled: 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).

PLANNING AGENCY ADJOURNMENT

6. CITY COUNCIL PUBLIC HEARINGS

7. ADMINISTRATIVE REPORTS

7.1. City Manager

8. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS**9. CITY COUNCIL MEMBER COMMITTEE REPORTS****9.1 Committee Assignment Reports**

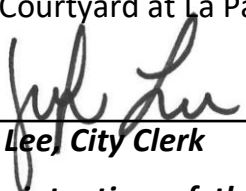
Recommendation: That the City Council receive reports from City Council Members on the City Council Committee Assignments listed in the staff report.

10. CITY COUNCIL MEMBER COMMENTS**ADJOURNMENT**

The next Regular Meeting of the City Council/Planning Agency will be February 13, 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 January 18, 2024, at 5:00 p.m.



Jennifer Lee, City Clerk

January 19, 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: January 23, 2024
TO: Mayor and Council Members
FROM: David Reynolds
Deputy City Manager/Community Services Director
ISSUE: Presentation by Mercy House on Homeless Outreach

RECOMMENDATION: That the City Council receive an update from Timothy Huynh on Mercy House's homeless outreach efforts in the City of Laguna Hills.

SUMMARY:

The City of Laguna Hills contracts with Mercy House Living Center to provide the City with homelessness outreach services. Timothy Huynh, Chief Program Officer, of Mercy House Living Center will present an oral report to the City Council with an update on homelessness outreach work efforts in the City. Mercy House's latest monthly status report is attached for reference.

ATTACHMENTS:

- December 2023 -Laguna Hills Street Outreach Monthly Report

SOUTH COUNTY STREET OUTREACH PROGRAM

MONTHLY REPORT DECEMBER 2023

MERCY  HOUSE

Report Contact:

Timothy Huynh, Chief Program Officer

EM: timothyh@mercyhouse.net

PH: (714) 836-7188 x132

July 1, 2023-December 31, 2023

PROGRAM HIGHLIGHTS

Regional approach to street outreach in South Orange County. Our outreach services include engagement, completing housing assessments to enter CES, connecting individuals to the system of care including physical and mental health services, drug and alcohol rehabilitation, housing and other social services such as General Relief, CALFresh, Medi-Cal, and addressing other conditions that may exist.

7

People have exited the streets to permanent housing

9

People have exited the streets to temporary housing, emergency shelter or institutional care

184

CLIENTS SERVED TO DATE

8

NEW CLIENTS SERVED DURING THE MONTH

128

CLIENTS ACTIVE IN THE PROGRAM

436

HOURS OF ENGAGEMENT PROVIDED DURING THE MONTH

381

SERVICES PROVIDED TO DATE

54

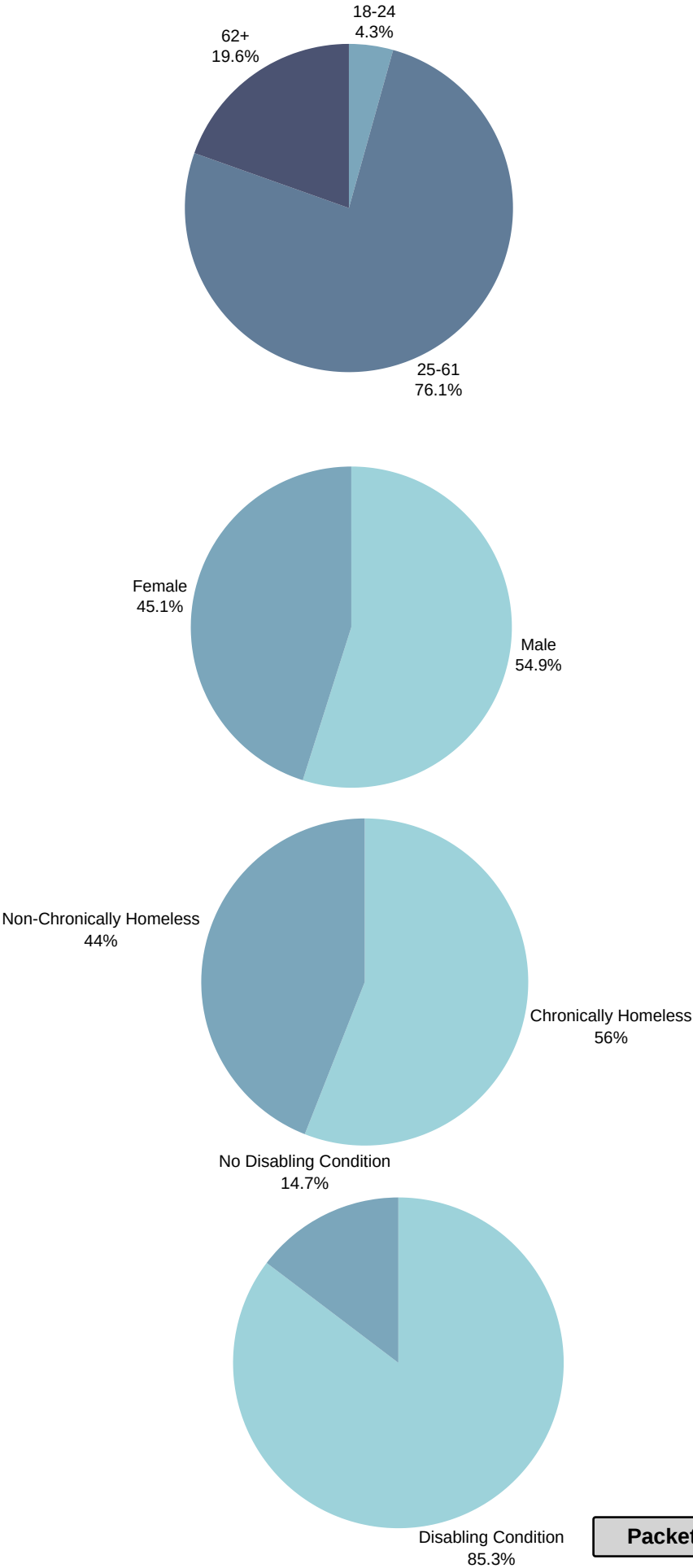
RESOURCES, REFERRALS, AND LINKAGES PROVIDED TO DATE

Outreach Programs are the first stepping stones for clients living on the streets to engage in help to end their homelessness.



MERCY HOUSE

July 1, 2023- December 31, 2023
DEMOGRAPHICS



MERCY HOUSE

July 1, 2023-December 31, 2023

CITY OF LAGUNA HILLS

STREET OUTREACH PROGRAM

2

People have exited the streets to permanent housing

1

People have exited the streets to temporary housing, emergency shelter or insituitional care

23

CLIENTS SERVED TO DATE

0

NEW CLIENTS SERVED DURING THE MONTH

11

CLIENTS ACTIVE IN THE PROGRAM

68

HOURS OF ENGAGEMENT PROVIDED DURING THE MONTH

31

SERVICES PROVIDED TO DATE

0

RESOURCES, REFERRALS, AND LINKAGES PROVIDED TO DATE

During the month of December, Mercy House's Street Outreach team engaged with a resident who had recently emerged from the shadows of an abusive relationship, finding herself in a maze of confusion and uncertainty.

With compassion and understanding, Mercy House's team helped her navigate the complex system to assist her in applying for medical and public assistance. Together, they uncovered various resources that served as a lifeline during her darkest days.

Currently, they are actively working to secure resources for her, including a laptop. She recently took a significant step forward by enrolling in a master's program with aspirations of becoming a teacher. Her determination is a testament to the resilience that can emerge from the toughest circumstances.





City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 23, 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:

Events, Communication, and Beautification Committee Special Meeting

Wednesday, January 31, 11:00 a.m., Laguna Hills Civic Center Admin Conference Room

City Council/Planning Agency Regular Meetings

Tuesday, February 13, 7:00 p.m., Laguna Hills Civic Center Council Chamber

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

Parks and Recreation Commission Regular Meeting

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

Events:

Laguna Hills Chamber of Commerce 3rd Annual Installation & Awards Gala

Friday, February 2, 6:00 p.m., The Hills Hotel (visit lagunahillschamber.com for registration)

Daddy Daughter Dinner Dance

Friday, February 16, 6:30-8:30 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: January 23, 2024
TO: Mayor and Council Members
FROM: Jennifer Lee
City Clerk
ISSUE: 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.

ATTACHMENTS:

- City Council/Planning Agency Minutes for the January 9, 2024, Regular Meeting

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

**REGULAR MEETING
MINUTES
Tuesday, January 9, 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 Caskey

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 Evan Figueroa.

3. PUBLIC COMMENTS

There were no public comments on non-agendized items.

2. SCHEDULE OF FUTURE EVENTS

2.1 Schedule of Future Events

Deputy City Clerk McDonald announced the upcoming meetings and events.

4. CONSENT CALENDAR

Motion to approve the Consent Calendar with Council Member Pezold removing Item No. 4.4.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Janine Heft, Council Member
SECONDER:	Joshua Sweeney, Mayor Pro Tempore
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 December 12, 2023, Regular Meeting

Recommendation: That the City Council approve the City Council/Planning Agency Minutes for the December 12, 2023, Regular Meeting.

4.3 Ratification of January 9, 2024, Warrant Register

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from December 1, 2023, to December 21, 2023, in the amount of \$1,608,105.98.

4.5 Agreement with the County of Orange District Attorney's Office for Prosecution Services

Recommendation: That the City Council approve the Agreement with the County of Orange for Prosecution Services and authorize the Mayor and/or Mayor Pro Tempore to execute the Agreement.

4.6 Direction Regarding Vacancy on Traffic Commission

Recommendation: That the City Council direct staff to proceed with the appointment process to fill the vacancy on the Traffic Commission, per Government Code Section 54974, and Laguna Hills Municipal Code Section 2-28.080.

4.7 Resolution in Support of Funding Projects in the Federal Transportation Improvement Program

Recommendation: That the City Council adopt Resolution No. 2024-01-09-1: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, WHICH CERTIFIES THAT THE CITY OF LAGUNA HILLS HAS THE RESOURCES TO FUND THE PROJECTS IN THE FEDERAL FISCAL YEARS 2024/2025 - 2029/2030 TRANSPORTATION IMPROVEMENT PROGRAM AND AFFIRMS ITS COMMITMENT TO IMPLEMENT ALL PROJECTS IN THE PROGRAM."

4.8 Letters of Opposition to Assembly Constitutional Amendments 1 and 13, and a Resolution in Support of the Taxpayer Protection and Accountability Act.

Recommendation: That the City Council: 1) Approve the draft letter of opposition to Assembly Constitutional Amendment 1 (Aguiar-Curry); 2) Approve the draft letter of opposition to Assembly Constitutional Amendment 13 (Ward); and 3) Adopt Resolution No. 2024-01-09-2: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, SUPPORTING THE TAXPAYER PROTECTION AND ACCOUNTABILITY ACT."

ITEMS REMOVED FROM THE CONSENT CALENDAR**4.4 Treasurer's Investment Report for November 2023**

Council Member Pezold removed Item No. 4.4 from the Consent Calendar to provide comments on the item.

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

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

5. PLANNING AGENCY

There were no separate Planning Agency Business Items for this meeting.

6. CITY COUNCIL PUBLIC HEARINGS

There were no City Council Public Hearings.

7. ADMINISTRATIVE REPORTS

7.1. City Manager

The City Manager provide no administrative reports.

7.2. City Clerk

7.2.1 City Council Representatives to Other Committees/Agencies

Recommendation: That the City Council take the following actions:

- 1) Review the City of Laguna Hills City Council Representatives to Other Committees/Agencies List, provide directions to staff regarding any necessary changes for appointments to the list, and by motion, approve the City Council Representatives to Other Committees/Agencies List, as revised by the City Council; and
- 2) If any changes are desired to the Representative to the Orange County Fire Authority's Board of Directors, adopt a resolution entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA DESIGNATING AND APPOINTING ITS REPRESENTATIVE TO THE ORANGE COUNTY FIRE AUTHORITY'S BOARD OF DIRECTORS;" and
- 3) Approve and direct the City Clerk to prepare and post an updated FPPC Disclosure Form 806 to reflect all paid city representative appointments to outside agency boards, committees, and/or commissions in accordance with state law.

A motion to reaffirm the current appointments with the exception of the Events, Communication, and Beautification Committee and the Time Capsule Ad Hoc Committee was made by Mayor Wheeler, seconded by Council Member Heft.

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

A motion to dissolve the Time Capsule Ad Hoc Committee was made by Mayor Wheeler, seconded by Mayor Pro Tempore Sweeney.

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

A motion to reaffirm the current appointments of the Events, Communication, and Beautification Committee was made by Mayor Wheeler, seconded by Mayor Pro Tempore Sweeney.

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

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**

There were no reports provided by City Council Members on the City Council Committee Assignments.

10. CITY COUNCIL MEMBER COMMENTS

There were no City Council Member Comments.

CLOSED SESSION**ANNOUNCEMENT OF CLOSED SESSION ITEM(S)****A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Pursuant to Government Code Section 54956.9

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (1) of subdivision (e) of Government Code Section 54956.9: (1 potential case).

PUBLIC COMMENTS ON CLOSED SESSION ITEM(S)

There were no public comments on the closed session items.

ADJOURN TO CITY COUNCIL CONFERENCE ROOM OR CITY COUNCIL CHAMBER**CONVENE INTO CLOSED SESSION**

The City Council convened into closed session to consider the matter(s) listed above.

RECONVENE TO CITY COUNCIL CHAMBER

The City Council reconvened the City Council Meeting at 9:32 pm. All Council Members were present in Chamber with the exception of Council Member Caskey.

CLOSED SESSION REPORT**A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Pursuant to Government Code Section 54956.9

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (1) of subdivision (e) of Government Code Section 54956.9: (1 potential case).

City Attorney Simonian stated that the City Council convened into closed session pursuant to the authorities listed on the Agenda with no reportable action taken.

ADJOURNMENT

There being no further business before the City Council at this session, Mayor Wheeler declared the meeting adjourned at 9:33 p.m.

Jennifer Lee, City Clerk

ATTEST:

Dave Wheeler, Mayor

Approved at meeting of January 23, 2024



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 23, 2024
TO: Mayor and Council Members
FROM: Eric Hendrickson
Finance Director
ISSUE: 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.

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 December 22, 2023, to January 11, 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 - January 23, 2024
- Payables Detail Report - January 23, 2024



City of Laguna Hills, CA

Warrant Register - January 23, 2024

By Check Number

Date Range: 12/22/2023 - 01/11/2024

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Regular				
3054	A-0138	ALL CITY MANAGEMENT, INC.	01/11/2024	18,860.80
3055	A-0284	ASCAP	01/11/2024	434.00
3056	A-0190	AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA	01/11/2024	90.00
3057	B-0437	BRINKS, INCORPORATED	01/11/2024	7.78
3058	C-1133	CALIFORNIA YELLOW CAB	01/11/2024	1,370.00
3059	C-1177	CANON FINANCIAL SERVICES, INC.	01/11/2024	1,633.10
3060	C-1224	CHARGEPOINT INC.	01/11/2024	140.00
3061	C-1144	CHARLES ABBOTT ASSOCIATES, INC	01/11/2024	62,977.86
3062	E-0553	CHRISTINA ELKINS	01/11/2024	2,793.00
3063	C-1191	COUNTY OF ORANGE	01/11/2024	174.40
3064	C-1190	COUNTY OF ORANGE	01/11/2024	1,116.00
3065	C-0023	COX COMMUNICATION	01/11/2024	1,116.60
3066	C-1122	CROSSTOWN ELECTRICAL AND DATA, INC.	01/11/2024	3,644.70
3067	E-0593	DALE BRUCE EISENBERG	01/11/2024	672.00
3068	D-0578	DE NOVO PLANNING GROUP	01/11/2024	30,761.95
3069	D-0561	DOCU-TRUST	01/11/2024	115.00
3070	E-0554	ECONOMICS, INC.	01/11/2024	13,031.24
3071	E-0504	EL TORO WATER DISTRICT	01/11/2024	13,376.41
3072	E-0555	ERMAC	01/11/2024	48,444.09
3073	Z-CD-0441	GAVRIELY, ROI	01/11/2024	840.00
3074	G-0868	GLASER WEIL	01/11/2024	2,231.25
3075	G-0791	GORMAN, RON	01/11/2024	49.00
3076	G-0862	GRANICUS	01/11/2024	5,193.27
3077	H-0829	HARTZOG AND CRABILL, INC.	01/11/2024	12,538.23
3078	Z-CD-0442	HENALA ROOFING INC.	01/11/2024	810.00
3079	H-0934	HOME DEPOT	01/11/2024	901.19
3080	H-0960	HR GREEN PACIFIC, INC.	01/11/2024	9,750.00
3081	Z-CD-0444	I BE ROOFING INC	01/11/2024	690.00
3082	I-0960	IRV SEAEVER MOTORCYCLES	01/11/2024	1,682.32
3083	I-0942	IRVINE RANCH WATER DISTRICT	01/11/2024	122.98
3084	J-1057	JAMEY CLARK, INC.	01/11/2024	33,043.95
3085	K-1126	KNIGHT, LORNA	01/11/2024	1,130.50
3086	L-1240	LEAGUE OF CAL CITIES	01/11/2024	14,367.00
3087	Z-CS-0453	LOPEZ, ANA	01/11/2024	500.00
3088	Z-CS-0454	MITTECO, ESTER	01/11/2024	500.00
3089	M-1388	MOBILE MINI, INC.	01/11/2024	526.48
3090	M-1302	MOULTON NIGUEL WATER DISTRICT	01/11/2024	21,392.30
3091	M-1302	MOULTON NIGUEL WATER DISTRICT	01/11/2024	6,717.03
3092	M-1606	MTM YEE CORP	01/11/2024	400.00
3093	N-1464	NEXTECH SYSTEMS, INC.	01/11/2024	7,045.16
3094	N-1474	NIEVES LANDSCAPE, INC.	01/11/2024	88,334.69
3095	Z-CD-0443	NOORZAD, TINA	01/11/2024	930.00
3096	O-1608	OCEAN BLUE ENVIRONMENTAL SERVICES, INC.	01/11/2024	1,021.00
3097	O-1610	ORACLE AMERICA, INC.	01/11/2024	93.37
3098	C-1003	ORANGE COUNTY TREASURER-TAX COLLECTOR	01/11/2024	1,215.50
3099	P-1844	PACIFIC SHORES MASONRY, INC.	01/11/2024	17,795.00
3100	P-1839	PAPER DEPOT	01/11/2024	41.60
3101	P-1845	PHAM, BRIAN	01/11/2024	1,392.00
3102	P-1796	PMC PLUMBING, INC.	01/11/2024	809.60
3103	Q-1704	QUICK CRETE PRODUCTS CORP.	01/11/2024	2,572.02
3104	R-1977	RJ ELECTRIC	01/11/2024	280.00
3105	S-2322	SAGECREST PLANNING AND ENVIRONMENTAL	01/11/2024	4,270.00
3106	S-1902	SAN DIEGO GAS AND ELECTRIC	01/11/2024	12,688.79

Attachment: Warrant Register - January 23, 2024 (3403 : Warrant Register, January 23, 2024)

Warrant Register - January 23, 2024

Date Range: 12/22/2023 - 01/11/2024

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
3107	S-2060	SAN DIEGO NATURAL HISTORY MUSEUM	01/11/2024	4,889.38
3108	S-2319	SCA OF CA, LLC	01/11/2024	16,570.89
3109	S-2296	SHUTE, MIHALY WEINBERGER LLP	01/11/2024	191.50
3110	S-1949	SMART AND FINAL	01/11/2024	118.82
3111	S-2323	SOUTH COAST FAMILY MEDICAL CENTER, INC.	01/11/2024	105.00
3112	S-1904	SOUTHERN CALIFORNIA EDISON	01/11/2024	14,312.04
3113	S-1904	SOUTHERN CALIFORNIA EDISON	01/11/2024	160.59
3114	S-2250	SPARKLETTS	01/11/2024	283.28
3115	S-2308	SPECTRUM SPORTS MANAGEMENT, INC.	01/11/2024	6,000.00
3116	S-2095	STONE IMAGERY	01/11/2024	177.78
3117	S-2209	STUDIO TWO BLACK DIAMOND	01/11/2024	37.71
3118	Z-CD-0234	SUNRUN INSTALLATION SERVICES, INC	01/11/2024	413.27
3119	S-2326	SUTTER, KATHERINE	01/11/2024	24.14
3120	S-2292	SWAY BALLROOM INC.	01/11/2024	250.00
3121	Z-CD-0445	THE BIRDHOUSE INDOOR GOLF	01/11/2024	2,260.50
3122	T-2698	TPX COMMUNICATIONS	01/11/2024	708.80
3123	T-2042	TRAUMA INTERVENTION PROGRAMS, INC	01/11/2024	910.32
3124	U-2165	UNDERGROUND SERVICE ALERT OF SO CALIFORNIA	01/11/2024	120.12
3125	V-2224	VERIZON WIRELESS	01/11/2024	906.10
3126	V-2251	VIZUAL SYMPHONY, INC.	01/11/2024	3,088.85
3127	V-2256	VOX DJS INC.	01/11/2024	822.50
3128	W-2337	WEST COAST ARBORISTS, INC.	01/11/2024	13,999.50
3129	W-2450	WEX BANK	01/11/2024	1,075.56
3130	W-2452	WSP USA ENVIRONMENT AND INFRASTRUCTURE INC	01/11/2024	13,421.47
Total Regular:				533,481.28

Attachment: Warrant Register - January 23, 2024 (3403 : Warrant Register, January 23, 2024)

Warrant Register - January 23, 2024

Date Range: 12/22/2023 - 01/11/2024

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Bank Draft				
DFT0002673	H-0966	HIGH LEVEL SECURITY SOLUTIONS, INC.	01/03/2024	15,500.00
DFT0002675	C-1007	OCSD LAW ENFORCEMENT CONTRACT, OC TREASURER-TAX	01/11/2024	883,002.69
Total Bank Draft:				898,502.69

Bank Code AP Bank Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	107	77	0.00	533,481.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	898,502.69
EFT's	0	0	0.00	0.00
	109	79	0.00	1,431,983.97

Attachment: Warrant Register - January 23, 2024 (3403 : Warrant Register, January 23, 2024)

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	107	77	0.00	533,481.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	898,502.69
EFT's	0	0	0.00	0.00
	109	79	0.00	1,431,983.97

