



Joshua Sweeney
Mayor

Don Caskey
Mayor Pro Tempore

Jared Mathis
Council Member

Erica Pezold
Council Member

Dave Wheeler
Council Member

City of Laguna Hills City Council / Planning Agency

Regular Meeting Agenda
Tuesday, January 14, 2025 - 6:00 PM
(Closed Session at 5:00 p.m. when scheduled)

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, as determined by the Mayor, and a total time limit of one hour 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](#) by 4:00 p.m. on Tuesday, January 14, 2025. 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 4:00 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 4:00 p.m. on Tuesday, January 14, 2025. 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](#).

Closed Session - Convening at 5:00 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.

Roll Call of City Council Members

Announcement of Closed Session Item(s)

The City Council will convene into Closed Session, in the City Council Conference Room, City Hall, Laguna Hills Civic Center, to consider the following matter(s):

A. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957(b)(1)

Public Employee Title: City Attorney - Annual Performance Review (cont'd)

B. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957(b)(1)

Public Employee Title: City Manager - Annual Performance Review (cont'd)

C. Conference with Labor Negotiator

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dave Wheeler, Council Member

Unrepresented Employee: Jarad Hildenbrand, City Manager

Public Comments

Members of the public may address the City Council only on closed session items listed on this Agenda. Public Comments are limited to three minutes per person, as determined by the Mayor, and a total time limit of one hour.

Adjourn to City Council Conference Room or City Council Chambers

Convene into Closed Session

The City Council will convene into Closed Session to consider the matter(s) listed above.

Reconvene to City Council Chamber

Recess

General Business Convening at 6:00 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: Mayor Pro Tempore Caskey

Roll Call of City Council Members

Closed Session Report

City Attorney to announce whether any reportable action was taken on any matters considered during Closed Session.

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 Student Liaison Dylan Vu.

1.2 Certificate of Recognition for Laguna Hills High School Student Liaison Dylan Vu

Recommendation: That Mayor Sweeney present a Certificate of Recognition to Dylan Vu recognizing his service as a Laguna Hills 2024 Student Liaison.

1.3 Trauma Intervention Program (TIP) - Orange County 30-Year Anniversary

Recommendation: That the City Council issue a Certificate of Recognition to Trauma Intervention Program (TIP) - Orange County and that Mayor Sweeney present the Proclamation to a member of TIP.

2. Schedule of Future Events

2.1 Schedule of Future Events

Recommendation: That the Deputy 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, as determined by the Mayor, and a total time limit of one hour.

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 City 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 December 10, 2024, Regular Meeting

Recommendation: That the City Council approve the City Council Minutes for the December 10, 2024, Regular Meeting.

4.3 Ratification of January 14, 2025 Warrant Register

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from November 29, 2024, to January 2, 2025, in the amount of \$1,761,232.35.

4.4 Treasurer's Investment Report for November 2024

Recommendation: That the City Council receive and file the Treasurer's Investment Report for the month of November 2024.

4.5 Second Reading and Adoption of Introduced Ordinance Relating to Electronic and Digital Signatures

Recommendation: That the City Council: 1) Adopt an Ordinance relating to electronic and digital signatures, entitled: “An Ordinance of the City of Laguna Hills, California, Adding Chapter 1-14 (Electronic and Digital Signatures) to Title 1 (General Provisions) of the Laguna Hills Municipal Code Relating to the Authorized Use of Electronic and Digital Signatures”; and 2) Authorize the Mayor/Mayor Pro Tempore to execute the Ordinance.

4.6 Memorandum of Agreement By and Between City of Laguna Hills, City of Aliso Viejo, City of Lake Forest, City of Mission Viejo, and City of Laguna Niguel for Sharing of Emergency Management Resources

Recommendation: That the City Council: 1) Approve the proposed Memorandum of Agreement between the City of Laguna Hills, City of Aliso Viejo, City of Lake

Forest, City of Mission Viejo, and City of Laguna Niguel for Sharing of Emergency Management Resources; and 2) Authorize the City Manager to execute the Memorandum of Agreement.

4.7 Designate Authorized Agents to Sign Emergency Management Performance Grants for the Federal Fiscal Years of 2024, 2025, and 2026

Recommendation: That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, Designating Authorized Agents for the Acceptance and Execution of Emergency Management Performance Grants (EMPG)".

4.8 Community Development Block Grant Application for the City of Laguna Hills Public Facilities & Improvements Application for Fiscal Year 2025-2026

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 2025-2026 and Accepting the Award of Community Development Block Grant Funds, If Awarded Funding."

Items Removed from the Consent Calendar

5. Planning Agency

The Planning Agency is called to order only if there are items scheduled to be presented to the Planning Agency.

6. City Council Public Hearings

7. Administrative Reports

7.1 City Manager

7.2 City Clerk

7.2.1 City Council Representatives to Other Boards, Committees, and Agencies

Recommendation: That the City Council take the following actions:

- 1) Review the City of Laguna Hills City Council Representatives to Other Boards, Committees, and 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) 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.

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

Consideration of Compensation for City Manager

1 Consideration of Compensation for City Manager

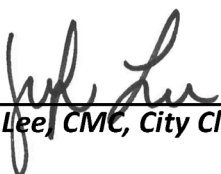
Recommendation: Following completion of the annual performance evaluation of the City Manager, the City Council will take such action as it so determines.

Adjournment

The next Regular Meeting of the City Council/Planning Agency will be January 28, 2025, at 6:00p.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 9, 2024, at 5:00p.m.



Jennifer Lee, CMC, City Clerk

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 14, 2025
To: Mayor and Council Members
From: Jennifer Lee, City Clerk
Issue: Certificate of Recognition for Laguna Hills High School Student Liaison Dylan Vu

Recommendation: That Mayor Sweeney present a Certificate of Recognition to Dylan Vu recognizing his service as a Laguna Hills 2024 Student Liaison.

Background:

The City of Laguna Hills and the Laguna Hills High School PTSA established a Student Liaison Program in 1993. Dylan Vu has served as a Student Liaison for the 2024 fall semester. He has served with distinction, and it is in order to recognize his service.

Fiscal Impact:

There is no fiscal impact associated with this item.

Attachments:

1. Certificate of Recognition - Dylan Vu



CITY OF LAGUNA HILLS

CERTIFICATE OF RECOGNITION

DYLAN VU
Laguna Hills High School
Student Liaison

September 10, 2024 through January 14, 2025

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

WHEREAS, Dylan Vu was appointed to serve as the Student Liaison to the City Council and took the Oath of Office on September 10, 2024; and

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

NOW, THEREFORE, I, Joshua Sweeney, Mayor, on behalf of the City Council of the City of Laguna Hills, California, do hereby recognize Dylan Vu for their service to the City as Student Liaison to the City Council.

Dated this 14th day of January 2024.

JOSHUA SWEENEY, MAYOR



CITY OF LAGUNA HILLS CERTIFICATE OF RECOGNITION TRAUMA INTERVENTION PROGRAM OF ORANGE COUNTY 30 Year Anniversary Outstanding Community Service

WHEREAS, Trauma Intervention Program, Inc. (TIP) is a national non-profit organization founded in 1985 and has served Orange County since 1995. TIP has 15 affiliates serving over 250 cities across the nation with each affiliate using specially trained volunteers who respond to traumatic incidents in the support of survivors and their families in the first few hours following a tragedy; and

WHEREAS, TIP Volunteers are available 24 hours a day, 365 days a year and are called by police officers, firefighters, paramedics, and hospital personnel to assist family members and friends following: a natural or unexpected death; a violent crime including rape, assault, robbery, or burglary; a catastrophic fire; motor vehicle accidents; and many more significant traumatic events; and

WHEREAS, TIP's Orange County affiliate has over 125 active volunteers that serve 26 cities, 14 hospitals, and numerous public safety organizations as well as unincorporated Orange County, airports, and harbors; and

WHEREAS, TIP has received the prestigious Innovations Award in State and Local government from Harvard University and Ford Foundation, the Crime Victim Service Award from the United States Justice Department, and the Governor's Victim Service Award from the State of California; and

WHEREAS, TIP will be presenting its Heroes with Heart Celebration & Fundraiser on Wednesday, February 19, 2025, that will recognize the outstanding public service of Orange County's public safety and fire department honorees.

NOW, THEREFORE, I, Joshua Sweeney, Mayor, on behalf of the City Council of the City of Laguna Hills, California, do hereby recognize, commend, and thank Trauma Intervention Program, Inc. of Orange County in the celebration of their 30th anniversary and for their outstanding public service to Orange County.

Dated this 14th day of January 2024.

JOSHUA SWEENEY, MAYOR



City of Laguna Hills City Council / Planning Agency Staff Report

Date: January 14, 2024
To: Mayor and Council Members
From: Kayle McDonald, Deputy City Clerk
Issue: Schedule of Future Events

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

Meetings:

City Council/Planning Agency Regular Meetings

Tuesday, January 28, 6:00 p.m., Laguna Hills Civic Center Council Chamber

Tuesday, February 11, 6:00 p.m., Laguna Hills Civic Center Council Chamber

Traffic Commission Regular Meeting

Wednesday, January 15, 6:00 p.m., Laguna Hills Civic Center Council Chamber

Parks & Recreation Commission Regular Meeting

Wednesday, February 5, 6:00 p.m., Laguna Hills Civic Center Council Chamber

Events:

[Annual Daddy Daughter Dinner Dance](#)

(pre-registration required, \$10 per person)

Friday, February 21, 6:30 p.m. – 8:30 p.m., meet at Laguna Hills Community Center

[Excursion to Norton Simon Museum](#)

(pre-registration required, \$20 residents; \$25 non-residents)

Friday, February 7, 2:30 p.m. – 10:00 p.m., meet at Laguna Hills Community Center

[Excursion to The Birch Aquarium](#)

(pre-registration required, \$35 residents; \$40 non-residents)

Saturday, February 8, 7:30 a.m. – 7:00 p.m., meet at Laguna Hills Community Center

[Excursion to San Diego Air & Space Museum](#)

(pre-registration required, \$35 residents; \$40 non-residents)

Sunday, February 16, 8:30 a.m. – 7:00 p.m., meet at Laguna Hills Community Center

Excursion to Ronald Reagan Presidential Library and Museum

(pre-registration required, \$20 residents; \$25 non-residents)

Monday, February 17, 9:00 a.m. – 7:00 p.m., meet at Laguna Hills Community Center

Seniors 65+Excursion to San Diego Zoo Safari Park

(pre-registration required, \$20 residents; \$25 non-residents)

Monday, February 10, 8:00 a.m. – 7:00 p.m., meet at Laguna Hills Community Center

Attachments:

1. Event Flyer(s)



CITY OF LAGUNA HILLS

Daddy Daughter Dinner Dance

Scoot on down to the
Community Center on
Friday, February 21 from
6:30-8:30 PM

Dads and daughters, please join the City of Laguna Hills Community Services Department for our annual dinner dance. Wear your best western outfits and get ready to party 'til the cows come home! Tickets are \$10 per person and pre-registration is required. You can register online at lagunahillsca.gov. Please call 949.707.2680 for more information.



**City of Laguna Hills
City Council / Planning Agency
Regular Meeting
Minutes
Tuesday, December 10, 2024**

General Business Convening at 7:00 PM

Call to Order

The meeting was called to order at 7:01 p.m. by Mayor Wheeler.

Invocation: Chaplain Jim Davis of the Orange County Sheriff's Department

Pledge of Allegiance: Mayor Pro Tempore Sweeney

Roll Call of City Council Members

Present:

Mayor Dave Wheeler
Mayor Pro Tempore Joshua Sweeney
Council Member Don Caskey
Council Member Heft
Council Member Erica Pezold

Absent:

City Council Reorganization

Certification of the General Municipal Election Held on November 5, 2024

Recommendation: That the City Council:

- 1) Receive and file the Certificate of Results for the General Municipal Election held on Tuesday, November 5, 2024; and
- 2) Adopt Resolution No. 2024-12-10-1: "A Resolution of the City Council of the City of Laguna Hills, California, Reciting the Facts of the General Municipal Election held on Tuesday, November 5, 2024, Declaring the Results and Such Other Matters as Provided by Law."

City Clerk Lee reviewed the information provided in the staff report.

A motion to approve staff's recommendation was moved by Council Member Heft, seconded by Mayor Pro Tempore Sweeney.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Wheeler, Mayor Pro Tempore Sweeney, Council Member Caskey, Council Member Heft, Council Member Pezold

Nays: None

Abstain: None

Recognition of Outgoing Council Member Janine Heft

Recommendation: That the City Council adopt Resolution No 2024-12-10-2: "A Resolution of the City Council of the City of Laguna Hills, California, recognizing the service of Council Member Janine Heft" and that the City Council present a Resolution of Commendation and City Tile to Janine Heft.

A motion to approve staff's recommendation was moved by Mayor Pro Tempore Sweeney, seconded by Council Member Pezold.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Wheeler, Mayor Pro Tempore Sweeney, Council Member Caskey, Council Member Heft, Council Member Pezold

Nays: None

Abstain: None

Mayor Wheeler, on behalf of the City Council, presented a Resolution of Commendation and City Tile to Outgoing Council Member Heft and spoke of his appreciation for Council Member Heft's service to the City.

Council Member Heft was also recognized by the Association of California Cities - Orange County (ACC-OC), Assemblywoman Diane Dixon's office, Senator Catherine Blakespear's office, Supervisor Katrina Foley's office, Congresswoman Young Kim's office and Transportation Corridor Agencies (TCA).

Remarks of Council Members Regarding Council Member Heft's Service to the City

The City Council provided remarks regarding Council Member Heft's service to the City.

Remarks of Outgoing Council Member Janine Heft

Outgoing Council Member Heft provided remarks regarding her two terms serving on the City Council and expressed her appreciation to her colleagues, City staff, and her family.

Recognition of Outgoing Mayor and Resolution of Commendation, Dave Wheeler, Mayor

Recommendation: That the City Council adopt Resolution No. 2024-12-10-3: "A Resolution of the City Council of the City of Laguna Hills, California, commending Dave Wheeler as Mayor" and that the City Council present the Resolution and a plaque to Dave Wheeler recognizing his service to the City.

A motion to approve staff's recommendation was moved by Council Member Pezold, seconded by Council Member Heft.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Wheeler, Mayor Pro Tempore Sweeney, Council Member Caskey, Council Member Heft, Council Member Pezold

Nays: None

Abstain: None

Mayor Pro Tempore Sweeney, on behalf of the City Council, presented a Resolution of Commendation and City Tile to outgoing Mayor Wheeler and spoke of his appreciation for Mayor Wheeler's service to the City.

Remarks of Outgoing Mayor

Outgoing Mayor Wheeler provided remarks regarding his service as Mayor.

Recess and Reconvene

Mayor Wheeler recessed the meeting at 8:09 p.m. for a brief reception and reconvened the meeting at 8:41 p.m.

City Council Reorganization (continued)

Oaths of Office for New Council Members

Susie Caskey administered the ceremonial Oath of Office to Council Member Caskey.

Kate Mathis administered the ceremonial Oath of Office to incoming Council Member Mathis.

Incoming Council Member Mathis was recognized by Supervisor Katrina Foley's office.

Roll Call of City Council Members

Present:

Mayor Joshua Sweeney
Mayor Pro Tempore Don Caskey
Council Member Jared Mathis
Council Member Erica Pezold
Council Member Wheeler

Absent:

Election of Mayor

Mayor Wheeler nominated Mayor Pro Tempore Sweeney to serve as Mayor.

The City Council elected Joshua Sweeney to serve as Mayor until December 9, 2025.

Roll Call Vote Result: Joshua Sweeney

Yes 4, No 1, Abstained 0

Ayes: Mayor Wheeler, Mayor Pro Tempore Sweeney, Council
Member Caskey, Council Member Mathis

Nays: Council Member Pezold

Abstain: None

Remarks of Newly Elected Mayor

Newly elected Mayor Sweeney provided remarks.

Election of Mayor Pro Tempore

Mayor Sweeney nominated Council Member Caskey to serve as Mayor Pro Tempore.

The City Council elected Don Caskey to serve as Mayor Pro Tempore until December 9, 2025.

Roll Call Vote Result: Don Caskey

Yes 5, No 0, Abstained 0

Ayes: Mayor Sweeney, Council Member Caskey, Council Member
Pezold, Council Member Mathis, Council Member Wheeler

Nays: None

Abstain: None

1. Presentations and Proclamations

1.1 Laguna Hills High School Student Liaison Report

The City Council received a report from Laguna Hills High School 2024 Spring Student Liaison Ann Pham.

1.2 Certificate of Recognition for Laguna Hills High School Student Liaison Ann Pham

Mayor Sweeney presented a Certificate of Recognition to Ann Pham recognizing her service as a Laguna Hills 2024 Fall Student Liaison.

2. Schedule of Future Events

2.1 Schedule of Future Events

City Clerk Lee announced the upcoming meetings and events.

3. Public Comments

There were no public comments on non-agendized items.

4. Consent Calendar

A motion to approve the balance of the Consent Calendar with Council Member Wheeler and Council Member Pezold removing Item No. 4.10 and Mayor Pro Tempore Caskey removing Item No. 4.7 was moved by Council Member Wheeler, seconded by Council Member Pezold.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Sweeney, Mayor Pro Tempore Caskey, Council Member Mathis, Council Member Pezold, Council Member Wheeler

Nays: None

Abstain: None

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 November 12, 2024, 4pm Special Meeting

Recommendation: That the City Council approve the City Council Minutes for the November 12, 2024, 4pm Special Meeting.

4.3 Approval of Minutes for November 12, 2024, Regular Meeting

Recommendation: That the City Council approve the City Council Minutes for the November 12, 2024, Regular Meeting.

4.4 Approval of Minutes for November 19, 2024, 7pm Special Meeting

Recommendation: That the City Council approve the City Council Minutes for the November 19, 2024, 7pm Special Meeting.

4.5 Ratification of December 10, 2024 Warrant Register

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from November 1, 2024, to November 28, 2024, in the amount of \$2,257,169.25.

4.6 Treasurer's Investment Report for October 2024

Recommendation: That the City Council receive and file the Treasurer's Investment Report for the month of October 2024.

4.8 2025 City Council Meeting Calendar

Recommendation: That the City Council adopt the 2025 City Council Meeting Calendar.

4.9 Affirmation of Local Appointments List for City Boards, Commission, and Committees

Recommendation: That the City Council affirm the Local Appointments List and direct that it be posted on the City's website, at City Hall and in the Laguna Hills Branch Technology Library in accordance with Government Code Section 54972, the Maddy Act.

4.11 Resolution Amending and Restating City Council Policy No. 101 Regarding Procedures for the City Council Policy Manual

Recommendation: That the City Council adopt Resolution 2024-12-10-5: "A Resolution of the City Council of the City of Laguna Hills, California, Amending and Restating City Council Policy No. 101 Regarding Procedures for the City Council Policy Manual."

4.12 Resolution Amending and Restating City Council Policy No. 125 Regarding Procedures for the City Council Policy Manual

Recommendation: That the City Council adopt Resolution No. 2024-12-10-6: "A Resolution of the City Council of the City of Laguna Hills, California, Amending and Restating City Council Policy No. 125 Regarding Procedures for the Delivery of City Council Agendas."

4.13 Declare Former Globe Property (APN: 616-022-04) as Exempt Surplus Land

Recommendation: That the City Council declare the former Globe Property (APN: 616-022-04) as Exempt Surplus Land, and adopt a Resolution entitled, "A Resolution of the City Council of the City of Laguna Hills, California, Declaring Real Property (APN No. 616-022-04) as Exempt Surplus Land Pursuant to the Surplus Land Act, Government Code Section 54220 Et Seq. and Making CEQA Findings."

4.14 Assignment and Assumption Agreement for NPDES Program Management and Inspection Consulting Services

Recommendation: That the City Council: 1) Approve the proposed Assignment and Assumption Agreement relating to the 2023 Professional Services Agreement between the City of Laguna Hills and WSP USA Environment and Infrastructure, Inc. for NPDES Program Management and Inspection Consulting Services; and 2) Authorize the City Manager to execute the Assignment and Assumption Agreement.

4.15 Proposed Civic Center Office Lease with The Financial Coaching Group, Inc., a California corporation, for 24031 El Toro Road, Suite 320, Laguna Hills, California

Recommendation: That the City Council: 1) Approve the lease agreement with The Financial Coaching Group, a California corporation, for 24031 El Toro Road, Suite 320, Laguna Hills, California; 2) Authorize the City Manager to make minor modifications to and negotiate the final terms of the lease agreement, as necessary; and 3) Authorize the City Manager to execute the lease agreement.

4.16 Safe Streets for All Grant for the Development of the Laguna Hills Safety Action Plan

Recommendation: That the City Council: 1) Approve the Agreement between the United States Department of Transportation's Federal Highway Administration and the City of Laguna Hills to receive a Safe Streets and Roads for All (SS4A) Grant for the Laguna Hills Citywide Safety Action Plan; 2) Authorize the City Manager to execute the Agreement; and 3) Authorize the Finance Director to amend the budget by allocating an expenditure of \$250,000 in Professional Services (General Fund 100-355-700000), recognize grant revenue of \$200,000, and transfer \$50,000 from City Engineer Services (General Fund 100-355-700100) to fund the City's matching cost share.

4.17 Side Street Stop Sign Installation on Luna Bonita Drive at La Serra

Recommendation: That the City Council: 1) Find and determine that the proposed stop control intersection is not subject to the California Environmental Quality Act pursuant to Section 15301(c) of the CEQA Guidelines, Cal. Code of Regs, Title 14, Chapter 3 (the operation and maintenance of existing highways and streets is categorically exempt); and 2) Adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, designating the intersection of Luna Bonita Drive and La Serra as a stop intersection and authorizing the installation of a one-way side street stop sign on Luna Bonita Drive at La Serra."

4.18 Development Application Status Report

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

Items Removed from the Consent Calendar

4.10 Resolution Updating Designation of Assistant and Deputy City Attorneys Within the Office of City Attorney as Required by Laguna Hills Municipal Code Chapter 2-20

Recommendation: That the City Council adopt Resolution No. 2024-12-10-4: "A Resolution of the City Council of the City of Laguna Hills, California, Updating Designation of Assistant and Deputy City Attorneys Within the Office of the City Attorney as Required by Laguna Hills Municipal Code Chapter 2-20."

Council Member Wheeler and Council Member Pezold removed Item No. 4.10 from the Consent Calendar to allow for discussion on the item.

City Attorney Simonian responded to Council Member requests for additional information

A motion to approve staff's recommendation was moved by Council Member Pezold, seconded by Council Member Wheeler.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Sweeney, Mayor Pro Tempore Caskey, Council Member Mathis, Council Member Pezold, Council Member Wheeler
Nays: None
Abstain: None

4.7 Financial Statements for Fiscal Year Ending June 30, 2024

Recommendation: That the City Council receive and file the Annual Comprehensive Financial Report and other audit reports for fiscal year 2023/2024.

