



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, February 11, 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 thirty minutes for Public Comments. If you are commenting on an Agenda item, your comments will be heard at the time that item is scheduled on the Agenda. If you are addressing the City Council on an item not listed on the Agenda, the City Council is prohibited by law from discussing or taking any action on that item.

Submission of Electronic Public Comments: Those wishing to make electronic public comments may submit their comments by [email to the City Clerk](#) by 4:00 p.m. on Tuesday, February 11, 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, February 11, 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](#).

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: Bishop Scott McKeon of Laguna Hills Ward Church of Jesus Christ of Latter-day Saints

Pledge of Allegiance: Council Member Pezold

Roll Call of City Council Members

1. Presentations and Proclamations

1.1 Appointment of Laguna Hills High School Student Liaison Parsa Kaveh

Recommendation: That Mayor Sweeney present a Certificate of Appointment to Laguna Hills High School Student Liaison Parsa Kaveh.

1.2 Laguna Hills High School Student Liaison Report

Recommendation: That the City Council receive a report from Laguna Hills High School Student Liaison Parsa Kaveh.

1.3 Presentation by the City of Mission Viejo on Homeless Outreach

Recommendation: That the City Council receive an update from Community Services Manager, Andrew Fine, on the City of Mission Viejo's homeless outreach efforts in the City of Laguna Hills.

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 thirty minutes.

4. Consent Calendar

All matters listed under “CONSENT CALENDAR” are considered to be routine and will be enacted by one motion approving the recommendation listed on the Agenda. There will be no separate discussion unless Members of the City Council or 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 January 28, 2025, Special Meeting

Recommendation: That the City Council approve the City Council Minutes for the January 28, 2025, Special Meeting.

4.3 Approval of Minutes for January 28, 2025, Regular Meeting

Recommendation: That the City Council approve the City Council Minutes for the January 28, 2025, Regular Meeting.

4.4 Approval of Minutes for February 4, 2025, Special Meeting

Recommendation: That the City Council approve the City Council Minutes for the February 4, 2025, Special Meeting.

4.5 Ratification of February 11, 2025 Warrant Register

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from January 17, 2025, to January 30, 2025, in the amount of \$215,337.89.

4.6 2024 Community Services Department Report

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

4.7 Notice of Completion and Final Payment for the Community Center Carpeting Replacement Project, CIP No. 513-B

Recommendation: That the City Council: 1) Certify the completion of and accept the improvements for the subject project; 2) Authorize the Public Works Director to sign the Notice of Completion; 3) Authorize the recording of the Notice of Completion with the County of Orange and to release the faithful performance and payment bonds one year and 35 days, respectively, after the date of recordation of the Notice of Completion contingent upon no claims or liens being filed with the City; and 4) Authorize payment of the final retention 35 days after the date of recordation of the Notice of Completion in the net amount of \$2,481.54, if no liens have been filed.

4.8 Resolution Adopting Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection

Recommendation: That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills Adopting Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection."

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.

Public Improvement Corporation

Convene Public Improvement Corporation

Roll Call of Public Improvement Corporation Board

Public Improvement Corporation Business Items

1 Election of Public Improvement Corporation Officers

Recommendation: That the Board of Directors adopt a Resolution entitled: "A Resolution of the Laguna Hills Public Improvement Corporation, Laguna Hills, California, Electing Officers for 2025."

2 Approval of the Public Improvement Corporation Minutes for February 27, 2024, Annual Meeting

Recommendation: That the Board of Directors approve the minutes of the February 27, 2024, Annual Meeting.

Public Improvement Corporation Adjournment

6. City Council Public Hearings

7. Administrative Reports

7.1 City Manager

7.2 Finance Director

7.2.1 Flexible Spending Arrangements (FSA) for City Employees

Recommendation: That the City Council discuss and provide direction regarding City-funded healthcare flexible spending arrangements for City employees.

7.3 City Clerk

7.3.1 Introduction and First Reading of an Ordinance Relating to the Unlawful Use of the Official City Seal

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, Amending and Restating Chapter 1-12 (Official City Seal) of Title 1 (General Provisions) of the Laguna Hills Municipal Code and Adding New Section 1-12.020 (Unlawful Use of Official City Seal) Making Unauthorized Use of the Official City Seal Unlawful."

7.3.2 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

8.1 Mayor Sweeney

8.1.1 Membership in the United States Conference of Mayors

Recommendation: Mayor Sweeney recommends that the City Council direct staff to submit an application for membership in the United States Conference of Mayors.

8.2 Council Members Mathis and Pezold

8.2.1 Discussion on SCAQMD Proposed Amended Rules 1111 and 1121

Recommendation: Council Member Mathis and Council Member Pezold recommend that the City Council review and discuss the South Coast Air Quality Management District's (SCAQMD) Proposed Amended Rules 1111 and 1121, and, if deemed appropriate, direct staff to draft a resolution or comment letter expressing opposition.