Fund Summary

Fund	Name	Period	Amount
998	Pooled Cash & Investments	1/2024	1,431,983.97
			1,431,983.97



City of Laguna Hills, CA

Payables Detail Report

By Fund

Payment Dates 12/22/2023 - 01/11/2024

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
Fund: 100 - General Fund					
01/03/2024	HIGH LEVEL SECURITY SOLUTIONS, INC.	5696	Private Security Patrol, 12/4/23 - 1/1/24	100-420-720850	15,500.00
01/11/2024	DOCU-TRUST	0052009	Offsite Data Storage, Jan '24	100-155-700030	115.00
01/11/2024	SOUTHERN CALIFORNIA EDISON	010224 - Acct #7002345C	Street Lights, Traffic Control, Nov '23	100-355-631000	318.55
01/11/2024	SOUTHERN CALIFORNIA EDISON	010224 - Acct #7002345C	Street Lights, Traffic Control, Dec '23	100-355-631000	580.61
01/11/2024	SOUTHERN CALIFORNIA EDISON	010224 - Acct #7002345C	Street Lights, Traffic Control, Nov '23	100-356-631400	1,036.91
01/11/2024	SOUTHERN CALIFORNIA EDISON	010224 - Acct #7002345C	Street Lights, Traffic Control, Dec '23	100-356-631400	12,375.97
01/11/2024	CHRISTINA ELKINS	010324	Contract Instructor Services, Dance	100-310-721500	2,793.00
01/11/2024	DALE BRUCE EISENBERG	010324	Contract Instructor Services, Aikido	100-310-721500	672.00
01/11/2024	PHAM, BRIAN	010324	Contractor Instructor Services,	100-310-721500	1,392.00
01/11/2024	GORMAN, RON	010324	Contract Instructor Services, Guitar	100-310-721500	49.00
01/11/2024	SUTTER, KATHERINE	010324	Contract Instructor Services, Dance and Music	100-310-721500	24.14
01/11/2024	KNIGHT, LORNA	010324	Contract Instructor Services, Yoga	100-310-721500	1,130.50
01/11/2024	IRVINE RANCH WATER DISTRICT	010324	Water Usage, Public Works, Dec '23	100-355-635000	122.98
01/11/2024	SAN DIEGO GAS AND ELECTRIC	010324	Street Lights, Traffic Control, Dec '23	100-356-631400	12,688.79
01/11/2024	EL TORO WATER DISTRICT	010924	Water Usage, Public Works, Nov '23	100-355-635000	13,376.41
01/11/2024	AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA	011024	Membership, Public Works, 7/11/24 - 2/10/25	100-000-140000	52.50
01/11/2024	AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA	011024	Membership, Public Works, 2/11/24 - 6/30/24	100-355-646100	37.50
01/11/2024	ASCAP	100006265659	Music Annual License Fee, CS, 7/1/24 - 12/31/24	100-000-140000	217.00
01/11/2024	ASCAP	100006265659	Music Annual License Fee, CS, 1/1/24 - 6/30/24	100-310-611500	217.00
01/11/2024	STUDIO TWO BLACK DIAMOND	100859	Printing Services, Dec '23	100-195-623000	37.71
01/11/2024	ORACLE AMERICA, INC.	101116414	Offsite Backup, Dec '23	100-195-720050	93.37
01/11/2024	PMC PLUMBING, INC.	10541700	Parks Contract Repair, Dec '23	100-355-720701	809.60
01/11/2024	COX COMMUNICATION	120723	Traffic Signal, Dec '23	100-195-630000	84.00
01/11/2024	MOULTON NIGUEL WATER DISTRICT	121423	Water Usage, Public Works, Nov '23	100-310-635100	741.63
01/11/2024	MOULTON NIGUEL WATER DISTRICT	121423	Water Usage, Public Works, Nov '23	100-355-635000	4,007.86
01/11/2024	MOULTON NIGUEL WATER DISTRICT	121423	Water Usage, Public Works, Dec '23	100-355-635000	16,642.81
01/11/2024	COX COMMUNICATION	121723	T-1 Line, Dec '23	100-195-630000	582.84
01/11/2024	COX COMMUNICATION	121823	Cable, City Hall, Jan '24	100-195-630000	21.60
01/11/2024	COX COMMUNICATION	121923	WiFi, City Hall, Dec '23	100-195-630000	182.62
01/11/2024	SOUTHERN CALIFORNIA EDISON	122023 - Acct #7000760C	Street Lights, Traffic Control, Nov '23	100-356-631400	160.59
01/11/2024	SWAY BALLROOM INC.	122123	Dance Extravaganza, Dec '23	100-310-695510	250.00
01/11/2024	COX COMMUNICATION	122823	WiFi, Community Center, Jan '24	100-195-630000	245.54
01/11/2024	MOULTON NIGUEL WATER DISTRICT	122823	Water Usage, Public Works, Dec '23	100-355-635000	6,717.03
01/11/2024	QUICK CRETE PRODUCTS CORP.	128747	Parks Refurbishment, CIP 237	100-000-790600	2,572.02
01/11/2024	VIZUAL SYMPHONY, INC.	14161	Portable Projector Cart, Dec '23	100-310-695512	3,088.85
01/11/2024	HOME DEPOT	1630792	Tree Lighting Supplies	100-310-695510	508.83
01/11/2024	HR GREEN PACIFIC, INC.	170658	Public Works Permit Inspections, Dec '23	100-355-700255	9,750.00
01/11/2024	TPX COMMUNICATIONS	176504972-0	Communications Expense, Dec '23	100-195-630000	708.80
01/11/2024	GRANICUS	177327	Agenda Software, 1/1/24 - 3/31/24	100-195-720050	5,193.27
01/11/2024	SPECTRUM SPORTS MANAGEMENT, INC.	2023-151	Event Management Services, 1/2 Marathon	100-310-695507	6,000.00
01/11/2024	IRV SEAVER MOTORCYCLES	20232856	Motorcycle Maintenance, Police Svcs, Dec '23	100-420-646100	1,546.32
01/11/2024	IRV SEAVER MOTORCYCLES	20232886	Motorcycle Maintenance, Police Svcs, Dec '23	100-420-646100	136.00
01/11/2024	MTM YEE CORP	2061	Advertising-Program Services, Jan '24	100-310-624500	400.00
01/11/2024	SOUTH COAST FAMILY MEDICAL CENTER, INC.	2073	Recruitment, Nov '23	100-195-617000	105.00

Attachment: Payables Detail Report - January 23, 2024 (3403 : Warrant Register, January 23, 2024)

Payables Detail Report

Payment Dates: 12/22/2023 - 01/11/2024

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
01/11/2024	WEST COAST ARBORISTS, INC.	208583	Tree Trimming Services, Nov '23	100-355-720702	9,333.00
01/11/2024	WEST COAST ARBORISTS, INC.	208793	Tree Trimming Services, Dec '23	100-355-720702	4,666.50
01/11/2024	VOX DJS INC.	229371311	Daddy Daughter Dance, Deposit	100-310-695500	822.50
01/11/2024	HARTZOG AND CRABILL, INC.	23-1044(HCI#3502)	Traffic Signal Mgmt Services, Oct '23	100-356-700101	10,421.98
01/11/2024	HARTZOG AND CRABILL, INC.	24-0017(HCI#3502)	Traffic Signal Mgmt Services, Dec '23	100-356-700101	2,116.25
01/11/2024	GLASER WEIL	283132	Professional Services Legal, Dec '23	100-155-700011	2,231.25
01/11/2024	SHUTE, MIHALY WEINBERGER LLP	284199	Professional Services, Legal, Nov '23	100-155-700011	191.50
01/11/2024	STONE IMAGERY	29078	Office Supplies, Dec '23	100-155-620000	177.78
01/11/2024	CANON FINANCIAL SERVICES, INC.	31755800	Lease - Copier SN 2HT04285, 12/1/23 - 12/31/23	100-195-641200	964.56
01/11/2024	CANON FINANCIAL SERVICES, INC.	31755801	Lease - Copier SN 2XK05658, 12/1/23 - 12/31/23	100-195-641200	317.82
01/11/2024	CANON FINANCIAL SERVICES, INC.	31755802	Lease - Copier SN 2KS02091, 12/1/23 - 12/31/23	100-195-641200	350.72
01/11/2024	TRAUMA INTERVENTION PROGRAMS, INC	3418	Community Program, TIP, 1/1/24 - 3/31/24	100-420-720821	910.32
01/11/2024	SMART AND FINAL	3831400007802	Operating Supplies, Dec '23	100-155-622000	63.70
01/11/2024	SMART AND FINAL	3831400056001	Hiking Breakfast, Dec '23	100-310-695505	55.12
01/11/2024	OCEAN BLUE ENVIRONMENTAL SERVICES, INC.	39029	Emergency Preparedness & Services, Oct '23	100-420-622400	1,021.00
01/11/2024	DE NOVO PLANNING GROUP	4072	LH Housing, Rezone and ODS Program, Dec '23	100-225-700225	29,729.95
01/11/2024	DE NOVO PLANNING GROUP	4109	Hazard Mitigation Plan, Dec '23	100-355-700300	1,032.00
01/11/2024	SPARKLETTS	4228482 122923	Operating Supplies, Dec '23	100-195-622000	283.28
01/11/2024	CROSSTOWN ELECTRICAL AND DATA, INC.	4296-23-012	Traffic Signal Maintenance, Dec '23	100-356-720420	3,644.70
01/11/2024	SAGECREST PLANNING AND ENVIRONMENTAL	4466	Plan Check Fee, USE-0151-2023, Nov '23	100-000-223000	4,270.00
01/11/2024	BRINKS, INCORPORATED	6169836	Courier Fee, Armored Transport, Nov '23	100-155-625000	7.78
01/11/2024	RJ ELECTRIC	62573	Electrical Repairs, Dec '23	100-355-720701	280.00
01/11/2024	LOPEZ, ANA	63727335	Refund, Facility Deposit, R	100-000-222000	500.00
01/11/2024	MITTECO, ESTER	63973979	Refund, Facility Deposit, R #1035510.002	100-000-222000	500.00
01/11/2024	CHARLES ABBOTT ASSOCIATES, INC	66649	Professional Services, Nov '23	100-225-700000	33,580.92
01/11/2024	CHARLES ABBOTT ASSOCIATES, INC	66780	Professional Services, Dec '23	100-225-700000	14,727.42
01/11/2024	JAMEY CLARK, INC.	74657	Graffiti Removal, Public Works, Dec	100-355-720500	497.75
01/11/2024	JAMEY CLARK, INC.	74658	Graffiti Removal, Public Works, Dec	100-355-720500	450.00
01/11/2024	JAMEY CLARK, INC.	74664	Park Repairs, Public Works, Dec '23	100-355-720701	225.00
01/11/2024	JAMEY CLARK, INC.	74675	Park Repairs, Public Works, Dec '23	100-355-720701	31,000.00
01/11/2024	JAMEY CLARK, INC.	74681	Graffiti Removal, Public Works, Dec	100-355-720500	871.20
01/11/2024	HOME DEPOT	7513577	Tree Lighting Supplies	100-310-695510	364.20
01/11/2024	NIEVES LANDSCAPE, INC.	76449	Monthly and Misc Landscape, Dec	100-355-720700	88,334.69
01/11/2024	ALL CITY MANAGEMENT, INC.	89884	Crossing Guard Services, 11/26/23 - 12/9/23	100-420-720822	8,999.20
01/11/2024	ALL CITY MANAGEMENT, INC.	90189	Crossing Guard Services, 12/10/23 - 12/23/23	100-420-720822	8,999.20
01/11/2024	MOBILE MINI, INC.	9019738713	Storage Rental, Community Ctr, 12/20/23 - 1/16/24	100-310-641000	225.71
01/11/2024	MOBILE MINI, INC.	9019783694	Storage Rental, Community Ctr, 12/26/23 - 1/22/24	100-310-641000	82.97
01/11/2024	MOBILE MINI, INC.	9019791969	Storage Rental, Community Ctr, 12/27/23 - 1/23/24	100-310-641000	217.80
01/11/2024	ALL CITY MANAGEMENT, INC.	90447	Crossing Guard Services, 11/12/23 - 11/25/23	100-420-720822	862.40
01/11/2024	WEX BANK	94073420 COMSVCS	Vehicle Fuel, Dec '23	100-310-613100	234.57
01/11/2024	WEX BANK	94073712 COMDEV	Vehicle Fuel, Dec '23	100-225-613100	296.14
01/11/2024	WEX BANK	94073714 POLSVCS	Vehicle Fuel, Dec '23	100-420-613100	265.69
01/11/2024	WEX BANK	94073887 PUBWKS	Vehicle Fuel, Dec '23	100-355-613100	271.16
01/11/2024	WEX BANK	94073887 PUBWKS	Vehicle Maintenance, Dec '23	100-355-646100	8.00
01/11/2024	HOME DEPOT	9513777	Office Supplies - Comm Ctr, Nov '23	100-310-620500	28.16
01/11/2024	VERIZON WIRELESS	9952666839	Communication Expense, Dec '23	100-195-630000	906.10

Attachment: Payables Detail Report - January 23, 2024 (3403 : Warrant Register, January 23, 2024)

Payables Detail Report

Payment Dates: 12/22/2023 - 01/11/2024

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
01/11/2024	THE BIRDHOUSE INDOOR GOLF	BLDC-0045-2023	Refund, C&D Deposit, REC-011328-2023	100-000-227001	2,260.50
01/11/2024	HENALA ROOFING INC.	BLDR-0165-2023	Refund, C&D Deposit, REC-010592-2023	100-000-227001	810.00
01/11/2024	NOORZAD, TINA	BLDR-0379-2023	Refund, C&D Deposit, REC-011577-2023	100-000-227001	930.00
01/11/2024	GAVRIELY, ROI	BLDR-0382-2023	Refund, C&D Deposit, REC-011642-2023	100-000-227001	840.00
01/11/2024	I BE ROOFING INC	BLDR-0408-2023	Refund, C&D Deposit, REC-011747-2023	100-000-227001	690.00
01/11/2024	ORANGE COUNTY TREASURER-TAX COLLECTOR	DEC 23	Parking Fee Surcharge, Dec '23	100-420-720823	1,215.50
01/11/2024	SUNRUN INSTALLATION SERVICES,	ELER-0406-2023	Refund, Permit Cancellation, REC-011904-2024	100-000-221001	1.00
01/11/2024	SUNRUN INSTALLATION SERVICES,	ELER-0406-2023	Refund, Permit Cancellation, REC-011904-2024	100-000-221012	4.00
01/11/2024	SUNRUN INSTALLATION SERVICES,	ELER-0406-2023	Refund, Permit Cancellation, REC-011904-2024	100-000-442000	330.01
01/11/2024	SUNRUN INSTALLATION SERVICES,	ELER-0406-2023	Refund, Permit Cancellation, REC-011903-2024	100-000-442005	69.06
01/11/2024	SUNRUN INSTALLATION SERVICES,	ELER-0406-2023	Refund, Permit Cancellation, REC-011904-2024	100-000-442007	9.20
01/11/2024	PAPER DEPOT	IN19507-8483	Professional Services, City Clerk, Nov '23	100-155-700030	20.80
01/11/2024	PAPER DEPOT	IN19507-8483	Professional Services, City Clerk, Oct '23	100-155-700030	20.80
01/11/2024	CHARGEPOINT INC.	IN238583	Chargepoint Repairs, Dec '23	100-355-720401	140.00
01/11/2024	LEAGUE OF CAL CITIES	INV-11981-D2P5L0	City Membership, 7/1/24 - 12/31/24	100-000-140000	7,183.50
01/11/2024	LEAGUE OF CAL CITIES	INV-11981-D2P5L0	City Membership, 1/1/24 - 6/30/24	100-155-610001	7,183.50
01/11/2024	NEXTECH SYSTEMS, INC.	INV2319	Solar Speed Check Radar Signs, Dec '23	100-356-720420	7,045.16
01/11/2024	WSP USA ENVIRONMENT AND INFRASTRUCTURE INC	S64114448	Professional Services, NPDES Support, Nov '23	100-355-700000	13,421.47
01/11/2024	COUNTY OF ORANGE	SH 67427	Fingerprint ID System Charges, Jan	100-420-720835	1,116.00
01/11/2024	OCSO LAW ENFORCEMENT CONTRACT, OC TREASURER-TAX	SH 67450	Law Enforcement Services, Jan '24	100-420-720800	883,002.69
01/11/2024	SAN DIEGO NATURAL HISTORY MUSEUM	SI03751	Fossil Exhibit Improvement Project, Sep '23	100-310-695504	2,430.00
01/11/2024	SAN DIEGO NATURAL HISTORY MUSEUM	SI03898	Fossil Exhibit Improvement Project, Nov '23	100-310-695504	1,027.50
01/11/2024	SAN DIEGO NATURAL HISTORY MUSEUM	SI03953	Fossil Exhibit Improvement Project, Dec '23	100-310-695504	1,431.88
01/11/2024	COUNTY OF ORANGE	STTM001710	Communications Charges, Sep '23	100-420-646000	174.40
Fund 100 - General Fund Total:					1,319,983.11
Fund: 212 - Measure M2 Fund					
01/11/2024	UNDERGROUND SERVICE ALERT OF SO CALIFORNIA	1220230379	Street Maintenance, Dec '23	212-355-720400	83.50
01/11/2024	PACIFIC SHORES MASONRY, INC.	1308-02C	Repairs to Existing Bus Station, Dec	212-355-720400	17,795.00
01/11/2024	SCA OF CA, LLC	134399SP	Street Sweeping Services, Dec '23	212-355-720410	16,570.89
01/11/2024	UNDERGROUND SERVICE ALERT OF SO CALIFORNIA	23-242200	Street Maintenance, Dec '23	212-355-720400	36.62
01/11/2024	CHARLES ABBOTT ASSOCIATES, INC	66793	Road Maintenance, Dec '23	212-355-720400	12,447.94
01/11/2024	CHARLES ABBOTT ASSOCIATES, INC	66793 - A (PDV Wall)	Street Maintenance, Dec '23	212-355-720400	2,221.58
Fund 212 - Measure M2 Fund Total:					49,155.53
Fund: 221 - Senior Mobility Program Fund					
01/11/2024	CALIFORNIA YELLOW CAB	12406023	Senior Mobility Program, Dec '23	221-310-720000	1,370.00
Fund 221 - Senior Mobility Program Fund Total:					1,370.00
Fund: 306 - CR&R Recycling Fee Fund					
01/11/2024	ECONOMICS, INC.	2023-5	Professional Services, Recycling Program, Nov '23	306-355-700000	13,031.24
Fund 306 - CR&R Recycling Fee Fund Total:					13,031.24

Attachment: Payables Detail Report - January 23, 2024 (3403 : Warrant Register, January 23, 2024)

Payables Detail Report

Payment Dates: 12/22/2023 - 01/11/2024

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
Fund: 451 - Liability Self-Insurance Fund					
01/11/2024	ERMAC	100064	SIR Reimbursement, Claim #GHC0041229	451-155-692000	48,444.09
Fund 451 - Liability Self-Insurance Fund Total:					48,444.09
Fund: 600 - Capital Improvement Projects Fund					
01/11/2024	QUICK CRETE PRODUCTS CORP.	128747	Parks Refurbishment, CIP 237	600-000-490100	(2,572.02)
01/11/2024	QUICK CRETE PRODUCTS CORP.	128747	Parks Refurbishment, CIP 237	600-252-950237	2,572.02
Fund 600 - Capital Improvement Projects Fund Total:					-
Grand Total:					1,431,983.97

Attachment: Payables Detail Report - January 23, 2024 (3403 : Warrant Register, January 23, 2024)

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
100 - General Fund	1,319,983.11	1,319,983.11
212 - Measure M2 Fund	49,155.53	49,155.53
221 - Senior Mobility Program Fund	1,370.00	1,370.00
306 - CR&R Recycling Fee Fund	13,031.24	13,031.24
451 - Liability Self-Insurance Fund	48,444.09	48,444.09
600 - Capital Improvement Projects Fund	-	-
Grand Total:	1,431,983.97	1,431,983.97

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
100-000-140000	Prepaid Items	7,453.00	7,453.00
100-000-221001	SMIP - Residential	1.00	1.00
100-000-221012	SB1186 ADA CASp Fees	4.00	4.00
100-000-222000	Refundable Deposits	1,000.00	1,000.00
100-000-223000	Plan Application Deposit	4,270.00	4,270.00
100-000-227001	Security Deposit - Waste	5,530.50	5,530.50
100-000-442000	Building Related Permits	330.01	330.01
100-000-442005	Plan Check Fees - Fee Base	69.06	69.06
100-000-442007	Imaging Plans & Documents Fee	9.20	9.20
100-000-790600	Transfers Out to Capital	2,572.02	2,572.02
100-155-610001	Memberships & Dues - LOCC	7,183.50	7,183.50
100-155-620000	Office Supplies	177.78	177.78
100-155-622000	Operating Supplies	63.70	63.70
100-155-625000	Postage & Delivery	7.78	7.78
100-155-700011	Legal Services - Litigation	2,422.75	2,422.75
100-155-700030	Professional Services - City Clerk	156.60	156.60
100-195-617000	Recruitment	105.00	105.00
100-195-622000	Operating Supplies	283.28	283.28
100-195-623000	Printing	37.71	37.71
100-195-630000	Telephone & Communications	2,731.50	2,731.50
100-195-641200	Copier Leases	1,633.10	1,633.10
100-195-720050	Contract Services - Software	5,286.64	5,286.64
100-225-613100	Vehicle Fuel	296.14	296.14
100-225-700000	Professional Services - Building &	48,308.34	48,308.34
100-225-700225	Housing Element	29,729.95	29,729.95
100-310-611500	Certification/License Fees	217.00	217.00
100-310-613100	Vehicle Fuel	234.57	234.57
100-310-620500	Office Supplies - Community	28.16	28.16
100-310-624500	Advertising - Program Services	400.00	400.00
100-310-635100	Utilities - Water (Community	741.63	741.63
100-310-641000	Equipment Rentals & Leases	526.48	526.48
100-310-695500	Special Events - Program Services	822.50	822.50
100-310-695504	Displays/Exhibits & Educational	4,889.38	4,889.38
100-310-695505	Cultural Excursions	55.12	55.12
100-310-695507	Marathon 5k	6,000.00	6,000.00
100-310-695510	Holiday Event Series	1,123.03	1,123.03
100-310-695512	Movies in the Park	3,088.85	3,088.85
100-310-721500	Contract Services - Programs	6,060.64	6,060.64
100-355-613100	Vehicle Fuel	271.16	271.16
100-355-631000	Utilities - Electric	899.16	899.16
100-355-635000	Utilities - Water	40,867.09	40,867.09
100-355-646100	Vehicle Maintenance & Repairs	45.50	45.50
100-355-700000	Professional Services	13,421.47	13,421.47
100-355-700255	Improvement Inspections	9,750.00	9,750.00
100-355-700300	Hazard Mitigation Plan	1,032.00	1,032.00
100-355-720401	Other Public Works Maintenance	140.00	140.00
100-355-720500	Graffiti Removal	1,818.95	1,818.95

Attachment: Payables Detail Report - January 23, 2024 (3403 : Warrant Register, January 23, 2024)

Payables Detail Report

Payment Dates: 12/22/2023 - 01/11/2024

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
100-355-720700	Landscape Maintenance	88,334.69	88,334.69
100-355-720701	Parks Contract Repair	32,314.60	32,314.60
100-355-720702	Tree Maintenance	13,999.50	13,999.50
100-356-631400	MOE - Electric (Streetlights &	26,262.26	26,262.26
100-356-700101	MOE - Traffic Engineer Services	12,538.23	12,538.23
100-356-720420	MOE - Traffic Signal Maintenance	10,689.86	10,689.86
100-420-613100	Vehicle Fuel	265.69	265.69
100-420-622400	Emergency Preparedness	1,021.00	1,021.00
100-420-646000	Equipment/Machinery	174.40	174.40
100-420-646100	Vehicle Maintenance & Repairs	1,682.32	1,682.32
100-420-720800	General Law Enforcement	883,002.69	883,002.69
100-420-720821	Trauma Intervention Program	910.32	910.32
100-420-720822	Crossing Guard Services	18,860.80	18,860.80
100-420-720823	Parking Citation Processing	1,215.50	1,215.50
100-420-720835	Fingerprint Identification Services	1,116.00	1,116.00
100-420-720850	Private Security Patrol	15,500.00	15,500.00
212-355-720400	Street Maintenance	32,584.64	32,584.64
212-355-720410	Street Sweeping	16,570.89	16,570.89
221-310-720000	Contract Services	1,370.00	1,370.00
306-355-700000	Professional Services	13,031.24	13,031.24
451-155-692000	Claims & Settlements	48,444.09	48,444.09
600-000-490100	Transfers In from General Fund	(2,572.02)	(2,572.02)
600-252-950237	Parks Refurbishment	2,572.02	2,572.02
Grand Total:		1,431,983.97	1,431,983.97

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	1,431,983.97	1,431,983.97
Grand Total:	1,431,983.97	1,431,983.97

Attachment: Payables Detail Report - January 23, 2024 (3403 : Warrant Register, January 23, 2024)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 23, 2024
TO: Mayor and Council Members
FROM: Eric Hendrickson
Finance Director
ISSUE: 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.