Mayor Pro Tempore Caskey removed Item No. 4.7 from the Consent Calendar to provide comments on the item.

A motion to approve staff's recommendation was moved by Mayor Pro Tempore Caskey, seconded by Council Member Pezold.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Sweeney, Mayor Pro Tempore Caskey, Council Member Mathis, Council Member Pezold, Council Member Wheeler
Nays: None
Abstain: None

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 provided no administrative reports.

7.2 City Clerk

7.2.1 Introduction and First Reading of an Ordinance Relating to Electronic and Digital Signatures

Recommendation: That the City Council introduce for first reading, read by title only, and waive further reading of an Ordinance entitled: "An Ordinance of the City of Laguna Hills, California, Adding Chapter 1-14 (Electronic and Digital Signatures) to Title 1 (General Provisions) of the Laguna Hills Municipal Code Relating to the Authorized Use of Electronic and Digital Signatures."

City Clerk Lee reviewed the information provided in the staff report and responded to Council Member requests for additional information.

City Manager Hildenbrand responded to Council Member requests for additional information.

City Attorney Simonian responded to Council Member requests for additional information.

A motion to approve staff's recommendation was moved by Mayor Pro Tempore Caskey, seconded by Council Member Mathis.

Result: Passed

Yes 5, No 0, Abstained 0

Ayes: Mayor Sweeney, Mayor Pro Tempore Caskey, Council Member Mathis, Council Member Pezold, Council Member Wheeler

Nays: None

Abstain: None

8. Matters Agendized and Presented by City Council Members

There were no matters agendized by City Council Members.

9. City Council Member Committee Reports

9.1 Committee Assignment Reports

The City Council received reports from City Council Members on the City Council Committee Assignments listed in the staff report including an OCFA video presentation provided by Mayor Sweeney.

10. City Council Member Comments

Council Member Pezold

Council Member Pezold expressed her happiness and sense of pride for the Christmas lights displayed in the median and the light show at the Community Center.

Council Member Pezold invited everyone to the Holiday Musical Dance Extravaganza on December 14, 2024.

Council Member Pezold welcomed the two newly elected Council Members and congratulated them on the election.

Council Member Wheeler

Council Member Wheeler welcomed Council Member Mathis.

Council Member Wheeler reported on the City's recent tree lighting ceremony and the upcoming Breakfast with Santa and Holiday Musical Dance Extravaganza events.

Council Member Mathis

Council Member Mathis thanked the public for allowing him the opportunity to serve as a Council Member.

Mayor Sweeney

Mayor Sweeney congratulated Mayor Pro Tempore Caskey and Council Member Mathis on the recent election.

Adjournment

There being no further business before the City Council at this session, Mayor Sweeney declared the meeting adjourned at 9:42 p.m.

Jennifer Lee, City Clerk

ATTEST:

Joshua Sweeney, Mayor

Approved at meeting of January 14, 2025.



City of Laguna Hills City Council / Planning Agency Staff Report

Date: January 14, 2025
To: Mayor and Council Members
From: Eric Hendrickson, Finance Director
Issue: Ratification of January 14, 2025 Warrant Register

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from November 29, 2024, to January 2, 2025, in the amount of \$1,761,232.35.

Background:

The City issues accounts payable disbursements on a regular basis and presents it to the 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 November 29, 2024, to January 2, 2025, 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.

Fiscal Impact:

Ratification of the accompanying Warrant Register includes disbursements totaling \$1,761,232.35.

Attachments:

1. Warrant Register - January 14, 2025
2. Payables Detail Report - January 14, 2025



City of Laguna Hills, CA

Warrant Register - January 14, 2025

By Check Number

Date Range: 11/29/2024 - 01/02/2025

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Regular				
4487	A-0392	AQUATICO	12/05/2024	1,590.00
4488	Z-CD-0497	AZEEZ MALLEY	12/05/2024	8,139.25
4489	B-0222	BILL'S SOUND AND SECURITY	12/05/2024	65.00
4490	C-1133	CALIFORNIA YELLOW CAB	12/05/2024	3,573.00
4491	C-1177	CANON FINANCIAL SERVICES, INC.	12/05/2024	1,004.43
4492	C-1096	CODE PUBLISHING COMPANY, INC.	12/05/2024	970.00
4493	C-1191	COUNTY OF ORANGE	12/05/2024	139.00
4494	C-0023	COX COMMUNICATION	12/05/2024	237.70
4495	C-1122	CROSSTOWN ELECTRICAL AND DATA, INC.	12/05/2024	3,644.70
4496	D-0561	DOCU-TRUST	12/05/2024	153.97
4497	D-0523	DUDEK	12/05/2024	14,993.75
4498	E-0504	EL TORO WATER DISTRICT	12/05/2024	20,321.67
4499	F-0725	FASTSIGNS OF LAKE FOREST	12/05/2024	334.98
4500	H-0804	HINDERLITER, DE LLAMAS AND ASSOC., INC.	12/05/2024	1,670.98
4501	H-0960	HR GREEN PACIFIC, INC.	12/05/2024	7,525.50
4502	Z-CS-0444	HUANG, JENNIE	12/05/2024	500.00
4503	I-0960	IRV SEAVER MOTORCYCLES	12/05/2024	1,938.29
4504	J-1057	JAMEY CLARK, INC.	12/05/2024	4,648.34
4505	L-1395	LIVING INTERIORS	12/05/2024	23.23
4506	M-1609	MITSUBISHI ELECTRIC US, INC.	12/05/2024	487.40
4507	M-1388	MOBILE MINI, INC.	12/05/2024	225.71
4508	M-1302	MOULTON NIGUEL WATER DISTRICT	12/05/2024	19,657.70
4509	N-1499	NEXTREQUEST, LLC	12/05/2024	8,639.64
4510	N-1498	NOBEL SYSTEMS, INC.	12/05/2024	38,400.00
4511	O-1610	ORACLE AMERICA, INC.	12/05/2024	325.92
4512	R-1985	REGIONAL FIRST AID, INC	12/05/2024	323.04
4513	R-1977	RJ ELECTRIC	12/05/2024	9,375.00
4514	S-2332	SANTA MARGARITA PLUMBING AND AIR	12/05/2024	1,430.17
4515	S-2331	SKYLINE PEST CONTROL	12/05/2024	360.00
4516	S-2330	SOCALGAS	12/05/2024	102.73
4517	S-2219	SOUTH COUNTY OUTREACH	12/05/2024	1,136.00
4518	S-1904	SOUTHERN CALIFORNIA EDISON	12/05/2024	128.28
4519	S-2250	SPARKLETTES	12/05/2024	273.28
4520	S-2299	SPECIALTY MOWING SERVICES, INC.	12/05/2024	28,296.00
4521	S-1940	STATE WATER RESOURCES CONTROL BOARD	12/05/2024	18,196.00
4522	R-1888	THE RITZ COMPANIES	12/05/2024	11,784.46
4523	U-2165	UNDERGROUND SERVICE ALERT OF SO CALIFORNIA	12/05/2024	133.25
4524	W-2337	WEST COAST ARBORISTS, INC.	12/05/2024	15,865.15
4525	A-0138	ALL CITY MANAGEMENT, INC.	12/11/2024	8,099.28
4526	D-0461	DATA TICKET, INC.	12/11/2024	765.38
4527	A-0396	MICHAEL ALBANESE	12/11/2024	4,000.00
4528	M-1333	MITY-LITE, INC.	12/11/2024	43,311.37
4529	M-1388	MOBILE MINI, INC.	12/11/2024	300.77
4530	O-1614	ORANGE COUNTY SCHOOL OF THE ARTS FOUNDATION	12/11/2024	487.50
4531	C-1003	ORANGE COUNTY TREASURER-TAX COLLECTOR	12/11/2024	1,940.00
4532	S-1902	SAN DIEGO GAS AND ELECTRIC	12/11/2024	11,775.45
4533	S-2319	SCA OF CA, LLC	12/11/2024	16,331.46
4534	S-1904	SOUTHERN CALIFORNIA EDISON	12/11/2024	358.98
4535	S-1904	SOUTHERN CALIFORNIA EDISON	12/11/2024	13,939.74
4536	T-2698	TPX COMMUNICATIONS	12/11/2024	742.08
4537	T-2656	TYLER TECHNOLOGIES, INC.	12/11/2024	19,094.06
4538	A-0233	ALISO CREEK PRINTING MINUTEMAN PRESS	12/23/2024	4,572.91
4539	A-0138	ALL CITY MANAGEMENT, INC.	12/23/2024	4,499.60

Warrant Register - January 14, 2025

Date Range: 11/29/2024 - 01/02/2025

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
4540	A-0327	ASSOCIATION OF CA CITIES -OC	12/23/2024	8,251.48
4541	A-0365	AT AND T - CALNET 3	12/23/2024	394.60
4542	A-0397	AWARDS BY PAUL	12/23/2024	245.67
4543	B-0304	BEE MAN, THE	12/23/2024	891.00
4544	S-2341	BRIANA SUAKJIAN	12/23/2024	750.00
4545	C-1144	CHARLES ABBOTT ASSOCIATES, INC	12/23/2024	32,751.79
4546	E-0553	CHRISTINA ELKINS	12/23/2024	1,834.35
4547	C-1203	CHRISTMAS KINGS, THE	12/23/2024	52,250.00
4548	C-0324	CITY OF MISSION VIEJO	12/23/2024	5,245.63
4549	C-1021	CIVIC SOLUTIONS, INC.	12/23/2024	27,162.50
4550	C-1190	COUNTY OF ORANGE	12/23/2024	1,826.00
4551	C-0023	COX COMMUNICATION	12/23/2024	655.16
4552	C-1122	CROSSTOWN ELECTRICAL AND DATA, INC.	12/23/2024	7,696.78
4553	E-0593	DALE BRUCE EISENBERG	12/23/2024	357.00
4554	D-0583	DMS FACILITY SERVICES, LLC	12/23/2024	6,490.00
4555	D-0523	DUDEK	12/23/2024	457.50
4556	E-0554	ECONOMICS, INC.	12/23/2024	21,569.58
4557	E-0614	EMPIRE PARKING LOT SERVICES, LLC	12/23/2024	17,135.00
4558	G-0873	GAIL MATERIALS	12/23/2024	1,223.04
4559	H-0959	HABASH, JOHN	12/23/2024	140.00
4560	I-0960	IRV SEAVER MOTORCYCLES	12/23/2024	40.50
4561	I-0942	IRVINE RANCH WATER DISTRICT	12/23/2024	260.57
4562	J-1057	JAMEY CLARK, INC.	12/23/2024	12,411.05
4563	W-2454	JEFF WESSON INC	12/23/2024	105.00
4564	Z-CD-0426	KJC ROOFING, INC	12/23/2024	220.02
4565	Z-CD-0413	MILAN CAPITAL MANAGEMENT	12/23/2024	1,555.00
4566	M-1388	MOBILE MINI, INC.	12/23/2024	341.83
4567	M-1302	MOULTON NIGUEL WATER DISTRICT	12/23/2024	15,104.37
4568	N-1501	NORMAN'S NURSERY INC.	12/23/2024	2,998.69
4569	N-1487	NUVIS LANDSCAPE ARCHITECTURE	12/23/2024	3,595.00
4570	O-1613	ONTARIO REFRIGERATION SERVICE, INC.	12/23/2024	3,845.19
4571	O-1610	ORACLE AMERICA, INC.	12/23/2024	169.60
4572	O-1615	ORANGE COUNTY HAULING	12/23/2024	950.00
4573	P-1851	PEDROZA READY MIX	12/23/2024	1,739.98
4574	Z-CD-0292	PRIEBE, BILL	12/23/2024	720.00
4575	R-1994	RAMON TOTAL ROOFING	12/23/2024	39,600.00
4576	R-1977	RJ ELECTRIC	12/23/2024	13,688.00
4577	G-0874	ROBERTA GEIER	12/23/2024	84.00
4578	S-2329	S.C. SIGNS AND SUPPLIES LLC	12/23/2024	171.32
4579	S-1902	SAN DIEGO GAS AND ELECTRIC	12/23/2024	40,085.26
4580	S-2334	SEAN TRACY SIMON	12/23/2024	105.00
4581	S-2331	SKYLINE PEST CONTROL	12/23/2024	360.00
4582	S-2330	SOCALGAS	12/23/2024	487.27
4583	S-1944	SOUTHERN CALIF MUN ATHLETIC FEDERATION	12/23/2024	971.25
4584	S-1904	SOUTHERN CALIFORNIA EDISON	12/23/2024	5,613.41
4585	O-1575	SOUTHERN CALIFORNIA NEWS GROUP	12/23/2024	400.51
4586	S-2250	SPARKLETTS	12/23/2024	224.82
4587	S-2299	SPECIALTY MOWING SERVICES, INC.	12/23/2024	2,200.00
4588	S-1980	STATE DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	12/23/2024	32.00
4589	S-1940	STATE WATER RESOURCES CONTROL BOARD	12/23/2024	20,907.00
4590	S-2209	STUDIO TWO BLACK DIAMOND	12/23/2024	48.49
4591	Z-CD-0234	SUNRUN INSTALLATION SERVICES, INC	12/23/2024	264.15
4592	T-2002	TAB PRODUCTS COMPANY	12/23/2024	683.02
4593	T-2712	TOTAL SOURCE OFFICEWORKS	12/23/2024	791.50
4594	Z-CD-0484	TURNER CONSTRUCTION	12/23/2024	6,475.00
4595	V-2224	VERIZON WIRELESS	12/23/2024	1,263.56
4596	V-2253	VILLA ROMA	12/23/2024	2,586.00
4597	W-2337	WEST COAST ARBORISTS, INC.	12/23/2024	7,466.40
4598	W-2453	WOJCIECHOWSKI, CAROLYN	12/23/2024	1,288.00
4599	R-1801	WOODRUFF & SMART, A PROFESSIONAL CORPORATION	12/23/2024	37,710.17

Warrant Register - January 14, 2025

Check Number	Vendor Number	Vendor Name
4600	P-1852	YSABELLA PADUA

Date Range: 11/29/2024 - 01/02/2025

Payment Date	Payment Amount
12/23/2024	50.00
Total Regular:	771,772.11

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Bank Draft				
DFT0002994	H-0966	HIGH LEVEL SECURITY SOLUTIONS, INC.	12/05/2024	8,256.00
DFT0003003	W-2450	WEX BANK	12/06/2024	81.12
DFT0003004	W-2450	WEX BANK	12/06/2024	98.89
DFT0003006	C-1007	OCSD LAW ENFORCEMENT CONTRACT, OC TREASURER-TAX COLLECTOR	12/12/2024	946,274.80
DFT0003013	H-0966	HIGH LEVEL SECURITY SOLUTIONS, INC.	12/19/2024	7,224.00
DFT0003023	U-2170	US BANK CORPORATE PAYMENT SYSTEMS	12/20/2024	27,525.43
Total Bank Draft:				989,460.24

Bank Code 1 - General Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	150	114	0.00	771,772.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	21	6	0.00	989,460.24
EFT's	0	0	0.00	0.00
	171	120	0.00	1,761,232.35

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	150	114	0.00	771,772.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	21	6	0.00	989,460.24
EFT's	0	0	0.00	0.00
	171	120	0.00	1,761,232.35

Fund Summary

Fund	Name	Period	Amount
998	Pooled Cash & Investments	12/2024	1,761,232.35
			1,761,232.35



City of Laguna Hills, CA

Payables Detail Report

By Fund

Payment Dates 11/29/2024 - 01/02/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
Fund: 100 - General Fund					
12/05/2024	DOCU-TRUST	0054672	Offsite Data Storage, Dec '24	100-155-700030	153.97
12/05/2024	ORACLE AMERICA, INC.	101529520	Offsite Backup, Aug '24	100-195-720050	161.45
12/05/2024	ORACLE AMERICA, INC.	101626824	Offsite Backup, Oct '24	100-195-720050	164.47
12/05/2024	COX COMMUNICATION	111024	Cable, City Hall, 11/10/24 - 12/9/24	100-195-630000	237.70
12/05/2024	MOULTON NIGUEL WATER DISTRICT	111424	Utilities - Water, 10/15/24 - 11/12/24	100-310-635100	725.17
12/05/2024	MOULTON NIGUEL WATER DISTRICT	111424	Utilities - Water, 10/15/24 - 11/12/24	100-355-635000	18,844.37
12/05/2024	SOCALGAS	111924	Utilities - Gas, Comm Ctr, 10/16/24 - 11/15/24	100-310-632500	102.73
12/05/2024	SOUTHERN CALIFORNIA EDISON	112024 - Acct #70007600	Utilities - Electric, 10/1/24 - 11/19/24	100-356-631400	128.28
12/05/2024	MOULTON NIGUEL WATER DISTRICT	112124	Utilities - Water, 10/22/24 - 11/18/24	100-355-635000	88.16
12/05/2024	EL TORO WATER DISTRICT	120424	Water Usage, Public Works, Oct '24	100-355-635000	20,321.67
12/05/2024	SOUTH COUNTY OUTREACH	120524	Heritage Day Donation	100-310-695531	1,136.00
12/05/2024	NOBEL SYSTEMS, INC.	16018	GeoView Annual Subscription, 7/1/25 - 10/31/25	100-000-140000	12,800.00
12/05/2024	NOBEL SYSTEMS, INC.	16018	GeoView Annual Subscription, 11/1/24 - 6/30/25	100-195-720050	25,600.00
12/05/2024	SANTA MARGARITA PLUMBING AND AIR	16609-40973	Plumbing Repairs, Nov '24	100-310-645500	1,430.17
12/05/2024	SPECIALTY MOWING SERVICES, INC.	1785	Weed Abatement, Nov '24	100-355-720700	28,296.00
12/05/2024	HR GREEN PACIFIC, INC.	181870	Public Works Permit Inspections, Nov '24	100-355-700255	7,525.50
12/05/2024	FASTSIGNS OF LAKE FOREST	2016-19703	Holiday Event Banners, Nov '24	100-310-695510	334.98
12/05/2024	DUDEK	202410106	Housing Study & MND, USE-0147-2023, 9/28-10/25/24	100-000-223000	14,993.75
12/05/2024	IRV SEAVER MOTORCYCLES	20242554	Motorcycle Maintenance, Police Svcs, Nov '24	100-420-646100	1,524.87
12/05/2024	IRV SEAVER MOTORCYCLES	20242607	Motorcycle Maintenance, Police Svcs, Nov '24	100-420-646100	278.42
12/05/2024	IRV SEAVER MOTORCYCLES	20242656	Motorcycle Maintenance, Police Svcs, Nov '24	100-420-646100	135.00
12/05/2024	REGIONAL FIRST AID, INC	207244	Operating Supplies, Oct '24	100-195-622000	161.52
12/05/2024	REGIONAL FIRST AID, INC	207245	Operating Supplies, Comm Ctr, Oct	100-310-622005	161.52
12/05/2024	WEST COAST ARBORISTS, INC.	222011	Tree Trimming Services, 11/1/24 - 11/15/24	100-355-720702	15,865.15
12/05/2024	THE RITZ COMPANIES	225100	Janitorial Services, Nov '24	100-310-721505	11,784.46
12/05/2024	NEXTREQUEST, LLC	316438	FOIA Workflow Platform, 7/1/25 - 10/31/25	100-000-140000	2,879.88
12/05/2024	NEXTREQUEST, LLC	316438	FOIA Workflow Platform, 11/1/24 - 6/30/25	100-195-720050	5,759.76
12/05/2024	SKYLINE PEST CONTROL	326437	Pest and Rodent Control, Nov '24	100-310-645500	360.00
12/05/2024	CANON FINANCIAL SERVICES, INC.	36195936	Copier Lease SN 2XK05658, 11/1/24 - 11/30/24	100-195-641200	303.86
12/05/2024	CANON FINANCIAL SERVICES, INC.	36195936	Copier Usage SN 2XK05658, 10/1/24 - 10/31/24	100-195-641200	95.63
12/05/2024	CANON FINANCIAL SERVICES, INC.	36200240	Copier Lease SN 2XD05811, 11/1/24- 11/30/24	100-195-641200	604.94
12/05/2024	AQUATICO	372-276	Fountains/Water Features Maintenance, Nov '24	100-310-645500	795.00
12/05/2024	AQUATICO	372-277	Fountains/Water Features Maintenance, Dec '24	100-310-645500	795.00
12/05/2024	SPARKLETTES	4228482 112924	Operating Supplies, 11/13/24 - 11/26/24	100-195-622000	273.28
12/05/2024	CROSSTOWN ELECTRICAL AND DATA, INC.	4296-24-011	Traffic Signal Maintenance, Nov '24	100-356-720420	3,644.70
12/05/2024	BILL'S SOUND AND SECURITY	45016	Passcode Change, Nov '24	100-310-630100	65.00
12/05/2024	MITSUBISHI ELECTRIC US, INC.	509891	Elevator Maintenance, Dec '24	100-310-645500	487.40