9. City Council Member Committee Reports

9.1 Committee Assignment Reports

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

10. City Council Member Comments

Adjournment

The next Regular Meeting of the City Council/Planning Agency will be February 25, 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 February 6, 2025, 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

CERTIFICATE OF APPOINTMENT

be it known that

PARSA KAVEH

*on February 11, 2025, took the
Oath of Office
and on this date began serving as the*

STUDENT LIAISON

for the City of Laguna Hills

Dated this 11th day of February 2025.

JOSHUA SWEENEY, MAYOR



City of Laguna Hills City Council / Planning Agency Staff Report

Date: February 11, 2025
To: Mayor and Council Members
From: David Reynolds, Deputy City Manager
Issue: Presentation by the City of Mission Viejo on Homeless Outreach

Recommendation: That the City Council receive an update from Community Services Manager, Andrew Fine, on the City of Mission Viejo's homeless outreach efforts in the City of Laguna Hills.

Background:

The City of Laguna Hills contracts with the City of Mission Viejo to provide the City of Laguna Hills with homelessness outreach services. On June 25, 2024, the City Council approved a one-year agreement with the City of Mission for outreach services beginning in July 1, 2024. This agreement expires on June 30, 2025. The City of Mission Viejo also provides outreach services to the City of Rancho Santa Margarita under a similar agreement.

Andrew Fine, Community Services Manager of the City of Mission Viejo, will present an update report to the City Council on homeless outreach work efforts in the City. Mission Viejo's latest status report is attached for reference.

Fiscal Impact:

The City of Mission Viejo's outreach efforts are budgeted in FY24/25 in the amount of \$74,000. Last monthly invoice from Mission Viejo totaled \$4,971.

Attachments:

1. Status Report - July 1, 2024 - January 21, 2025

Outreach and Engagement

July 1, 2024 - January 31, 2025

Homeless Inflows/Outflows (YTD)

8

Starting Caseload
(July 1,2024)

7

Program Exits
(YTD)

9

New Intakes
(YTD)

10

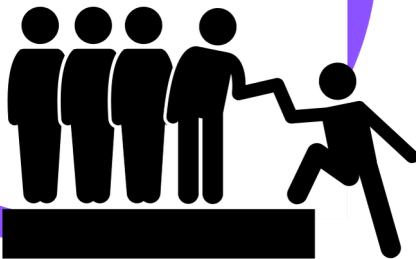
Ending Caseload
(January 31, 2025)