SUMMARY:

The Treasurer's Investment Report for the month of December 2023 is submitted herewith. The City's total portfolio as of December 31, 2023, was \$30,193,518. The pooled cash portfolio managed by the City Treasurer consisted of cash on hand, demand deposits, State Local Agency Investment Fund (LAIF) and Investment Trust of California (CalTRUST) investments and totaled \$28,670,406. Restricted cash and investments totaled \$1,523,111, and is mainly comprised of reserve funds for the 2010 bond issuance.

Interest income for the month of December was \$111,276. FY2023/2024 year-to-date pooled cash interest earnings of \$619,123 are 132% of the annual budget of \$467,910.

The average yield on the City's total portfolio for the month of December was 5.28%, compared to the prior month of 5.13%. The improvement in portfolio yield in December compared to November was the result of the stable interest rate environment, as dictated by the Federal Reserve, along with City staff maximizing available cash into the higher yielding CalTRUST option. On November 30, the City opened a sweep account linked to the BMO checking accounts. This allows idle cash in the checking accounts to be invested in money market funds, which are subsequently placed in short-term Treasuries. The usage of this sweep investment has also caused the overall yield to rise

Treasurer's Report for December 2023

January 23, 2024

Page 2

compared to prior months.

ATTACHMENTS:

- Treasurer's Report December 2023

City of Laguna Hills
Treasurer's Investment Report
December 2023

	Current Month Market Value	Current Month Book Value	Prior Month Book Value	Current Month % of Portfolio	Maximum Policy Limit	Yield to Maturity for Month (Annualized)
Pooled Cash & Investments						
BMO Checking & Money Market Accounts	\$ 8,810,347	\$ 8,810,347	\$ 267,726	31%	50%	5.23%
Petty Cash	1,500	1,500	1,500	0%	n/a	0.00%
Petty Cash Recreation	500	500	500	0%	n/a	0.00%
Fiscal Agent Cash - Essex Community Center Mgmt	113,623	113,623	138,300	0%	n/a	0.00%
Fiscal Agent Cash - DBI Flexible Spending Acct	15,156	15,156	15,156	0%	n/a	0.00%
State Local Agency Investment Fund (LAIF)	49,398	50,083	6,588,083	0%	75%	3.93%
Investment Trust of California (CalTRUST)	19,679,197	19,679,197	19,586,862	69%	75%	5.38%
	<u>28,669,720</u>	<u>28,670,406</u>	<u>26,598,127</u>	<u>100%</u>		<u>5.31%</u>
Restricted & Designated Cash & Investments						
BNY Mellon (2010 Bond - Lease Payment Fund)	1,074,603	1,074,603	1,070,235	n/a	n/a	4.97%
BNY Mellon (2010 Bond - Reserve Fund)	413,306	413,306	411,626	n/a	n/a	4.97%
Fiscal Agent Cash - Essex Civic Center Mgmt	35,203	35,203	47,191	n/a	n/a	0.25%
	<u>1,523,111</u>	<u>1,523,111</u>	<u>1,529,052</u>			<u>4.86%</u>
Totals	<u>\$ 30,192,832</u>	<u>\$ 30,193,518</u>	<u>\$ 28,127,179</u>			<u>5.28%</u>

Pooled Cash & Investment - Interest Earnings

For the month of December 2023	\$ 111,276
FY 2023-24 to Date	619,123
FY 2023-24 Budget	467,910

Certification:

I hereby certify that the above investment report includes all cash and investments of the City and is in conformance with all State laws and the City's investment policy approved by the City Council on December 13, 2022. At the time of the report, there is sufficient liquidity and anticipated revenues available to meet the City's budgeted expenditure requirements for the next six months.



Eric Hendrickson
Finance Director/Deputy City Treasurer



Pooled Cash Report

City of Laguna Hills, CA

For the Period Ending 12/31/2023

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
CLAIM ON CASH				
100-000-101100	Claim on Cash - General Fund	18,441,751.08	1,983,289.03	20,425,040.11
210-000-101210	Claim on Cash - Gas Tax (HUTA)	1,235,444.88	77,426.51	1,312,871.39
211-000-101211	Claim on Cash - Gas Tax (RMRA)	911,644.74	56,606.60	968,251.34
212-000-101212	Claim on Cash - Measure M2	67,739.17	(51,538.82)	16,200.35
214-000-101214	Claim on Cash - AB 2766	138,213.83	10,855.34	149,069.17
221-000-101221	Claim on Cash - Senior Mobility Program	226,632.07	(1,167.00)	225,465.07
301-000-101301	Claim on Cash - CARITS Road Fee Program	1,310,716.79	(742.50)	1,309,974.29
305-000-101305	Claim on Cash - Beverage Recycling	8,777.88	-	8,777.88
306-000-101306	Claim on Cash - CR&R Recycling Fee	213,962.53	-	213,962.53
307-000-101307	Claim on Cash - C&D Forfeited Deposits	41,441.37	-	41,441.37
311-000-101310	Claim on Cash - Quimby Act Park In-Lieu Fee (VALH)	2,053,640.48	-	2,053,640.48
312-000-101312	Claim on Cash - CASp Fee	30,106.80	-	30,106.80
322-000-101322	Claim on Cash - Water Conservation	352,753.22	-	352,753.22
401-000-101401	Claim on Cash - Public Art	197,333.88	-	197,333.88
411-000-101401	Claim on Cash - Public Art (VALH)	344,353.56	-	344,353.56
421-000-101421	Claim on Cash - SLESF	128,234.11	23,867.00	152,101.11
451-000-101451	Claim on Cash - Liability Self-Insurance	209,744.27	-	209,744.27
452-000-101452	Claim on Cash - Parks Equipment Maintenance	365,700.00	-	365,700.00
454-000-101454	Claim on Cash - Sports Complex Equipment Maint	120,000.00	-	120,000.00
455-000-101455	Claim on Cash - Community Center Equipment Ma	120,000.00	-	120,000.00
456-000-101456	Claim on Cash - Storm Drain / Slope Repair Reserv	31,770.82	-	31,770.82
TOTAL CLAIM ON CASH		<u>26,549,961.48</u>	<u>2,098,596.16</u>	<u>28,648,557.64</u>

Reconciling items (outstanding checks and deposits in transit): 21,848.36

Pooled Cash & Investments Book Value: 28,670,406.00

GENERAL FUND RESERVES (as of most recent audited year end 6/30/2023)

Fund Balance Type	
Nonspendable	105,889
Assigned	847,881
Unassigned	20,711,877
Total	21,665,647

Attachment: Treasurer's Report December 2023 (3404 : Treasurer's Report for December 2023)



CalTRUST
PO Box 2709
Granite Bay, CA 95746
www.caltrust.org
Email: admin@caltrust.org
Fax: 402-963-9094
Phone: 833-CALTRUST (225-8787)

Investment Account Summary

12/01/2023 through 12/31/2023

SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Dec 31 \$ ()	Value on Dec 31 (\$)	Average Cost Amount (\$)	Cumulative Change in Value \$ ()
CITY OF LAGUNA HILLS						
Ca TRUST Liquidity Fund		19,679,197.380	1.00	19,679,197.38	19,679,197.38	0.00
Portfolios Total value as of 12/31/2023				19,679,197.38		

DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
CalTRUST Liquidity Fund		CITY OF LAGUNA HILLS			Account Number: 			
Beginning Balance	12/01/2023			19,586,861.800	1.00	19,586,861.80		
Accrual Income Div Reinvestment	12/29/2023	92,335.58	92,335.580	19,679,197.380	1.00	19,679,197.38	0.00	0.00
Change in Value						0.00		
Closing Balance as of	Dec 31			19,679,197.380	1.00	19,679,197.38		

Please note that this information should not be construed as tax advice and it is recommended that you consult with a tax professional regarding your account.

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

January 04, 2024

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CITY OF LAGUNA HILLS

CITY MANAGER
24035 EL TORO ROAD
LAGUNA HILLS, CA 92653

[Tran Type Definitions](#)

Account Number: [REDACTED]

December 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/11/2023	12/7/2023	RW	1743650	1704060	ERIC HENDRICKSON	-1,000,000.00
12/14/2023	12/14/2023	RW	1743870	1704283	ERIC HENDRICKSON	-5,538,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	6,588,083.42
Total Withdrawal:	-6,538,000.00	Ending Balance:	50,083.42



ACCOUNT NUMBER: [REDACTED]

STATEMENT PERIOD
12/01/23 TO 12/31/23

PAGE: 1 OF 4

CITY OF LAGUNA HILLS
GENERAL
24035 EL TORO RD
LAGUNA HILLS CA 92653-3103

ITEMS ENCLOSED 0

INVESCO/AIM TREASURY CORP CL

ACCOUNT NUMBER [REDACTED]

ACCOUNT SUMMARY

YOUR PREVIOUS BALANCE WAS 267,725.99

YOUR TRANSACTIONS THIS PERIOD INCLUDED:

84 DEPOSITS	12,101,524.44
38 WITHDRAWALS	12,101,447.44
INTEREST PAID WAS	.00
YOUR ENDING BALANCE WAS	8,810,346.68
YTD INTEREST PAID IS	.00
YTD INTEREST WITHHELD IS	.00

AVERAGE COLLECTED BALANCE USED FOR ACCRUING
INTEREST WAS 4,533,079.53

TRANSACTIONS LISTED BY DATE POSTED

DATE POSTED	TRANSACTION DESCRIPTION	WITHDRAWALS OTHER DEBITS	DEPOSITS OTHER CREDITS
DEC 01	ZERO BALANCE TXFR FROM DDA ACCT 0070730825		740.00
DEC 01	CCD AMS INC MERCH DEP 17730300707		2,720.40
DEC 01	ZERO BALANCE TXFR TO DDA ACCT 0070730841	58,966.45	
DEC 01	INV CR TRANSFER		55,506.05
DEC 04	ZERO BALANCE TXFR FROM DDA ACCT 0070730825		1,605.00
DEC 04	CCD AMS INC MERCH DEP 17730300707		3,003.54
DEC 04	PPD APPORT ST OF CA APSAPPORTS 1555		77,426.51
DEC 04	ZERO BALANCE TXFR TO DDA ACCT 0070730817	28,806.06	
DEC 04	INV DR TRANSFER	53,228.99	
DEC 05	ZERO BALANCE TXFR FROM DDA ACCT 0070730825		55.00
DEC 05	CCD AMS INC MERCH DEP 17730303701		162.63
DEC 05	REMOTE DEPOSIT		109,841.34
DEC 05	ZERO BALANCE TXFR TO DDA ACCT 0070730841	14,225.72	
DEC 05	INV CR TRANSFER		14,008.09
DEC 06	REMOTE DEPOSIT		125.00
DEC 06	CCD AMS INC MERCH DEP 17730300707		2,371.34
DEC 06	ZERO BALANCE TXFR FROM DDA ACCT 0070730825		3,699.25
DEC 06	ZERO BALANCE TXFR TO DDA ACCT 0070730841	15,000.00	
DEC 06	ZERO BALANCE TXFR TO DDA ACCT 0070730817	96,621.42	
DEC 06	INV DR TRANSFER	4,290.51	
DEC 07	ZERO BALANCE TXFR FROM DDA ACCT 0070730825		715.83



BNY MELLON

The Bank of New York Mellon Trust Company, N.A.

4.4.a

Account Statement

Statement Period 12/01/2023 Through 12/31/2023

Account [REDACTED] Base Currency = USD
LAGUNA HILLS 2010 LEASE PYMT FD

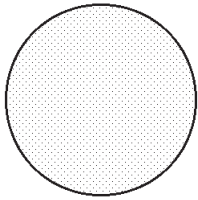
CLIENT SERVICE MANAGER: JOHN KIM
BNYM COPORATE TRUST, N.A
333 S. HOPE ST. STE 2525
LOS ANGELES, CA 90071
+12136306145
JOHN.KIM@BNYMELLON.COM

Go Paperless.

Securely access your accounts online to view your statements. Ask your BNY Mellon contact how we can help you access your account balances and activity in real time, receive your reports, enter your own transactions or submit an audit confirmation online. Also be sure to ask how NEXEN(SM) Gateway, our new cloud-based ecosystem, can help you.

Visit us at www.bnymellon.com

Account Overview



Percent of all Investments	Asset Classification	Market Value
100%	CASH AND SHORT TERM	1,074,602.91
100%	TOTAL OF ALL INVESTMENTS	1,074,602.91

Summary of Assets Held by Asset Classification

Asset Classification	Market Value	Cost	Accrued Income	Estimated Annual Income	Market Yield
CASH AND SHORT TERM	1,074,602.91	1,074,602.91	0.00	53,458.80	4.97 %
ACCOUNT TOTALS	1,074,602.91	1,074,602.91	0.00	53,458.80	4.97 %

Summary of Cash Transactions by Transaction Category

Transaction Category	Current Period			Year-to-Date	
	Income	Principal	Realized Gains/Losses	Income	Principal
OPENING BALANCE	0.00	0.00		0.00	0.00
DIVIDENDS	4,367.77	0.00	0.00	50,296.69	0.00
SALES AND REDEMPTIONS	0.00	0.00	0.00	0.00	382,481.26
OTHER CASH ADDITIONS	0.00	4,367.77	0.00	0.00	50,296.69
OTHER CASH DISBURSEMENTS	4,367.77 -	0.00	0.00	50,296.69 -	382,481.26 -



BNY MELLON

The Bank of New York Mellon Trust Company, N.A.

4.4.a

Account Statement

Statement Period 12/01/2023 Through 12/31/2023

Account [REDACTED] Base Currency = USD
LAGUNA HILLS 2010 RESERVE FD

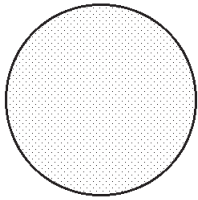
CLIENT SERVICE MANAGER: JOHN KIM
BNYM COPORATE TRUST, N.A
333 S. HOPE ST. STE 2525
LOS ANGELES, CA 90071
+12136306145
JOHN.KIM@BNYMELLON.COM

Go Paperless.

Securely access your accounts online to view your statements. Ask your BNY Mellon contact how we can help you access your account balances and activity in real time, receive your reports, enter your own transactions or submit an audit confirmation online. Also be sure to ask how NEXEN(SM) Gateway, our new cloud-based ecosystem, can help you.

Visit us at www.bnymellon.com

Account Overview



Percent of all Investments	Asset Classification	Market Value
100%	CASH AND SHORT TERM	413,305.60
100%	TOTAL OF ALL INVESTMENTS	413,305.60

Summary of Assets Held by Asset Classification

Asset Classification	Market Value	Cost	Accrued Income	Estimated Annual Income	Market Yield
CASH AND SHORT TERM	413,305.60	413,305.60	0.00	20,560.92	4.97 %
ACCOUNT TOTALS	413,305.60	413,305.60	0.00	20,560.92	4.97 %

Summary of Cash Transactions by Transaction Category

Transaction Category	Current Period			Year-to-Date	
	Income	Principal	Realized Gains/Losses	Income	Principal
OPENING BALANCE	0.00	0.00		0.00	0.00
DIVIDENDS	1,679.90	0.00	0.00	13,839.02	0.00
OTHER CASH ADDITIONS	0.00	1,679.90	0.00	0.00	411,965.82
OTHER CASH DISBURSEMENTS	1,679.90 -	0.00	0.00	13,839.02 -	0.00
PURCHASES	0.00	1,679.90 -	0.00	0.00	411,965.82 -



Yield and NAV

Fund Name		Start Date - End Date					
CalTRUST Liquidity F...		12/31/2023 – 12/31/2023					
						Export (1) 	
Period Date	NAV	Income	Shares	Net Assets	Daily Yield	7 day AVG Yield	
1/3/24	\$1.00	\$275,363.88	1,866,669,685.500	\$1,866,685,347.62	5.38%	5.48%	

Attachment: Treasurer's Report December 2023 (3404 : Treasurer's Report for December 2023)

If you have any questions regarding your account please contact Shareholder Services at: 833-CAL-TRUST (833-225-8787)



California State Treasurer
Fiona Ma, CPA



[Home](#) | [Open Government](#) | [Careers](#) | [Contact](#) | [Calendar](#)

Search



[Home](#)

[PMIA Home](#)

[Contacts](#)

[Time Deposits](#)

[LAIF](#)

[Home](#) -> [PMIA](#) -> PMIA Average Monthly Effective Yields



POOLED MONEY INVESTMENT ACCOUNT

PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239
2018	1.350	1.412	1.524	1.661	1.755	1.854	1.944	1.998	2.063	2.144	2.208	2.291
2019	2.355	2.392	2.436	2.445	2.449	2.428	2.379	2.341	2.280	2.190	2.103	2.043
2020	1.967	1.912	1.787	1.648	1.363	1.217	0.920	0.784	0.685	0.620	0.576	0.540
2021	0.458	0.407	0.357	0.339	0.315	0.262	0.221	0.221	0.206	0.203	0.203	0.212
2022	0.234	0.278	0.365	0.523	0.684	0.861	1.090	1.276	1.513	1.772	2.007	2.173
2023	2.425	2.624	2.831	2.870	2.993	3.167	3.305*	3.434	3.534	3.670	3.843	3.929

* Revised

Attachment: Treasurer's Report December 2023 (3404 : Treasurer's Report for December 2023)



Invesco Treasury Portfolio

Short-Term Investments Trust

Data as of December 31, 2023
Corporate Class

Fund Information

Inception	August 01, 2005
CUSIP	825252570
NASDAQ	TYCXX
Total Net Assets	\$32.83 billion
Reflects all classes of the portfolio.	
Weighted Average Maturity (WAM)	32 days
Weighted Average Life (WAL)	117 days

SEC Portfolio Liquidity Requirements (%)

1-day	72.45
7-day	97.93

Ratings²

Standard & Poor's	AAAm
Moody's	Aaa-mf
Fitch Ratings	AAAmf

S&P Credit Quality Ratings³ (%)

A-1+	100.0
A-1	0.0

NAIC Requirements

National Association of Insurance Commissioners (NAIC)
Meets NAIC requirement of a 0% capital reserve for a purchase by insurance companies.

Management Team

Laurie Brignac, Joe Madrid, Brandon Maitre,
Justin Mandeville, Marques Mercier, Wesley Rager,
Jennifer Brown, Ripal Tilara, and Bryn Zinser

All data provided by Invesco unless otherwise stated.

1 iMoneyNet, Inc. is an independent mutual fund performance monitor. The Government Institutional Category is an unmanaged group of money market funds with similar investment objectives and pricing structures as the Corporate Class of the Invesco Treasury Portfolio. iMoneyNet performance figures represent the category average. An investment cannot be made into the category.

2 A credit rating is an assessment provided by Nationally Recognized Statistical Ratings Organization (NRSRO) of the creditworthiness of an issuer with respect to debt obligations, including specific securities, money market instruments or other debts. Fund ratings are subject to change and are based on several factors, including an analysis of a portfolio's overall credit quality, market price exposure and management. Fund ratings are provided to indicate the creditworthiness of the underlying holdings in the portfolio and offer a forward-looking opinion about fixed income funds' capacity to maintain stable principal (net asset value). The ratings will generally range from AAA (highest) to D (lowest). For more information on rating methodologies, please visit the following NRSRO websites: www.standardandpoors.com and select "Understanding Ratings" under Rating Resources on the homepage; www.moodys.com and select "Rating Methodologies" under Research and Ratings on the homepage; www.fitchratings.com and select "Ratings Definitions" on the homepage.

3 S&P credit quality ratings reflect the ratings of the underlying securities in the portfolio and are subject to change without notice. A-1 represents the highest rating assigned indicating that the degree of safety regarding timely payment is strong. Securities that possess extremely strong safety characteristics are denoted with a plus sign (+) designation.