Payables Detail Report
Payment Dates: 11/29/2024 - 01/02/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
12/05/2024	HIGH LEVEL SECURITY SOLUTIONS, INC.	5860	Private Security Patrol, 11/18/24 - 12/1/24	100-420-720850	8,256.00
12/05/2024	RJ ELECTRIC	63359	Power for VmWare Service Upgrade	100-195-720050	6,400.00
12/05/2024	RJ ELECTRIC	63402	Project. Nov '24	100-355-720701	2,755.00
12/05/2024	RJ ELECTRIC	63419	Electric Repairs, Nov '24	100-310-645500	220.00
12/05/2024	JAMEY CLARK, INC.	75666	Janitorial Services, Oct '24	100-310-721505	3,450.00
12/05/2024	JAMEY CLARK, INC.	75739	Graffiti Removal, Public Works, Nov	100-355-720500	1,198.34
12/05/2024	HUANG, JENNIE	80049553	Refund, Facility Deposit, R #62149525	100-000-222000	500.00
12/05/2024	MOBILE MINI, INC.	9022453863	Storage Rental, Community Center, 11/20 - 12/17/24	100-310-641000	225.71
12/05/2024	AZEEZ MALLEY	BLDR-1042-2021	BLDR-1042-2021, Partial Refund, REC-008455-2022	100-000-442000	8,139.25
12/05/2024	CODE PUBLISHING COMPANY, INC.	GC00127845	Standard Web Hosting, 7/1/25 - 10/31/25	100-000-140000	323.33
12/05/2024	CODE PUBLISHING COMPANY, INC.	GC00127845	Standard Web Hosting, 11/1/24 - 6/30/25	100-155-700030	646.67
12/05/2024	HINDERLITER, DE LLAMAS AND ASSOC., INC.	SIN044972	Sales Tax & Audit Services, Q2 FY 24/25	100-155-700052	1,670.98
12/05/2024	COUNTY OF ORANGE	STTM002478	Communications Charges, 8/1/24 - 8/31/24	100-420-646000	139.00
12/05/2024	STATE WATER RESOURCES CONTROL BOARD	SW-0302307	Annual Permit Fees, Public Works, 7/1/24 - 6/30/25	100-355-696000	18,196.00
12/05/2024	LIVING INTERIORS	T88236	Interior Plantscape Services, Dec '24	100-310-645500	23.23
12/06/2024	WEX BANK	101146678 COMSVCS	Vehicle Fuel, Nov '24	100-310-613100	98.89
12/06/2024	WEX BANK	101146912 POLSVCS	Vehicle Fuel, Nov '24	100-420-613100	81.12
12/11/2024	MITY-LITE, INC.	00182439	Heritage Room Chairs, Nov '24	100-310-910500	43,311.37
12/11/2024	TYLER TECHNOLOGIES, INC.	025-487436	Software Support, Annual Maint, 7/1/25 - 12/31/25	100-000-140000	9,547.03
12/11/2024	TYLER TECHNOLOGIES, INC.	025-487436	Software Support, Annual Maint, 1/1/25 - 6/30/25	100-195-720050	9,547.03
12/11/2024	SOUTHERN CALIFORNIA EDISON	120224 - Acct #70023450	Utilities - Electric, 10/1/24 - 11/30/24	100-355-631000	485.88
12/11/2024	SOUTHERN CALIFORNIA EDISON	120224 - Acct #70023450	Utilities - Electric, 10/1/24 - 11/30/24	100-356-631400	13,453.86
12/11/2024	SAN DIEGO GAS AND ELECTRIC	120324	Utilities - Electric, 11/1/24 - 11/30/24	100-356-631400	11,775.45
12/11/2024	SOUTHERN CALIFORNIA EDISON	120624 - Acct #70016247	Utilities - Electric, 11/1/24 - 11/30/24	100-355-631000	(289.64)
12/11/2024	SOUTHERN CALIFORNIA EDISON	120624 - Acct #70016247	Utilities - Electric, 11/1/24 - 11/30/24	100-356-631400	648.62
12/11/2024	ORANGE COUNTY SCHOOL OF THE ARTS FOUNDATION	121024	Balance Due, Ballroom Blitz, Holiday Dance, 12/14	100-310-695510	487.50
12/11/2024	SCA OF CA, LLC	136401SP	Pressure Wash, Costeau Park, Nov '24	100-355-720701	780.00
12/11/2024	DATA TICKET, INC.	173038	Process Fee, Parking Citations, Nov	100-420-720823	765.38
12/11/2024	TPX COMMUNICATIONS	183046578-0	Communications Expense, 11/23/24 - 12/22/24	100-195-630000	742.08
12/11/2024	MOBILE MINI, INC.	9022496318	Storage Rental, Community Center, 11/26 - 12/23/24	100-310-641000	82.97
12/11/2024	MOBILE MINI, INC.	9022509538	Storage Rental, Community Center, 11/27 - 12/24/24	100-310-641000	217.80
12/11/2024	ALL CITY MANAGEMENT, INC.	97286	Crossing Guard Services, 11/10/24 - 11/23/24	100-420-720822	8,099.28
12/11/2024	MICHAEL ALBANESE	INV00102	Dance Extravaganza Stage & Lights, 12/14/24	100-310-695510	4,000.00
12/11/2024	ORANGE COUNTY TREASURER-TAX COLLECTOR	NOV 24	Parking Fee Surcharge, Nov '24	100-420-720823	1,940.00
12/12/2024	OCSO LAW ENFORCEMENT	SH 70165	Law Enforcement Services, Dec '24	100-420-720800	946,274.80
12/19/2024	CONTRACT, OC TREASURER-TAX	5865	Private Security Patrol, 12/2/24 - 12/15/24	100-420-720850	7,224.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CaCard (3772) 12.06.24	B.E.S.T. Awards	100-155-612000	97.88
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CaCard (3772) 12.06.24	Ralphs	100-310-622005	30.06
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Ralphs	100-310-622500	24.06

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12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Urban Marigold Floral	100-310-622500	736.10
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	PlasCards.com	100-310-622502	854.45
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Facebook	100-310-624500	61.13
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Patch.com	100-310-624500	96.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Patch.com	100-310-624500	100.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Facebook	100-310-624500	4.73
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Baker Party Rentals	100-310-695510	585.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Baker Party Rentals	100-310-695510	(585.00)
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Polly's Pies	100-310-695510	2,701.38
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Hobby Lobby	100-310-695510	63.77
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Hobby Lobby	100-310-695510	83.99
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Smart & Final	100-310-695510	84.62
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Party Rental CA	100-310-695510	2,050.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Baker Party Rentals	100-310-695510	1,277.52
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Walmart	100-310-695510	128.81
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 12.06.24	Baker Party Rentals	100-310-695510	425.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2803) 12.06.24	Costco	100-310-622005	79.57
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2803) 12.06.24	Laguna Hills Launderland	100-310-622502	11.33
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 12.06.24	Chevron	100-225-613100	149.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 12.06.24	Mitsuwa Marketplace	100-225-622000	6.87
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 12.06.24	Intelius	100-225-626000	4.99
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 12.06.24	Intelius	100-225-626000	4.99
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 12.06.24	Intelius	100-225-626000	24.86
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 12.06.24	Exxon Circle K	100-310-613100	87.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 12.06.24	Home Depot	100-310-645500	16.14
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 12.06.24	Home Depot	100-310-645500	19.34
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 12.06.24	Front Signs	100-310-645500	760.32
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 12.06.24	Exxon Circle K	100-310-646100	18.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 12.06.24	Aliso Smog Check	100-310-646100	58.45
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 12.06.24	Valvoline Instant Oil Change	100-310-646100	260.59
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 12.06.24	Pesticide Applicators Pro	100-355-611000	45.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 12.06.24	Shell	100-355-613100	82.22

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12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 12.06.24	76 Station	100-355-613100	113.35
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 12.06.24	Circle K	100-355-613100	131.49
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 12.06.24	Shell	100-355-646100	18.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 12.06.24	Smartlink	100-355-720700	562.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 12.06.24	Home Depot	100-355-720701	14.52
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 12.06.24	SiteOne Landscape Supply	100-355-720701	1,975.19
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 12.06.24	Home Depot	100-355-720701	35.53
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 12.06.24	Tennis Warehouse	100-355-720701	27.49
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 12.06.24	Home Depot	100-355-720701	53.84
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3405) 12.06.24	Greek Bistro	100-155-622000	116.95
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3405) 12.06.24	Natraj Cuisine of India	100-155-622000	91.85
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3405) 12.06.24	ChatGPT, 11/18/24 - 12/18/24	100-155-626000	20.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3405) 12.06.24	Norm Reeves Ford Superstore	100-155-646100	1,078.98
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 12.06.24	City of Brea, OCCMA	100-155-610000	65.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 12.06.24	League of California Cities Council	100-155-612001	675.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 12.06.24	Academv Amazon	100-155-620000	25.86
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 12.06.24	Amazon	100-155-620000	192.45
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 12.06.24	Amazon	100-155-620000	262.82
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 12.06.24	Secure Live Scan	100-195-617000	35.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 12.06.24	Amazon	100-195-622000	6.45
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 12.06.24	Smart & Final	100-195-622000	486.20
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 12.06.24	Amazon	100-195-622000	284.72
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 12.06.24	Tspoons	100-155-611001	799.55
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 12.06.24	Amazon	100-195-622000	35.33
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 12.06.24	Amazon	100-195-622000	39.86
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 12.06.24	Amazon	100-195-622000	40.41
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 12.06.24	Amazon	100-195-622000	78.40
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 12.06.24	Amazon	100-195-910000	213.45
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 12.06.24	Amazon	100-195-910000	170.25
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 12.06.24	Amazon	100-195-940000	542.60
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 12.06.24	CEAOC Meeting, 12/2/24	100-355-611000	177.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 12.06.24	Amazon	100-355-622000	6.33

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12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 12.06.24	Ansafone	100-355-630000	157.49
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5958) 12.06.24	OC Register Subscription	100-310-626000	358.22
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (6171) 12.06.24	Custom Ink	100-155-611001	1,988.63
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (6171) 12.06.24	City of Brea, OCCMA Holiday Lunch	100-155-612000	130.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (6171) 12.06.24	Romano Cucina	100-195-622000	217.74
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 12.06.24	Home Depot	100-195-622000	(1,076.85)
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 12.06.24	Shell	100-355-613100	55.09
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 12.06.24	Shell	100-355-646100	8.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 12.06.24	Home Depot	100-355-720401	(18.90)
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 12.06.24	Home Depot	100-355-720401	4.60
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 12.06.24	Harbor Freight Tools	100-355-720401	17.22
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 12.06.24	Home Depot	100-355-720401	32.29
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 12.06.24	Home Depot	100-355-720401	73.19
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 12.06.24	Home Depot	100-355-720401	100.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 12.06.24	Home Depot	100-355-720401	300.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 12.06.24	Home Depot	100-355-720401	(100.00)
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7941) 12.06.24	Government Tax Seminar	100-155-611000	550.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7941) 12.06.24	Amazon	100-155-620000	49.55
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7941) 12.06.24	Amazon	100-155-910000	101.16
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Vizual Symphony, Dec '24	100-195-720050	1,040.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	CDW Govt	100-195-940000	(1,687.44)
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Vizual Symphony Inc	100-195-940000	(10.40)
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Vizual Symphony Inc	100-195-940000	10.40
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Exxon Circle K	100-310-613100	107.23
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-620500	31.32
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-620500	32.28
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-620500	33.28
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon Prime	100-310-626000	149.77
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Rush Order Tees	100-310-695505	387.91
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Morongo Travel Center	100-310-695505	42.72
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-695510	86.19
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-695510	84.02

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12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-695510	19.37
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-695510	6.45
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-695510	75.38
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-695510	126.03
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-695510	129.80
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-695510	141.06
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-695510	336.08
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-695510	237.99
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 12.06.24	Amazon	100-310-695510	141.10
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	Canva, 7/1/25 - 10/31/25	100-000-140000	40.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	JCTees	100-420-622000	1,937.36
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	Lucille's Smokehouse Bar-B-Que	100-420-622000	161.61
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	Lucille's Smokehouse Bar-B-Que	100-420-622000	161.61
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	J M Trophies and Awards	100-420-622000	104.57
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	Amazon	100-420-622000	61.39
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	Canva, 11/1/24 - 6/30/25	100-420-626000	79.99
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	Amazon Prime	100-420-626000	16.15
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	The Toll Roads of OC	100-420-646100	3.46
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	The Toll Roads of OC	100-420-646100	6.16
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	The Toll Roads of OC	100-420-646100	7.54
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	The Toll Roads of OC	100-420-646100	3.46
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	Terra Mia Pizzeria, Pizza With A Cop	100-420-695000	60.01
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 12.06.24	In-N-Out	100-420-695000	56.35
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 12.06.24	Target	100-195-620000	19.38
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 12.06.24	Cox Communications, 11/7/24 - 12/6/24	100-195-630000	84.00
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 12.06.24	Cox Communications, 11/5/24 - 12/4/24	100-195-630000	845.70
12/20/2024	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 12.06.24	Cox Communications, 11/17/24 - 12/16/24	100-195-630000	584.68
12/23/2024	AT AND T - CALNET 3	000022701583	Traffic Signal, 11/6/24 - 12/5/24	100-356-630000	32.14
12/23/2024	AT AND T - CALNET 3	000022703545	Alarm, Com Ctr & City Hall Lines, 11/7/24-12/6/24	100-195-630000	205.23
12/23/2024	AT AND T - CALNET 3	000022703545	Alarm, Com Ctr & City Hall Lines, 11/7/24-12/6/24	100-310-630100	157.23
12/23/2024	ORANGE COUNTY HAULING	0002965	Taco Stand Removal, 12/20/24	100-225-700000	950.00
12/23/2024	SOUTHERN CALIFORNIA NEWS	0011702937	Legal Advertising, Nov '24	100-155-624001	400.51
12/23/2024	ORACLE AMERICA, INC.	101673415	Offsite Backup, Nov '24	100-195-720050	169.60
12/23/2024	STUDIO TWO BLACK DIAMOND	101999	Printing Services, Business Cards, Dec '24	100-420-622000	48.49

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12/23/2024	CIVIC SOLUTIONS, INC.	104949	Contract Staffing Services, Oct '24	100-225-720512	26,035.00
12/23/2024	CIVIC SOLUTIONS, INC.	104950	Contract Staffing Services, Oct '24	100-225-720512	666.25
12/23/2024	CIVIC SOLUTIONS, INC.	104951	Consultant Services, USE-0147-2023, Oct '24	100-000-223000	461.25
12/23/2024	BRIANA SUAKJIAN	1068	Dance Extravaganza Emcees,	100-310-695510	750.00
12/23/2024	GAIL MATERIALS	108893	Infield Mix, Baseball Field, Dec '24	100-355-720701	1,223.04
12/23/2024	COX COMMUNICATION	112824	WiFi, City Hall, 11/28/24 - 12/27/24	100-195-630000	655.16
12/23/2024	MOULTON NIGUEL WATER DISTRICT	112824	Utilities - Water, 10/29/24 - 11/25/24	100-355-635000	15,104.37
12/23/2024	IRVINE RANCH WATER DISTRICT	120324	Utilities - Water, 11/1/24 - 12/2/24	100-355-635000	260.57
12/23/2024	SOUTHERN CALIFORNIA EDISON	120624 (2) - Acct #70016	Utilities - Electric, 10/21/24 -	100-355-631000	117.71
12/23/2024	SOUTHERN CALIFORNIA EDISON	120624 (2) - Acct #70016	Utilities - Electric, 10/21/24 -	100-356-631400	1,280.63
12/23/2024	SOUTHERN CALIFORNIA EDISON	120624 (2) - Acct #70016	Utilities - Electric, 11/1/24 - 11/30/24	100-356-631900	4,215.07
12/23/2024	SAN DIEGO GAS AND ELECTRIC	121324	Utilities - Electric, 10/8/24 - 11/7/24	100-310-631100	12,235.15
12/23/2024	SAN DIEGO GAS AND ELECTRIC	121324	Utilities - Electric, 10/8/24 - 11/7/24	100-355-631000	15,205.90
12/23/2024	SAN DIEGO GAS AND ELECTRIC	121324	Utilities - Electric, 10/8/24 - 11/7/24	100-356-631400	11,905.98
12/23/2024	SAN DIEGO GAS AND ELECTRIC	121324	Utilities - Electric, 11/1/24 - 11/30/24	100-356-631900	738.23
12/23/2024	YSABELLA PADUA	121624	Breakfast with Santa, Vocal Performance, 12/14/24	100-310-695510	50.00
12/23/2024	SOCALGAS	121824	Utilities - Gas, Comm Ctr, 11/15/24 - 12/16/24	100-310-632500	487.27
12/23/2024	SEAN TRACY SIMON	121924	Adult Basketball League Referee, 12/12/24	100-310-622500	105.00
12/23/2024	JEFF WESSON INC	121924	Adult Basketball League Referee, 12/12/24	100-310-622500	105.00
12/23/2024	VILLA ROMA	121924	Dance Extravaganza Food & Catering, 12/14/24	100-310-695510	2,586.00
12/23/2024	WOJCIECHOWSKI, CAROLYN	121924	Contract Instructor, Dance	100-310-721500	1,288.00
12/23/2024	CHRISTINA ELKINS	121924	Contract Instructor Services, Dance	100-310-721500	1,834.35
12/23/2024	DALE BRUCE EISENBERG	121924	Contract Instructor Services, Aikido	100-310-721500	357.00
12/23/2024	ROBERTA GEIER	121924	Ballroom Dance Instruction, Fall '24	100-310-721500	84.00
12/23/2024	SOUTHERN CALIF MUN ATHLETIC FEDERATION	121924/LAGUNA	Program Class Insurance, Community Services	100-310-690500	971.25
12/23/2024	SPARKLETTTS	12194330 120424	Operating Supplies, Comm Ctr, 11/13/24 - 12/2/24	100-310-622005	224.82
12/23/2024	HABASH, JOHN	122324	Contract Instructor Services, Dance	100-310-721500	140.00
12/23/2024	EMPIRE PARKING LOT SERVICES, LLC	13044	Seal Coat & Stripe, CIP #513	100-000-790600	17,135.00
12/23/2024	BEE MAN, THE	132887	Bee Removal, Public Works, Dec '24	100-355-720701	324.00
12/23/2024	BEE MAN, THE	132888	Bee Removal, Public Works, Dec '24	100-355-720701	567.00
12/23/2024	SPECIALTY MOWING SERVICES, INC.	1788	Weed Abatement, Dec '24	100-355-720730	2,200.00
12/23/2024	DUDEK	202410607	Housing Study & MND, USE-0147-2023, 10/26-11/22/24	100-000-223000	457.50
12/23/2024	IRV SEAVER MOTORCYCLES	20242748	Motorcycle Maintenance, Police Svcs, Dec '24	100-420-646100	40.50
12/23/2024	CITY OF MISSION VIEJO	21344	Homelessness Outreach, Nov '24	100-310-720302	5,245.63
12/23/2024	WEST COAST ARBORISTS, INC.	222788	Tree Trimming Services, 11/16/24 - 11/30/24	100-355-720702	7,466.40
12/23/2024	RAMON TOTAL ROOFING	24-1160	Civic Center Roof Repairs, CIP #505, Dec '24	100-000-790600	39,600.00
12/23/2024	CHRISTMAS KINGS, THE	24-1337-1	Holiday Lights / Decor, 50% Deposit	100-310-695509	52,250.00
12/23/2024	S.C. SIGNS AND SUPPLIES LLC	254355	Street Sign, Dec '24	100-155-622000	171.32
12/23/2024	NUVIS LANDSCAPE ARCHITECTURE	27601	Professional Services, LEG-0011-2023, Sep '24	100-000-223000	2,695.00
12/23/2024	NUVIS LANDSCAPE ARCHITECTURE	27604	Professional Services, USE-0171-2024, Sep '24	100-000-223000	900.00
12/23/2024	ALISO CREEK PRINTING MINUTEMAN PRESS	32924	Printing Services, Public Works, Dec '24	100-355-623000	4,572.91
12/23/2024	SKYLINE PEST CONTROL	329780	Pest and Rodent Control, Dec '24	100-310-645500	360.00
12/23/2024	TOTAL SOURCE OFFICEWORKS	37696	Office Supplies, Dec '24	100-155-620000	42.01
12/23/2024	TOTAL SOURCE OFFICEWORKS	37696	Operating Supplies, Dec '24	100-155-622000	70.51
12/23/2024	TOTAL SOURCE OFFICEWORKS	37727	Office Supplies, Dec '24	100-155-620000	107.21
12/23/2024	TOTAL SOURCE OFFICEWORKS	37805	Operating Supplies, Dec '24	100-225-622000	26.17
12/23/2024	TOTAL SOURCE OFFICEWORKS	37807	Computer Supplies, Dec '24	100-195-621000	467.16

Payables Detail Report
Payment Dates: 11/29/2024 - 01/02/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
12/23/2024	TOTAL SOURCE OFFICEWORKS	37807	Office Supplies, Dec '24	100-310-620500	78.44
12/23/2024	ASSOCIATION OF CA CITIES -OC	3848	ACC-OC Membership, 7/1/25 - 12/31/25	100-000-140000	4,125.74
12/23/2024	ASSOCIATION OF CA CITIES -OC	3848	ACC-OC Membership, 1/1/25 - 6/30/25	100-155-610002	4,125.74
12/23/2024	CROSTOWN ELECTRICAL AND DATA, INC.	5329 - 5363	Traffic Signal Maintenance, Nov '24	100-356-720420	7,696.78
12/23/2024	AWARDS BY PAUL	57406	Award Plaques, Dec '24	100-420-622000	245.67
12/23/2024	RJ ELECTRIC	63444	Electric Repairs, Cabot Park, Dec '24	100-355-720701	988.00
12/23/2024	RJ ELECTRIC	63456	Electric Repairs, Softball Field, Dec '24	100-355-720701	9,400.00
12/23/2024	CHARLES ABBOTT ASSOCIATES, INC	68186	Professional Services, Nov '24	100-225-700000	13,472.63
12/23/2024	JAMEY CLARK, INC.	75748	Graffiti Removal, Public Works, Nov	100-355-720500	191.00
12/23/2024	JAMEY CLARK, INC.	75755	Graffiti Removal, Public Works, Dec	100-355-720500	744.00
12/23/2024	JAMEY CLARK, INC.	75764	Park Repairs, Public Works, Dec '24	100-355-720701	334.25
12/23/2024	JAMEY CLARK, INC.	75766	Janitorial Services, Nov '24	100-310-721505	3,450.00
12/23/2024	JAMEY CLARK, INC.	75767	Graffiti Removal, Public Works, Nov	100-355-720500	585.00
12/23/2024	JAMEY CLARK, INC.	75780	Park Repairs, Public Works, Dec '24	100-355-720701	1,070.30
12/23/2024	JAMEY CLARK, INC.	75790	Playground Inspections, Public Works, Nov '24	100-355-720701	5,750.00
12/23/2024	JAMEY CLARK, INC.	75802	Park Repairs, Public Works, Dec '24	100-355-720701	286.50
12/23/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION	77151	Prof Services, Legal, Oct '24, USE-0183-2024	100-000-223000	490.00
12/23/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION	77151	Professional Services, Legal, Oct '24	100-155-700010	35,182.77
12/23/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION	77151	Professional Services, Legal, Oct '24	100-155-700011	1,095.00
12/23/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION	77152	Prof Services, Legal, Oct '24, USE-0147-2023	100-000-223000	942.40
12/23/2024	STATE DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	781404	Pre-employment Fingerprinting, Nov '24	100-195-617000	32.00
12/23/2024	RJ ELECTRIC	78961	Camera Optic Project, Dec '24	100-310-645500	3,300.00
12/23/2024	NORMAN'S NURSERY INC.	874260 RI	Tree Delivery, Oct '24	100-355-720700	2,998.69
12/23/2024	MOBILE MINI, INC.	9022582712	Storage Rental, Community Center, 12/5/24 - 1/1/25	100-310-641000	341.83
12/23/2024	ALL CITY MANAGEMENT, INC.	97614	Crossing Guard Services, 11/24/24 - 12/7/24	100-420-720822	4,499.60
12/23/2024	VERIZON WIRELESS	9979641720	Communication Expense, 10/26/24 - 11/25/24	100-195-630000	1,263.56
12/23/2024	TURNER CONSTRUCTION	BLDC-0013-2024	BLDC-0013-2024, C&D Refund, REC-012549-2024	100-000-227001	6,475.00
12/23/2024	KJC ROOFING, INC	BLDR-0249-2024	BLDR-0249-2024, Partial Refund, REC-013048-2024	100-000-221011	2.00
12/23/2024	KJC ROOFING, INC	BLDR-0249-2024	BLDR-0249-2024, Partial Refund, REC-013048-2024	100-000-442000	218.02
12/23/2024	PRIEBE, BILL	BLDR-0376-2024	BLDR-0376-2024, C&D Refund, REC-013757-2024	100-000-227001	720.00
12/23/2024	ONTARIO REFRIGERATION SERVICE, INC.	CM43069	HVAC Repairs, Sep '24	100-310-645500	1,364.19
12/23/2024	ONTARIO REFRIGERATION SERVICE, INC.	CM46056M	HVAC Maintenance, 9/1/24 -	100-310-645500	2,481.00
12/23/2024	SUNRUN INSTALLATION SERVICES,	ELER-0130-2024	ELER-0130-2024, Partial Refund, REC-013076-2024	100-000-221011	1.00
12/23/2024	SUNRUN INSTALLATION SERVICES,	ELER-0130-2024	ELER-0130-2024, Partial Refund, REC-013076-2024	100-000-442000	263.15
12/23/2024	TAB PRODUCTS COMPANY	INV000060063	Office Supplies, Nov '24	100-155-620000	683.02
12/23/2024	MILAN CAPITAL MANAGEMENT	ROW-0001-2024	ROW-0001-2024, Refund, REC-013897-2024	100-000-220444	1,555.00
12/23/2024	COUNTY OF ORANGE	SH 70130	Fingerprint ID System Charges, Nov	100-420-720835	913.00
12/23/2024	COUNTY OF ORANGE	SH 70203	Fingerprint ID System Charges, Dec	100-420-720835	913.00
12/23/2024	DMS FACILITY SERVICES, LLC	STL-000583	Landscape Services, Sep '24	100-355-720700	3,840.00
12/23/2024	DMS FACILITY SERVICES, LLC	STL-001051	Landscape Services, Nov '24	100-355-720700	2,650.00

Payables Detail Report
Payment Dates: 11/29/2024 - 01/02/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
12/23/2024	STATE WATER RESOURCES CONTROL BOARD	WD-0284178	Annual Permit Fees, Public Works, 7/1/24 - 6/30/25	100-355-696000	20,907.00
Fund 100 - General Fund Total:					1,699,385.92
Fund: 212 - Measure M2 Fund					
12/05/2024	UNDERGROUND SERVICE ALERT OF SO CALIFORNIA	1120240385	Street Maintenance, Nov '24	212-355-720400	95.10
12/05/2024	UNDERGROUND SERVICE ALERT OF SO CALIFORNIA	24-251732	Street Maintenance, Nov '24	212-355-720400	38.15
12/11/2024	SCA OF CA, LLC	136400SP	Street Sweeping Services, Nov '24	212-355-720410	15,311.46
12/11/2024	SCA OF CA, LLC	136401SP	Street Sweeping Services, Nov '24	212-355-720410	240.00
12/23/2024	PEDROZA READY MIX	20692-OC	Sink Hole Repairs, Dec '24	212-355-720400	1,739.98
12/23/2024	CHARLES ABBOTT ASSOCIATES, INC	68187	Road Maintenance, Nov '24	212-355-720400	19,279.16
Fund 212 - Measure M2 Fund Total:					36,703.85
Fund: 221 - Senior Mobility Program Fund					
12/05/2024	CALIFORNIA YELLOW CAB	10406024	Senior Mobility Program, Oct '24	221-310-720000	1,902.00
12/05/2024	CALIFORNIA YELLOW CAB	11406024	Senior Mobility Program, Nov '24	221-310-720000	1,671.00
Fund 221 - Senior Mobility Program Fund Total:					3,573.00
Fund: 306 - CR&R Recycling Fee Fund					
12/23/2024	ECONOMICS, INC.	2024.5	Professional Services, Recycling Program, Nov '24	306-355-700000	21,569.58
Fund 306 - CR&R Recycling Fee Fund Total:					21,569.58
Fund: 600 - Capital Improvement Projects Fund					
12/23/2024	EMPIRE PARKING LOT SERVICES, LLC	13044	Seal Coat & Stripe, CIP #513	600-000-490100	(17,135.00)
12/23/2024	EMPIRE PARKING LOT SERVICES, LLC	13044	Seal Coat & Stripe, CIP #513	600-255-950513	17,135.00
12/23/2024	RAMON TOTAL ROOFING	24-1160	Civic Center Roof Repairs, CIP #505, Dec '24	600-000-490100	(39,600.00)
12/23/2024	RAMON TOTAL ROOFING	24-1160	Civic Center Roof Repairs, CIP #505, Dec '24	600-255-950505	39,600.00
Fund 600 - Capital Improvement Projects Fund Total:					-
Grand Total:					1,761,232.35

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	1,699,385.92
212 - Measure M2 Fund	36,703.85
221 - Senior Mobility Program Fund	3,573.00
306 - CR&R Recycling Fee Fund	21,569.58
600 - Capital Improvement Projects Fund	-
Grand Total:	1,761,232.35

Account Summary

Account Number	Account Name	Payment Amount
100-000-140000	Prepaid Items	29,715.98
100-000-220444	Encroachment / Grading Deposit	1,555.00
100-000-221011	Building Standards Fee	3.00
100-000-222000	Refundable Deposits	500.00
100-000-223000	Plan Application Deposit	20,939.90
100-000-227001	Security Deposit - Waste	7,195.00
100-000-442000	Building Related Permits	8,620.42
100-000-790600	Transfers Out to Capital	56,735.00
100-155-610000	Memberships & Dues	65.00
100-155-610002	Memberships & Dues - ACC-OC	4,125.74
100-155-611000	Training & Education	550.00
100-155-611001	Staff Development & Team	2,788.18
100-155-612000	Travel, Conferences & Meetings	227.88
100-155-612001	Travel - League of CA Cities	675.00
100-155-620000	Office Supplies	1,362.92
100-155-622000	Operating Supplies	450.63
100-155-624001	Advertising - Legal	400.51
100-155-626000	Subscriptions & Books	20.00
100-155-646100	Vehicle Maintenance & Repairs	1,078.98
100-155-700010	Legal Services - General Counsel	35,182.77
100-155-700011	Legal Services - Litigation	1,095.00
100-155-700030	Professional Services - City Clerk	800.64
100-155-700052	Professional Services - Sales Tax	1,670.98
100-155-910000	Furniture & Equipment	101.16
100-195-617000	Recruitment	67.00
100-195-620000	Office Supplies	19.38
100-195-621000	Computer Supplies	467.16
100-195-622000	Operating Supplies	547.06
100-195-630000	Telephone & Communications	4,618.11
100-195-641200	Copier Leases	1,004.43
100-195-720050	Contract Services - Software	48,842.31
100-195-910000	Furniture & Equipment	383.70
100-195-940000	Computer Hardware & Software	(1,144.84)
100-225-613100	Vehicle Fuel	149.00
100-225-622000	Operating Supplies	33.04
100-225-626000	Subscriptions & Books	34.84
100-225-700000	Professional Services - Building &	14,422.63
100-225-720512	Contract Services - Staffing	26,701.25
100-310-613100	Vehicle Fuel	293.12
100-310-620500	Office Supplies - Community	175.32
100-310-622005	Operating Supplies - Community	495.97
100-310-622500	Supplies - Program Services	970.16
100-310-622502	Supplies - Adult Leagues	865.78
100-310-624500	Advertising - Program Services	261.86
100-310-626000	Subscriptions & Books	507.99
100-310-630100	Telephone & Communications -	222.23
100-310-631100	Utilities - Electric (Community	12,235.15
100-310-632500	Utilities - Gas (Community	590.00

Account Summary

Account Number	Account Name	Payment Amount
100-310-635100	Utilities - Water (Community)	725.17
100-310-641000	Equipment Rentals & Leases	868.31
100-310-645500	Facility Maintenance & Repairs	12,411.79
100-310-646100	Vehicle Maintenance & Repairs	337.04
100-310-690500	Insurance - Recreational Classes	971.25
100-310-695505	Cultural Excursions	430.63
100-310-695509	Holiday Decorations	52,250.00
100-310-695510	Holiday Event Series	16,407.04
100-310-695531	Heritage Day	1,136.00
100-310-720302	Contract Services - Homelessness	5,245.63
100-310-721500	Contract Services - Programs	3,703.35
100-310-721505	Contract Services - Janitorial &	18,684.46
100-310-910500	Furniture & Equipment	43,311.37
100-355-611000	Training & Education	222.00
100-355-613100	Vehicle Fuel	382.15
100-355-622000	Operating Supplies	6.33
100-355-623000	Printing	4,572.91
100-355-630000	Telephone & Communications	157.49
100-355-631000	Utilities - Electric	15,519.85
100-355-635000	Utilities - Water	54,619.14
100-355-646100	Vehicle Maintenance & Repairs	26.00
100-355-696000	NPDES Permits & Fees	39,103.00
100-355-700255	Improvement Inspections	7,525.50
100-355-720401	Other Public Works Maintenance	408.40
100-355-720500	Graffiti Removal	2,718.34
100-355-720700	Landscape Maintenance	38,346.69
100-355-720701	Parks Contract Repair	25,584.66
100-355-720702	Tree Maintenance	23,331.55
100-355-720730	Annual Weed Abatement	2,200.00
100-356-630000	MOE - Telephone &	32.14
100-356-631400	MOE - Electric (Streetlights &	39,192.82
100-356-631900	MOE - Electric (On-Bill Financing)	4,953.30
100-356-720420	MOE - Traffic Signal Maintenance	11,341.48
100-420-613100	Vehicle Fuel	81.12
100-420-622000	Operating Supplies	2,720.70
100-420-626000	Subscriptions & Books	96.14
100-420-646000	Equipment/Machinery	139.00
100-420-646100	Vehicle Maintenance & Repairs	1,999.41
100-420-695000	Community Assistance & Public	116.36
100-420-720800	General Law Enforcement	946,274.80
100-420-720822	Crossing Guard Services	12,598.88
100-420-720823	Parking Citation Processing	2,705.38
100-420-720835	Fingerprint Identification Services	1,826.00
100-420-720850	Private Security Patrol	15,480.00
212-355-720400	Street Maintenance	21,152.39
212-355-720410	Street Sweeping	15,551.46
221-310-720000	Contract Services	3,573.00
306-355-700000	Professional Services	21,569.58
600-000-490100	Transfers In from General Fund	(56,735.00)
600-255-950505	Civic Center Improvements	39,600.00
600-255-950513	Community Center Renovation	17,135.00
Grand Total:		1,761,232.35

Project Account Summary

Project Account Key	Payment Amount
None	1,761,232.35
Grand Total:	1,761,232.35



City of Laguna Hills City Council / Planning Agency Staff Report

Date: January 14, 2025
To: Mayor and Council Members
From: Eric Hendrickson, Finance Director
Issue: Treasurer's Investment Report for November 2024

Recommendation: That the City Council receive and file the Treasurer's Investment Report for the month of November 2024.

Background:

The Treasurer's Investment Report for the month of November 2024 is submitted herewith. The City's total portfolio as of November 30, 2024, was \$30,964,819. 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 \$29,742,663. Restricted cash and investments totaled \$1,222,155, and is mainly composed of reserve funds for the 2010 bond issuance.

Interest income for the month of November was \$110,932. FY2024/2025 year-to-date pooled cash interest earnings of \$639,856 are 68% of the annual budget of \$942,050.

The average yield on the City's total portfolio for the month of November was 4.67%, compared to the prior month of 4.85%. The reduced yield in November corresponds with the actions taken by the Federal Reserve to lower interest rates in efforts to combat inflation. The City has budgeted conservatively in its expectation of interest earnings, and has built rate reductions into the revenue forecast.

Fiscal Impact:

There is no fiscal impact to receive and file this report.

Attachments:

1. Treasurer's Report November 2024

City of Laguna Hills
Treasurer's Investment Report
November 2024

	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	\$ 8,975,965	\$ 8,975,965	\$ 7,830,115	30%	50%	4.56%
Petty Cash (City Hall)	500	500	500	0%	n/a	0.00%
Petty Cash (Community Services)	-	-	250	0%	n/a	0.00%
Fiscal Agent Cash - Employee FSA	12,460	12,460	12,460	0%	n/a	0.00%
State Local Agency Investment Fund (LAIF)	95,909	95,712	95,712	0%	100%	4.48%
Investment Trust of California (CalTRUST)	20,658,026	20,658,026	20,576,286	69%	100%	4.75%
	<u>29,742,861</u>	<u>29,742,663</u>	<u>28,515,323</u>	<u>100%</u>		<u>4.69%</u>
Restricted & Designated Cash & Investments						
BNY Mellon (2010 Bond - Lease Payment Fund)	764,602	764,602	761,702	n/a	n/a	4.29%
BNY Mellon (2010 Bond - Reserve Fund)	399,342	399,342	397,828	n/a	n/a	4.29%
Fiscal Agent Cash - Essex Civic Center Mgmt	58,211	58,211	63,584	n/a	n/a	0.00%
	<u>1,222,155</u>	<u>1,222,155</u>	<u>1,223,115</u>			<u>4.09%</u>
Totals	<u>\$ 30,965,016</u>	<u>\$ 30,964,819</u>	<u>\$ 29,738,438</u>			<u>4.67%</u>

Pooled Cash & Investment - Interest Earnings

For the month of November 2024	\$ 110,932
FY 2024-25 to Date	639,856
FY 2024-25 Budget	942,050

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 November 14, 2023. 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 11/30/2024

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
CLAIM ON CASH				
100-000-101100	Claim on Cash - General Fund	18,967,952.16	575,300.16	19,543,252.32
210-000-101210	Claim on Cash - Gas Tax (HUTA)	1,633,369.74	73,945.92	1,707,315.66
211-000-101211	Claim on Cash - Gas Tax (RMRA)	1,647,756.52	81,136.36	1,728,892.88
212-000-101212	Claim on Cash - Measure M2	(60,225.03)	88,797.24	28,572.21
214-000-101214	Claim on Cash - AB 2766	174,651.15	-	174,651.15
221-000-101221	Claim on Cash - Senior Mobility Program	267,187.96	8,750.27	275,938.23
301-000-101301	Claim on Cash - CARITS Road Fee Program	1,393,541.85	(20,821.00)	1,372,720.85
305-000-101305	Claim on Cash - Beverage Recycling	5,883.75	-	5,883.75
306-000-101306	Claim on Cash - CR&R Recycling Fee	184,269.00	(28,724.92)	155,544.08
307-000-101307	Claim on Cash - C&D Forfeited Deposits	328,299.60	-	328,299.60
309-000-101305	Claim on Cash - SB1383 Grant	89,084.34	-	89,084.34
311-000-101310	Claim on Cash - Quimby Act Park In-Lieu Fee (VAL)	2,004,634.28	(15,560.63)	1,989,073.65
312-000-101312	Claim on Cash - CASp Fee	34,376.29	-	34,376.29
322-000-101322	Claim on Cash - Water Conservation	376,038.94	-	376,038.94
401-000-101401	Claim on Cash - Public Art	195,224.24	249,084.81	444,309.05
421-000-101421	Claim on Cash - SLESF	110,078.17	51,392.65	161,470.82
451-000-101451	Claim on Cash - Liability Self-Insurance	161,300.18	-	161,300.18
452-000-101452	Claim on Cash - Parks Equipment Maintenance	309,213.00	-	309,213.00
454-000-101454	Claim on Cash - Sports Complex Equipment Maint	87,144.46	-	87,144.46
455-000-101455	Claim on Cash - Community Center Equipment Ma	99,004.75	-	99,004.75
456-000-101456	Claim on Cash - Storm Drain / Slope Repair Reserv	31,770.82	(2,673.78)	29,097.04
TOTAL CLAIM ON CASH		<u>28,407,640.98</u>	<u>693,542.27</u>	<u>29,101,183.25</u>

Reconciling items (outstanding checks and deposits in transit): 641,479.75

Pooled Cash & Investments Book Value: 29,742,663.00

GENERAL FUND RESERVES (as of most recent audited year end 6/30/2024)

Fund Balance Type	
Nonspendable	299,941
Assigned	691,632
Unassigned	23,776,892
Total	24,768,465



ACCOUNT NUMBER: [REDACTED]

STATEMENT PERIOD
11/01/24 TO 11/30/24

PAGE: 1 OF 7

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]

SUMMARY STATEMENT, CHECKING PLUS MONEY MARKET FUNDS

BEGINNING BALANCE	7,830,115.36
DEPOSITS	5,699,560.48
WITHDRAWALS	4,582,901.79-
MUTUAL FUND DIVIDENDS	29,190.96

ENDING BALANCE 8,975,965.01

SEE THE ENCLOSED CHECKING AND FUND STATEMENTS FOR DETAIL INFORMATION CONCERNING THIS ACCOUNT.
FOR BILLING INFORMATION, SEE ACCOUNT ANALYSIS STATEMENT.

CHECKING ACCOUNT SUMMARY

YOUR PREVIOUS BALANCE WAS	154.00
79 CUSTOMER DEPOSITS	3,195,006.67
111 OTHER WITHDRAWALS	2,078,347.98-
8 SHARE PURCHASES	1,810,683.25-
11 SHARE REDEMPTIONS	693,870.56
YOUR ENDING BALANCE WAS	.00

TRANSACTIONS LISTED BY DATE POSTED

DATE POSTED	TRANSACTION DESCRIPTION	WITHDRAWALS OTHER DEBITS	DEPOSITS OTHER CREDITS
NOV 01	ZERO BALANCE TXFR FROM DDA ACCT [REDACTED]		120.00
NOV 01	CHECK DEPOSIT PACKAGE		240.00
NOV 01	CCD City of Laguna H Settlement 22292257762		1,676.45
NOV 01	CCD AMS INC MERCH DEP 17730300707		5,339.50
NOV 01	REMOTE DEPOSIT		25,977.34
NOV 01	PPD APPORT ST OF CA APSAPPORTS 1555		73,945.92
NOV 01	INV DR TRANSFER	54,655.46	
NOV 04	CCD AMS INC MERCH DEP 17730303701		134.09
NOV 04	CCD AMS INC MERCH DEP 17730300707		968.11
NOV 04	ZERO BALANCE TXFR FROM DDA ACCT [REDACTED]		4,933.93



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

11/01/2024 through 11/30/2024

SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Nov 30 (\$)	Value on Nov 30 (\$)	Average Cost Amount (\$)	Cumulative Change in Value (\$)
CITY OF LAGUNA HILLS						
CalTRUST Liquidity Fund		20,658,026.370	1.00	20,658,026.37	20,658,026.37	0.00
Portfolios Total value as of 11/30/2024				20,658,026.37		

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	11/01/2024			20,576,285.660	1.00	20,576,285.66		
Accrual Income Div Reinvestment	11/29/2024	81,740.71	81,740.710	20,658,026.370	1.00	20,658,026.37	0.00	0.00
Change in Value						0.00		
Closing Balance as of	Nov 30			20,658,026.370	1.00	20,658,026.37		

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

December 10, 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]

November 2024 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	95,711.59
Total Withdrawal:	0.00	Ending Balance:	95,711.59



Account Statement

Statement Period 11/01/2024 Through 11/30/2024

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

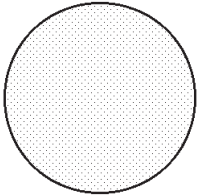
CLIENT SERVICE MANAGER: LENA CHAN
BNYM COPORATE TRUST, N.A
333 S. HOPE ST. STE 2525
LOS ANGELES, CA 90071
213-630-6253
LENA.CHAN@BNYMELLON.COM

Go Paperless.
Securely access your accounts online to view your statements. Ask your BNY 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 cloud-based ecosystem, can help you.

Visit us at www.bny.com

Account Overview

Percent of all Investments		Asset Classification	Market Value
100%		CASH AND SHORT TERM	764,601.93
100%		TOTAL OF ALL INVESTMENTS	764,601.93



Summary of Assets Held by Asset Classification

Asset Classification	Market Value	Cost	Accrued Income	Estimated Annual Income	Market Yield
CASH AND SHORT TERM	764,601.93	764,601.93	0.00	32,772.89	4.29 %
ACCOUNT TOTALS	764,601.93	764,601.93	0.00	32,772.89	4.29 %

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	2,899.55	0.00	0.00	35,562.19 0.00
SALES AND REDEMPTIONS	0.00	0.00	0.00	378,259.38 0.00
OTHER CASH ADDITIONS	0.00	2,899.55	0.00	68,258.40 0.00
OTHER CASH DISBURSEMENTS	2,899.55 -	0.00	0.00	35,562.19 - 378,259.38 -



Account Statement

Statement Period 11/01/2024 Through 11/30/2024

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

CLIENT SERVICE MANAGER: LENA CHAN

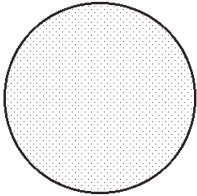
BNYM COPORATE TRUST, N.A
333 S. HOPE ST. STE 2525
LOS ANGELES, CA 90071
213-630-6253
LENA.CHAN@BNYMELLON.COM

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Visit us at www.bny.com

Account Overview

Percent of all Investments		Asset Classification	Market Value
100%		CASH AND SHORT TERM	399,342.49
100%		TOTAL OF ALL INVESTMENTS	399,342.49



Summary of Assets Held by Asset Classification

Asset Classification	Market Value	Cost	Accrued Income	Estimated Annual Income	Market Yield
CASH AND SHORT TERM	399,342.49	399,342.49	0.00	17,116.89	4.29 %
ACCOUNT TOTALS	399,342.49	399,342.49	0.00	17,116.89	4.29 %

Summary of Cash Transactions by Transaction Category

Transaction Category	Current Period		Year-to-Date	
	Income	Principal	Realized Gains/Losses	Income
OPENING BALANCE	0.00	0.00		0.00
DIVIDENDS	1,514.38	0.00	0.00	18,733.10
SALES AND REDEMPTIONS	0.00	0.00	0.00	0.00
OTHER CASH ADDITIONS	0.00	1,514.38	0.00	0.00
OTHER CASH DISBURSEMENTS	1,514.38 -	0.00	0.00	18,733.10 -
				32,696.21 -



Invesco Treasury Portfolio

Short-Term Investments Trust

Data as of November 30, 2024
Corporate Class

Fund Information

Inception	August 01, 2005
CUSIP	825252570
NASDAQ	TYCXX
Total Net Assets	\$32.27 billion
Reflects all classes of the portfolio.	
Weighted Average Maturity (WAM)	34 days
Weighted Average Life (WAL)	108 days

SEC Portfolio Liquidity Requirements (%)

1-day	59.69
7-day	95.78

Ratings²

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

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 U.S. Treasury & Repo 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. @FSIA_CashDisclosureLeft:

3 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

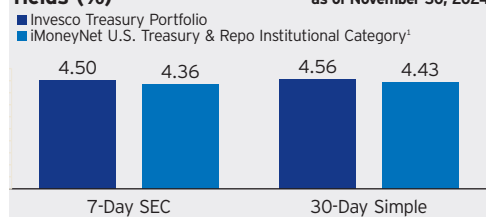
The fund pursues its objective by investing primarily in short-term, high-credit-quality money market instruments. These instruments are direct obligations of the US Treasury and repurchase agreements backed by Treasury obligations.