4 Portfolio composition is subject to change. An investment category listed with "other" in the name indicates that the underlying holdings did not fall into the SEC's more narrowly defined investment categories.

You could lose money by investing in the Fund.
Although the Fund seeks to preserve your investment at \$1.00 per share, it cannot guarantee it will do so. An investment in the Fund is not a bank account and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. The Fund's sponsor is not required to reimburse the Fund for losses, and you should not expect that the sponsor will provide financial support to the Fund at any time, including during periods of market stress.

Investment Objective

Provide current income consistent with preservation of capital and liquidity.

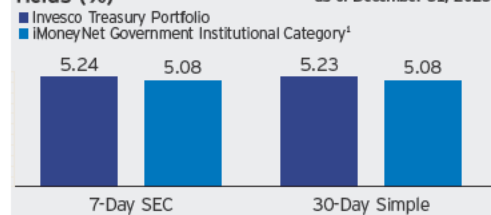
Permissible Investments

The fund pursues its objective by investing primarily in short-term, high-credit-quality money market instruments. These instruments are direct obligations of the US Treasury and repurchase agreements backed by Treasury obligations.

Fund Highlights

- The portfolio management team follows a conservative investment process with respect to minimal credit risk, interest rate risk and liquidity.
- The fund is designed for short- to medium-term cash investments, operating cash, cash sweeps and the liquidity components of investment portfolios.
- The fund aims to preserve capital, maintain liquidity and produce a competitive yield.

Yields (%)

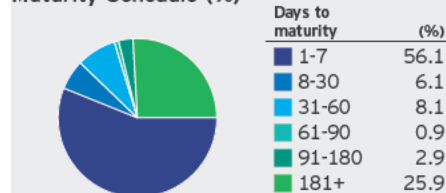


The performance data quoted represents past performance. Past performance does not guarantee future results and current performance may be lower or higher than the performance data quoted above. The investment return and principal value of your investment will fluctuate so that your shares, when redeemed, may be worth more or less than their original cost. You may obtain performance data current to the most recent month-end by visiting invesco.com. The SEC yield listed reflects fee waivers and/or expense reimbursements in effect for the period. Had the Adviser not waived fees and/or reimbursed expenses, your 7-day SEC yield would have been 5.19%. Average annual total returns reflect reinvested distributions, net of expenses for the periods. The 7-day SEC yield more closely reflects the current earnings of the fund than the total returns shown.

Portfolio Composition (%) ⁴

SEC Investment Category	(%)
U.S. Treasury Repurchase Agreement	59.3
U.S. Treasury Debt	40.7

Maturity Schedule (%)



Maturity schedule is based on weighted average maturity and is subject to change.

Average Annual Total Returns (%)

as of December 31, 2023

Period	(%)
Inception	1.33
10 Years	1.15
5 Years	1.78
3 Years	2.17
1 Year	5.04

Simple Monthly Yields

as of December 31, 2023

Period	(%)
December 2023	5.23
November	5.25
October	5.23
September	5.21
August	5.21
July	5.03
June	4.99
May	4.96
April	4.73
March	4.54
February	4.45
January 2023	4.23

30-day simple and simple monthly yield are the sum of the distribution rates for the number of days in the yield period annualized by 365 and divided by net asset value (NAV).

This does not constitute a recommendation of any investment strategy or product for a particular investor. Investors should consult a financial professional before making any investment decisions.

NOT A DEPOSIT | NOT FDIC-INSURED | NOT GUARANTEED BY THE BANK | MAY LOSE VALUE | NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY

This report must be accompanied or preceded by a currently effective fund prospectus, which contains more complete information, including fees and expenses. Read it carefully before investing.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 23, 2024

TO: Mayor and Council Members

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

ISSUE: Community Development Block Grant Application for the City of Laguna Hills Public Facilities & Improvements Application for Fiscal Year 2024-2025

RECOMMENDATION: That the City Council adopt a Resolution entitled: "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."

SUMMARY:

As part of City staff's ongoing effort to identify and apply for grant funding for infrastructure improvements, on December 21, 2023, City staff submitted an application for Community Development Block Grant (CDBG) funding to the County of Orange during its latest call for Public Facilities and Improvements Funding Applications. City staff submitted a project for curb ramp replacements on Paseo de Valencia and Alicia Parkway and, in partnership with the Florence Sylvester Memorial Senior Center, for improvements to the Center. The CDBG funds were made available by the United States Department of Housing and Urban Development's Urban Counties Program. City staff recommends ratifying the submittal of grant application by adopting a resolution authorizing the submittal of the grant application and accepting grant funding, if awarded by the County.

BACKGROUND:

In November 2023, the County of Orange, Community Resources Department, announced a call for Fiscal Year 2024-2025 Public Facilities and Improvements project applications under the County's Urban County Program funded by the United States Department of Housing and Urban Development (HUD). The funding available under the Urban County Program primarily comes from CDBG funds.

The Orange County Urban County Program is comprised of twelve (12) cities with populations under 50,000 (participating cities), two (2) cities, Placentia and Yorba Linda, with populations over 50,000 (metropolitan cities) and unincorporated areas of Orange County. The twelve (12) participating cities include Brea, Cypress, Dana Point, Laguna Beach, Laguna Hills, Laguna Woods, La Palma, Los Alamitos, San Juan Capistrano, Seal Beach, Stanton, and Villa Park. These cities are not eligible to receive Community Planning and Development ("CPD") program funds directly from HUD and have opted to participate in the CPD programs through the Urban County Program. The cities of Placentia and Yorba Linda, with populations of over 50,000, are eligible to participate in the CPD program as an entitlement jurisdiction and have elected to join with the Urban County Program as a metropolitan city.

The Fiscal Year 2024-2025 Public Facilities and Improvements maximum funding amount with no match was \$150,000 and with a 20% match was \$350,000. \$2,400,000 was made available for this call for projects. Only one application may be submitted by each participating city. Non-profit organizations may also participate in the Urban County Program, but must be sponsored by a city and the city must submit the application.

Project applications must address "high priority" Public Facilities and Improvements. For this project call, high priority projects are, in order of preference, as follows:

1. Senior Centers
2. Homeless Facilities
3. Neighborhood Facilities
4. Water/Sewer Improvements
5. Street Improvements
6. Sidewalk Improvements
7. "Urgent Need"

Community Development Block Grant Application

January 23, 2024

Page 3

Furthermore, the population to be served by the project must principally be low to moderate-income as defined by HUD. Low to moderate-income populations include census tracts that are classified by the United States Census Bureau as having a median household income (in 2022 dollars) below the median for the area, and HUD also assumes that senior citizens are a low to moderate-income population. While the City of Laguna Hills has no low to moderate-income census tracts, all of the census tracts within the City of Laguna Woods are designated as low to moderate-income census tracts.

Given these preferences and constraints, City staff opted to partner with the Florence Sylvester Memorial Senior Center, as a non-profit organization, for their proposed improvements and to focus on sidewalk improvements within one-half mile of the City of Laguna Woods census tracts.

Therefore, City staff strategically submitted a grant application consisting of two components or parts:

Part 1: Improvements at the Florence Sylvester Memorial Senior Center consisting of exterior and interior heat-reducing protective coatings (paint) for HVAC energy efficiency. The requested grant amount was \$75,000 with a \$0 match from the Senior Center for a total project component cost of \$75,000.

Part 2: Removal and replacement of Americans with Disabilities Act (ADA) non-compliant curb ramps at 15 intersections on Paseo de Valencia (between Interstate 5 and Alicia Parkway) and at 4 intersections on Alicia Parkway (from Paseo de Valencia to Moulton Parkway). The intersections on Paseo de Valencia were already previously identified by City staff as needing replacement as part of the upcoming Paseo de Valencia Pavement Rehabilitation Project, CIP No. 104. The requested grant amount was \$275,000 with a \$87,500 match from CIP No. 104 for a total project component cost of \$362,500.

Therefore, the total grant request was for \$350,000 with the City contributing a 20% match of \$87,500 for a total project cost of \$437,500.

If the City is awarded grant funding, the County plans to contract with each qualified participating city for CDBG funds through a contract for a 12-month period beginning July 1, 2024 through June 30, 2025.

CEQA FINDINGS:

This action is not subject to the California Environmental Quality Act pursuant to Section 15301, Class 1, "Existing Facilities" of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because the contemplated activities (curb ramp replacement and painting of the exterior and interior of a building) consist of negligible or no expansion of existing or former use.

FISCAL IMPACT:

The proposed City of Laguna Hills Public Facilities and Improvements Fiscal Year 2024-2025 project is anticipated to cost a total of \$437,500.

The improvements at the Florence Sylvester Memorial Senior Center are estimated to cost \$75,000. The requested grant amount was \$75,000 with a \$0 match from the Senior Center for a total project component cost of \$75,000.

The removal and replacement of Americans with Disabilities Act (ADA) non-compliant curb ramps at 15 intersections on Paseo de Valencia (between Interstate 5 and Alicia Parkway) and at 4 intersections on Alicia Parkway (from Paseo de Valencia to Moulton Parkway) are estimated to cost \$362,500. The requested grant amount was \$275,000 with a \$87,500 match from CIP No. 104 for a total project component cost of \$362,500.

Therefore, the total grant request was for \$350,000 with the City contributing a 20% match of \$87,500 from CIP No. 104 for a total project cost of \$437,500.

There are sufficient funds budgeted in CIP No. 104 to provide matching funds; therefore, no new fiscal impact will be realized to the City's budget as a result of this project application. On the contrary, if the proposed City of Laguna Hills Public Facilities and Improvements Fiscal Year 2024-2025 project is awarded funding, the estimated contingency funds for CIP No. 104, Paseo de Valencia Pavement Rehabilitation Project, will improve.

ATTACHMENTS:

- Proposed Resolution - CDBG Grant Application
- City of Laguna Hills - Attachment A FY24-25 HCD CDBG Application

RESOLUTION NO. 2024-01-23-X

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

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

WHEREAS, the County of Orange, Community Resources Department, solicited Public Facilities and Improvements Fiscal Year (FY)2024-2025 applications from eligible Orange County cities for Community Development Block Grant (CDBG) funds under the Orange County Urban Counties Program;

WHEREAS, the City of Laguna Hills submitted an application under FY2024-2025 Public Facilities and Improvements Request for Application Bid No. 012-24010605-NC; and

WHEREAS, the City of Laguna Hills desires to accept the award of CDBG funds and authorizes the execution of the necessary agreements, contracts, and amendments and other corresponding documentation to accept the CDBG funds.

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 are true and correct and are incorporated herein by reference.

SECTION 2. The City of Laguna Hills hereby accepts the award of CDBG funds through the County's Urban Counties Program, which will be used to support the City of Laguna Hills Public Facilities and Improvements Project under Bid No. 012-24010605-NC.

SECTION 3. The City Manager or his/her designed is authorized to execute, for and on the behalf of the City of Laguna Hills, the necessary agreement(s) and/or any other documents or instruments required by the County and/or the United States Department of Housing and Urban Development for participation in the Urban Counties Program and/or for acceptance of CDBG funds under Bid No. 012-24010605-NC.

SECTION 4. The City Council finds and determines that this action is not subject to the California Environmental Quality Act pursuant to Section 15301, Class 1, "Existing Facilities" of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because the contemplated activities consist of negligible or no expansion of existing or former use.

PASSED, APPROVED AND ADOPTED this 23rd day of January 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. 2024-01-23-X adopted by the City Council of the City of Laguna Hills, California, at a
Regular Meeting thereof held on the 23rd day of January 2024, by the following vote:

AYES:

NOES:

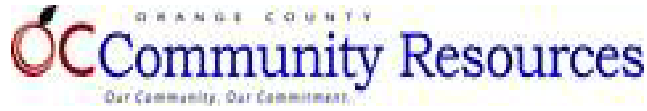
ABSENT:

ABSTAIN:

(SEAL)

JENNIFER LEE, CITY CLERK

Attachment: Proposed Resolution - CDBG Grant Application (3406 : Community Development Block Grant Application)



**OC HOUSING & COMMUNITY
PUBLIC FACILITIES & IMPROVEMENTS
FY 2024-25
APPLICATION
Bid # 012-24010605-NC**

SUPPORTING DOCUMENTS CHECKLIST

Applicants must submit complete Public Facilities and Improvements Applications electronically to Nina Campmas (hereinafter may also be referred to as “Contract Administrator”) via www.OpenGov.com, RFA No. 012-24010605. Please confirm all Parts with supporting documentation are submitted prior to the RFA deadline. Applicants may submit Applications for one PF&I service requested in this RFA. A separate Application is required for each service component.

Capitalized terms not otherwise defined in the body of this Attachment A (Application) will have the meanings set forth in the body of the RFA.

Applicants must answer all questions within each section as applicable, as outlined in the following key:

ALL APPLICANTS MUST COMPLETE PART I

APPLICANTS SUBMITTING APPLICATIONS FOR PUBLIC FACILITIES & IMPROVEMENTS MUST COMPLETE PART II

PART I: MINIMUM REQUIREMENTS &

- A: Applicant Information
- B. Applicant Profile
- C: Project Information
- D: Organizational Background
- E: Civil Rights Laws Compliance and HUD Standing
- F: Signature and Assurances

PART II: PUBLIC FACILITIES & IMPROVEMENTS (PUBLIC FACILITIES & IMPROVEMENTS APPLICANTS MUST COMPLETE PART I AND PART II)

- A: Priority Needs, HUD Eligibility Requirements and National Objective

City of Laguna Hills
 OC Housing & Community Development Public Facilities &
 Improvements Application
 PF&I – FY 2024-25

B: Leveraging and Project Budget
C: Performance Objectives and Outcomes
D: Organizational Project Capacity and Experience
E: Organizational/Project Readiness
F: Environmental Information Form

Supplemental Document Instructions: Parts requesting supplemental or narrative information should be formatted per the following:

1. Each response must be typewritten; double-spaced; and in Arial font, size 12-point print.
2. Not to exceed one (1) page per question.
3. Responses should include the question and be concise but detailed enough to address what is being asked.
4. Failure to completely answer all items and/or provide the required documents may result in your application being disqualified from consideration.
5. Hardcopies of Single Audit Reports and/or Audited Final Statements will not be accepted. Electronic copies of these documents must be uploaded via www.OpenGov.com as a separate attachment from the Application.
6. For your convenience, the Application will be available on OpenGov.com in Word format to allow for responses to be provided directly on the Application.

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

PART I

A. APPLICANT INFORMATION

1. **Applicant Name:** City of Laguna Hills

Address: 24035 El Tor Road

City/State/Zip: Laguna Hills, CA 92653

Phone: 949-707-2655

Fax: 949-707-2633

Applicant Website: www.LagunaHillsCA.gov Email: james@lagunahillsca.gov

*UEI Number: VLC8GAPU9KF4

*D-U-N-S Number: 798794947

W-9(Federal ID Number): 33-0490460

**The County requires a valid UEI number and DUNS number upon application submittal. If needed, your organization may obtain one at no cost at SAM.gov and www.dnb.com.*

2. **Authorized Person:** For the purposes of this RFA, the “Authorized Person” is the individual within your organization who has the authority to enter into a contract. The authorized person will be copied on all correspondence.

Authorized Person’s Name: Jarad Hildenbrand

Authorized Person’s Title: City Manager

(i.e., Executive Director, Organization’s Signature Authority)

Phone: 949-707-2615

Fax: 949-707-2633

Email: jhildenbrand@lagunahillsca.gov

☒ Check here if the address for the Authorized Person is the same as that of the organization.

Address:

City/State/Zip:

3. **Contact Person:** For the purpose of this RFA, the “Contact Person” will be the primary recipient for all correspondence related to this RFA. The contact person should be available to respond to any inquiries throughout the RFA process.

Contact Person’s Name: Joe Ames

Contact Person’s Title: Public Works Director/City Engineer

Phone: 949-707-2655

Fax: 949-707-2633

Email: james@lagunahillsca.gov

☒ Check here if the address for the Contact Person is the same as that of the organization.

Address:

City/State/Zip:

Attachment: City of Laguna Hills - Attachment A FY24-25 HCD CDBG Application (3406 : Community Development Block Grant Application)

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

B. APPLICANT PROFILE

1. Applicant's Legal Name: City of Laguna Hills
2. Business Address: 24035 El Toro Road
3. Telephone Number: 949-707-2600 Fax: 949-707-2633
4. Website Address: www.LagunaHillsCA.gov Email Address: james@lagunahillsca.gov
5. Years in Operation: 32 Length of time in current location: 19
6. Is your firm:

Non-Profit 501(c)(3)	☐ Yes	☒ No
For-Profit	☐ Yes	☒ No
Local Government	☒ Yes	☐ No
Faith-based	☐ Yes	☒ No
Sole Proprietorship	☐ Yes	☒ No

If yes, indicate if doing business under a different name:

Incorporated	☐ Yes	☒ No
--------------	------------------------------	--

If yes, State of Incorporation:

City of Laguna Hills
OC Housing & Community Development Public Facilities & Improvements Application
 PF&I – FY 2024-25

C: PROJECT INFORMATION

- 1. Project Title:** City of Laguna Hills Public Facilities & Improvements Application FY 2024-2025

Project Address: 23721 Moulton Parkway (for the Florence Sylvester Senior Center) and at various locations on Paseo de Valencia and on Alicia Parkway (for curb ramp installations)

City/State/Zip: Laguna Hills, CA 92653

FY 2024-25 Public Facilities & Improvements
Amount Requested

\$350,000

The Orange County Urban County Program is comprised of 12 cities with populations under 50,000 (participating cities). The 12 participating cities include Brea, Cypress, Dana Point, Laguna Beach, Laguna Hills, Laguna Woods, La Palma, Los Alamitos, San Juan Capistrano, Seal Beach, Stanton, and Villa Park. Along with 2 participating metro cities with populations over 50,000 – Placentia, and Yorba Linda, which are funded using their own HUD allocation and are exempt from the RFA process.

2. Urban County Program

- a. Is your agency a participating city in the County of Orange Urban County Program that will be submitting an application as part of this RFA?
☒ YES ☐ NO
- b. If not, since only one (1) Application per jurisdiction, per year for Public Facilities and Improvements will be accepted, please attach written documentation (from an authorized person) from either the participating city or the County of Orange OCCR/HCD advising the County to accept your proposal as part of this RFA.

3. Provide a detailed summary description of your project.

This project includes two components: Improvements to the Florence Sylvester Senior Center and Sidewalk Improvements on Paseo de Valencia and on Alicia Parkway. The City of Laguna Hills will act as the recipient of the grant funding and will enter into a contract with Florence Sylvester Senior Center to “pass through” their portion of the CDBG funds.

Part 1: Improvements to the Florence Sylvester Senior Center

Age Well Senior Services, Inc. (Age Well), is a nonprofit 501(c)(3) Public Benefit Corporation with

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

a mission to provide resources for older adults age 60 and older to promote their vitality and support their independence. Age Well owns and operates the Florence Sylvester Senior Center (FSSC) located at 23721 Moulton Parkway in Laguna Hills. This senior center is one of the busiest in South Orange County; on peak days we see more than 250 seniors. The center hosts a Congregate Meals program that served 7,896 meals to 164 seniors in FY2022-23. The center is also a distribution site for Meals on Wheels; in FY2022-23 volunteers delivered more than 96,000 meals to 353 seniors from the site. The site hosts our Care Management program, and numerous activities, such as musical entertainment, dance, exercise, art classes, and much more.

The Florence Sylvester Center's central dining room can become warm on sunny days. High temperatures in the building are uncomfortable and potentially unsafe for some seniors. This proposal allows us to follow through on practical strategies for reducing heat and improving energy efficiency in the center and complements recent upgrades to our HVAC system, as well as a grant to install heat-reducing window coverings from California Department on Aging (passed through Orange County Office on Aging). This grant would support the cost of a qualified contractor and materials necessary to apply heat-reducing paint to the exterior of the building and to the interior of the dining room. A variety of heat-reducing paint products that reflect solar energy and reduce heat retention are available. The probable cost of work is \$75,000.

Part 2: Sidewalk Improvements. The City of Laguna Hills has identified curb ramp intersection corner replacements at 15 intersections on Paseo de Valencia between Avenida de la Carlota and Alicia Parkway, and at 4 intersections on Alicia Parkway from Paseo de Valencia to Via Moulton Parkway. These existing curb ramps do not meet current design standards because they lack truncated domes, do not have zero-inch curb lips at the point of entry, or do not have Federally-mandated yellow truncated domes. The improvements on Paseo de Valencia directly

Attachment: City of Laguna Hills - Attachment A FY24-25 HCD CDBG Application (3406 : Community Development Block Grant Application)

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application

PF&I – FY 2024-25

serve the elderly, frail, visually and mobility impaired populations of Laguna Woods Village, which is adjacent. The improvements on Alicia Parkway serve low to moderate-income populations within the Via Lomas housing tract. The probable cost of work is \$362,500.

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

C: PROJECT INFORMATION (Continued)

4. Minority-Owned and Women-Owned business (MBE/WBE/DBE)

- a. Will this project provide an opportunity to hire MBE and/or WBE and or DBE business?

☒ Yes

☐ No

- b. Describe all actions your organization has taken in support of HUD's goal to provide Opportunities to MBE/WBE/DBE's.

The City of Laguna Hills makes all efforts to provide equal opportunities to minority-owned businesses and women-owned businesses. In addition, the City complies with all State, Federal, and other local ordinances as required by a City and HUD.

5. Section 3

Section 3 is a provision of the Housing and Urban Development Act of 1968. (24 CFR Part 75) The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

- a. Will this project report labor hours for Section 3 businesses or employees?

☒ Yes

☐ No

- b. Describe all actions your organization has taken in support of HUD's goal to provide opportunities to Section 3 businesses.

The City of Laguna Hills complies with all Federal, State, and local requirements. The City will include an invitation for Section 3 businesses or employees in bid solicitations.

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

D: ORGANIZATIONAL BACKGROUND

Answer each question below in approximately one to four paragraphs, not to exceed one (1) page per question. If a specific question is not applicable to your organization, please answer with “Not Applicable”. Each response must be typewritten; double-spaced; and in Arial, size 12-font. Your responses should include the question, be concise but detailed enough to address what is being asked. For your convenience, the Application will be provided on OpenGov in Word format to allow for responses to be provided directly on the Application.

1. Does your organization expend \$750,000 or more a year in federal funds?

☒ Yes ☐ No

Clarification: The City received Coronavirus-relief ARPA funding in an amount greater than \$750,000.

2. Is the applicant a Non-Profit organization? ☐ Yes ☒ No

3. Describe the organization's goals, objectives, and mission.

The City of Laguna Hills, a municipal corporation, has adopted “C.A.R.E.S.” as its operating goals, objectives, and mission. Please see an image of the CARES program on the next page.

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25



CITY OF LAGUNA HILLS

C.A.R.E.S.

COMMITMENT *We dedicate ourselves to conscientiously meeting the needs of our customers.*

ATTITUDE *We believe each customer should be treated in a professional, courteous, and empathetic manner. We serve as the City's ambassadors to our customers and reflect the City's philosophy of customer service.*

RESPONSE *We pride ourselves on providing prompt, efficient, and thorough action in answer to the requests and concerns of our customers.*

EXCELLENCE *We will be innovative and progressive in our efforts to provide the highest standard of achievement. Our philosophy will foster strong leadership and enterprising planning to assure long-term benefits to our customers.*

SERVICE *We are committed to providing quality customer service to each and every customer, whether it be in person or over the telephone. If we cannot assist you, we will make every effort to refer you to someone who can be of assistance.*

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

4. Provide a brief description of your organization's accounting system and controls in place.

The City uses Tyler's ERP Pro 10 software for accounting and budgeting. This include paying invoices, vendor management, and check printing. Many internal controls are in place, including receipt of invoices (receptionist), input of invoices into the system (accounting specialist), review and approval of Accounts Payable (finance manager and director), and oversight of the check print process (finance manager and director). The City's independent 3rd party auditors do an annual review of these procedures.

5. Describe the organization's fund development method.

Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

6. List the person(s) who have legal authority to sign contracts and other legal documents, payment requests, and checks related to this Application. Provide a copy of the Board Resolution/Meeting Minutes which grants signing authority to these individuals for all contracts, amendments, extensions, and renewals resulting from this RFA process.

The City Manager and the Mayor have signature power. The Municipal Code dictates procurement policy. The procurement policy can be found here:

<https://www.codepublishing.com/CA/LagunaHills/#!/LagunaHills03/LagunaHills0308.html#3-08>

7. Audit Requirements as defined in Section I.H. of the RFA:

Audits must be conducted by an independent CPA and must include a description of corrective action taken for any findings identified by the auditor, both of which will be reviewed by the OC Housing & Community Development Accounting Manager or designated staff. Submit required audited documents electronically via OpenGov.com as it relates to your organization:

- a. Applicants who have expended Federal funds in excess of \$750,000 are required to submit two (2) years of Single Audit reports (FY 2020/21 and FY 2021/22). Refer to Section II.D.2. of the RFA document for more details related to Single Audit requirements.

Or

- b. Applicants who are not subject to Single Audit reports requirements are required to submit two (2) years of audited financial statements (FY 2020/21 and FY 2021/22).

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

Two years of Single Audit reports (CAFRs) have been included as attachments.

Audited Financial Statements will include:

- Balance Sheet (Statement of Financial Position) – Including all supporting schedules (i.e., Detailed Aged Payables, Aged Receivables, Notes Payable, etc.)
- Income Statement (Profit and Loss Statement)
- Statement of Cash Flow
- Retained Earnings
- Any footnotes to the statements.

Submit Single Audit reports and Audited Financial Statements electronically via OpenGov.com as a separate attachment from the Application. Paper copies will not be accepted.

8. In the past ten years, has your organization ever had its non-profit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board? If yes, please provide an explanation. (Proof of Non-Profit Status or Business License.)

No.

9. Current/Past Litigation or Judgements: Has your organization been sued in the last five (5) years? If yes, provide detailed information regarding litigation (Court and case number), judgements involving your organization(s) or any company your organization holds a controlling interest in, or any company that holds an interest in your organization(s), or any of the principal officers of the organization(s).

Not applicable.

10. Current/Past Liens or Monetary Judgements: In the last five (5) years, has your organization had any liens or monetary judgements issued against your organization or any company your organization holds a controlling interest in, or any company that holds an interest in your organization, or any of the principal officers of the organization. Include in your response date of lien(s)/judgement(s) issued, date closed, dollar amount(s) and description/explanation. The County, at its discretion, may request additional information or back-up material.

Not applicable.

11. Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations? If yes, please provide an explanation.

No.

12. Have any unfavorable rulings been handed down by any court against your organization or

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

executive director in the past five years? If yes, please provide an explanation.

Not Applicable.

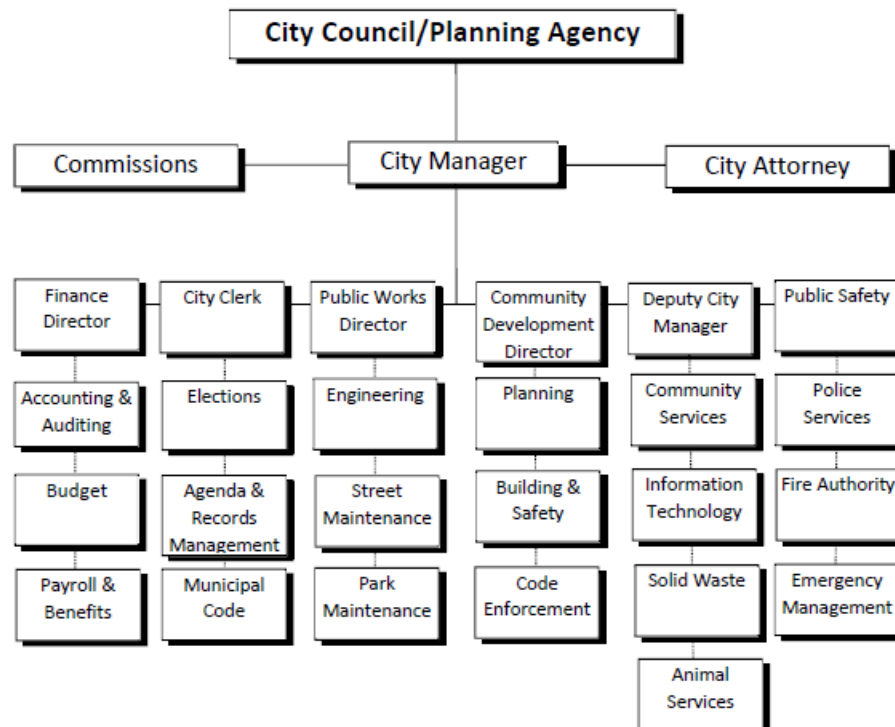
13. Does your organization currently have any unresolved fiscal, reporting or program issues with any of its funding sources? If yes, please provide an explanation.

No.

14. Provide an organizational chart of your organization, including key staffing for the project.



City of Laguna Hills Organizational Chart



Key staff consist of the Community Development Director, the Public Works Director, and the

City of Laguna Hills
OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

City Manager, plus support staff as needed.

15. Provide a copy of your organization's Board of Director's list.

Not applicable. The City is not a non-profit organization. It is a municipal corporation with elected Council members.

16. If your organization is a non-profit, please. Provide a copy of your organization's 501(c)(3) Tax Exempt Letter. Also provide an IRS tax-exempt letter dated no later than December 2022, or a Certificate of Status provided by the Secretary of State, Business Programs Division. Online Certificates of Status can be found on the Internet at:
http://www.sos.ca.gov/business/pdf/be_ircform.pdf. (Process may take up to 24 calendar days). In the event your Letter is not available by the due date, attach your current letter as a placeholder, along with a copy of the request form. The new Tax-Exempt letter must be submitted as soon as available, and no later than April 1, 2024.

Not applicable.

17. Provide a copy of your organization's Articles of Incorporation and By-Laws.

Not applicable. The City is not a non-profit organization. It is a municipal corporation.

18. Provide a copy of the minutes of your organization's board meeting where the proposed project was discussed.

Resolution will be provided in the future.

19. Provide IRS 990 form "Return of Organization Exempt from Income Tax", if applicable.

Not applicable. The City is not a non-profit organization. It is a municipal corporation.

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

E: CIVIL RIGHTS LAWS COMPLIANCE AND HUD STANDING

1. Has your organization been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program?

☐ Yes

☒ No

2. If you have been a recipient under either of these programs, has your organization experienced any project or construction delay, HUD finding or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Division Homeless Program?

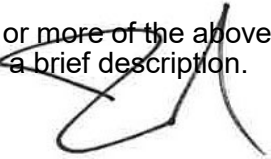
☐ Yes

☒ No

If you answered "Yes," please attach a brief description of the circumstances and outcomes.

3. Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuits instituted by the U.S. Department of Justice; (2) Any non-compliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of non-compliance or is currently negotiating such an agreement; (3) Any unresolved secretarial charge of discrimination issues under Section 810 (g) of the Fair Housing Act, as implemented by 24 CFR 103.400; (4) Any adjudication of a civil rights violation in a civil action brought against the agency by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of non-compliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations 24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57).

If one or more of the above five situations exist within your agency/organization, please attach a brief description.



Authorized Signature

12/21/2023

Date

Jarad Hildenbrand

Print Name

City Manager

Title

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

F: SIGNATURES AND ASSURANCES

1. **Non-Discrimination:** This agency will, through all possible means, ensure equal opportunity for all persons to receive services, to participate in the volunteer structure, and to be employed regardless of age, handicap, national background, race, religion, or sex. An existing sectarian nature of the agency shall not suffer impairment under this agreement, but participation in religious observances, rituals or services will not be required as a condition of receiving food, services, or shelter paid for by this grant.
2. **Accountability:** We commit this agency, of a grant is received, to provide all reports to the County of Orange as required; to expend monies only on eligible cost' to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; to spend all funds and close out the program on the required date; to return any unused funds to the County of Orange; to cooperate with monitoring or site visits, and; to provide complete documentation of expenses to the County of Orange, if requested, by the required date.
3. **Non-collusion:** This Application is genuine, and not sham or collusive, nor made in the interest or on behalf of any person not herein named; the Applicant has not directly induced or solicited any other Applicant to put in a sham Application, or any other person, firm or corporation to refrain from submitting a Application; the Applicant has not in any manner sought by collusion to secure for him/herself an advantage over any other applicant.

We affirm that all information in this Application is true and correct to the best of our knowledge and that the Applicant under our authority will execute its responsibility under the proposed contract and fully adhere to all other applicable rules and regulations possible.



First Authorized Person Signature

12/21/2023

Date

Jarad Hildenbrand

Print First Authorized Person's Name

City Manager

Title

Second Authorized Person Signature

Date

Print Second Authorized Person's Name

Title

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

F: SIGNATURES AND ASSURANCES (Continued)

4. I am authorized by my Board of Directors, Trustees, or other legally qualified officer to submit this application on behalf of the "Applicant."
5. Applicant is not currently on any Federal, State of California or local Debarment List.
6. Applicant will provide records to show fiscal solvency, if required.
7. Applicant will meet all applicable Federal, State, and local compliance and regulatory requirements including, but are not limited to the following:
 - a. Ensuring that records accurately reflect actual performance
 - b. Maintaining record confidentiality, as required
 - c. Reporting financial, participant, and performance data, as required
 - d. Meeting requirements of Section 504 of the Rehabilitation Act of 1973
 - e. Meeting all applicable labor laws, including Child Labor Law standards
 - f. Meeting all lobbying certification and disclosure of lobbying activities requirements.

I recognize that I must give assurance for each item above, 'a' through 'f', as applicable. If I cannot, this Application will be automatically rejected.

8. Applicant will not use funds for customers in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

Signature Required

Jarad Hildenbrand
Print Name

12/21/2023
Date Signed

City Manager
Print Title

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

F: SIGNATURES AND ASSURANCES (Continued)

9. Validity of Application

The County requires that all Applications be valid for at least three hundred sixty-five (365) days from this RFA's closing date. Applications which are not valid for at least three hundred sixty-five (365) days will be considered non-responsive and subject to rejection.

Applicant hereby certifies that the Application is valid for three hundred sixty-five (365) days from the RFA Closing Date.

Signature Required

12/21/2023

Date Signed

Jarad Hildenbrand
Print Name

City Manager
Print Title

10. Certification of Understanding

The County assumes no responsibility for any understanding of the Applicant or representation made by any of the County's officers, employees, or agents during or prior to the execution of any Contract resulting from this RFA unless:

- a. Such understanding or representations are expressly stated in the final executed contract; and
- b. The final executed contract expressly provides that the County assumes such responsibility.

By signing below, Applicant certifies that such understanding has been considered in this Application.

Signature Required

12/21/2023

Date Signed

Jarad Hildenbrand
Print Name

City Manager
Print Title

11. Minimum Qualifications Statement

Applicant hereby certifies that it meets all minimum qualifications and requirements as set forth in this RFA.

Signature Required

12/21/2023

Date Signed

Jarad Hildenbrand
Print Name

City Manager
Print Title

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

F: SIGNATURES AND ASSURANCES (Continued)

12. Certificate of Insurance

Applicant hereby certifies Applicant's willingness and ability to provide the required insurance coverage and certificates as set forth in the attached Model Contract, by signing below.

Signature Required

12/21/2023

Date Signed

Jarad Hildenbrand
Print Name

City Manager
Print Title

13. Conflict of Interest

Applicant hereby certifies that: (I) Applicant has provided the County with the disclosures required in (a) and (b) below as part of its Application, or (II) that no relationships as outlined in (a) and (b) exist.

- a. Disclose any financial, business, or other relationship with the County, any other entity that the County Board of Supervisors governs, or any County Board member, officer, or employee, which may have an impact, effect, or influence on the outcome of the services you propose to provide. Provide a list of current clients, employees, principals, or shareholders (including family members) who may have a financial interest in the outcome of services you propose to provide.
- b. Disclose any financial, business, or other relationship within the last three (3) years with any firm or member of any firm who may have a financial interest in the outcome of the work to be performed under the RFA or Model Contract.

Signature Required

12/21/2023

Date Signed

Jarad Hildenbrand
Print Name

City Manager
Print Title

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

F: SIGNATURES AND ASSURANCES (Continued)

14. Statement of Compliance

A statement of compliance with all parts of this RFA or a listing of exceptions and suggested changes must be submitted in response to this RFA.

Applicant hereby certifies (Applicant must certify either **a or b** by signing below):

- a. This Application is submitted in strict compliance with the terms and requirements of the RFA and by submitting this Application, Applicant agrees to all terms and requirements of the RFA including, but not limited to, the terms and conditions set forth in the Model Contract and its Attachments and Exhibits that are made part of Section IV of the RFA, and no exceptions are proposed.

Signature required

OR

- b. This Application is submitted in strict compliance with the terms and requirements of the RFA, including the terms and conditions set forth in the Model Contract and its Attachments and Exhibits that are made part of Section IV of the RFA, except for those exceptions expressly listed as required by this RFA and attached hereto.

Signature required

The parts for each proposed exception to this RFA, including, but not limited to Section IV – Model Contract, must include:

1. The complete provision Applicant is taking exception to;
2. The RFA page number and section of the provision Applicant is taking exception to;
3. The suggested rewording by way of track changes (Microsoft Word format);
4. Reason(s) for submitting the proposed exception; and
5. A description of any impact the proposed exception may have on the services to be provided.

15. Exceptions to the RFA Requirements

Exceptions that the Applicant has to any of the RFA requirements must be discussed under this section. Exceptions will be reviewed by OC Community Resources (OCCR) staff to evaluate the qualifications of the Applicant to meet program and service requirements. The OCCR reserves the right to reject an Application that is not consistent with the requirements of this RFA.

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

PART II

PART II: PUBLIC FACILITIES & IMPROVEMENTS

A: PRIORITY NEEDS, HUD ELIGIBILITY REQUIREMENTS AND NATIONAL OBJECTIVE

Responses to all questions/sub questions in Part II are required.

For your convenience, the Application will be available on OpenGov.com in Microsoft Word format to allow for responses to be provided directly on the Application.

1. Please provide a comprehensive description of the project's (1) priority, (2) sub-activity, (3) population(s) to be served, (4) accomplishment level, (5) services to be provided, and (6) explain how project meets the HUD Eligibility Requirements and a National Objective (LMC, LMA or LMH). **Include in this Part, clear photo(s) of the project area(s) and include explanation. If this project is located in multiple areas, only submit up to four (4) photos of different project areas and include explanation.**

Priority:

Part 1: Florence Sylvester Senior Center Improvements. This project improves the Senior Center. Senior Centers have been identified as a high-priority by the County.

Part 2: Sidewalk Improvements. This project consists of curb ramp replacements at 19 intersections and driveways to comply with Americans with Disabilities Act requirements. Sidewalk improvements have been identified as a high-priority by the County.

Sub-Activity:

Part 1: Florence Sylvester Senior Center Improvements. Funds are requested for the applicant of heat-reducing paint on the exterior and interior surfaces of a senior center facility open to the public that services the City of Laguna Hills. Improvements are to be carried out by Age Well Senior Services, a private nonprofit entity, through a pass-through funding agreement with the City of Laguna Hills. Improvements are one part of a strategy for heat reduction within the center that include upgrades to the HVAC system (recently completed), window coverings (funded by

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

CDA/OoA and scheduled for installation in CY 2024), and heat-reducing paint on exterior and interior surfaces (this proposal).

Part 2: Sidewalk Improvements. The City of Laguna Hills has identified curb ramp intersection corner replacements at 15 intersections on Paseo de Valencia between Avenida de la Carlota and Alicia Parkway, and 4 intersections on Alicia Parkway from Paseo de Valencia to Via Lomas. These existing curb ramps do not meet current design standards because they lack truncated domes and/or do not have zero-inch curb lips at the point of entry. The improvements on Paseo de Valencia directly serve the elderly, frail, visually and mobility impaired populations of Laguna Woods Village, which is adjacent. The improvements on Alicia Parkway serve low to moderate-income populations within the Via Lomas housing tract.

Population:

Part 1: Florence Sylvester Senior Center Improvements. The proposed improvements at the Senior Center will serve older adults, primarily age 62 and over, an eligible presumed-benefit population.

Part 2: Sidewalk Improvements. The replacement of intersection corner curb ramp replacements at 19 intersections on Paseo de Valencia and Alicia Parkway is important to all pedestrians, but it is particularly important to those with disabilities who have limited travel choices and rely most on the pedestrian environment. Examples are older adults, persons with vision impairments, and people using wheelchairs and other assistive devices who frequently rely on the sidewalks to travel independently within their community for shopping, recreation, exercise, and personal and medical services. This project focuses on benefitting the low to moderate-income population within adjoining Laguna Woods Village and the Via Lomas housing tracts.

Accomplishment Level:

Part 1: Florence Sylvester Senior Center Improvements. All appropriate external surfaces will be painted with heat-reducing paint. Interior walls of the center's dining room will be

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

painted with heat-reducing paint. This will improve comfort for senior participants, thereby encouraging use of the center and ensuring access by seniors to nutrition and enrichment activities. Improvements to energy efficiency may be reflected in utility costs.

Part 2: Sidewalk Improvements. This work will ultimately enhance safety and create a more convenient path of travel for all pedestrians using the sidewalk system along Paseo de Valencia and Alicia Parkway. These public improvements will help meet the needs of Laguna Woods Village older adult population, as well as pedestrians generally, and meet the parameters for ADA compliance.

Services Provided:

Part 1: Florence Sylvester Senior Center Improvements. Heat reduction and energy efficiency for a senior center that provides nutrition, case management, and enrichment activities for hundreds of seniors daily.

Part 2: Sidewalk Improvements. This project will enhance safety and provide more accessible pedestrian paths of travel.

Explain how project meets the HUD Eligibility Requirements and a National Objective (LMC, LMA or LMH).

Part 1: Florence Sylvester Senior Center Improvements. The proposed improvements at the Senior Center will serve older adults, primarily age 62 and over, an eligible presumed-benefit population of low to moderate income clientele (LMC).

Part 2: Sidewalk Improvements. This project will meet all the eligibility requirements as identified by HUD, as well as the specified criteria for a National Objective under the subcategory of “area benefit (LMA).” Specifically, the project consists of sidewalk improvements on both Paseo de Valencia and Alicia Parkway within low to moderate income-qualified census tracts (where at least 51% of the beneficiaries of the activity are low to moderate-income persons), and the project serves a clientele who are presumed by HUD to be principally low to moderate-income qualified persons (elderly persons)

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

because, for the section of the project along Paseo de Valencia, the nature of the project is to provide pedestrian improvements to elderly persons who reside in Laguna Woods Village, which is a 55+ senior community.

2. Answer the following:

- a. Summarize the Scope of Work for your project.

Part 1: Florence Sylvester Senior Center Improvements. During FY 24-25 Age Well will hire a qualified contractor to apply heat reflecting protective coatings to all appropriate exterior surfaces and the interior dining room surfaces.

Part 2: Sidewalk Improvements: The City proposes to replace intersection corner curb ramps at 19 intersections. The City of Laguna Hills has identified curb ramp intersection corner replacements at 15 intersections on Paseo de Valencia from El Toro Road to Hawk High Way, and at 4 intersections on Alicia Parkway from Paseo de Valencia to Moulton Parkway. These existing curb ramps do not meet current design standards because they lack truncated domes and/or do not have zero-inch curb lips at the point of entry.

- b. Describe why this project is needed and cite evidence to substantiate the need.

Part 1: Florence Sylvester Senior Center Improvements. On sunny days and peak use days the Center's main dining room can become very warm. This is uncomfortable for participants and may be unsafe for some seniors. Age Well has taken steps, and plans additional steps, to reduce heat in the center including passive and energy-efficient measures such as window coverings and heat-reducing paint (this proposal). They expect these measures to encourage use of the center and access to nutrition and enrichment programs.

"Cool roof" and "cool wall" strategies have been in use for decades to reduce energy consumption and reduce the contribution of buildings to "heat islands" in urban areas. New technologies are continually being developed, such as a colorful paint developed by Stanford University researchers that reduced the energy used for heating by about 36 percent in experiments.* A variety of heat-

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

reducing products are available on the market that are shown to reflect solar energy and reduce heat retention.**

*<https://news.stanford.edu/2023/08/14/paint-keeps-heat-inside-winter-outside-summer/#:~:text=For%20keeping%20heat%20out%2C%20the,the%20building%20materials%20as%20heat>

%20heat

**<https://www.paintsquare.com/content/?11389ms>

Part 2: Sidewalk Improvements. Pedestrian walkway design and operation must comply with the accessibility standards set forth in the Architectural Barriers Act (ABA) of 1968, the Rehabilitation Act of 1973 (Section 504), and the Americans with Disabilities Act (ADA) of 1990. Additionally, the California Department of Transportation has published an ADA compliance handbook titled *Permanent Pedestrian Facilities ADA Compliance Handbook* (“*Handbook*”) dated March 2018, which specifies the design of curb ramps necessary to comply with these accessibility standards. The *Handbook* specifies that flush transitions at curb ramps to walks, gutters, and streets are required, and no lips are allowed - the one-quarter (1/4) inch change in surface level allowance is not allowed. The *Handbook* also specifies that truncated domes are required for a length and width as specified in the *Handbook*. Furthermore, Caltrans now requires that all truncated domes be “Federal yellow” in color. Some of the curb ramps within the project limits have “baby blue” color truncated domes installed, instead. Therefore, the curb ramps identified for this project do not currently comply with these design standards.