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 (%)

as of November 30, 2024



Average Annual Total Returns (%)

as of November 30, 2024 (%)

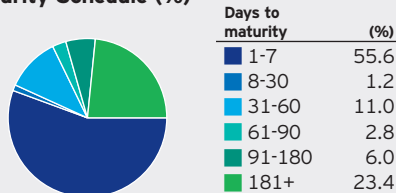
Period	
Inception	1.51
10 Years	1.62
5 Years	2.33
3 Years	3.76
1 Year	5.20

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 4.46%. 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 (%) ³

SEC Investment Category	(%)
U.S. Treasury Repurchase Agreement	60.8
U.S. Treasury Debt	39.2

Maturity Schedule (%)



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

Simple Monthly Yields

as of November 30, 2024

Period	(%)
November 2024	4.56
October	4.70
September	4.95
August	5.13
July	5.17
June	5.18
May	5.19
April	5.18
March	5.18
February	5.18
January	5.20
December 2023	5.23

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.



Account number: [REDACTED]
Account name: CITY OF LAGUNA HILLS

Yield and NAV

Fund Name
CalTRUST Liquidity Fund

Start Date - End Date
11/30/2024 – 11/30/2024



Export (1)

Period Date	NAV	Income	Shares	Net Assets	Daily Yield	7 day AVG Yield
11/30/24	\$1.00	\$253,395.27	1,974,692,893.440	\$1,974,723,775.45	4.68%	4.75%



PMIA/LAIF Performance Report as of 12/04/24



Quarterly Performance Quarter Ended 09/30/24

LAIF Apportionment Rate ⁽²⁾ :	4.71
LAIF Earnings Ratio ⁽²⁾ :	0.00012912073474208
LAIF Administrative Cost ^{(1)*} :	0.26
LAIF Fair Value Factor ⁽¹⁾ :	1.002061084
PMIA Daily ⁽¹⁾ :	4.58
PMIA Quarter to Date ⁽¹⁾ :	4.56
PMIA Average Life ⁽¹⁾ :	231

PMIA Average Monthly Effective Yields⁽¹⁾

November	4.477
October	4.518
September	4.575
August	4.579
July	4.516
June	4.480

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 10/31/24 \$155.9 billion

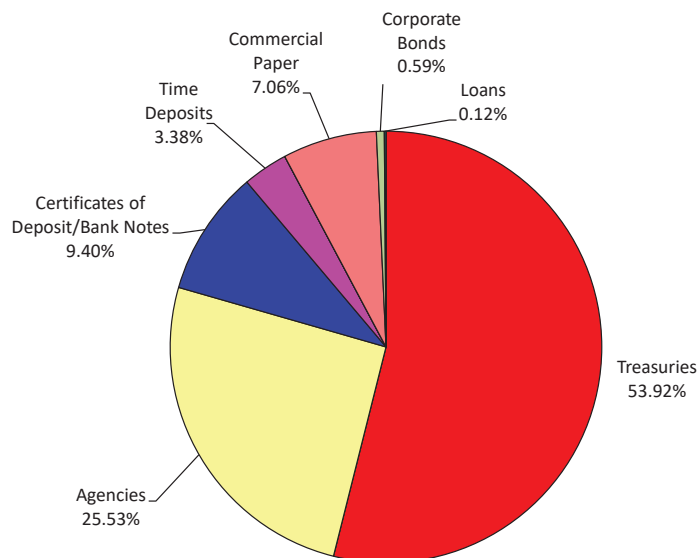


Chart does not include \$1,290,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



City of Laguna Hills City Council / Planning Agency Staff Report

Date: January 14, 2025
To: Mayor and Council Members
From: Jennifer Lee, City Clerk
Issue: Second Reading and Adoption of Introduced Ordinance Relating to Electronic and Digital Signatures

Recommendation: That the City Council: 1) Adopt an Ordinance relating to electronic and digital signatures, entitled: “An Ordinance of the City of Laguna Hills, California, Adding Chapter 1-14 (Electronic and Digital Signatures) to Title 1 (General Provisions) of the Laguna Hills Municipal Code Relating to the Authorized Use of Electronic and Digital Signatures”; and 2) Authorize the Mayor/Mayor Pro Tempore to execute the Ordinance.

Background:

The Ordinance, introduced at the December 10, 2024, regular meeting will add Chapter 1-14 (Electronic and Digital Signatures) to Title 1 (General Provisions) of the Laguna Hills Municipal Code relating to the authorized use of digital and electronic signatures in accordance with all applicable laws to increase customer service and efficiency within the City's contracting practices. The use of electronic signatures will not be required, but will be an additional method for staff to obtain required signatures. Wet signatures will continue to be an option.

Fiscal Impact:

There is minimal fiscal impact associated with the adoption of the proposed Ordinance. There may be costs associated with procuring and implementing an electronic signature software program that is compliant with the UETA and the proposed Ordinance. However, the proposed Ordinance simply authorizes the City to use electronic signatures on official documents rather than mandate the use of electronic signatures. The ultimate fiscal impact will be dependent on the extent to which electronic

signatures are used by the City.

Attachments:

1. Proposed Ordinance
2. December 10, 2024, Ordinance Introduction Staff Report Including Attachments

ORDINANCE NO. 2025-X

AN ORDINANCE OF THE CITY OF LAGUNA HILLS,
CALIFORNIA, ADDING CHAPTER 1-14 (ELECTRONIC AND
DIGITAL SIGNATURES) TO TITLE 1 (GENERAL
PROVISIONS) OF THE LAGUNA HILLS MUNICIPAL CODE
RELATING TO THE AUTHORIZED USE OF ELECTRONIC
AND DIGITAL SIGNATURES

WHEREAS, the use of electronic and digital signatures, in lieu of manual signatures, has increased efficiencies and overall customer service in the private sector; and

WHEREAS, under California law, the use of electronic signatures is at the option of the parties, including public agencies, involved in a transaction; and

WHEREAS, the Uniform Electronic Transactions Act ("UETA" codified at Civil Code section 1633.1 *et seq.*) generally governs the use of "electronic signatures" by parties to a transaction, and Government Code section 16.5 governs the specific use of "digital signatures" (a type of electronic signature) by and in transactions with public entities; and

WHEREAS, the City of Laguna Hills (the "City") wishes to authorize the use of digital and electronic signatures for certain situations in order to increase customer service and efficiencies within the City's contracting practices; and

WHEREAS, the City intends to authorize the use digital and electronic signatures to the fullest extent allowed by law.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, HEREBY ORDAINS AS FOLLOWS:

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

SECTION 2. Chapter 1-14 (Electronic and Digital Signatures) is hereby added to Title 1 (General Provisions) to the Laguna Hills Municipal Code to read in its entirety as follows:

Chapter 1-14

ELECTRONIC AND DIGITAL SIGNATURES

Sections:

1-14.010 Electronic and Digital Signatures.

- A. Whenever a signature is required, the City may agree that an electronic signature, which includes, but is not limited to, a digital signature, satisfies that requirement, provided it is in accordance with the Uniform Electronic Transaction Act ("UETA" codified at Civil Code section 1633.1 *et seq.*) as the same may be amended from time to time.

- B. The City Manager shall determine the documents for which the City will accept electronic signatures, as well as the type(s) of acceptable electronic signatures the City will accept.
- C. The authorization conferred under this chapter, shall not apply where the use of digital signatures or electronic signature is prohibited by law.

1-14.020 Policies.

The City Manager or their designee, in consultation with the City Attorney, may establish and from time to time amend such policies as they deem necessary or desirable to implement and expand upon the provisions of this chapter.

SECTION 3. This ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to state CEQA guidelines because there is no possibility that this ordinance or its implementation would have a significant negative effect on the environment. (14 Cal. Code Regs. § 15061(b)(3)) City staff shall cause a Notice of Exemption to be filed as authorized by CEQA and state CEQA guidelines.

SECTION 4. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid or unconstitutional.

SECTION 5. The City Clerk shall certify to the adoption of this ordinance and cause the same to be posted at the duly designated posting places within the City and published once within fifteen days after passage and adoption as may be required by law; or, in the alternative, the City Clerk may cause to be published a summary of this ordinance and a certified copy of the text of this ordinance shall be posted in the office of the City Clerk five days prior to the date of adoption of this ordinance; and, within fifteen days after adoption, the City Clerk shall cause to be published the aforementioned summary and shall post a certified copy of this ordinance, together with the vote for and against the same, in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED this 10th day of December 2025.

JOSHUA SWEENEY, MAYOR

ATTEST:

JENNIFER LEE, CITY CLERK

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

I, Jennifer Lee, Interim City Clerk of the City of Laguna Hills, California, DO
HEREBY CERTIFY that the foregoing Ordinance No. 2025-X was duly introduced and
placed upon its first reading at a Regular Meeting of the City Council on the 10th day of
December 2025, and that thereafter, said ordinance was duly adopted and passed at a
Regular Meeting of the City Council held on the X day of X 2025, by the following vote, to
wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

JENNIFER LEE, CITY CLERK

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

AFFIDAVIT OF POSTING
AND PUBLICATION

JENNIFER LEE, being first duly sworn, deposes and says:

That she is the duly appointed and qualified City Clerk of the City of Laguna Hills;

That in compliance with State Laws of the State of California,
ORDINANCE NO. 2025-x, being:

AN ORDINANCE OF THE CITY OF LAGUNA HILLS,
CALIFORNIA, ADDING CHAPTER 1-14 (ELECTRONIC AND
DIGITAL SIGNATURES) TO TITLE 1 (GENERAL
PROVISIONS) OF THE LAGUNA HILLS MUNICIPAL CODE
RELATING TO THE AUTHORIZED USE OF ELECTRONIC
AND DIGITAL SIGNATURES

on the 19th day of December 2025, and on the X day of X 2025, was published in summary
in the Saddleback Valley News; and was, in compliance with City Resolution
No. 2004-05-25-2, by the 13th day of December 2025, and the X day of X 2025, caused
to be posted in three places in the City of Laguna Hills, to wit:

Laguna Hills City Hall
Laguna Hills Community Center
La Paz Center

JENNIFER LEE, CITY CLERK
Laguna Hills, California



City of Laguna Hills City Council / Planning Agency Staff Report

Date: December 10, 2024
To: Mayor and Council Members
From: Jennifer Lee, City Clerk
Issue: Introduction and First Reading of an Ordinance Relating to Electronic and Digital Signatures

Recommendation: That the City Council introduce for first reading, read by title only, and waive further reading of an Ordinance entitled: “An Ordinance of the City of Laguna Hills, California, Adding Chapter 1-14 (Electronic and Digital Signatures) to Title 1 (General Provisions) of the Laguna Hills Municipal Code Relating to the Authorized Use of Electronic and Digital Signatures.”

Background:

The City of Laguna Hills has traditionally used “wet” signatures for documents between the City and external parties. The process takes from days to weeks, and involves cost incurring steps like printing, scanning, mailing. Under California law, digital signatures can now be used for many different types of written transactions that would otherwise require a handwritten signature.

The general legal framework for the use of electronic signatures on electronic records has been in place for a considerable period of time. In 1999, the State of California adopted a version of the Uniform Electronic Transactions Act (UETA), guaranteeing that electronic signatures would have the same legal effect as a “wet” or manual signature. (Civ. Code §§ 1633.1-1633.17.) In 2000, Congress passed the Electronic Signatures in Global and National Commerce Act (E-SIGN Act), which mandated the same treatment of electronic signatures in interstate or foreign commerce. (15 U.S.C. 7001.)

Additionally, in 1995, five years before the UETA and E-SIGN Act were adopted, the California Legislature passed a statute authorizing public entities to accept “digital

signatures” if and only if they comply with stringent verification procedures established by the Secretary of State (Gov. Code § 16.5). The Secretary of State adopted regulations in 1998 approving the use of digital signatures only if they could be verified using Public Key Cryptology (PKI) or Signature Dynamics technologies. (2 C.C.R. § 22003).

The proposed Ordinance adds Chapter 1-14 (Electronic and Digital Signatures) to Title 1 of the Laguna Hills Municipal Code authorizing the use of electronic and digital signatures allowing the City to streamline current practices to improve productivity and save resources. The attached Ordinance also excludes those transactions for which digital or electronic signatures are not authorized by law.

Fiscal Impact:

There is minimal fiscal impact associated with the adoption of the proposed Ordinance. There may be costs associated with procuring and implementing an electronic signature software program that is compliant with the UETA and the proposed Ordinance. However, the proposed Ordinance simply authorizes the City to use electronic signatures on official documents rather than mandate the use of electronic signatures. The ultimate fiscal impact will be dependent on the extent to which electronic signatures are used by the City.

Attachments:

1. Proposed Ordinance

ORDINANCE NO. 2025-X

AN ORDINANCE OF THE CITY OF LAGUNA HILLS, CALIFORNIA, ADDING CHAPTER 1-14 (ELECTRONIC AND DIGITAL SIGNATURES) TO TITLE 1 (GENERAL PROVISIONS) OF THE LAGUNA HILLS MUNICIPAL CODE RELATING TO THE AUTHORIZED USE OF ELECTRONIC AND DIGITAL SIGNATURES

WHEREAS, the use of electronic and digital signatures, in lieu of manual signatures, has increased efficiencies and overall customer service in the private sector; and

WHEREAS, under California law, the use of electronic signatures is at the option of the parties, including public agencies, involved in a transaction; and

WHEREAS, the Uniform Electronic Transactions Act ("UETA" codified at Civil Code section 1633.1 *et seq.*) generally governs the use of "electronic signatures" by parties to a transaction, and Government Code section 16.5 governs the specific use of "digital signatures" (a type of electronic signature) by and in transactions with public entities; and

WHEREAS, the City of Laguna Hills (the "City") wishes to authorize the use of digital and electronic signatures for certain situations in order to increase customer service and efficiencies within the City's contracting practices; and

WHEREAS, the City intends to authorize the use digital and electronic signatures to the fullest extent allowed by law.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, HEREBY ORDAINS AS FOLLOWS:

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

SECTION 2. Chapter 1-14 (Electronic and Digital Signatures) is hereby added to Title 1 (General Provisions) to the Laguna Hills Municipal Code to read in its entirety as follows:

Chapter 1-14

ELECTRONIC AND DIGITAL SIGNATURES

Sections:

1-14.010 Electronic and Digital Signatures.

- A. Whenever a signature is required, the City may agree that an electronic signature, which includes, but is not limited to, a digital signature, satisfies that requirement, provided it is in accordance with the Uniform Electronic Transaction Act ("UETA" codified at Civil Code section 1633.1 *et seq.*) as the same may be amended from time to time.

- B. The City Manager shall determine the documents for which the City will accept electronic signatures, as well as the type(s) of acceptable electronic signatures the City will accept.
- C. The authorization conferred under this chapter, shall not apply where the use of digital signatures or electronic signature is prohibited by law.

1-14.020 Policies.

The City Manager or their designee, in consultation with the City Attorney, may establish and from time to time amend such policies as they deem necessary or desirable to implement and expand upon the provisions of this chapter.

SECTION 3. This ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to state CEQA guidelines because there is no possibility that this ordinance or its implementation would have a significant negative effect on the environment. (14 Cal. Code Regs. § 15061(b)(3)) City staff shall cause a Notice of Exemption to be filed as authorized by CEQA and state CEQA guidelines.

SECTION 4. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid or unconstitutional.

SECTION 5. The City Clerk shall certify to the adoption of this ordinance and cause the same to be posted at the duly designated posting places within the City and published once within fifteen days after passage and adoption as may be required by law; or, in the alternative, the City Clerk may cause to be published a summary of this ordinance and a certified copy of the text of this ordinance shall be posted in the office of the City Clerk five days prior to the date of adoption of this ordinance; and, within fifteen days after adoption, the City Clerk shall cause to be published the aforementioned summary and shall post a certified copy of this ordinance, together with the vote for and against the same, in the office of the City Clerk.

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

X, MAYOR

ATTEST:

JENNIFER LEE, CITY CLERK

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

I, Jennifer Lee, Interim City Clerk of the City of Laguna Hills, California, DO
HEREBY CERTIFY that the foregoing Ordinance No. 2025-X was duly introduced and
placed upon its first reading at a Regular Meeting of the City Council on the X day of
X 2025, and that thereafter, said ordinance was duly adopted and passed at a Regular
Meeting of the City Council held on the X day of X 2025, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

JENNIFER LEE, CITY CLERK

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

AFFIDAVIT OF POSTING
AND PUBLICATION

JENNIFER LEE, being first duly sworn, deposes and says:

That she is the duly appointed and qualified City Clerk of the City of Laguna Hills;

That in compliance with State Laws of the State of California,
ORDINANCE NO. 2025-x, being:

AN ORDINANCE OF THE CITY OF LAGUNA HILLS,
CALIFORNIA, ADDING CHAPTER 1-14 (ELECTRONIC AND
DIGITAL SIGNATURES) TO TITLE 1 (GENERAL
PROVISIONS) OF THE LAGUNA HILLS MUNICIPAL CODE
RELATING TO THE AUTHORIZED USE OF ELECTRONIC
AND DIGITAL SIGNATURES

on the X day of X 2025, and on the X day of X 2025, was published in summary in the
Saddleback Valley News; and was, in compliance with City Resolution
No. 2004-05-25-2, by the X day of X 2025, and the X day of X 2025, caused to be posted
in three places in the City of Laguna Hills, to wit:

Laguna Hills City Hall
Laguna Hills Community Center
La Paz Center

JENNIFER LEE, CITY CLERK
Laguna Hills, California



City of Laguna Hills City Council / Planning Agency Staff Report

Date: January 14, 2025
To: Mayor and Council Members
From: Alyssa Rabas, Sr. Emergency Management Program Coordinator
Issue: Memorandum of Agreement By and Between City of Laguna Hills, City of Aliso Viejo, City of Lake Forest, City of Mission Viejo, and City of Laguna Niguel for Sharing of Emergency Management Resources

Recommendation: That the City Council: 1) Approve the proposed Memorandum of Agreement between the City of Laguna Hills, City of Aliso Viejo, City of Lake Forest, City of Mission Viejo, and City of Laguna Niguel for Sharing of Emergency Management Resources; and 2) Authorize the City Manager to execute the Memorandum of Agreement.

Background:

Mutual aid and resource redundancy are critical aspects to a strong emergency preparedness program. The State of California and all local jurisdictions therein comply with the Standard Emergency Management System (SEMS) which enables several statewide mutual aid systems for law enforcement, fire suppression, medical and mental health, and emergency management. However, recent disasters, where the resources of local jurisdictions have been overwhelmed, have highlighted the need for more strategic and practical mutual aid planning efforts in emergency management among neighboring jurisdictions.

In November 2018, the devastating Woolsey Fire forced the City of Malibu to relocate their Emergency Operations Center to the City of Santa Monica, request mutual aid EOC personnel, and utilize facilities outside of its city. In other recent fires, impacted jurisdictions have requested assistance with additional capabilities such as cross-jurisdictional alert and warning and care and shelter operations. While many of these mutual aid requests were fulfilled, they could've been executed with a greater degree

of efficiency and support had these local jurisdictions formalized their mutual aid needs pre-disaster.

On November 12, 2019, the Cities of Irvine, Laguna Beach, and Newport Beach entered a Memorandum of Agreement for the purpose of sharing emergency management personnel, facilities, operational functions, and technology during significant events. The MOA was updated in 2024 to include the University of California Irvine. The MOA has been proven effective during emergencies including the 2022 Emerald Fire when the City of Irvine activated a care and reception center for Laguna Beach evacuees; 2019 power outage in Irvine where the Laguna Beach Emergency Manager provided emergency management coverage for Irvine; and the 2020 Silverado Fire where the Newport Beach Emergency Manager provided emergency management coverage for Irvine.

The cities of Laguna Hills, Aliso Viejo, Lake Forest, Mission Viejo, and Laguna Niguel all have a high-risk; open space wildland area that is no stranger to devastating wildfire behavior as well as other shared hazards. Additionally, all five jurisdictions have emergency management programs that collaboratively train and exercise their EOC staff and other response capabilities together. As such, the five cities are proposing a Memorandum of Agreement (MOA) for the sharing of emergency management resources. This MOA will expedite mutual aid assistance during an emergency as well as support financial recovery efforts post-disaster.

Discussion:

There are a number of emergency management capabilities outlined in the proposed MOA in which each City would agree to:

- Allow 24-hour temporary use of its Emergency Operations Center (EOC).
- Allow use of rooms, office space, tables, chairs, computers, phones, and Wi-Fi access.
- Allow 24-hour temporary use of a city-designated shelter site.
- Allow for cross-jurisdictional alert and warning redundancy.
- Allow for the sharing of emergency management personnel.

To further enhance the proposed MOA, the five cities will cross-train each of its emergency management personnel on the use of these facilities, technology, procedures and plans to seamlessly provide support to one another, upon request.

CEQA Findings:

CEQA Guidelines Section 15378 specifically excludes organizational or administrative activities of government that will not result in direct or indirect physical changes in the environment.

Fiscal Impact:

Authorizing the City Manager to execute the proposed MOA for sharing of emergency management resources would likely save the City a significant amount of disaster related costs by ensuring the use of an adequate backup EOC, knowledgeable emergency management personnel to support operations, and other costs associated with disaster response that the City would otherwise have to fund itself. Additionally, best practices in post-disaster financial recovery with FEMA has demonstrated great benefit in establishing agreements for personnel costs, facility use, and other resources prior to a disaster.

Attachments:

1. Proposed Memorandum of Agreement

MEMORANDUM OF AGREEMENT BY AND BETWEEN CITY OF ALISO VIEJO, CITY OF LAGUNA HILLS, CITY OF LAKE FOREST, CITY OF MISSION VIEJO, AND CITY OF LAGUNA NIGUEL FOR SHARING OF EMERGENCY MANAGEMENT RESOURCES

THIS MEMORANDUM OF AGREEMENT (“MOA”) is made and entered into this _____ day of _____, 2025, by and between the CITY OF ALISO VIEJO, the CITY OF LAGUNA HILLS, the CITY OF LAKE FOREST, the CITY OF MISSION VIEJO, and the CITY OF LAGUNA NIGUEL, hereinafter collectively referred as the PARTIES.

Article I. Purpose

The purpose of this MOA is to outline a cooperative relationship between the PARTIES for sharing of emergency management personnel, facilities, operational functions, and technology during significant events.

Article II. Background

Each of the PARTIES has a threat and hazard landscape that may create or exacerbate multiple catastrophic scenarios, and which could potentially require the need for emergency management support from each other. The PARTIES will augment existing emergency plans to include a detailed procedure for the activation and effectuation of this MOA.

In November 2018, the Woolsey Fire started, which forced the City of Malibu to relocate their Emergency Operations Center (“EOC”), request mutual aid EOC personnel, and utilize facilities outside of its city.