- c. Describe how the project preserves a low and moderate-income neighborhood or provides other community benefits.

Part 1: Florence Sylvester Senior Center Improvements. The Florence Sylvester Senior Center serves communities of Laguna Hills, Laguna Woods, Aliso Viejo, Lake Forest, and other communities. The immediate area has one of the highest concentrations of older adults in Orange County. The Center provides a safe, accessible, friendly resource for seniors, who are presumed to be low-and moderate-income persons.

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

Part 2: Sidewalk Improvements. Curb ramps provide basic access at intersections and pedestrian crossings. Without the required curb ramps, sidewalk travel as the potential of being dangerous, difficult, and in some cases impossible for people who use wheelchairs, scooters, or other mobility aids. These curb ramps have been selected as priority locations due to the high volume of pedestrian crossings and use, lack of compliant ramps that do not conform to the *Handbook*, and future companion work that will occur on Paseo de Valencia (repaving project).

Part 1: Florence Sylvester Senior Center Improvements Photos



City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

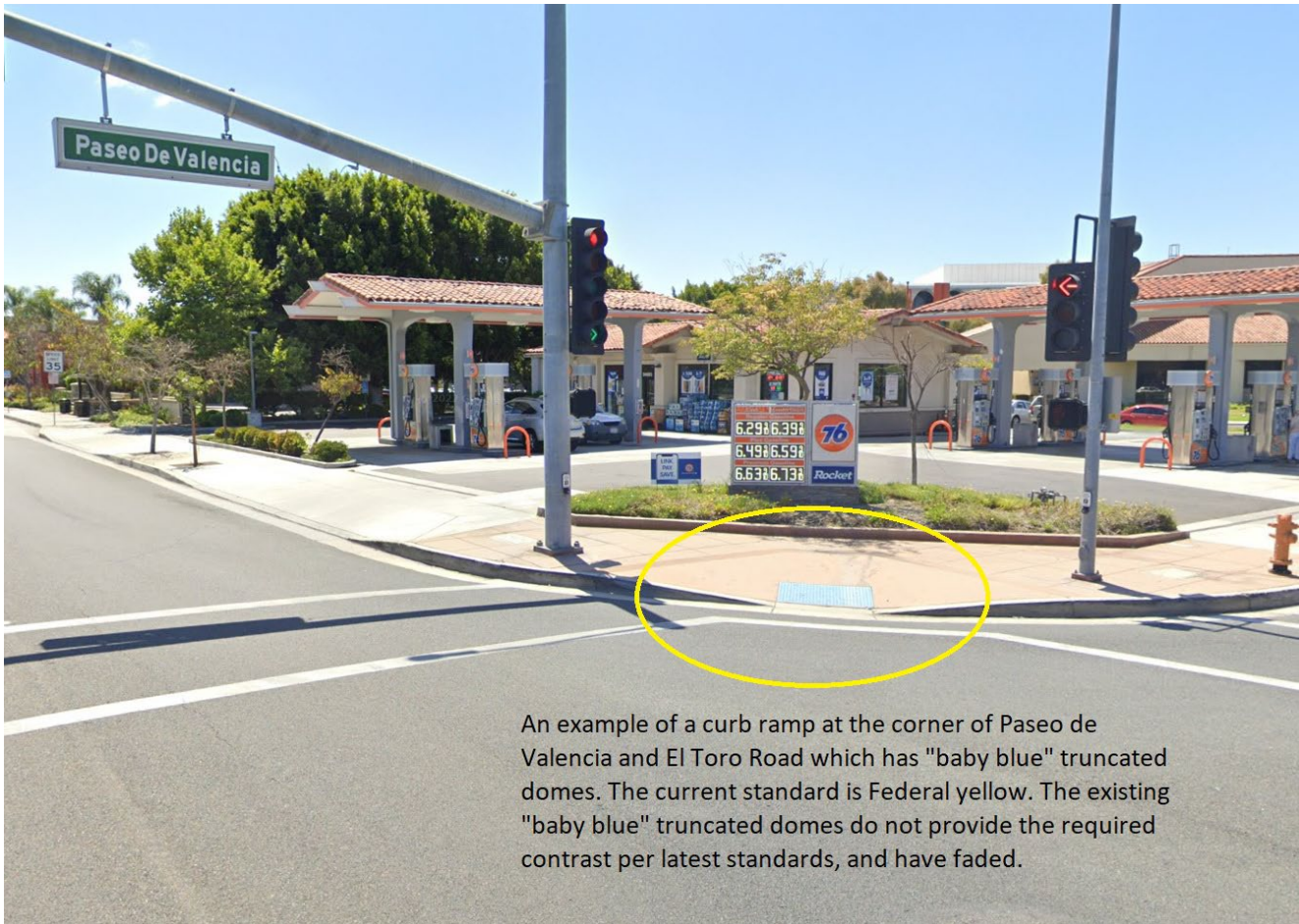
Part 2: Sidewalk Improvement Example Photos



An example of a non-compliant curb ramp at the corner of Calle de la Plata and Paseo de Valencia.

This particular location is across the street from Laguna Woods Village, a 55+ community. Pictured in the background is the Taj Mahal Medical Office Building. Laguna Woods Village residents frequently travel to the Taj Mahal Medical Office Building for services. The missing link of sidewalk in the background of the photo is on private property. The private property owner has committed to installing the missing link of sidewalk.

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application PF&I – FY 2024-25



An example of a curb ramp at the corner of Paseo de Valencia and El Toro Road which has "baby blue" truncated domes. The current standard is Federal yellow. The existing "baby blue" truncated domes do not provide the required contrast per latest standards, and have faded.

This particular location is across the street from the Laguna Hills Civic Center, which is a Regional Governmental Center that includes County Clerk-Recorder Offices and State Senator Blakespeare's Office.

3. HUD Demographics:

- | | | |
|--|---|--|
| a. Does this project help prevent homelessness? | ☐ Yes | ☒ No |
| b. Does this project help the homeless? | ☐ Yes | ☒ No |
| c. Does this project help those with HIV or AIDS? | ☐ Yes | ☒ No |
| d. Does this project primarily help persons with disabilities? | ☒ Yes | ☐ No |

4. Refer to Priorities below:

Projects may address more than one community development need; however, in order to be considered as addressing a "High Priority" community development need, the Application/project must meet the High Priority Needs Level identified by the Urban County, see *Priority Preferences- High Priority Needs* below. Projects with a low needs level **may not be considered** for funding this fiscal year.

City of Laguna Hills
 OC Housing & Community Development Public Facilities &
 Improvements Application
 PF&I – FY 2024-25

A: PRIORITY NEEDS, HUD ELIGIBILITY REQUIREMENTS AND NATIONAL OBJECTIVE
 (Continued)

PRIORITY PREFERENCES- HIGH PRIORITY NEEDS

The County has identified the following high priority community development needs for the use of CDBG funds during Fiscal Years 2020-2024:

- a. Senior Centers
- b. Homeless Facilities
- c. Neighborhood Facilities
- d. Water/Sewer Improvements
- e. Street Improvements
- f. Sidewalk Improvements
- g. Urgent Need

Source: FY 2020-24 Consolidated Plan

Low Priority activities may not eligible for funding under this RFA.

5. Answer each question below in approximately one to four paragraphs.

- a. Based upon your description of this project in *Part II.A: Priority Needs, HUD Eligibility Requirements and National Objective*, state how your organization will address meeting a priority need with your performance and outcomes. In your description, state how your performance objectives and performance outcomes apply to the project's beneficiaries and specifically explain how this project will affect the beneficiaries.

Part 1: Florence Sylvester Senior Center Improvements. This project improves the Florence Sylvester Senior Center. Senior Centers have been identified as a high priority by the County. The population to be served is older adults, primarily ages 62 and over, an eligible presumed-benefit population. The objective of this project is to improve comfort for senior participants, thereby encouraging use of the center and ensuring access by seniors to nutrition and enrichment activities. Improvements to energy efficiency may be reflected in utility costs.

Part 2: Sidewalk Improvements. This project will meet a priority need by replacing curb ramps with compliant curb ramps at locations on Paseo de Valencia and Alicia Parkway to ensure that low to moderate-income populations within adjoining Laguna Woods Village and the Via Lomas housing tracts, and visitors, have the ability to safely use the available sidewalks in the

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

area. This project signifies the City's commitment to becoming more ADA compliant by improving paths of travel for low to moderate-income populations and the elderly.

- b. Describe what tools your organization will utilize to measure this project's effect on the intended beneficiaries. In your description include how your organization will measure its success in meeting the needs of the project's beneficiaries.

Part 1: Florence Sylvester Senior Center Improvements. Age Well proposes to monitor use of the center over time. A wide variety of factors influence use of the center, most recently the total shut down of senior centers in response to COVID. Age Well will also monitor energy use and temperatures within the building to evaluate the effect of the heat reduction strategies. Because multiple strategies are being used to reduce heat (upgraded HVAC, window coverings, cool walls) it may not be practical to isolate the effect of the heat-reducing coatings.

Part 2: Sidewalk Improvements. The City will use several tools in measuring the project's effect on the intended beneficiaries. City staff regularly monitors vehicular and pedestrian traffic in the proposed project area. The City will measure its success in meeting the needs of the described populations based on whether it has provided more accessible pedestrian mobility in accordance with ADA standards, specifically the *Permanent Pedestrian Facilities ADA Compliance Handbook*. Engineering inspections will be performed during construction of the project and at the project's completion.

- c. Describe the specific population that your project will serve (i.e., low to moderate-income).

Part 1: Florence Sylvester Senior Center Improvements. The population to be served is older adults, primarily ages 62 and over, an eligible presumed-benefit population of low to moderate income clientele (LMC).

Part 2: Sidewalk Improvements. This project is focused on benefitting the low to moderate income population within Laguna Woods Village, adjacent to Paseo de Valencia, and within the Via Lomas housing tract, adjacent to Alicia Parkway. Available Census Block Data ranks the low to moderate income population within the area serving project at approximately

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

66.47% (weighted average calculation based on the table below).

- d. Describe the intended benefits to the population being served (i.e., preservation of a low to moderate-income neighborhood).

Part 1: Florence Sylvester Senior Center Improvements. The Florence Sylvester Senior Center is a safe, accessible, friendly environment where older adults are welcome. Older adults use the center to access nutritious lunches (at no fee to participants), musical entertainment, lectures on health and safety, educational, arts, and language programs, and much more. These resources are provided to support and prolong the ability of seniors to live independently in their own homes, thereby protecting neighborhoods and communities.

Part 2: Sidewalk improvements. The intended benefits of this project include enhancements to access the City's sidewalk system through the replacement of curb ramps that meet ADA requirements, which in turn, provides a more barrier-free, safe, and convenient path of travel for all citizens.

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

**A: PRIORITY NEEDS, HUD ELIGIBILITY REQUIREMENTS AND NATIONAL OBJECTIVE
(Continued)**

ELIGIBLE BLOCK GROUPS

6. Is the project/activity Limited Clientele (LMC)? Yes ☒ No ☐

If LMC, please include address and/or map of improved locations:

Part 1: Florence Sylvester Senior Center Improvements: This portion of the project is classified as LMC. The project address is: 23721 Moulton Parkway, Laguna Hills, CA 92653

7. Is the project/activity Low/Mod Housing (LMH)? Yes ☐ No ☒

8. Does the project/activity serve Low/Mod Area (LMA)? Yes ☒ No ☐

Part 2: Sidewalk improvements. This portion of the project serves LMAs as described below.

ELIGIBLE BLOCK GROUP – If your project’s national objective is Low Mod Area (LMA) please complete the table below.

Eligible census tract(s) and block group(s) **is required** in this section if you are qualifying for a low to moderate-income area (LMA).

Visit the following website to obtain census information:

<https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx>

ELIGIBLE BLOCK GROUP TABLE for PART 2: SIDEWALK IMPROVEMENTS				
Eligible Block	Eligible Census	Number of Low to Moderate-Income Population	Total of	Percentage of Low to Moderate-Income Population
3	626.22	575	965	59.6%
2	626.46	750	995	75.4%
1,2	626.47	1345	2300	58.5%
1,2,4	262.25	2600	3120	83.3%
2,4,5	423.07	1925	3445	55.9%

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

9. If a project's boundaries are not within an Eligible Block Group, please answer the following questions:

a. Have you submitted a survey to HUD? Date survey submitted to HUD: _____

Yes ☐

No ☐

b. Did HUD approve your survey? Please attach a copy of the approval letter from HUD. Projects cannot be awarded funding without a survey approved by HUD.

Yes ☐

No ☐

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

B: LEVERAGING AND PROJECT BUDGET

FY 2024-25 Resource Value (Leveraging)

Resources such as professional services should be valued at a fair-market rate. Buildings and equipment should also be valued at the fair-market rental value. Volunteer time should be valued at \$10.00 per hour.

1. Complete Leveraging Table
 - a. Type of resource to complete a specific project activity.
 - b. Project activity necessary to complete the project.
 - c. What is the source of the leverage?
 - d. Leverage value earmarked for FY 2024-25.
 - e. Attach leveraging letters

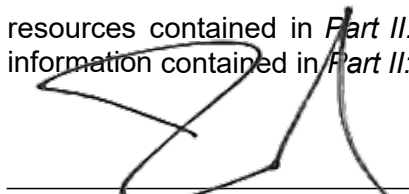
LEVERAGING TABLE FY 2024-25			
Example			
Type of Resource	Project Activity	Source of Leverage	Leverage Value
Staffing	Project Management	Gas Tax	\$20,000
Engineer	Project Design/Engineering	City General Fund	\$50,000
Total Leveraging			\$70,000
Type of Resource	Project Activity	Source of Leverage	Leverage Value
Construction Contractor	Construction for Part 2: Sidewalk Improvements	Gas Tax	\$87,500
Total Leveraging			\$87,500

*Maximum number of points awarded to projects demonstrating dollar amount of leveraged resources.

LEVERAGING CERTIFICATION

I certify on behalf of City of Laguna Hills and attest that all leveraged
(Agency Name)

resources contained in *Part II: B*, have not been previously used for other project(s) and that all information contained in *Part II: B* is true and accurate to the best of my knowledge.



Authorized Signature

12/21/2023

Date

Attachment: City of Laguna Hills - Attachment A FY24-25 HCD CDBG Application (3406 : Community Development Block Grant Application)

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

B: LEVERAGING AND PROJECT BUDGET (Continued)

FY 2024-25 PROJECT BUDGET

Complete *Project Budget Table* below by listing the specific activities that will be paid for by Urban County funds and your leveraged dollars for each phase of this project.

- Maximum funding amount for Public Facilities and Improvements (PF&I) project - \$350,000 with 20% leveraged funding.
- Maximum funding amount for Public Facilities and Improvements (PF&I) project funding is \$150,000 without 20% leveraged funding.

FY 2024-25 CDBG funding may increase or decrease based on HUD's final allocation of CDBG funds to the Urban County/Housing and OC Housing & Community Development. We estimate a total of \$2,400,000 may be available for PF&I projects.

2. Complete *Project Budget Table* below.

PROJECT BUDGET TABLE – FY 2024-25				
Example				
Project Costs	Urban County Funds	Leveraged Resources	Total	Accomplishment
Project Activity: Design/Project	\$ 50,000	\$ 30,000	\$ 80,000	
Project Activity: HVAC Improvements	\$ 25,000	\$ 20,000	\$ 45,000	800 People
Total Project Cost	\$ 75,000	\$ 50,000	\$ 125,000	1 Facility
Project Costs	Urban County Funds	Leveraged Resources	Total	
Project Activity: Part 1: Improvements (Construction) at the Florence Sylvester Senior Center consisting of exterior and interior paint / heat-reducing protective coatings for HVAC energy efficiency.	\$75,000	\$0	\$75,000	1 Facility / 65,000 People per Year
Project Activity: Part 2: Removal and Replacement (Construction) of Curb Ramps at 15 intersections on Paseo de Valencia (between Interstate 5 and Paseo de Valencia), and at 4 intersections on Alicia Parkway (from Paseo de Valencia to Moulton Parkway)	\$275,000	\$87,500	\$362,500	19 ADA compliant intersections/ driveways
Total Project Cost	\$350,000	\$87,500 (20% match of \$437,500)	\$437,500	1 Facility and 19 ADA Compliant intersections/ driveways

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application PF&I – FY 2024-25

3. Provide a detailed description of each project activity listed in above table.

Part 1: Florence Sylvester Senior Center Improvements. Age Well will hire a qualified

contractor to apply heat reflecting protective coatings to all appropriate exterior surfaces and the interior dining room surfaces. Probable cost: \$75,000.

Part 2: Sidewalk Improvements.

PART 2: SIDEWALK IMPROVEMENTS (CURB RAMP REPLACEMENTS)			
QTY OF RAMP REPLACEMENTS	INTERSECTION/DRIVEWAY LOCATION	SCOPE OF WORK	PROBABLE COST
2	PDV @ TOTAL WINE & MORE DWY	REPLACE BABY BLUE COLOR TRUNCATED DOMES WITH FEDERAL YELLOW COLOR	\$ 8,000.00
2	PDV @ CIVIC CENTER DWY	REPLACE BABY BLUE COLOR TRUNCATED DOMES WITH FEDERAL YELLOW COLOR	\$ 8,000.00
4	PDV @ EL TORO	REPLACE BABY BLUE COLOR TRUNCATED DOMES WITH FEDERAL YELLOW COLOR	\$ 20,000.00
4	PDV @ PLATA	NO TRUNCATED DOMES - HAS LIP	\$ 32,000.00
		REMOVE ADA RAMP & CROSSWALK ON WEST SIDE OF PDV (DEAD-END CROSSING), AND REPLACE BABY BLUE COLOR TRUNCATED DOMES WITH FEDERAL YELLOW COLOR ON 2 OTHERS	\$ 15,000.00
3	PDV @ MAGDALENA	NO TRUNCATED DOMES - HAS LIP. REMOVE AND REPLACE WITH COMPLIANT RAMP	\$ 24,000.00
3	PDV @ HEALTH CENTER	NO TRUNCATED DOMES - HAS LIP. REMOVE AND REPLACE WITH COMPLIANT RAMP	\$ 16,000.00
2	PDV @ CABALLEROS	NO TRUNCATED DOMES - HAS LIP. REMOVE AND REPLACE WITH COMPLIANT RAMP	\$ 16,000.00
2	PDV @ OC TRANSIT CENTER DRIVEWAY	NO TRUNCATED DOMES - HAS LIP. REMOVE AND REPLACE WITH COMPLIANT RAMP	\$ 16,000.00
2	PDV @ VILLA VALENCIA DRIVEWAY	NO TRUNCATED DOMES - HAS LIP. REMOVE AND REPLACE WITH COMPLIANT RAMP	\$ 16,000.00
2	PDV AT SOFI APT GATE	NO TRUNCATED DOMES - HAS LIP. REMOVE AND REPLACE WITH COMPLIANT RAMP	\$ 16,000.00
		REMOVE ADA RAMP & CROSSWALK ON WEST SIDE OF PDV (DEAD-END CROSSING), AND REPLACE BABY BLUE COLOR TRUNCATED DOMES WITH FEDERAL YELLOW COLOR ON 2 OTHERS	\$ 15,000.00
3	PDV @ LOS ALISOS	NO TRUNCATED DOMES - HAS LIP. REMOVE AND REPLACE WITH COMPLIANT RAMP	\$ 16,000.00
2	PDV @ KENNINGTON	NO TRUNCATED DOMES - HAS LIP. REMOVE AND REPLACE WITH COMPLIANT RAMP	\$ 24,000.00
3	PDV @ BECKENHAM	2 RAMPS HAVE NO TRUNCATED DOMES AND HAVE A LIP, 2 OTHERS REPLACE BABY BLUE COLOR TRUNCATED DOMES WITH FEDERAL YELLOW COLOR	\$ 26,000.00
4	PDV @ STOCKPORT	1 RAMP HAS NO TRUNCATED DOMES AND HAS A LIP, 2 OTHERS REPLACE BABY BLUE COLOR TRUNCATED DOMES WITH FEDERAL YELLOW COLOR	\$ 18,000.00
3	PDV @ HAWK HIGH WAY	REPLACE BABY BLUE COLOR TRUNCATED DOMES WITH FEDERAL YELLOW COLOR	\$ 24,000.00
4	ALICIA @ PDV	2 RAMPS HAVE NO TRUNCATED DOMES AND HAVE A LIP, 2 OTHERS REPLACE BABY BLUE COLOR TRUNCATED DOMES WITH FEDERAL YELLOW COLOR	\$ 28,000.00
4	ALICIA @ COMMUNITY CENTER	NO TRUNCATED DOMES - HAS LIP. REMOVE AND REPLACE WITH COMPLIANT RAMP	\$ 16,000.00
2	ALICIA @ VIA LOMAS	REPLACE BABY BLUE COLOR TRUNCATED DOMES WITH FEDERAL YELLOW COLOR	\$ 24,500.00
4	ALICIA @ MOULTON	NO TRUNCATED DOMES - HAS LIP. REMOVE AND REPLACE WITH COMPLIANT RAMP	\$ 362,500.00
SUBTOTAL PART 2			

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

C: PERFORMANCE OBJECTIVES AND OUTCOMES

1. Using the definitions below, complete the *Performance Objectives and Outcomes Table* by stating project activity, output, performance objectives and performance outcomes.

Activity Identify project activities geared towards completing project, set quantifiable units of accomplishments (e.g., planning, construction, inspections).

Output Identify project outputs such as proposed units of accomplishments (what do you hope to achieve from your project, e.g., complete 1,000 linear feet of sidewalk).

Performance Objectives

- a. Suitable Living Environment: In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- b. Decent Affordable Housing: The activities that typically would be found under this objective are designed to cover the wide range of housing possible under CDBG. This objective focuses on housing programs where the purpose for the project is to meet the individual family or community needs and not programs where the housing is an element of a larger effort.
- c. Creating Economic Opportunities: This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Performance Outcomes

- a. Availability/Accessibility: This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate-income people.
- b. Affordability: This outcome category applies to activities that provide affordability in a variety of ways in the lives of low and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- c. Sustainability (Promoting Livable or Viable Communities): This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate-income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

C: PERFORMANCE OBJECTIVES AND OUTCOMES (Continued)

1. Please complete the *Performance Objectives and Outcomes Table* below.

PERFORMANCE OBJECTIVES AND OUTCOMES TABLE			
Example			
Activity	Outputs	Performance Objectives	Performance Outcomes
Inspection	1000 Lf. of Sidewalk	Suitable Living Environment	Availability/Accessibility
Construction	300 Sq. Ft. of Lumber	Decent Affordable Housing	Affordability
Activity	Outputs	Performance Objectives	Performance Outcomes
Construction	Exterior and interior paint and heat-reducing protective coating for HVAC energy efficiency.	Suitable Living Environment	Sustainability
Construction	ADA compliant curb ramps at 19 intersections and driveways	Suitable Living Environment	Availability/Accessibility

D: ORGANIZATIONAL/PROJECT CAPACITY AND EXPERIENCE

1. Has your organization received funding for this type of activity during the previous three years? Yes ☐ No ☒

If you answered, “Yes”, complete Previous Funding Table below by identifying the contract number, award amount, program income, if generated; and any unspent funds.

If you answered “No” above, submit a letter signed by this application’s authorized person that identifies one reference from three different funding sources from whom you have received funding in the past three years. The letter must include contact information for the three references (funding source), the amount of funding awarded from each reference, explanation of the use of funds, duration of funding awarded, and state whether contractual performance measures were achieved.

City of Laguna Hills
OC Housing & Community Development Public Facilities & Improvements Application
 PF&I – FY 2024-25

PREVIOUS FUNDING TABLE				
Year	Contract Number	Award Amount	Program Income Generated (If Applicable)	Unspent Funds from Award
2021-22				
2022-23				
2023-24				

2. Describe the role of key administrators, staff members, contractors, and volunteers within your organization and their role in implementing the proposed project. Include experience, education, and licensing qualifications in your description.

Part 1: Florence Sylvester Senior Center Improvements. This portion of the project will be managed by the Community Development Director with oversight by the City Manager and assistance from various staff members from multiple departments. The City will execute a pass-through agreement with Age Well Senior Services, which manages the operations of the Florence Sylvester Senior Center. Specifically, the Director of Foundations, Grants, and Contracts will have day-to-day management of this portion of the project. The Community Development Director has extensive prior experience in CDBG grant planning and administration, and possesses the experience and education required to execute and oversee a project of this caliber.

Part 2: Sidewalk Improvements. This portion of the project will be managed by the Public Works Director with oversight by the City Manager and assistance from various staff members. The Public Works Director has spent 20+ years in public works and engineering and possesses the experience and education required to execute and oversee a project of this caliber. He is a registered civil engineer and traffic engineer, and has extensive grant management experience (e.g. Measure M, State-Local Partnership, CalOES, etc.).

3. Describe the organization's experience administering this type or similar project.

The City has effectively administered numerous capital improvement projects for City

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

facilities, including the Laguna Hills Civic Center and the Laguna Hills Community Center, and for several road maintenance and rehabilitation projects. The Director of Foundations, Grants, and Contracts with Age Well Senior Services, which manages the operations of the Florence Sylvester Senior Center, has effectively administered several capital improvement projects for the Senior Center.

4. Describe the reason why funds remain unspent in the Previous Funding Table above. Include an explanation of how the organization intends to complete the project.

Not Applicable.

5. Please submit a copy of your most recent audit (within the last two years) by an independent CPA and a description of corrective action taken for any findings identified by the auditor, both of which will be reviewed by the OC Housing & Community Development Accounting Manager or designated staff.

Applicants who have expended Federal funds in excess of \$750,000 are required to submit two (2) years of Single Audit reports (FY 2020/21 and FY 2021/22). Refer to Section II.D.2. of the RFA document for more details related to Single Audit requirements.

Or

Applicants who are not subject to Single Audit reports requirements are required to submit two (2) years of audited financial statements (FY 2020/21 and FY 2021/22).

The City is submitting the required documentation in OpenGov as requested.

City of Laguna Hills
 OC Housing & Community Development Public Facilities &
 Improvements Application
 PF&I – FY 2024-25

D: ORGANIZATIONAL/PROJECT CAPACITY AND EXPERIENCE (Continued)

Audited Financial Statements will include:

- Balance Sheet (Statement of Financial Position) – Including all supporting schedules (i.e. Detailed Aged Payables, Aged Receivables, Notes Payable, etc.)
- Income Statement (Profit and Loss Statement)
- Statement of Cash Flow
- Retained Earnings
- Any footnotes to the statements.

Submit Single Audit reports and Audited Financial Statements electronically OpenGov.com as a separate attachment from the Application. Paper copies will not be accepted.

Applicants who have expended Federal funds in excess of \$750,000 please see PART I: D: Organizational Background, Item 7.

City of Laguna Hills
OC Housing & Community Development Public Facilities & Improvements Application
 PF&I – FY 2024-25

E: ORGANIZATIONAL/PROJECT READINESS

1. Project milestones are an effective method of demonstrating overall project readiness. Enter the date the milestone action was completed in column 1. If the milestone action is in progress, enter the start and end dates in columns 2 and 3. If the action is not applicable to your project, check column 4.

ORGANIZATIONAL/PROJECT READINESS CHART				
	1 Action Complete	2 Action In Progress Start Date	3 Action In Progress End Date	4 Action N/A
Milestone Actions				
A. Governing Body approval to apply for funds		01/23/2024	01/23/2024	
B. Minute Order/Board Resolution		01/23/2024	01/23/2024	
C. Project found in current annual budget		01/23/2024	01/23/2024	
Staffing/Consultant assigned for design/ implementation		01/23/2024	01/23/2024	
D. Feasibility Study				N/A
Design		01/02/2024	05/15/2024	
Project in concept phase		12/13/2023	12/20/2023	
RFA/RFQ process administered				N/A
Consultant contract with design engineer negotiated	07/01/2019			
Final plans and specifications written		04/15/2024	05/15/2024	
Finals plans and specifications approved		05/28/2024	05/28/2024	
Environmental Approvals (CEQA/NEPA)				N/A
E. Acquisition/Rehabilitation				N/A

2. Include in your application documentation regarding all completed milestone actions (i.e., Minute Order/Board Resolution, public hearing notice, closed session notice and/or Agenda) and applicable documentation for Milestone Actions, A through E. All Applicants must immediately schedule meetings with your authority boards to ensure, if selected, all council/board approvals must be submitted prior to contract signing by your agency. Please include any prepared staff report as a response to this RFA and identify your council/board schedule meeting date.

The City Council Agenda Report has not yet been written; however, City staff will present this application and the two sub-components for City Council approval at the January 23, 2024 meeting.

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

E: ORGANIZATIONAL/PROJECT READINESS (Continued)

For Applicants: When submitting to your council/board approval via a resolution/board approval-minutes, should include:

[Sample Council/Board Resolution]

The [agency name] submitted (or will be submitting) an application under FY 2024-25 FOR PUBLIC FACILITIES & IMPROVEMENTS REQUEST FOR APPLICATION BID NO. 012-24010605-NC.

The [agency name] desires to accept the award of CDBG funds and authorizes the execution of the necessary agreements, contracts and amendments and other corresponding documentation to accept the CDBG funds.

NOW, THEREFORE, THE [agency name], HEREBY, RESOLVES, AND ORDERS AS FOLLOWS:

- 1. The [agency name] hereby accepts the award of CDBG funds through the County's Urban Counties Program, which will be used to support the [agency name] Public Facilities & Improvements [project name] Project under Bid No. 012-24010605-NC.*
- 2. The [agency name] authorizes the [Individual Title] or his/her designee to execute, for and on behalf of the [agency name], the necessary agreements(s) and/or any other documents or instruments required by the County and/or the United States Department of Housing and Urban Development for participation in the Urban Counties Program and/or for acceptance of the CDBG funds under Bid No. 012-24010605-NC.*

3. Include in your application a written status for all milestone actions marked as "In Progress." Include supporting documentation to support progress.

The City of Laguna Hills has already entered into Professional Services Agreement with Interwest Consultants for the development of plans and specifications for the Part 2: Sidewalk Improvements. A Task Order was issued to proceed with the development of plans and specifications.

4. Include in your application a brief explanation as to why a given milestone action is not applicable to the project, if necessary.

For the items marked N/A above, the following statements are made:

- Feasibility Study is marked N/A because the City and its non-profit partner, Age Well, are not proposing any improvements that change the line and grade of any structure. The projects

City of Laguna Hills
 OC Housing & Community Development Public Facilities &
 Improvements Application
 PF&I – FY 2024-25

should be perfectly do-able.

- RFA/RFQ Process is marked N/A because the City has already awarded a design contract for the the development of plans and specifications for the Part 2: Sidewalk Improvements. To our understanding, Age Well will develop its own specifications and contract for its painting project.
- Environmental Approvals is marked N/A because the work is categorically exempt under CEQA. However, the information for NEPA is being provided below as requested.
- Acquisition/Rehabilitation is marked N/A because of the nature of the work. None of the improvements change line or grade of structures, and all property is already owned.

City of Laguna Hills
 OC Housing & Community Development Public Facilities &
 Improvements Application
 PF&I – FY 2024-25

F: ENVIRONMENTAL INFORMATION FORM

**OC Housing & Community Development and Community Services
 1501 E. Saint Andrew St, First Floor, Santa Ana, CA 92705
 Environmental Information Form
 NEPA (24 CFR Part 58)**

Project Title: City of Laguna Hills Public Facilities & Improvements Application FY 2024-2025
Program Activity(ies): Improvements to Florence Sylvester Senior Center, and Sidewalk Improvements (Curb Ramp Replacements) at 19 Intersections
Name of Subrecipient: City of Laguna Hills
Fund Type (s): ☒ CDBG ☐ HOME ☐ ESG ☐ NSP ☐ OCHA/Operating Reserves ☐ CoC ☒ General Fund
Contract Number (s):
Contract Amount: \$350,000

Project Location: (Provide precise address and include Census Tract No... If confidential, please insert "Suppressed" and provide Census Tract No.)

Part 1: Florence Sylvester Senior Center Improvements: 23721 Moulton Parkway, Laguna Hills, CA 92653

Census Tract: Block Group 2 of Tract 626.21

Part 2: Sidewalk Improvements: Various locations on Paseo de Valencia and on Alicia Parkway

Census Tract 626.46 Block -2,3; 626.47 Block -1,2; 626.25 Block -1,2,4; 423.07, Block -2,4,5

Project Activity Level Description: (Please provide in detail the level of services you provide or the scope of rehabilitation and/or construction your project will involve. If needed, please use attachments.)

(Projects involving new construction, rehabilitation or acquisition activities must complete the Supplemental Site Information portion of this form)

Part 1: Florence Sylvester Senior Center Improvements: 23721 Moulton Parkway, Laguna Hills, CA 92653

All appropriate external surfaces will be painted with heat-reducing paint. Interior walls of the center's dining room will be painted with heat-reducing paint. This will improve comfort for senior participants, thereby encouraging use of the center and ensuring access by seniors to nutrition and enrichment activities. Improvements to energy efficiency may be reflected in utility costs.

Part 2: Sidewalk Improvements: The project includes removal and replacement of curb ramps at 19 intersections/driveways on Paseo de Valencia and on Alicia Parkway to meet Americans with Disabilities Act requirements.

Existing Environmental Conditions: (Please, describe the surrounding environment around your project)

Part 1: Florence Sylvester Senior Center Improvements: 23721 Moulton Parkway, Laguna Hills, CA 92653

The environment at the location includes an existing building and parking lot.

Part 2: Sidewalk Improvements: Various locations on Paseo de Valencia and on Alicia Parkway

The environment around Paseo de Valencia and Alicia Parkway includes a three-lane arterial highway with sidewalks and parkway areas.

City of Laguna Hills OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2024-25

Previous Governmental Actions/Approvals Received on your Project: (If applicable, please list and attach a copy of any discretionary approvals you received on your project from a City or other County Agency.)

N/A

Discretionary Approval(s) Needed From City/County to Complete your Project(s):

Laguna Hills City Council will be requested by City staff to ratify submittal of the CDBG application to the County, and to approve the award of a construction contract for Part 2: Sidewalk Improvements.

I hereby declare that the statements furnished above, including any exhibits attached hereto represent all information required for this assessment. Said statements together with any exhibits attached hereto are true and correct.

Signature

Public Works Director

12/20/2023

Title

Date

Supplemental Site Information

PLEASE PROVIDE ALL KNOWN INFORMATION AS REQUESTED – CHECK ALL BOXES THAT APPLY

All PF&I Activities must include site photos and site plan

Proposed Project Type:

Public Facilities Improvements

Description of the Application: Include all contemplated actions, which logically are either geographically, or functionally a composite part of the project, regardless of the source of funding. [24 CFR 58.32, 40 CFR 1508.25]

Part 1: Florence Sylvester Senior Center Improvements: 23721 Moulton Parkway, Laguna Hills, CA 92653

All appropriate external surfaces will be painted with heat-reducing paint. Interior walls of the center's dining room will be painted with heat-reducing paint. This will improve comfort for senior participants, thereby encouraging use of the center and ensuring access by seniors to nutrition and enrichment activities. Improvements to energy efficiency may be reflected in utility costs.

Part 2: Sidewalk Improvements: The project includes removal and replacement of curb ramps at 19 intersections/driveways on Paseo de Valencia and on Alicia Parkway to meet Americans with Disabilities Act requirements.

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25

F: ENVIRONMENTAL INFORMATION FORM (Continued)

This information pertains to Part 1: Florence Sylvester Senior Center Improvements: 23721 Moulton Parkway, Laguna Hills, CA 92653:

Proposed Site: Zoning Designation: Commercial

General Plan Land Use Designation: Commercial

Is project in a floodplain? No FEMA Map No: 06059C0426J (attach copy)

Existing Use(s): ☐ Vacant ☐ Residential ☒ Commercial ☐ Industrial

Other: _____

Size of Site: 18.48 Acres _____ Sq. Ft. Assessor's Parcel No: 616-221-04

Age of Existing Structures: 47 years Year built: 1976

Prior Use(s)/Development(s):

☐ Residential ☐ Industrial ☐ Commercial ☒ Agriculture Other: _____

If residential use, number of units: Proposed _____ Existing _____

Studio # of Units _____ 1 Bedroom # of Units _____

2 Bedroom # of Units _____ 3 Bedroom # of Units _____ 4+Bedroom # of Units _____

Total Number of Units: _____ Total Number of Buildings: _____

Existing Conditions and Trends: Describe the existing conditions of the project area and its surroundings. [24 CFR 58.40(a)]

City of Laguna Hills
 OC Housing & Community Development Public Facilities &
 Improvements Application
 PF&I – FY 2024-25

Attachment: City of Laguna Hills - Attachment A FY24-25 HCD CDBG Application (3406 : Community Development Block Grant Application)

F: ENVIRONMENTAL INFORMATION FORM (Continued)

Is current zoning and use appropriate for the proposed site? If not, present a plan for obtaining any discretionary approvals.

Prior Analysis:

Have there been any prior Environmental Reviews completed for the proposed site or project within the last five (5) years. *If yes, please attach copies of the Environmental Review.* ☐ Yes ☒ No

Has the site been involved in any other applications previously submitted to this office?

☒ Yes ☐ No

Title of Prior Application: _Florence Sylvester Memorial Senior Center Rehabilitation

Applicant's Name: _City of Laguna Hills

Eventual Result: ☐ Project Not Funded

☒ Project Funded \$_60,000.00

☒ Project Completed Date Completed Unknown specific date,
but completed in 2017.

☐ Project Cancelled Date Cancelled _____

Describe why project was cancelled: _____

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25



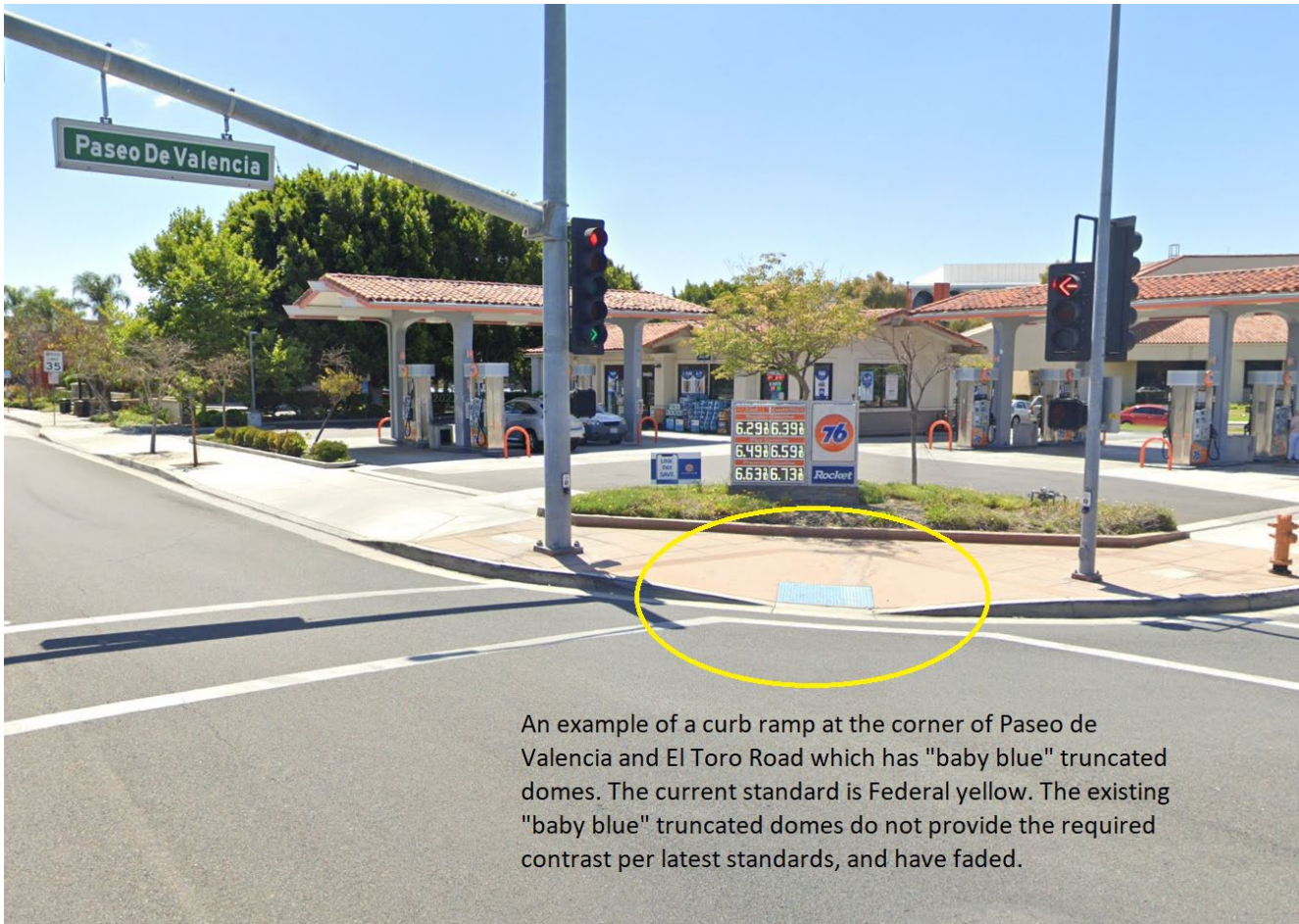
Photo of interior of Florence Sylvester Senior Center. All appropriate external surfaces will be painted with heat-reducing paint. Interior walls of the center's dining room will be painted with heat-reducing paint. This will improve comfort for senior participants, thereby encouraging use of the center and ensuring access by seniors to nutrition and enrichment activities. Improvements to energy efficiency may be reflected in utility costs.

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25



Photo of exterior of Florence Sylvester Senior Center. All appropriate external surfaces will be painted with heat-reducing paint. Interior walls of the center's dining room will be painted with heat-reducing paint. This will improve comfort for senior participants, thereby encouraging use of the center and ensuring access by seniors to nutrition and enrichment activities. Improvements to energy efficiency may be reflected in utility costs.

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25



An example of a curb ramp at the corner of Paseo de Valencia and El Toro Road which has "baby blue" truncated domes. The current standard is Federal yellow. The existing "baby blue" truncated domes do not provide the required contrast per latest standards, and have faded.

A photo of an example of a proposed curb ramp replacement which is included in Part 2: Sidewalk Improvements. This particular location is across the street from the Laguna Hills Civic Center, which is a Regional Governmental Center that includes County Clerk-Recorder Offices and State Senator Blakespeare's Office.

City of Laguna Hills
OC Housing & Community Development Public Facilities &
Improvements Application
PF&I – FY 2024-25



An example of a non-compliant curb ramp at the corner of Via Lomas and Alicia Parkway

A photo of an example of a proposed curb ramp replacement which is included in Part 2: Sidewalk Improvements. This particular location is across the street from Laguna Woods Village, a 55+ community. Pictured in the background is the Taj Mahal Medical Office Building. Laguna Woods Village residents frequently travel to the Taj Mahal Medical Office Building for services. The missing link of sidewalk in the background of the photo is on private property. The private property owner has committed to installing the missing link of sidewalk.

SITE PLANS ARE INCLUDED AS SEPARATE ATTACHMENTS



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 23, 2024

TO: Chair and Agency Members

FROM: Larry Longenecker
Community Development Director

ISSUE: 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

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 a Resolution entitled: 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).
-

Conditional Use Permit No. USE-0157-2023

January 23, 2024

Page 2

SUMMARY:

Zac Reese (the “Applicant”) requests approval of a Conditional Use Permit (CUP) to establish “Danckuts Institute of Hair”, a barber school. The business will be located at 23024 Lake Forest Drive, Suite F, an existing 1,238 square-foot tenant space within the Laguna Hills Business Center (the “Center”). The Center is owned by the David Melili Company, which has authorized the Applicant to apply for the requested entitlement.