On November 12, 2019, the Cities of Irvine, Laguna Beach, and Newport Beach entered a Memorandum of Agreement for the purpose of sharing emergency management personnel, facilities, operational functions, and technology during significant events. The MOA was updated in 2024 to include the University of California Irvine. The MOA has been proven effective during emergencies including the 2022 Emerald Fire when the City of Irvine activated a care and reception center for Laguna Beach evacuees; 2019 power outage in Irvine where the Laguna Beach Emergency Manager provided emergency management coverage for Irvine; and the 2020 Silverado Fire where the Newport Beach Emergency Manager provided emergency management coverage for Irvine.

Like the City of Malibu, each of the PARTIES in this agreement faces hazards that could result in the need to relocate their EOC and the PARTIES do not have alternate EOC

locations outside of their jurisdictional boundaries. The PARTIES agree that an alternate EOC is critical to ensure essential public safety functions are carried out reliably under all circumstances during an emergency or disaster.

The PARTIES desire to aid and assist each other in the event that a disaster occurs, by the interchange of services and equipment to cope with emergency management related tasks and activities. Each city is desirous of providing a reasonable and reciprocal exchange of services where appropriate.

Like the Cities of Irvine, Newport Beach, and Laguna Beach, each of the PARTIES in this agreement face hazards that could result in large scale evacuations or hazardous conditions making the use of facilities within the same city as the hazard unusable for emergency response. The PARTIES agree having alternate locations outside of their jurisdiction is critical to provide disaster services including evacuation centers and overnight emergency shelters for the public.

The PARTIES agree that during disasters, having redundant emergency management personnel, operational functions, and technology is extremely important and necessary.

Article III. Term and Termination

This MOA shall become effective on the final date of approval by the PARTIES, and the execution hereof by their respective authorized leadership, and shall remain in effect until terminated. This MOA may be terminated at any time, for any reason or without reason, upon written notice from any party to the others.

Article IV. Authorities

The PARTIES are each authorized to provide for the organization, mobilization, coordination and direction of disaster response services, both public and private, during a disaster. Such authority is granted by the California Emergency Services Act, the State of California Emergency Plan, the State of California Master Mutual Aid Plan, the County of Orange and Orange County Operational Area Emergency Operations Plan, the Orange County Operational Area Agreement, and the Emergency Operations Plans for the PARTIES.

Article V. Areas of Agreement and Methods of Cooperation

In order to establish a cooperative relationship between the PARTIES to share emergency management personnel, facilities, operational functions, and technology, the PARTIES agree to the following roles and responsibilities:

- A. Cooperatively, all PARTIES will use the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) that includes an emergency organization structure, an information flow process, and forms necessary to coordinate the formal request, assignment, deployment, and demobilization of resources.
- B. Allow 24-hour a day temporary use of a suitable, available facility for 10-14 days to operate as an alternate EOC until the primary EOC can be used, the threat is mitigated, or a permanent alternate EOC is established. Possible locations include the host party's EOC, conference rooms or any other suitable space as determined by the host party's staff. It is understood by all PARTIES that this agreement is based on availability of suitable space at the time of the request and its continued availability for the anticipated duration of its use. Certain circumstances may impact facility availability, including but not limited to an emergency requiring a party to activate its EOC, as well as normal day-to-day operations and pre-scheduled events.
- C. Allow use of the party's designated rooms, office space, tables and chairs, and suitable parking area. Provide computers, phones and Wi-Fi access if such access is available and not otherwise obligated. The host party shall be empowered to designate any areas as "off-limits."
- D. Allow 24-hour a day temporary use of the party-designated emergency shelter, for 10-14 days to shelter the impacted/evacuated population. It is understood by all parties that this agreement is based on availability of suitable space at the time the request and its continued availability for the anticipated duration of its use. Emergency shelter locations can be populated by all PARTIES' community members at the same time.
- E. Serve as a redundant emergency Alert and Warning point of contact which will have authority, upon request, to send emergency Alert and Warning messages on the other PARTIES' behalf. These systems include: Nixle, Alert OC, and Wireless Emergency Alerts.
- F. The CITY OF ALISO VIEJO, when its EOC is not activated or impacted, will provide up to 80 total hours of support specific to emergency management from the city's emergency management personnel to the CITY OF LAGUNA HILLS, CITY OF LAKE FOREST, CITY OF MISSION VIEJO, and/or the CITY OF LAGUNA NIGUEL during an EOC activation.
- G. The CITY OF LAGUNA HILLS, when its EOC is not activated or impacted, will provide up to 80 total hours of support specific to emergency management from the city's emergency management personnel to the CITY OF ALISO VIEJO, CITY OF LAKE FOREST, CITY OF MISSION VIEJO, and/or the CITY OF LAGUNA NIGUEL during an EOC activation.

- H. The CITY OF LAKE FOREST, when its EOC is not activated or impacted, will provide up to 80 total hours of support specific to emergency management from the city's emergency management personnel to the CITY OF ALISO VIEJO, CITY OF LAGUNA HILLS, CITY OF MISSION VIEJO, and/or the CITY OF LAGUNA NIGUEL during an EOC activation.
- I. The CITY OF MISSION VIEJO, when its EOC is not activated or impacted, will provide up to 80 total hours of support specific to emergency management from the city's emergency management personnel to the CITY OF ALISO VIEJO, CITY OF LAGUNA HILLS, CITY OF LAKE FOREST, and/or the CITY OF LAGUNA NIGUEL during an EOC activation.
- J. The CITY OF LAGUNA NIGUEL, when its EOC is not activated or impacted, will provide up to 80 total hours of support specific to emergency management from the city's emergency management personnel to the CITY OF ALISO VIEJO, CITY OF LAGUNA HILLS, CITY OF LAKE FOREST, and/or the CITY OF MISSION VIEJO during an EOC activation.
- K. The PARTIES agree not to hold each other financially responsible for the costs of personnel, equipment, and supplies given or received pursuant to this MOA.
- L. Pre-designate contacts. (see Attachment A)
- M. Participate in periodic emergency drills implementing this MOA, at a date and time agreed upon by all PARTIES.

Article VI. Indemnification and Insurance

- A. Each of the PARTIES shall maintain General Liability insurance in an amount not less than one million dollars per occurrence and two million dollars in the aggregate, for bodily injury, personal injury, and property damage. The policy shall name the other parties, their officers, officials, employees, agents, and volunteers as additional insureds. Coverage provided by parties shall be primary, and any insurance or self-insurance procured or maintained by the other parties shall not be required to contribute with it. Each Party shall issue a waiver of subrogation endorsement in favor of the other parties, their officers, agents, employees, and volunteers.
- B. Each of the PARTIES shall maintain Workers' Compensation Insurance, statutory limits, and Employer's Liability Insurance with limits of at least One Million Dollars and 00/100 (\$1,000,000) each accident for bodily injury by accident and each employee for bodily injury by disease in accordance with the laws of the State of California, Section 3700 of the Labor Code. Each party shall issue a waiver of subrogation endorsement in favor of the other parties to this MOA, which names such other parties, their governing body or councils, boards and commissions, officers, agents, volunteers and employees.
- C. Each party shall indemnify, defend, and hold the other PARTIES, their officers, officials, agents, employees, and volunteers harmless from any and all claims,

injuries, damages, loss, or suits, including attorney's fees, costs, and expenses, arising out of the acts, errors, or omissions of the indemnifying party, its officers, officials, employees, agents, and volunteers in the performance of its obligations under this MOA, except to the extent the injuries or damages are caused by the willful acts or omissions of the indemnified party.

Article VII. Miscellaneous Provisions

- A. Amendments. This MOA may be modified or amended only by a written document duly executed by all parties hereto.
- B. No Attorneys' Fees. In the event of any dispute or legal action arising under this MOA, the prevailing party shall not be entitled to attorneys' fees.
- C. Notices. All notices, demands, requests or approvals, including any change in mailing address, to be given under the terms of this MOA shall be given in writing, and conclusively shall be deemed served when delivered personally, or on the third business day after the deposit thereof in the United States mail, postage prepaid, first-class mail, addressed as set forth in Attachment A hereto.
- D. Counterparts. This MOA may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one (1) and the same instrument.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the PARTIES have executed this Memorandum of Agreement as of the dates set forth below.

CITY OF ALISO VIEJO

ATTEST:

By: _____
Signature

Name: _____
Print Name

Title: _____
Print Title

Date: _____

By: _____
Signature

Name: _____
Print Name

Title: _____
Print Title

Date: _____

CITY OF LAGUNA HILLS

ATTEST:

By: _____
Signature

Name: _____
Print Name

Title: _____
Print Title

Date: _____

By: _____
Signature

Name: _____
Print Name

Title: _____
Print Title

Date: _____

CITY OF LAKE FOREST

ATTEST:

By: _____
Signature

Name: _____
Print Name

Title: _____
Print Title

Date: _____

By: _____
Signature

Name: _____
Print Name

Title: _____
Print Title

Date: _____

CITY OF MISSION VIEJO

ATTEST:

By: _____	By: _____
Signature	Signature
Name: _____	Name: _____
Print Name	Print Name
Title: _____	Title: _____
Print Title	Print Title
Date: _____	Date: _____

CITY OF LAGUNA NIGUEL

ATTEST:

By: _____	By: _____
Signature	Signature
Name: _____	Name: _____
Print Name	Print Name
Title: _____	Title: _____
Print Title	Print Title
Date: _____	Date: _____

ATTACHMENT A

Party Contact Information and Primary Points of Contact

The primary points of contact in each party will be responsible for the implementation of the MOA in their respective party, coordinating activities between parties, and responding to questions regarding this MOA. In the event that the primary point of contact is no longer able to serve, a new contact will be designated and the other parties provided written notice of the change. When Attachment A is updated in writing, the revised Attachment A shall be inserted into this MOA and the MOA *does not* need to be signed again.

Relationship Manager Contact

The Relationship Manager is the person that works with the partner organization in developing and executing the MOA.

City of Aliso Viejo	
Contact	
Title	
Office Phone	
Mobile Phone	
E-mail	

City of Laguna Hills	
Contact	
Title	
Office Phone	
Mobile Phone	
E-mail	

City of Lake Forest	
Contact	
Title	
Office Phone	
Mobile Phone	
E-mail	

City of Mission Viejo	
Contact	
Title	
Office Phone	
Mobile Phone	
E-mail	

City of Laguna Niguel	
Contact	
Title	
Office Phone	
Mobile Phone	
E-mail	

Operational Contact

The Operational Contact is the person each organization will call to initiate the disaster response activities as defined in the MOA.

City of Aliso Viejo	
Contact	
Title	
Office Phone	
Mobile Phone	
E-mail	

City of Laguna Hills	
Contact	
Title	
Office Phone	
Mobile Phone	
E-mail	

City of Lake Forest	
Contact	
Title	
Office Phone	
Mobile Phone	
E-mail	

City of Mission Viejo	
Contact	
Title	
Office Phone	
Mobile Phone	
E-mail	

City of Laguna Niguel	
Contact	
Title	
Office Phone	
Mobile Phone	
E-mail	



City of Laguna Hills City Council / Planning Agency Staff Report

Date: January 14, 2025
To: Mayor and Council Members
From: Alyssa Rabas, Sr. Emergency Management Program Coordinator
Issue: Designate Authorized Agents to Sign Emergency Management Performance Grants for the Federal Fiscal Years of 2024, 2025, and 2026

Recommendation: That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, Designating Authorized Agents for the Acceptance and Execution of Emergency Management Performance Grants (EMPG)".

Background:

The proposed Resolution will designate the City Manager, Chief of Police Services, and Finance Director as authorized agents to accept and execute all required documentation for the purpose of obtaining Emergency Management Performance Grant (EMPG) funds. This designation applies to the grant cycles for three federal fiscal years: FY24, FY24-Supplemental, FY25, FY25-Supplemental, FY26, and FY26-Supplemental. These funds are intended to support and enhance the city's emergency management preparedness, response, and recovery efforts.

Approximately three times each year, the City applies to CalOES or FEMA for participation in emergency management related grants. All grant applications submitted to CalOES and FEMA require the City to include a copy of a current Governing Body Resolution designating agents authorized to act on behalf of the City for that grant. The Emergency Management Performance Grant requires approval and adoption of the California Office of Emergency Services' Governing Body Resolution. By approving and adopting the attached CalOES Governing Body Resolution form, City Council will provide current authorization for the City Manager, Chief of Police Services, and Finance Director to execute any Emergency Management Performance Grant

application for the next three grant cycles.

Fiscal Impact:

There is no fiscal impact related to this authorization. Designating the authorized agents allows the City to maintain eligibility and receive Emergency Management Performance Grant (EMPG) funds for the federal fiscal years 2024, 2025, and 2026 grant cycles.

Attachments:

1. Proposed Resolution - EMPG Authorized Agents

RESOLUTION NO. 2025-01-14-X

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAGUNA HILLS, CALIFORNIA, DESIGNATING
AUTHORIZED AGENTS FOR THE ACCEPTANCE AND
EXECUTION OF EMERGENCY MANAGEMENT
PERFORMANCE GRANTS (EMPG)

WHEREAS, the City of Laguna Hills has applied for the Fiscal Year Emergency Management Performance Grant (EMPG) Award, which has been made available and is administered by the California Governor's Office of Emergency Services ("Cal OES") for the federal fiscal years of 2024, 2025, and 2026; and

WHEREAS, the City Council desires to authorize the City Manager, Chief of Police Services, and Finance Director to accept the grant referenced above and to execute any necessary documents, including but not limited to agreements, amendments, extensions, and grant award documents, on behalf of the City of Laguna Hills, with Cal OES or any other responsible government agency, in order to obtain federal financial assistance provided through the federal fiscal years of 2024, 2025, and 2026 Emergency Management Performance Grant (EMPG) Programs .

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 Council hereby authorizes the City Manager, Chief of Police Services, and Finance Director to execute, on behalf of the City of Laguna Hills, any documents necessary, including agreements, amendments, extensions, and grant award documents, with Cal OES or any other responsible government agency, for the purpose of securing federal financial assistance provided through the federal fiscal years of 2024, 2025, and 2026 Emergency Management Performance Grant (EMPG) Programs.

SECTION 3. The City Council hereby authorizes and accepts the federal fiscal years of 2024, 2025, and 2026 Emergency Management Performance Grant (EMPG) Awards.

SECTION 4. This Resolution shall take effect immediately.

PASSED, APPROVED, AND ADOPTED this 14th day of January 2025.

JOSHUA SWEENEY, 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.2025-01-14-X adopted by the City Council of the City of Laguna Hills, California, at a
Regular Meeting thereof held on the 14th day of January 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

JENNIFER LEE, CITY CLERK



City of Laguna Hills City Council / Planning Agency Staff Report

Date: January 14, 2025
To: Mayor and Council Members
From: Joe Ames, Public Works Director/City Engineer
Issue: Community Development Block Grant Application for the City of Laguna Hills
Public Facilities & Improvements Application for Fiscal Year 2025-2026

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 2025-2026 and Accepting the Award of Community Development Block Grant Funds, If Awarded Funding.”

Background:

As part of City staff’s ongoing effort to identify and apply for grant funding for infrastructure improvements, on December 6, 2024, 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 approximately 42 curb ramp replacements at some intersections bounded by La Paz Road, Cabot Road, and Paseo de Valencia.

In November 2024, the County of Orange, Community Resources Department, announced a call for Fiscal Year 2025-2026 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 2025-2026 Public Facilities and Improvements maximum funding amount with no match was \$250,000 and with a 20% match was \$450,000. 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”

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 based on 2020 American Community Survey data) below the median for the area.

For this call for projects, City staff researched the United States Census Bureau’s latest data and found several low to moderate-income census tracts in Laguna Hills where 51% or more of the residential neighborhood consist of low to moderate-income persons. One such census tract location is bounded by La Paz Road, Cabot Road, and Paseo de Valencia.

City staff notes that this census tract is scheduled for inclusion in the upcoming biennial residential street resurfacing project, CIP No. 101-M, which will be scheduled in FY 2025-2027 pending City Council approval of City staff’s request for project funding.

Therefore, given the information available and funding rules, City staff submitted a project for approximately 42 curb ramp replacements at intersections bounded by La Paz Road, Cabot Road, and Paseo de Valencia. It is anticipated that, if this project is awarded funding by the County of Orange, that this work will be included in CIP No. 101-M.

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.

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 2025-2026 project is anticipated to cost a total of \$250,000.

The construction cost for the removal and replacement of Americans with Disabilities Act (ADA) non-compliant curb ramps at 42 intersections within the area bounded by La Paz Road, Cabot Road, and Paseo de Valencia is estimated to cost \$250,000.

Therefore, except for City staff time and project design costs which may be absorbed into the FY 2025-2027 biennial budget either as part of CIP No. 101-M or as part of the Public Works operating budget, there will be no new fiscal impact 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 2025-2026 project is awarded funding, the estimated contingency funds for the construction of CIP No. 101-M, the biennial residential street resurfacing project, will improve.

Attachments:

1. Proposed Resolution - CDBG Grant Application
2. Map of Proposed Curb Ramp Location Replacements

3. City of Laguna Hills - Attachment A FY25-26 HCD CDBG Application

RESOLUTION NO. 2025-01-14-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 2025-2026 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) 2025-2026 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 FY 2025-2026 Public Facilities and Improvements Request for Application Bid No. 012-25010431-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. 012-25010431-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. 012-25010431-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 14th day of January 2025.

JOSHUA SWEENEY, 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. 2025-01-14-X adopted by the City Council of the City of Laguna Hills, California, at a
Regular Meeting thereof held on the 14th day of January 2025, by the following vote:

AYES:

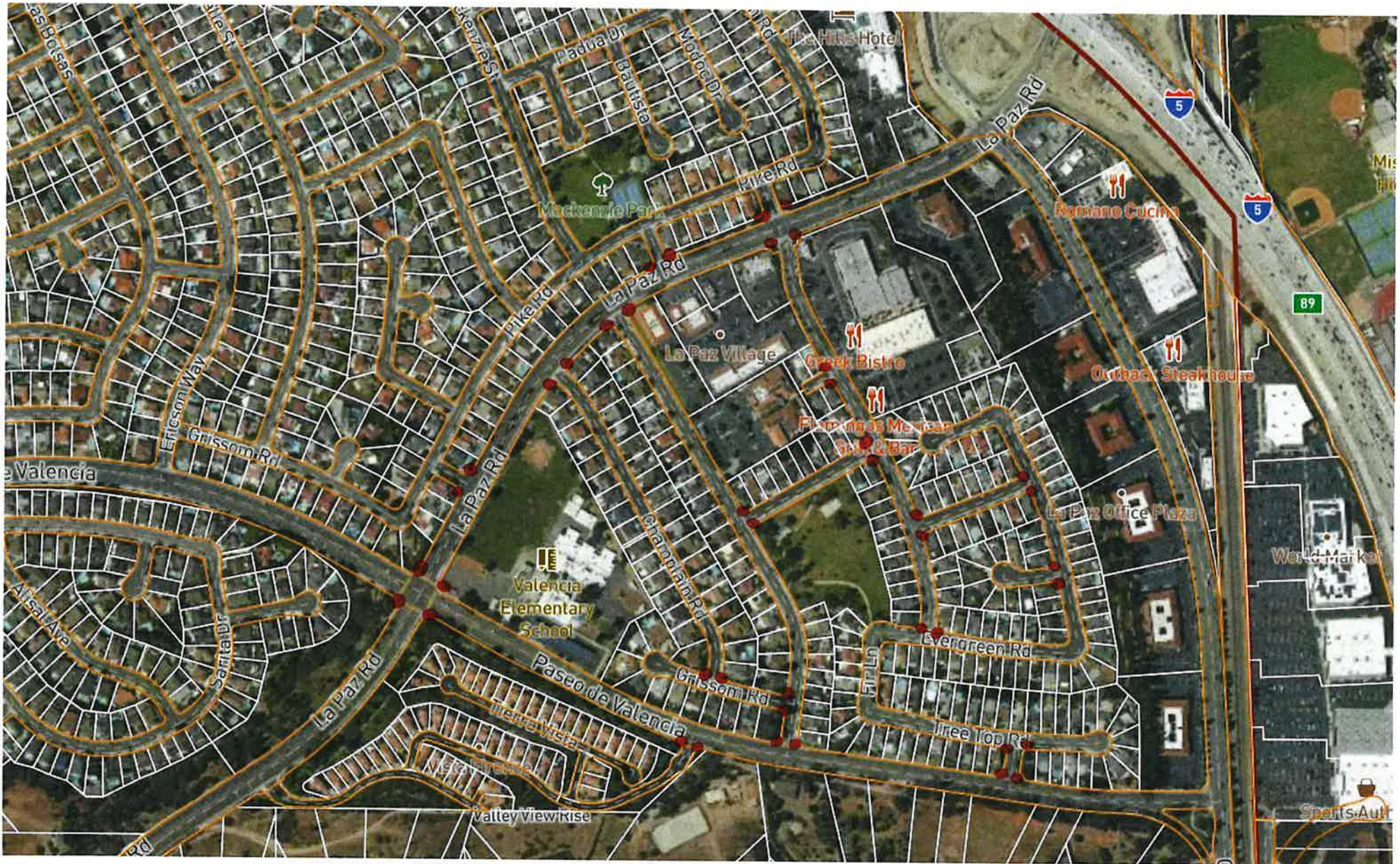
NOES:

ABSENT:

ABSTAIN:

(SEAL)

JENNIFER LEE, CITY CLERK



1" = 500 ft

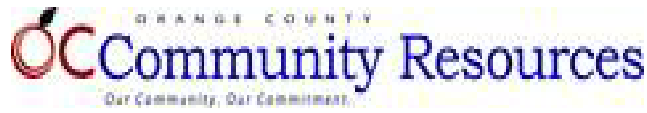
Area Map 1

12/06/2024

• = CURB RAMP LOCATIONS



This map may represent a visual display of related geographic information. Data provided here on is not guarantee of actual field conditions. To be sure of complete accuracy, please contact the responsible staff for most up-to-date information.



**OC HOUSING & COMMUNITY
PUBLIC FACILITIES & IMPROVEMENTS
FY 2025-26
APPLICATION
Bid # 012-25010431-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. 012-25010431-NC. Please confirm all Parts with supporting documentation are submitted prior to the RFA deadline. **Applicants may submit Applications for one PF&I service requested and one waitlisted project or expanded scope of work for the primary project in this RFA. A separate Part II of the Application is required for each project (i.e. Primary Project and Waitlisted Project/ Expanded Scope Project).**

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. <u>A separate Part II of the Application is required for each project (i.e. Primary Project and Waitlisted Project/ Expanded Scope Project).</u>
--

PART I: MINIMUM REQUIREMENTS

ALL APPLICANTS MUST COMPLETE PART I AND PART II

A: Applicant Information

B. Applicant Profile

C: Project Information

D: Organizational Background

E: Civil Rights Laws Compliance and HUD Standing
--

F: Signature and Assurances

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

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
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.