The proposed barber school will operate Monday through Friday, from 9:00 a.m. to 5:00 p.m., providing three stations for students to train. Each station will allow for one student and one customer. There will be one instructor training the students. As conditioned, the proposed facility will be a complementary addition to the businesses offered at the Laguna Hills Business Center as the Center continues to provide a mix of retail uses and services.

The proposed CUP is consistent with the General Plan’s goals and strategies for the Mixed Use land use designation. Furthermore, the proposed CUP complies with the City of Laguna Hills Development Code. Therefore, Staff recommends approval of CUP No. USE-0157-2023.

AUTHORITY:

Laguna Hills Municipal Code (“LHMC”) Chapter 9-30 (Table 9-30.020 Mixed Uses) identifies “School, Commercial” as an allowed use within the Mixed Use zoning district through an approved CUP. LHMC Section 9-04.190 defines “School, Commercial” as “any building or part thereof which is designed, constructed or used for education or instruction in any branch of knowledge or art form for commercial purposes”. The process the City must follow in reviewing a CUP for the proposed use is found in LHMC Section 9-92.080(C). Staff has prepared findings demonstrating that the proposed CUP complies with the Development Code, Mixed Use zoning district, and the General Plan as stated in the Proposed Resolution of Approval (Attachment “A”), and based on these findings recommends approval of the CUP.

BACKGROUND:

The Laguna Hills Business Center is a commercial shopping center located on the southwest corner of Lake Forest Drive and Avenida De La Carlota as shown in Figure No. 1 below. The Shell Gas Station located on the southeast corner of Lake Forest Drive and Del Lago Drive is not considered a part of the Center. The Center was originally

Conditional Use Permit No. USE-0157-2023

January 23, 2024

Page 3

developed in 1978 under the County's jurisdiction (SP76-18). Since the original approval, the Center has remained generally unchanged, and the property maintains coordinated circulation, parking, and landscaping.

Figure No. 1- Vicinity Map



The Center consists of ten buildings and currently the existing tenants consist of a mix of office uses, fitness studios, services uses, retail, and restaurants. The City considers the Center, with multiple property owners, as one cohesive shopping center as indicated on the Vicinity Map above.

Currently, the tenant space of the proposed barber school is a barbershop that is owned by the Applicant. The barbershop was approved in 2016 (COM-12-16-14281) and underwent a remodel for the approval of four barber chairs.

PROPOSAL & ANALYSIS:

The Applicant requests approval of a CUP to establish a barber school— a commercial school use – in the existing 1,238 square-foot tenant space. According to the Applicant's Letter of Justification (Attachment B), the proposed school will operate Monday through Friday, from 9:00 a.m. to 5:00 p.m., providing training and instruction to a maximum of three students at any given time. Upon proper training, customers will be able to come to the barber school and receive haircuts from the students. Staff has included Condition of Approval No. 21 to ensure that the services offered to the public at the

school will be limited to those necessary for the enrolled students to achieve minimum training hours required by the applicable accreditation body, or as otherwise determined to be appropriate by the Community Development Director.

The tenant space will require minor interior modifications to convert the existing barbershop to a barber school. Currently, the existing barbershop is approved for four barber stations. However, to accommodate the barber school, one station will be removed. No exterior improvements are proposed other than a wall sign. The proposed floor plan includes three barber stations, a waiting area, three wash bowls, training counter, product storage area and a restroom (Attachment C).

Because the business will operate entirely indoors, no noise impacts are expected. Interior doors leading to the barber school shall remain closed to minimize potential noise impacts (Condition of Approval No. 20).

The tenant space for the proposed barber school is 1,238 square feet. According to LHMC Table 9-44.A, the parking requirement for Commercial School uses and similar uses including “trade schools, business school and adult education” is one parking stall per 1.5 people based on the maximum number of students and staff. However, due to the additional element of customers visiting the barber school, staff recommends the proposed use be parked at the ratio for barbershop with one additional stall per instructor. Therefore, parking for the proposed barber school will include two stalls per barber chair, as detailed in LHMC 9-44.A, plus one stall per instructor, resulting in a total parking requirement of seven stalls.

There is a private reciprocal parking covenant recorded on the properties to ensure parking is shared in-common amongst all tenants in the Center. The Center has a total of 418 parking spaces, and with the existing tenancy mix, there is a parking deficiency of 48 parking stalls. The existing barber shop was originally approved to have four barber chairs requiring eight parking stalls. In order to accommodate the proposed barber school, the applicant proposes to reduce the number of barber chairs to three, to account for an instructor. With this reduction, the proposed use requires seven parking stalls, reducing the parking deficiency by one stall.

CONCLUSION:

Staff supports approval of the proposed CUP, as conditioned. The proposed barber school complies with all requirements of the General Plan, and is consistent with the Land Use Element. Table LU-1 of the General Plan describes the purpose and intent of

Conditional Use Permit No. USE-0157-2023

January 23, 2024

Page 5

land uses within the Mixed Use designation to provide a variety of goods and services for the area. The proposed commercial school use is compatible with the General Plan's description of the desired uses, by providing a service use to the area residents. The proposed commercial school use is permitted with a CUP in the Mixed Use zone and will be conducted entirely inside the tenant space. The proposed CUP complies with all requirements of the Development Code, Mixed Use zoning district, and General Plan. Therefore, Staff recommends approval of CUP No. USE-0157-2023.

PUBLIC NOTICE:

The proposed project was advertised in an adjudicated newspaper of general circulation on January 11, 2024. A total of 56 public hearing notices were mailed, which includes all property owners within a 300-foot radius of the subject property, as well as all tenants of the subject property. To date no comments have been received by Staff.

CEQA FINDINGS:

Staff has reviewed the proposed project for compliance with the California Environmental Quality Act (CEQA) and determined that this project is categorically exempt from CEQA pursuant to Section 15301 of Title 14, Chapter 3 of the California Code of Regulations (Class 1, Existing Facilities). This exemption applies to the permitting or minor alteration of existing structures.

ATTACHMENTS:

- Attachment A - Proposed Resolution of Approval
- Attachment B - Letter of Justification
- Attachment C - Floor Plan

RESOLUTION NO. PA2024-01-23-X

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).

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

WHEREAS, Zac Reese, (the “Applicant”), has filed an application for Conditional Use Permit (CUP) No. USE-0157-2023, to establish a barber school, Danckuts Institute of Hair – a “School, Commercial” use – in an existing 1,238 square-foot tenant space located at 23024 Lake Forest Drive, Suite F (the “Project Site”) in the Mixed Use (MXU) zoning district; and

WHEREAS, the Project is hereby found to be Categorically Exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Class 1, Existing Facilities) of Title 14, Chapter 3 of the California Code of Regulations. This exemption applies to the permitting or minor alteration of existing structures; and

WHEREAS, the Planning Agency held a duly noticed public hearing and considered public comments and written and oral information and testimony presented by City staff, community residents, and other interested parties at a duly noticed public hearing held on January 23, 2024; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

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

SECTION 1. The above recitals are true and correct, and are incorporated herein by reference.

SECTION 2. The Planning Agency hereby determines that the required findings by the City for approval of Conditional Use Permit No. USE-0157-2023 have been met and made as follows:

Conditional Use Permit

1. The proposed use is consistent with the General Plan.

The proposed use complies with all requirements of the General Plan, and is consistent with the Land Use Element. Table LU-1 of the General Plan describes the purpose and intent of land uses within the Mixed Use designation to provide an area where a variety of goods and services can be obtained in an overall planned environment. In addition, typical uses allowed include those uses allowed by the Mixed Use designation which consists of personal services, retail sales, administrative and professional uses. The proposed barber school is compatible with the General Plan's description of the desired uses in the Mixed Use zone, which implements the Mixed Use land use designation.

2. The nature, condition, and development of adjacent uses, buildings, and structures have been considered and the proposed conditional use will not adversely affect or be materially detrimental to the adjacent uses, buildings, or structures.

The tenant space is located in the Mixed Use (MXU) zoning district, in the northern portion of Laguna Hills. The project site is located on the southwest corner of Lake Forest Drive and Avenida De La Carlota. The surrounding area consists of the City of Irvine to the north and commercial and office uses to the east, west and south. The project site consists of 10 buildings, which comprises the "Laguna Hills Business Center" shopping center. The uses in the project site consist of a mix of office uses, fitness studios, services uses, retail, and restaurants. The proposed barber school is consistent with other retail and service uses at the Laguna Hills Business Center, located along Lake Forest Drive and Avenida De La Carlota. The proposed barber school will be conducted entirely inside the tenant space, ensuring compatibility with the existing uses.

3. The proposed site is adequate in size and shape to accommodate the use and integrate it with the existing and planned uses in the vicinity.

As described above, surrounding uses include office uses, fitness studios, services uses, retail, and restaurants. The project site has 10 commercial buildings totaling 86,059 square feet. There are 418 parking spaces located on the project site. The project site is typical of other commercial shopping centers in Laguna Hills in terms of the nature of the improvements provided that result in a functioning commercial property. The existing improvements are sufficient to serve the use and ensure it is properly integrated with existing uses in the vicinity through existing shared improvements on the project site such as utilities, parking, landscaping, and pedestrian and vehicular access. The proposed use is a service use that does not require any unique or unusual site improvements to operate. The use will operate entirely within the confines of an existing tenant space on the project site,

and the Applicant will make necessary tenant improvements to the tenant space to operate the use.

4. All required development standards prescribed by the Development Code can be achieved.

The project site is improved with seven commercial buildings totaling 86,059 square feet and 418 parking spaces. The site is typical of other commercial shopping centers in Laguna Hills in terms of the nature of the improvements provided that result in a functioning commercial property. The existing improvements are sufficient to serve the use consisting of existing shared improvements on the project site such as utilities, parking, landscaping, and pedestrian and vehicular access which comply with the City's development standards, or will comply as conditioned. The proposed barber school will be located within an existing building, and interior tenant improvements are proposed to serve the use.

5. That the conditions and limitations placed upon the use are necessary to ensure compatibility with adjacent or abutting uses and the preservation of the public peace, safety, and welfare.

Conditions have been included to ensure the use is compatible with adjacent uses. Such conditions include that all business activities shall take place indoors within the tenant space, and any doors leading to the barber school shall remain closed (not propped open) during business hours (Condition 20) and that the services offered to the public at the school will be limited to those necessary for the enrolled students to achieve minimum training hours required by the applicable accreditation body, or as otherwise determined to be appropriate by the Community Development Director. (Condition 21). These conditions help to ensure that the barber school will not adversely affect adjacent uses due to excess noise or property maintenance issues.

NOW, THEREFORE, based upon the above findings, the Planning Agency of the City of Laguna Hills does hereby approve CUP No. USE-0157-2023 subject to the following conditions:

General

1. The following Conditions of Approval shall be binding and enforceable against, and, whenever used herein, the term "Applicant" shall mean and refer to each of the following: Zac Reese; David Melili Company, the owners(s) and tenant(s) of the property, and each of their respective successors and assigns.
2. Unless the context dictates otherwise, whenever the term "this Permit" is used in the following Conditions of Approval, it shall collectively refer to the Conditional Use Permit (CUP) No. USE-0157-2023, approved pursuant to this Resolution, as well as the plans, studies, and exhibits submitted to the City by the Applicant to describe and depict the improvements to be constructed as a part of the Project, and as otherwise modified by these Conditions of Approval.

3. Unless the context dictates otherwise, whenever the term "Project" is used in the following Conditions of Approval, it shall collectively refer to the plans and exhibits submitted to the City by the Applicant to depict the Project, as modified by these Conditions of Approval, including but not limited to the following: application form (submitted October 6, 2023), Letter of Justification (dated October 24, 2023), and Site Plan/Floor Plan (dated October 24, 2023).
4. To the fullest extent permitted by law, the Applicant shall, at its sole cost and expense, protect, defend, indemnify, and hold harmless the City, its elected and appointed officers and officials, employees, agents, departments, agencies, authorized volunteers, consultants, attorneys, boards, commissions, and committees, and instrumentalities thereof ("Indemnitees"), from and against any and all claims, liabilities, losses, fines, demands, penalties, lawsuits, writs of mandamus, and any other claims or actions or proceedings of any kind whatsoever (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolution procedures (including, but not limited to, arbitrations, mediations, and other such procedures), judgments, orders and decisions (collectively "Claims" and "Actions"), brought against the Indemnitees, which seek to attack, challenge, modify, set aside, void, or annul any action of or any permit or approval issued by the Indemnitees (including actions approved by the voters of the City) for, in connection with, or concerning the approval of this Permit. It is expressly understood and agreed that the City shall have the right to approve, which approval will not be unreasonably withheld, the legal counsel providing the defense of the Indemnitees for the Claims and Actions, and that the Applicant shall promptly reimburse the City for all costs and expenses directly and necessarily incurred by the City in the course of the defense, including reasonable attorneys' fees. The City shall promptly notify the Applicant of any Claims and Actions brought against the Indemnitees and shall cooperate in the defense of any such Claims and Actions. If the Applicant fails to so defend the Claims and Actions, the City shall have the right but not the obligation to do so and, if it does, the Applicant shall promptly pay the City's full cost thereof.
5. Approval of this Permit constitutes approval of the proposed Project only to the extent that it complies with the City's Development Code and any other applicable zoning regulations. Approval does not include any action or findings as to compliance or approval of the Project regarding any other applicable ordinance, regulation, or requirement.
6. Failure to abide by and faithfully comply with any and all Conditions of Approval shall constitute grounds for revocation of this Permit by the Laguna Hills Planning Agency.
7. The Applicant shall agree in writing to these Conditions of Approval within 30 days of the Planning Agency's approval.
8. The Conditions of Approval set forth herein include certain development impact fees and other exactions. Pursuant to Government Code §66020(d), these conditions constitute written notice of the amount of such fees, and/or

exactions. The Applicant is hereby notified that the 90-day protest period in which the Applicant may protest the fees, dedications, reservation, or exactions imposed on this Project through the Conditions of Approval, commencing from the date of approval of the Project, has begun.

9. Pursuant to City Council Resolution No. 2017-07-11-2, the Applicant shall reimburse the City for any outstanding staff time spent on the processing of this Permit within 60 days of the Planning Agency's approval.
10. This Permit shall expire and be of no further force or effect if the Permit is not implemented within two years from January 23, 2024.
11. Within 48 hours from Project approval, the Applicant shall submit to the City a check in the amount of \$50.00, made payable to the Orange County Clerk-Recorder, for filing the Notice of Exemption.

Permitting

12. The Applicant shall be responsible for ensuring applicable building permits are obtained, as required by the 2022 California Building Code, prior to commencement of any work for which a permit is required.
13. All construction shall comply with 2022 California Building, Plumbing, Mechanical, Electrical, Green, and Energy Codes with regard to the applicable occupancy group if applicable. Any work being done will require a full set of plans prepared by a licensed architect/engineer.
14. At the time of document submittal for permit issuance, the Applicant shall demonstrate compliance with California Disabled Accessibility requirements, as required by Chapter 11 of the California Building Code if applicable.
15. The Applicant shall comply with all general construction water quality requirements, as required by the LPMC 5-36.
16. The Applicant shall submit Construction and Demolition Waste Recycling Program paper work if applicable, prior to issuance of permits, as required by Laguna Hills Municipal Code Chapter 5-48 and to comply with mandates of CalRecycle.
17. All documents required for permit issuance shall be accurately labeled and reflect all work, as required by the 2022 California Building Code.
18. Prior to issuance of building permits, the Applicant shall apply for a Certificate of Use and Occupancy (COUO) for the proposed barber school, and the Applicant shall obtain the COUO before conducting operations.
19. The Applicant is advised that the business will need to comply with CalRecycle's requirements of AB 1826 (Mandatory Commercial Organics Recycling), SB 1383 (Short-Lived Climate Pollutants), and AB 341 (Mandatory Commercial Recycling).

Operations

20. All business activities shall take place entirely indoors within the tenant space, and any exterior doors leading to the barber school shall remain closed (not propped open) during business hours to minimize noise impacts.
21. Services offered to the public at the school shall be limited to those necessary for the enrolled students to achieve minimum training hours required by the applicable accreditation body, or as otherwise determined appropriate by the Community Development Director.
22. The Applicant shall comply with all temporary and permanent sign requirements of the City's Sign Ordinance, Laguna Hills Municipal Code Chapter 9-42.
23. No smoking, which includes electronic devices that deliver nicotine or other vaporized liquids (BPC 22950.5), shall be permitted anywhere within the premises. The Applicant shall at all times comply with all applicable smoking regulations pursuant to state, federal and local law, and as set forth in Laguna Hills Municipal Code Chapter 5-28.

PASSED, APPROVED, AND ADOPTED this 23rd day of January 2024.

DAVID WHEELER, CHAIR

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. PA2024-01-23-X adopted by the Planning Agency of the City of Laguna Hills,
California, at a Regular Meeting thereof held on the 23rd day of January 2024, by the
following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

JENNIFER LEE, CITY CLERK

LETTER OF JUSTIFICATION

This is our letter of justification for the conversion of our barbershop, Danckuts, located at 23024 Lake Forest dr. #F Laguna Hills CA 92653. For the last 6 years we have owned and operated Danckuts barbershop at this address here in the city of Laguna Hills. Buisness has been steady over the last couple of years but it has been slower than our other locations. We originally contemplated permanently closing our doors and moving on from this location but we thought that maybe a slight change of direction would both improve business and also benefit the community of Laguna Hills by converting our barbershop into a very small and private barber school / trade school without having to close our doors. Our plan is to hire our graduates from the school to work in one of our few locations. We hope that we are approved for our CUP so that we can transition into a school and hopefully become more successful and produce more skilled individuals into the community to perform hair services. There will be absolutely zero changes in interior or exterior aesthetic, layout or form of any kind in the transition of our barbershop to a barber school.

We will be remodeling our location with the only change to the interior or exterior being that we will be removing 2 of our 5 barber stations so that we have 3 stations at this location and one instructor. The program we are offering at this location will be a hairstyling only program and that program is 4 months long. The services offered at our barber school will be the typical services offered at a typical barber college such as haircuts, beard trims and hairstyling as well as education for our students in the corresponding areas of mens hair.

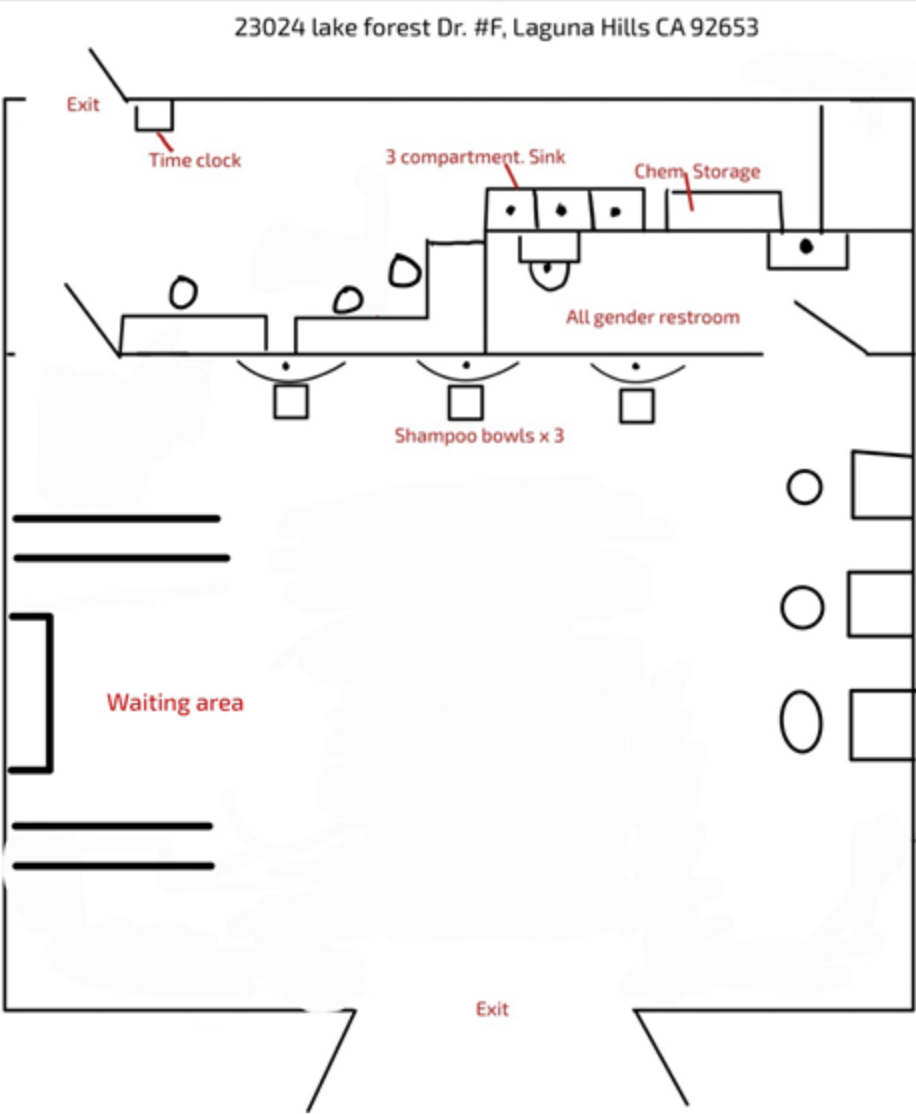
- Our hours of operations will be 9am-5pm Monday-Friday
- We are going to have, at any given time, a total of 3 students and 1 instructor at the Danckuts institute as it will be private pay and a very small and intimate experience.

Sincerely,

Zac Reese



1,200 sqft.



3 students
1 instructor

Attachment: Attachment C - Floor Plan (3398 : Conditional Use Permit No. USE-0157-2023)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 23, 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 Southern California Association of Governments (SCAG)
 Community, Economic & Human Development Committee
 Council Member Caskey
 January 4 Regular Meeting
- 2 Orange County Senior Citizens Advisory Council (SCAC)
 Mayor Wheeler
 January 12 Full Council Meeting
- 3 Orange County Transportation Authority (OCTA)
 Citizens Advisory Committee
 Mayor Wheeler
 January 16 Regular Meeting
- 4 Orange County Senior Citizens Advisory Council (SCAC)
 Wellbeing Reimagined Committee
 Mayor Wheeler
 January 17 Regular Meeting

Committee Assignment Reports

January 23, 2024

Page 2

-
- 5 Orange County Mosquito and Vector Control District (OCMVCD)
Board of Trustees
Council Member Pezold
January 18 Regular Meeting