New Performance Requirements:

The County is initiating a three-year performance metric beginning in the 2025-2026 FAPP/RFA process for Public Facility and Improvement and Housing Rehabilitation/Façade Rehabilitation Applications. Based on calculations, using three previous years, if a participating Non-Metro City has not drawn down 80% of their awarded funds excluding the current fiscal year, by the time applications are due for the RFA process (generally in October) they may not apply for funding for a one-year period for projects other than Public Services. Although not a part of the RFA process, Metro Cities that have not drawn down 80% of funds over the previous and current fiscal year, by the time applications are due for the RFA process (generally in October) may not request funding for a one-year period for projects other than Public Services.

Project remains in compliance with contractual milestones.

OC Housing & Community Development Public Facilities & Improvements Application

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1. All projects must expend 50% of their contractual funds or obligate the funds by January 15th, of the contract year. If a project's performance does not comply with these stipulations, the contract will be cancelled, and the remaining funds will be recaptured and allocate to other performing projects.
2. The second and third milestones are 70% by February 15th of the contract year; and 80% by March 15th of the contract year.
3. In addition to expenditure deadlines, PF&I projects must complete the design of the project by September 30th and bid package process completed by November 15th of the program year or the Subrecipient (City) will not be eligible for a new award for one year.

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

PART I

A. APPLICANT INFORMATION

1. Applicant Name: City of Laguna Hills

Address: 24035 El Toro 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

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

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:

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

B. APPLICANT PROFILE

1. Applicant's Legal Name: City of Laguna Hills
2. Business Address: 24035 El Toro Road, Laguna Hills, CA 92653
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: 33 Length of time in current location: 20
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:

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

C: PROJECT INFORMATION

1. Project Title: City of Laguna Hills Public Facilities & Improvements Application FY 2025-2026

Project Address: Various locations in and adjacent to Block Group 4, Census Tract 423.27, Orange County, California (Area bounded by La Paz Road, Cabot Road, and Paseo de Valencia)

City/State/Zip: Laguna Hills, CA 92653

FY 2025-26 Public Facilities & Improvements

Amount

\$250,000

Requested Primary

\$0

Requested Waitlisted or Expanded Scope

- Maximum funding amount for Public Facilities and Improvements is \$250,000 with no leveraged funds and \$450,000 with **20%** leveraged funds.

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 one (1) primary and one waitlisted Application or expanded primary Application Scope 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.

The City of Laguna Hills has identified 42 curb ramp replacements at intersections bounded by La Paz Road, Cabot Road, and Paseo de Valencia. 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, and/or do not have Federally-mandated yellow truncated domes. These

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

improvements serve low to moderate-income populations in and adjacent to Block Group 4, Census Tract 423.27, Orange County, California . The probable cost of work is \$250,000.

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

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.

6. Build America Buy America (BABA)

BABA requires that all iron, steel, manufactured products, and construction materials used in infrastructure projects funded with Federal Financial Assistance (FFA), as outlined in Section 70914(a) of BABA, must be produced in the United States. The intent of the Buy American Preference (BAP) in BABA is to stimulate private-sector investments in domestic

OC Housing & Community Development Public Facilities & Improvements Application

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manufacturing, bolster critical supply chains, and support the creation of well-paying jobs for people in the United States. The preference is also intended to bolster American firms' ability to compete and lead globally for years to come by requiring entities that receive Federal infrastructure funds to use American materials and products.

What Materials Are Covered by BABA?

Construction materials:

- Iron and steel
- Includes all raw materials used in construction, including metals
- Plastic materials such as PVC pipe
- Glass
- Lumber
- Drywall
- Includes materials that are primarily composed of iron or steel manufactured products
- Metals other than iron or steel (non-ferrous metals)
- Composite building materials
- Plastic and polymer-based pipe and tube (e.g., PVC pipe)

HUD's proposed waiver breaks construction materials into two groups for the purposes of HUD's phased implementation: "specifically listed" and "all other construction materials."

- All Other Construction Materials
- Other construction materials

Does not include cement and aggregates (stone, sand, gravel)

General Waivers:

Small Grants

BABA requirements do not apply to infrastructure projects whose total cost is equal to or less than the current Simplified Acquisition Threshold of \$250,000. This waiver is currently in effect as of November 23, 2022.

OC Housing & Community Development Public Facilities & Improvements Application

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De Minimis

BABA requirements do not apply for a De Minimis portion of an infrastructure project, meaning a cumulative total of no more than 5 percent of the total cost of the iron, steel, manufactured products, and construction materials, up to a maximum of \$1 million. This waiver is currently in effect as of November 23, 2022.

Exigent Circumstances

This waiver applies when there is an urgent need by a grantee to immediately complete an infrastructure project because of a “exigent circumstances,” or a threat to life, safety, or property of residents and the community. This waiver is currently in effect as of November 23, 2022. This waiver is effective for Tribal recipients through September 30, 2024. HUD issued a public interest waiver for the BAP as it applies to Tribal recipients to allow time for HUD to consult with Tribally Designated Housing Entities, and other Tribal Entities on how to apply the BAP.

Tribal Consultation

This waiver is effective for Tribal recipients through September 30, 2024. HUD issued a public interest waiver for the BAP as it applies to Tribal recipients to allow time for HUD to consult with Tribally Designated Housing Entities, and other Tribal Entities on how to apply the BAP.

In addition to HUD’s general waivers, HUD may also request specific waivers from the BAP for covered FFA on a limited, case-by-case basis, after consultation and review with the Made In America Organization (MIAO) at the Office of Management and Budget (OMB). Agencies may apply to waive the domestic content procurement preference if:

1. Requiring the use of the American made product would be inconsistent with the public interest (Public Interest Waiver);
2. The product you need is not produced in the United States in sufficient

OC Housing & Community Development Public Facilities & Improvements Application

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- quantities or of a satisfactory quality (Non-Availability Waiver); or,
3. The inclusion of the product produced in the United States will increase the cost of the overall project by more than 25 percent (Unreasonable Cost Waiver).

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

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.

OC Housing & Community Development Public Facilities &
Improvements Application
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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.*

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

OC Housing & Community Development Public Facilities & Improvements Application

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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 Audit Section 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 2021/22 and FY 2022/23). Refer to Audit Section 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

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

submit two (2) years of audited financial statements (FY 2021/22 and FY 2022/23).

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 as defendant or sued another entity as a plaintiff, 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.

OC Housing & Community Development Public Facilities & Improvements Application

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

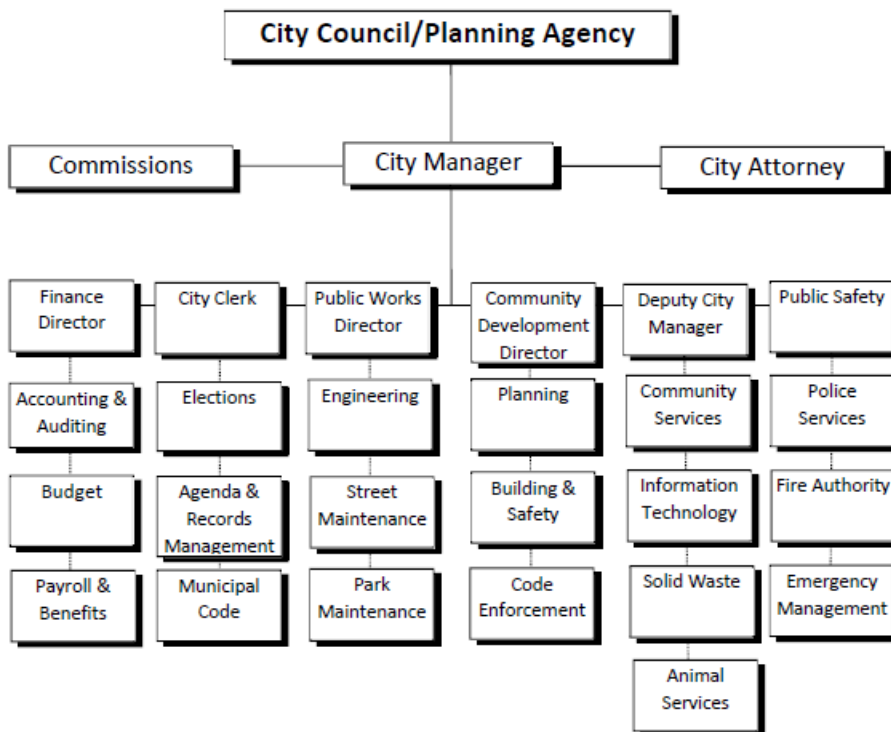
14. Provide an organizational chart of your organization, including key staffing for the project.

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26



City of Laguna Hills Organizational Chart



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

OC Housing & Community Development Public Facilities & Improvements Application

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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 2023, 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 place holder, 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, 2025.

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.

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

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?

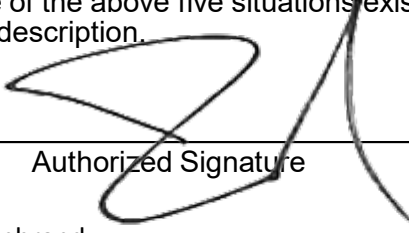
☐ Yes

☒ 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

Jarad Hildenbrand

Print Name

12/06/2024

Date

City Manager

Title

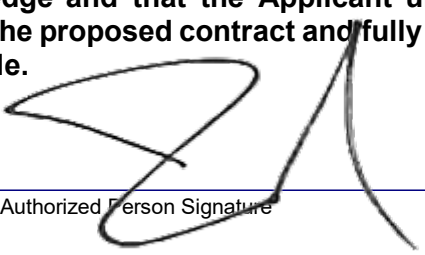
OC Housing & Community Development Public Facilities & Improvements Application

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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

12/06/2024

Date

Jarad Hildenbrand

Print First Authorized Person's Name

City Manager

Title

Second Authorized Person Signature

Date

Print Second Authorized Person's Name

Title

OC Housing & Community Development Public Facilities & Improvements Application

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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

12/06/2024
Date Signed

Jarad Hildenbrand
Print Name

City Manager
Print Title

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

12/06/2024
Date Signed

Jarad Hildenbrand
Print Name

City Manager
Print Title

OC Housing & Community Development Public Facilities & Improvements Application

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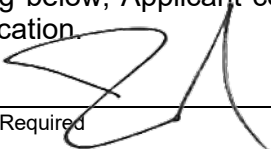
F: SIGNATURES AND ASSURANCES (Continued)

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:

- Such understanding or representations are expressly stated in the final executed contract; and
- 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

Jarad Hildenbrand

Print Name

12/06/2024

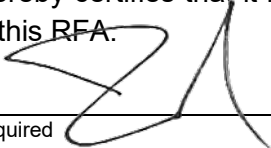
Date Signed

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

Jarad Hildenbrand

Print Name

12/06/2024

Date Signed

City Manager

Print Title

OC Housing & Community Development Public Facilities & Improvements Application

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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

12/06/2024

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

12/06/2024

Date Signed

Jarad Hildenbrand
Print Name

City Manager
Print Title

OC Housing & Community Development Public Facilities & Improvements Application

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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 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 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 the 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 a Application that is not consistent with the requirements of this RFA.

OC Housing & Community Development Public Facilities & Improvements Application

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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. A separate Part II is required for each project (i.e. Primary Project and Waitlisted Project/ Expanded Scope Project). When responding, please distinguish if the information you provided is related to the Primary Project or Waitlisted/Expanded Scope Project.

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 projects (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:

This project consists of 42 curb ramp replacements at 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:

The City of Laguna Hills has identified 42 curb ramp replacements at intersections bounded by La Paz Road, Cabot Road, and Paseo de Valencia. 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, and/or do not have Federally-mandated yellow truncated domes. These improvements serve low to moderate-income populations in and adjacent to Block Group 4, Census Tract 423.27, Orange County, California.

Accomplishment Level:

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 La Paz Road and within the residential neighborhood bounded by La Paz Road, Cabot Road, and Paseo de Valencia. These public improvements will help meet the needs of pedestrians generally and meet the parameters for ADA compliance.

Services Provided:

This project will enhance safety and provide more accessible pedestrian paths of travel.

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

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 Paseo de Valencia and La Paz Road, and within the residential neighborhood within low to moderate income-qualified census tracts (where at least 51% of the beneficiaries of the activity are low to moderate-income persons) in and adjacent to Block Group 4, Census Tract 423.27, Orange County, California.

2. Answer the following:

a. Summarize the Scope of Work for your project.

The City of Laguna Hills has identified 42 curb ramp replacements at intersections bounded by La Paz Road, Cabot Road, and Paseo de Valencia. 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, and/or do not have Federally-mandated yellow truncated domes. These improvements serve low to moderate-income populations in and adjacent to Block Group 4, Census Tract 423.27, Orange County, California.

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

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.

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 on La Paz Road and Paseo de Valencia, and lack of compliant ramps that do not conform to the Handbook, and future companion residential street resurfacing work that will occur within the residential neighborhood (CIP 101, Zone D).

OC Housing & Community Development Public Facilities & Improvements Application

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Example Photo of Location of Proposed Curb Ramp Replacements



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

3. 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.

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:

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- 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.

4. 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.

This project will meet a priority need by replacing curb ramps with compliant curb ramps at locations on Paseo de Valencia and La Paz Road, and within residential neighborhood(s) that are low to moderate-income populations in and adjacent to Block Group 4, Census Tract 423.27, Orange County, California. This work ensures that low to moderate-income populations have the ability to safely use the available sidewalks in the 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.

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).

This project is focused on benefitting the low to moderate income population within and adjacent to Block Group 4, Census Tract 423.27, Orange County, California Parkway. Available Census Block

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Data ranks the low to moderate income population within the area serving project at approximately 63.60% (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).

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.

OC Housing & Community Development Public Facilities & Improvements Application

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

ELIGIBLE BLOCK GROUPS

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

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

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

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

Provide documentation the proposed block groups or census tracts covered by this project are eligible low-to moderate income areas for low-to moderate income area (LMA) National Objective. Attach excel/csv documentation provided by HUD map application below.

Visit the following website to obtain census documentation and information:

<https://hud.maps.arcgis.com/home/item.html?id=279eca0222754f8a954bbf8cf995a1a3#overview>

ELIGIBLE BLOCK GROUP TABLE				
Eligible Block Groups	Eligible Census Tracts	Number of Low to Moderate-Income Population	Total of Population	Percentage of Low to Moderate-Income Population
4	423.27	770	1210	63.60%

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 ☐

OC Housing & Community Development Public Facilities & Improvements Application

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B: LEVERAGING AND PROJECT BUDGET

FY 2025-26 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.

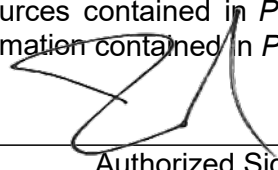
1. Complete Leveraging Table
 - a. Type of resource to complete a specific project activity.
 - b. Project activity necessary to complete the project.
 - c. What is the source of the leverage?
 - d. Leverage value earmarked for FY 2025-26.
 - e. Attach leveraging letters

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
N/A			
Total Leveraging			\$0

*Projects demonstrating dollar amount of leveraged resources is desirable.

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

12/06/2024

 Date

OC Housing & Community Development Public Facilities & Improvements Application

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B: LEVERAGING AND PROJECT BUDGET (Continued)

FY 2025-26 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 - \$450,000 with 20% leveraged funding.
- Maximum funding amount for Public Facilities and Improvements (PF&I) project funding is \$250,000 without 20% leveraged funding.

FY 2025-26 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 \$2,450,000 may be available for PF&I projects.

2. Complete *Project Budget Table* below.

PROJECT BUDGET TABLE – FY 2025-26				
Example				
Project Costs	Urban County Funds	Leveraged Resources	Total	Accomplishments
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: Removal and Replacement (Construction) of 42 Curb Ramps on Paseo de Valencia and La Paz Road and within residential neighborhood(s) that are low to moderate-income populations in and adjacent to Block Group 4, Census Tract 423.27, Orange County, California	\$250,000	\$0	\$250,000	42 ADA Compliant Curb Ramps
Total Project Cost	\$250,000	\$0	\$250,000	42 ADA Compliant Curb Ramps

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

Quantity of Ramp Replacements: 42

Probable Construction of Each Curb Ramp Replacement: \$5,932.38

Total Probable Cost \$250,000

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

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.

OC Housing & Community Development Public Facilities & Improvements Application

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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	42 ADA compliant curb ramps	Suitable Living Environment	Availability/Accessibility

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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.

PREVIOUS FUNDING TABLE				
Year	Contract Number	Award Amount	Program Income Generated (If Applicable)	Unspent Funds from Award
2022-23				
2023-24				
2024-25	#012-24011200	\$350,000	\$0	\$350,000

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.

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 facilities, including the Laguna Hills Civic Center and the Laguna Hills Community Center, and for several road maintenance and rehabilitation projects.

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.

OC Housing & Community Development Public Facilities & Improvements Application

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\$275,000 of the above listed remaining unspent funds are being spent on curb ramp replacements that are part of a companion pavement rehabilitation project which has been awarded to a contractor. Work will proceed in January 2025. \$75,000 of the above listed remaining unspent funds are being spent on a heat-reducing painting project by Age Well Senior Services, which manages the operations of the Florence Sylvester Senior Center. The project is out to bid.

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 2021/22 and FY 2022/23). Refer to the Audit Section 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.

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.

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

E: ORGANIZATIONAL/PROJECT READINESS

- 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		01/14/2025	01/14/2025	
B. Minute Order/Board Resolution		01/14/2025	01/14/2025	
C. Project found in current annual budget		01/14/2025	01/14/2025	
Staffing/Consultant assigned for design/ implementation		01/14/2025	01/14/2025	
D. Feasibility Study				N/A
Design		01/14/2025	05/15/2025	
Project in concept phase		12/06/2024	12/06/2024	
RFA/RFQ process administered				N/A
Consultant contract with design engineer negotiated	09/01/24			
Final plans and specifications written		04/15/2025	05/15/2025	
Finals plans and specifications approved		05/27/2025	05/27/2025	
Environmental Approvals (CEQA/NEPA)		05/27/2025	05/27/2025	
E. Acquisition/Rehabilitation				N/A

- 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

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

application and the two sub-components for City Council approval at the January 27, 2025 meeting

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 2025-26 FOR PUBLIC FACILITIES & IMPROVEMENTS REQUEST FOR APPLICATION BID NO. 012-25010431-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. 012-25010431-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. 012-25010431-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 HR Green Pacific, Inc. for the development of plans and specifications for the curb ramp replacements.

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 is not proposing any improvements that change the line and grade of any structure. The project should be perfectly do-able.
- RFA/RFQ Process is marked N/A because the City has already awarded a design contract for the development of plans and specifications for the curb improvements.
- 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.

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

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 2025-2026

Program Activity (ies): 42 Curb Ramp Replacements

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: \$250,000

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

Various locations on La Paz Road and Paseo de Valencia, and in and adjacent to Block Group 4, Census Tract 423.27, Orange County, California (Area bounded by La Paz Road, Cabot Road, and Paseo de Valencia)

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)

The project includes removal and replacement of 42 curb ramps on Paseo de Valencia and on La Paz Road and within Block Group 4, Census Tract 423.27, Orange County, California (the residential area bounded by Paseo de Valencia, La Paz Road, and Cabot Road) to meet Americans with Disabilities Act requirements.

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

The environment around Paseo de Valencia and La Paz Road includes a four-lane arterial highway with sidewalks and parkway areas.

The environment within Block Group 4, Census Tract 423.27, Orange County, California (the residential area bounded by Paseo de Valencia, La Paz Road, and Cabot Road) includes residential streets with sidewalks and parkway areas.

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

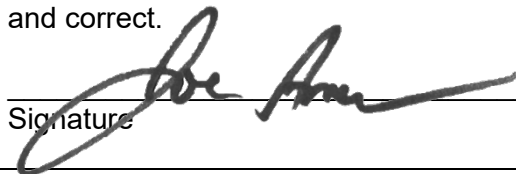
OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

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 these 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.



Public Works Director
Title

12/06/2024

Date

Supplemental Site Information

PLEASE PROVIDE ALL 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]

The project includes removal and replacement of 42 curb ramps on Paseo de Valencia and on La Paz Road and within Block Group 4, Census Tract 423.27, Orange County, California (the residential area bounded by Paseo de Valencia, La Paz Road, and Cabot Road) to meet Americans with Disabilities Act requirements.

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

F: ENVIRONMENTAL INFORMATION FORM (Continued)

Proposed Site: Zoning Designation: Low Density Residential, Community Commercial, Community Private Institution, Parks

General Plan Land Use Designation: Low Density Residential, Community Commercial, Community Private Institution, Parks

Is project in a floodplain? No FEMA Map No: 06059C0431J and 06059C0433J
(attach copy) (<https://msc.fema.gov/portal/home>)

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

Other: _____

Size of Site: N/A Acres _____ Sq. Ft. Assessor's Parcel No: _____

Age of Existing Structures: N/A years Year built: _____

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)]

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

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.

Yes.

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: _____

Applicant's Name: _____

Eventual Result: ☐ Project Not Funded

☐ Project Funded \$ _____

☐ Project Completed Date Completed _____

☐ Project Cancelled Date Cancelled _____

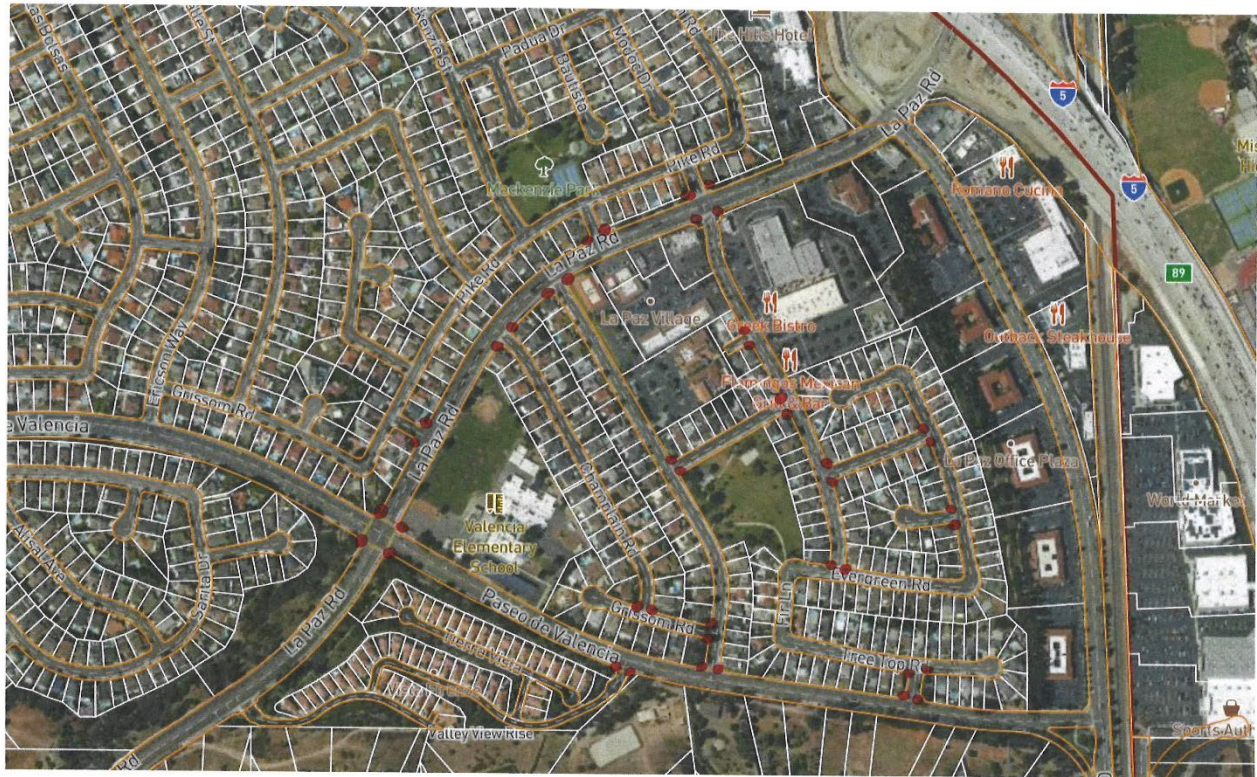
Describe why project was cancelled:

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

Site Plan

PF&I Application FY 25-26



1" = 500 ft	Area Map 1 • = CURB RAMP LOCATIONS	12/06/2024	
This map may represents a visual display of related geographic information. Data provided here on is not guarantee of actual field conditions. To be sure of complete accuracy, please contact the responsible staff for most up-to-date information.			

OC Housing & Community Development Public Facilities & Improvements Application

PF&I – FY 2025-26

Example Photo of Location of Proposed Curb Ramp Replacements





City of Laguna Hills City Council / Planning Agency Staff Report

Date: January 14, 2025
To: Mayor and Council Members
From: Jennifer Lee, City Clerk
Issue: City Council Representatives to Other Boards, Committees, and Agencies

Recommendation: That the City Council take the following actions:

- 1) Review the City of Laguna Hills City Council Representatives to Other Boards, Committees, and 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) 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.

Background:

Following the City Council's reorganization in December, it is customary for the Council to review the list of City Council Representatives to Other Boards, Committees, and Agencies. This list outlines the individuals designated to represent the City in the upcoming year(s) and is included as an attachment to this report. Detailed descriptions of positions with specific requirements are provided below.

City Council SubCommittees

The Events, Communication, and Beautification Committee was established on June 28, 2022, and meets monthly on the 2nd Wednesday of every month. The committee is an advisory committee to the City Council for the purpose of making recommendations on projects designed to maintain and enhance the appearance of public areas within the

City, conduct research on communications programs, and develop and implement community events and consists of 2 City Council Members. The Committee is left with a vacancy following former Council Member Heft's departure. The City Council has the option of appointing a new member to the vacant seat or dissolving the Committee.

Ad Hoc Committees

Any Ad Hoc Committees that have completed its specified project goal, approved timeline, or is no longer needed should be dissolved by City Council action.

The Aquatic Center/Community Pool Facility Ad Hoc Committee consisting of former Council Member Heft and Council Member Pezold was formed on May 28, 2024, as an advisory committee to the City Council for the purpose of exploring the feasibility of establishing an Aquatic Center/Community Pool facility for a duration of 4-6 months. The approved timeline has expired; therefore, the Aquatic Center/Community Pool Facility Ad Hoc Committee should either be dissolved or a new timeline should be approved and a new member appointed to the vacant seat.

The Solid Waste and Recycling Franchise Procurement Ad Hoc Committee consisting of Council Member Pezold and Mayor Pro Tempore Caskey was formed on April 26, 2022, as an advisory committee to the City Council for the purpose of establishing procurement documents for the upcoming 10-year Franchise Agreement. The specified project goal has been completed; therefore, the Solid Waste and Recycling Franchise Procurement Ad Hoc Committee should be dissolved or a new specified project goal should be established and approved.

The 3/5 Memorial Ad Hoc Committee consisting of former Council Member Janine Heft and Mayor Pro Tempore Caskey was formed on March 22, 2022, as an advisory committee to the City Council for the purpose of developing a monument theme and narrative description for a permanent monument memorializing the 3/5 Dark Horse Marine Battalion. The specified project goal has been completed; therefore, the Solid Waste and Recycling Franchise Procurement Ad Hoc Committee should be dissolved or a new specified project goal should be approved and a new member appointed to the vacant seat.

[Orange County Fire Authority Board of Directors](#)

City Council Resolution No. 2023-01-10-4 officially designated and appointed Joshua Sweeney as the City's representative to the Orange County Fire Authority Board of Directors. Should the City Council wish to select a new representative, it will need to direct staff to prepare a resolution for consideration at a future meeting to formally designate and approve the updated appointment.

[Transportation Corridor Agency \(TCA\) San Joaquin Hills Transportation Corridor Agency \(SJHTCA\) Board of Directors](#)

Former Council Member Heft was appointed to serve as representative to the Transportation Corridor Agency (TCA) San Joaquin Hills Transportation Corridor Agency (SJHTCA) Board of Directors on January 9, 2018, and Council Member Pezold was appointed as the alternate on February 12, 2019. It is in order for the City Council to appoint a representative to the Transportation Corridor Agency (TCA) San Joaquin Hills Transportation Corridor Agency (SJHTCA) Board of Directors.

[OC Public Libraries Library Advisory Board](#)

The OC Public Libraries Library Advisory Board members serve 2-year terms that coincide with the individual cities' appointments and elections. Council Member Wheeler was appointed to his second term on the Library Advisory Board on January 10, 2023, and his term expires on January 14, 2025. The City Council has the option to reappoint Council Member Wheeler or appoint another Council Member to serve on the Library Advisory Board for the next 2-year term.

[Orange County Mosquito and Vector Control District \(OCMVCD\) Board of Trustees](#)

The current representative to the Orange County Mosquito and Vector Control District is Council Member Pezold. Council Member Pezold was appointed to the Orange County Mosquito and Vector Control District on January 9, 2024, for a two-year term, which is active until January 1, 2026. No change is needed at this time.

[League of California Cities Annual Business Meeting Voting Delegate](#)

Per Cal Cities bylaws, the City Council must designate a Voting Delegate and, if desired, up to two Voting Delegate Alternates to attend the annual business meeting in person to cast their vote. The 2025 Annual Conference is scheduled for October 8-10, 2025, in Long Beach. This designation can be made now or at a future meeting no later than the first meeting in September.

[Southern California Association of Governments \(SCAG\) Annual General Assembly Meeting](#)

The SCAG General Assembly is a forum where policy matters can be identified and addressed. Each member city appoints one City Council Member, who is not a Regional Council representative, as the City's official representative and one alternate for the General Assembly meeting and must communicate the names of their official representatives and alternates to SCAG within 45 days before the annual meeting of the General Assembly. The 2025 SCAG Regional Conference & General Assembly is scheduled for May 1-2 2025 in Palm Desert. This designation can be made now or at a

future meeting no later than the first meeting in March.

California Joint Powers Insurance Authority (CJPIA) Annual Board of Directors Meeting

The CJPIA Annual Board of Directors Meeting is where the President and Vice President of the Authority and other members of the Executive Committee area elected, reports of the affairs of the Authority are considered, and any other business may be transacted that is within the powers of the Board of Directors. In order to vote at the Annual Board of Directors Meeting, the City Council must designate a Primary Voting Delegate and at least one Voting Delegate Alternate. A Voting Delegate form must be completed and submitted to the Authority in advance of each year's meeting indicating the authorized voting delegates. The 2025 Annual Meeting is scheduled for July 23, 2025, at the CJPIA Campus in La Palma, CA. A \$100 stipend is provided to the voting delegate or alternate of each member agency attending the meeting.

Form 806

The Fair Political Practices Commission has mandated that Form 806 be used to report additional compensation that officials receive when appointing themselves to positions on committees, boards, or commissions of a public agency, special district, and joint powers agency or authority. Each agency must post on its website a single Form 806 which lists all the paid appointment positions. When there is a change in compensation, or a new appointment, Form 806 must be updated to reflect the change. Included as an attachment to this report is a copy of the currently posted Form 806. An updated Form 806 will be posted to the City's website indicating tonight's decision designating a new representative to TCA's Board of Directors, as well as any other applicable changes made by the City Council.

Fiscal Impact:

The City does not offer additional compensation to City Council Members for their participation in City Council subcommittees or for representing the City on external agency boards or committees.

Attachments:

1. City Council Representatives to Other Boards, Committees, and Agencies
2. Form 806 - Public Agency Appointments



City Council SubCommittees				
Committee	Representative	Appointed	Representative	Appointed
Audit Committee	Joshua Sweeney	01/10/2023	Don Caskey	12/14/2021
Events, Communication, and Beautification Committee	Erica Pezold	06/28/2022	Vacant	
Economic Development Committee	Dave Wheeler	06/28/2022	Don Caskey	06/28/2022
Solid Waste & Recycling Franchise Procurement Ad Hoc Committee (through project completion)	Don Caskey	04/26/2022	Erica Pezold	04/26/2022
3/5 Memorial Ad Hoc Committee (through project completion)	Vacant		Don Caskey	03/22/2022
Community Garden Ad Hoc Committee (through project completion)	Joshua Sweeney	05/14/2024	Don Caskey	05/14/2024
Aquatic Center/Community Pool Facility Ad Hoc Committee (4-6 months)	Janine Heft	05/28/2024	Erica Pezold	05/28/2024

Joint Governmental Committees				
Agency	Representative/Delegate	Appointed	Alternate (if applicable)	Appointed
Orange County Fire Authority (OCFA) Board of Directors ¹	Joshua Sweeney	01/10/2023 Res 2023-01-10-4		
OC Public Libraries Library Advisory Board (2-year term)	Dave Wheeler Term expires 1/14/2025	01/10/2023	Joshua Sweeney Term expires 1/14/2025	01/10/2023
Orange County Mosquito & Vector Control District (OCMVCD) Board of Trustees (2-year term)	Erica Pezold Term expires 1/1/2026	01/09/2024		
South OC Watershed Management Area (SOCWMA) Executive Committee	Don Caskey	01/10/2023	Joshua Sweeney	01/10/2023
Transportation Corridor Agency (TCA) San Joaquin Hills Transportation Corridor Agency (SJHTCA) Board of Directors	Vacant		Erica Pezold	02/12/2019

¹ OCFA requires appointment by Resolution

Membership Organizations				
Organization	Representative/Delegate	Appointed/Elected	Alternate (if applicable)	Appointed
Association of California Cities – Orange County (ACC-OC)	Mayor		Mayor Pro Tem	
League of Cal Cities Annual Business Meeting Voting Delegate	Mayor	01/10/2023	Mayor Pro Tem	01/10/2023
Southern California Association of General Governments (SCAG) Annual General Assembly Meeting	Don Caskey	1/10/2023	Dave Wheeler	1/10/2023
California Joint Powers Insurance Authority (CJPIA) Annual Board of Directors Meeting	Mayor	05/09/2023	Mayor Pro Tem	05/09/2023

City Council Committees

Audit Committee

The City's Audit Committee was established by City Council Action on March 14, 1995, and is regulated by City Council Policy No. 105. The committee is an advisory committee to the City Council for the purpose of providing a direct line of communication between the auditor and the City Council and consists of the City Manager (or designee) and two City Council Members. The Audit Committee meets twice a year and City Council Members receive no additional compensation for serving on the Audit Committee.

Events, Communication, and Beautification Committee

The City's Events, Communication, and Beautification Committee was established by City Council Action on June 28, 2022, and meets monthly on the 2nd Wednesday of every month. The committee is an advisory committee to the City Council for the purpose of making recommendations on projects designed to maintain and enhance the appearance of public areas within the City, conduct research on communications programs, and develop and implement community events and consists of 2 City Council Members. City Council Members receive no additional compensation for serving on the Events, Communication, and Beautification Committee.

Economic Development Committee

The City's Economic Development Committee was established by City Council Action on June 28, 2022, and meets as needed based on development application submittals. The committee is an advisory committee to the City Council for the purpose of promoting and supporting local businesses and encouraging a strong economy within the City and consists of 2 City Council Members. City Council Members receive no additional compensation for serving on the Economic Development Committee.

Ad Hoc Committees

Ad-Hoc Committees are established for a specified limited timeframe to act in an advisory role to the City Council in order to achieve specific single-subject project goals and must be comprised solely of members of the legislative body that are less than a quorum of the legislative body. The City currently has three Ad-Hoc Committees.

The **Solid Waste & Recycling Franchise Procurement Ad Hoc Committee** is an advisory committee to the City Council for the purpose of establishing procurement documents for the upcoming 10-year Franchise agreement effective July 1, 2024. The committee was established by City Council Action on April 26, 2022 for a duration through project completion.

The **3/5 Memorial Ad Hoc Committee** is an advisory committee to the City Council for the purpose of developing a monument theme and narrative description for a permanent monument memorializing the 3/5 Dark Horse Marine Battalion. The committee was established by City Council Action on March 22, 2022 for a duration through project completion.

The **Community Garden Ad Hoc Committee** is an advisory committee to the City Council for the purpose of exploring and developing the concept of a community garden including assessing feasible locations, engaging with the community and drafting a plan that includes budget, design and management strategies. The committee was established by City Council Action on May 14, 2024 for a duration through project completion.

The **Aquatic Center/Community Pool Ad Hoc Committee** is an advisory committee to the City Council for the purpose of exploring the feasibility of establishing an Aquatic Center/Community Pool facility. The committee was established by City Council Action on May 28, 2024 for a duration of 4-6 months.

Joint Governmental Committees

Orange County Fire Authority (OCFA) Board of Directors

The OCFA Board of Directors consists of 23 members representing partner cities and 2 members representing the county unincorporated area. Appointments of Directors to represent their respective cities are made by Resolution and hold office until the selection of a successor by the appointing body. The Board of Directors meets every other month - usually on the 4th Thursday of the month at 6:00 p.m. and sets policy according to its adopted Rules of Procedures. The Board established an Executive Committee and a standing Budget and Finance Committee to address finance and budget policy issues. The Chair of the Board, on an annual or as needed basis, makes appointments to the Committees. City Council Members receive compensation of \$100 per meeting per day, with a max of \$300 per month for voting member attendance.

OC Public Libraries Library Advisory Board

The OC Public Libraries Library Advisory Board was created by County Board Resolution 96-903 on December 12, 1996, and consists of 26 members, comprised of 24 city council members appointed by the member cities and 2 County Supervisor members appointed by the Board of Supervisors. The Advisory Board meets 3 times a year and acts in advisory capacity reviewing the OC Public Libraries' budget, operations and policy decisions and makes recommendations to the Board of Supervisors. City Council Members serve 2-year terms and receive no additional compensation for serving on the OC Public Libraries Library Advisory Board.

Orange County Mosquito and Vector Control District (OCMVCD) Board of Trustees

The Orange County Mosquito and Vector Control District is governed by a Board of Trustees established pursuant to Health & Safety Code section 2020 et seq. Trustees are appointed by the City Council of each member city, or by the Board of Supervisors (County Trustee). Pursuant to Orange County Mosquito and Vector Control District Operations Code section 3.01.020, "...Persons appointed shall have experience, training and education in fields that will assist in the governance of the District as provided in Health & Safety Code section 2022." The Board of Trustees meets on the 3rd Thursday of each odd-numbered month at 3:00 p.m. City Council Members serve 2- or 4-year terms (at the appointing authority's discretion) commencing at noon on the 1st Monday in January and receive no additional compensation for serving on the OCMVCD Board of Trustees, but are eligible for up to \$100 in reimbursement per month for expenses incurred while on official business.

South OC Watershed Management Area (SOCWMA) Executive Committee

The SOCWMA adopted Cooperative Agreement and decision-making framework is governed by the Executive Committee of the South Orange County IRWM Group. Each of the parties appoints an elected or executive level official from its organization to serve as its member and alternate on the SOCWMA Executive Committee. The Executive Committee meets periodically and the duties and powers include identifying and prioritizing water resource issues, approving cost-share budgets for administration and activities of the SOCWMA, and allocating non-grant funds available for SOCWMA projects based on capital improvement plan priorities. City Council Member receive no additional compensation for serving on the SOCWMA Executive Committee.

Transportation Corridor Agency (TCA) San Joaquin Hills Transportation Corridor Agency (SJHTCA) Board of Directors

The San Joaquin Hills Transportation Corridor Agency manages the 73 Toll Road, which stretches 15 miles from Newport Beach to San Juan Capistrano in southwest Orange County. SJHTCA member agencies are the cities of Aliso Viejo, Costa Mesa, Dana Point, Irvine, Laguna Hills, Laguna Niguel, Laguna Woods, Mission Viejo, Newport Beach, San Juan Capistrano and Santa Ana, along with the County of Orange's 3rd and 5th Districts. The San Joaquin Hills and Foothill/Eastern Transportation Corridor Agencies Board Meetings are generally held concurrently as one joint meeting on the 2nd Thursday of each month at 9:30 a.m. Board members and Alternates earn a stipend of \$120 per meeting, for up to 18 meetings per agency per quarter. They may also be eligible for reimbursement of mileage costs at the current IRS rate.

Membership Organizations

Association of California Cites – Orange County (ACC-OC)

The ACC-OC membership base consists of the Cities of Orange County, local government special districts, businesses, non-profits and higher education institutions. The Association operates as a 501c3 and is governed by a Board a Directors elected by Mayors of all member cities. The Board is comprised of an executive committee, representatives from all 5 Supervisory districts, and three large city representatives. The ACC-OC is organized into several Policy Committees: Energy, Environment and Water Committee, Homelessness Task Force, Coalition for Residential Recovery Reform, Local Government and Finance Committee, Economic Development Committee and Legislative & Regulatory Committee. The ACC-OC Board of Directors Executive Committee meets on the 3rd Wednesday of each month at noon and the policy committees have various meeting schedules. City Council Members receive no additional compensation for serving on the ACC-OC Board of Director or Policy Committees.

League of Cal Cities Annual Business Meeting Voting Delegate

Part of the League of Cal Cities Annual Conference is the Annual Business Meeting to consider and take action on resolutions that establish League policy. In order to vote at the Annual Business Meeting, the City Council must designate a Voting Delegate and if desired, up to two Voting Delegate Alternates. The Voting Delegate must attend the conference in person to cast their vote. A Voting Delegate form must be completed and signed by the Mayor or City Clerk and submitted to the League in advance of each year's meeting indicating the authorized voting delegates. The 2024 Annual Conference is scheduled for October 16-18, 2024 in Sacramento. City Council Members receive no additional compensation for attending the League of Cal Cities Annual Business Meeting, but are eligible for travel reimbursements from the City.

Southern California Association of General Governments (SCAG) Annual General Assembly Meeting

The SCAG General Assembly is a forum where policy matters can be identified and addressed. Any city or county representative may propose a subject for study by the Association, provided that the representative has notified the President of the proposal 45 days in advance of the General Assembly meeting. Each member city appoints one City Council Member, who is not a Regional Council representative, as the City's official representative and one alternate for the General Assembly meeting and must communicate the names of their official representatives and alternates to SCAG within 45 days before the annual meeting of the General Assembly. The 2024 SCAG Regional Conference & General Assembly is scheduled for May 2-3, 2023 in Palm Desert. City Council Members receive no additional compensation for attending the SCAG General Assembly, but may be eligible for travel reimbursements from the City.

California Joint Powers Insurance Authority (CJPIA) Annual Board of Directors Meeting

The CJPIA Annual Board of Directors Meeting is where the President and Vice President of the Authority and other members of the Executive Committee are elected, reports of the affairs of the Authority are considered, and any other business may be transacted that is within the powers of the Board of Directors. In order to vote at the Annual Board of Directors Meeting, the City Council must designate a Primary Voting Delegate and at least one Voting Delegate Alternate. A Voting Delegate form must be completed and submitted to the Authority in advance of each year's meeting indicating the authorized voting delegates. The 2024 Annual Meeting is scheduled for July 24, 2024, at the CJPIA Campus in La Palma, CA. A \$100 stipend is provided to the voting delegate or alternate of each member agency attending the meeting.

Agency Report of: Public Official Appointments

A Public Document

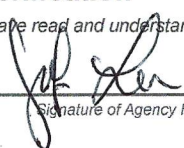
1. Agency Name City of Laguna Hills			California Form 806 For Official Use Only
Division, Department, or Region (If Applicable)			
Designated Agency Contact (Name, Title) Jennifer Lee, City Clerk			
Area Code/Phone Number (949) 707-2635	E-mail jlee@lagunahillsca.gov	Page 1 of 1	Date Posted: 1/13/2023 (Month, Day, Year)

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
Transportation Corridor Agency (San Joaquin Hills Transportation Corridor Agency)	▶ Name <u>Heft, Janine</u> (Last, First) Alternate, if any <u>Pezold, Erica</u> (Last, First)	▶ <u>03</u> / <u>01</u> / <u>18</u> Appt Date ▶ <u>undefined</u> Length of Term	▶ Per Meeting: \$ <u>120</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☒ <u>\$6,700</u> Other
Orange County Mosquito and Vector Control District Board of Trustees	▶ Name <u>Pezold, Erica</u> (Last, First) Alternate, if any <u>None</u> (Last, First)	▶ <u>01</u> / <u>14</u> / <u>20</u> Appt Date ▶ <u>2 years</u> Length of Term	▶ Per Meeting: \$ <u>100</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☒ \$1,001-\$2,000 ☐ <u>Other</u>
Orange County Fire Authority Board of Directors	▶ Name <u>Sweeney, Joshua</u> (Last, First) Alternate, if any <u>None</u> (Last, First)	▶ <u>01</u> / <u>10</u> / <u>23</u> Appt Date ▶ <u>undefined</u> Length of Term	▶ Per Meeting: \$ <u>100</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☒ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ <u>Other</u>
	▶ Name _____ (Last, First) Alternate, if any _____ (Last, First)	▶ ____ / ____ / ____ Appt Date ▶ _____ Length of Term	▶ Per Meeting: \$ _____ ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ <u>Other</u>

3. Verification

I have read and understand FPPC Regulation 18702.5. I have verified that the appointment and information identified above is true to the best of my information and belief.

	<u>Jennifer Lee</u>	<u>City Clerk</u>	<u>1/13/2023</u>
Signature of Agency Head or Designee	Print Name	Title	(Month, Day, Year)

Comment: _____

Print

Clear

FPPC Form 806 (1/18)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)



City of Laguna Hills City Council / Planning Agency Staff Report

Date: January 14, 2025
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.

Background:

The following are recent meetings and events attended by the City Council for their City Council Committee Assignments.

[Southern California Association of Governments \(SCAG\)](#)
[Community, Economic and Human Development Committee](#)
Council Member Caskey
December 5, Regular Meeting

[Orange County Mosquito and Vector Control District \(OCMVCD\)](#)
[Board of Trustees](#)
Council Member Pezold
December 19, Regular Meeting

Fiscal Impact:

The City does not provide any additional compensation to City Council Members for serving on outside agency boards or committees.

Attachments:

None