+25%

Net % Change
YTD

STARTING CASE
LOAD

8



PROGRAM EXITS

7



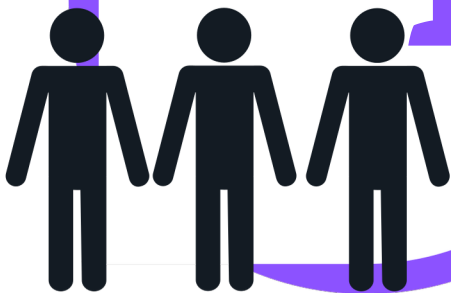
NEW INTAKES

9



ENDING
CASE LOAD

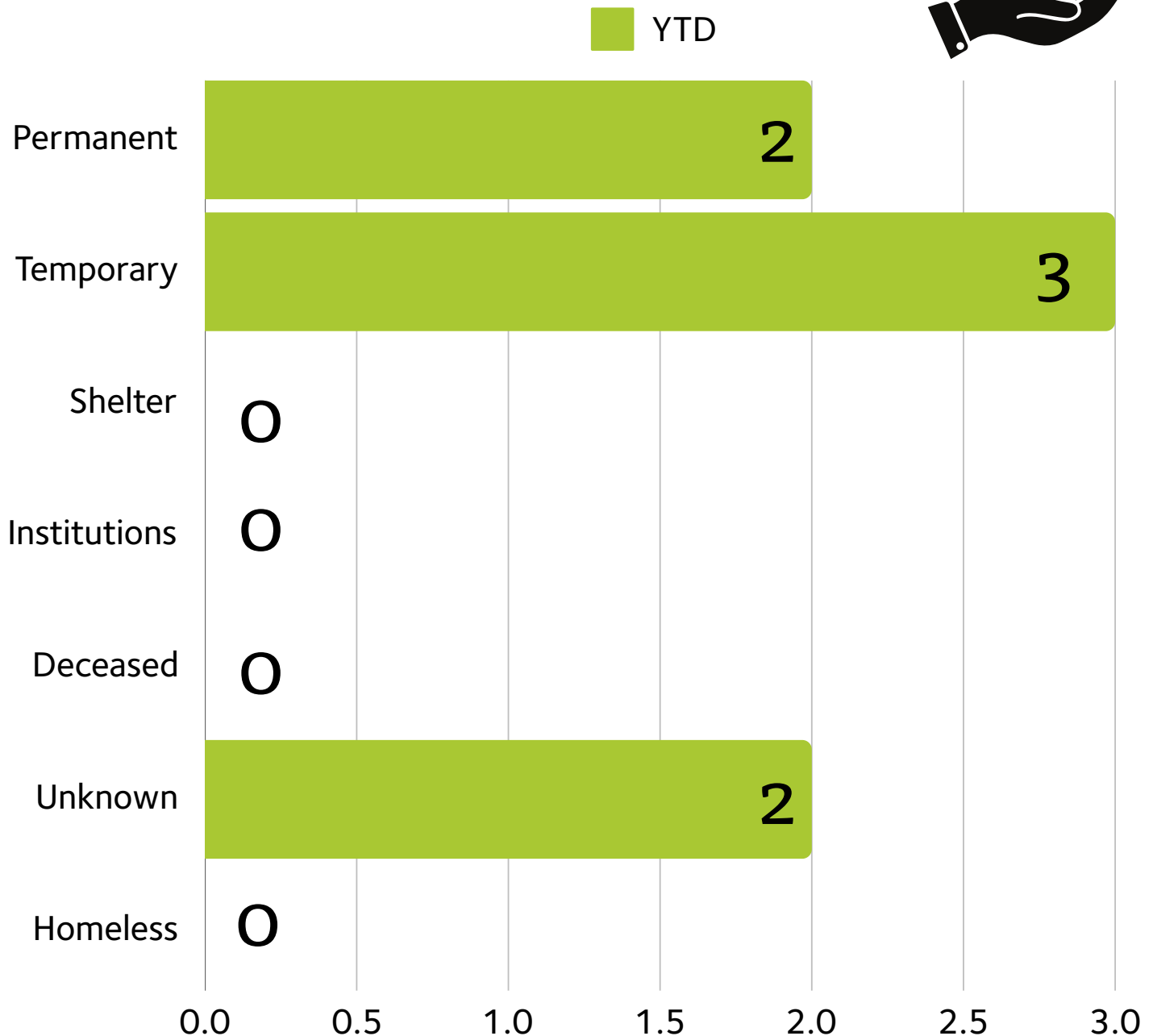
10



Outreach and Engagement

July 1, 2024 - January 31, 2025

Destinations at Exit (YTD)



Permanent - Permanent Supportive Housing-Rental/Voucher/Friends/Family

Temporary - Friends/ Family/ Transitional/Motel/ Sober Living/renting a room

Emergency Shelter

Unknown (90 Days no contact)

Homeless/Streets (Client Request to Exit)

Outreach and Engagement

July 1, 2024 - January 31, 2025

Recent Success Story



A man whom had been experiencing homelessness for years in Laguna Hills has been placed in a temporary housing program where he can live until he is permanently housed.





City of Laguna Hills City Council / Planning Agency Staff Report

Date: February 11, 2025
To: Mayor and Council Members
From: Kayle McDonald, Deputy City Clerk
Issue: Schedule of Future Events

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

Meetings:

City Council/Planning Agency Regular Meetings

Tuesday, February 25, 6:00 p.m., Laguna Hills Civic Center Council Chamber

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

Events, Communication and Beautification Committee Meeting

Wednesday, February 12, 11:00 a.m., Laguna Hills Civic Center/Admin Conference Room

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 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

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.



Excursion to San Diego

Air & Space Museum



Embark on an aviation and space journey with historic aircraft and celestial wonders at the San Diego Air & Space Museum in Balboa Park. Science, space and aviation history all unfold at California's Official Air & Space Museum. An affiliate of the Smithsonian Institution, the San Diego Air & Space Museum houses a collection of historic aircraft, dozens of full-size jets, and spacecraft from all over the world, including a flying replica of Charles Lindbergh's "Spirit of St. Louis," the actual Apollo 9 Command Module spacecraft and the only real GPS satellite on display in the world. The highlights of this museum also include the International Aerospace Hall of Fame and the 3D/4D theater that shows aviation and space-related films. Bring a sack lunch or purchase nearby the site in Balboa Park. Participants meet at the Laguna Hills Community Center where City staff will provide transportation. Call (949) 707-2680 for more information. **No refunds or transfers for this event.**

***Registration starts on November 12, 2024**

Class# 1481

2/16 8:30AM-7:00PM Sunday

Fee: Resident \$35, Non-Resident \$40

Like us on  at www.facebook.com/lagunahillsc

Excursion to Ronald Reagan Presidential Library



Celebrate Presidents Day at the Reagan Library, as we head to Simi Valley for a self-guided tour. Join the festivities, musical performances, meet and take photos with the Presidents look-a-likes. **Please Note: Admission is not included** and is a separate expense if one wants to tour the Museum that features numerous exhibits including a replica of the Oval Office, interactive displays, collaborative learning experiences like the Situation Room, and Air Force One Pavilion. Browse the permanent exhibits including the torn down Berlin Wall and pay respects at the Reagan's final resting place, among other library holdings. Bring a sack lunch or purchase from onsite The Gipper's Bar and Bistro or Ronald Reagan Pub. Participants meet at the Laguna Hills Community Center where City staff will provide transportation. Call (949) 707-2680 for more information. **No refunds or transfers for this event.**

Class# 1471

2/17 7:00AM-7:00PM Monday

Fee: Resident \$20, Non-Resident \$25

To register or for more information, please call (949) 707-2680 or visit

www.lagunahillsca.gov

**City of Laguna Hills
City Council
Special Meeting
Minutes
Tuesday, January 28, 2025**

Call to Order

The meeting was called to order at 4:07 p.m. by Mayor Sweeney.

Roll Call of City Council Members

Present:

Mayor Joshua Sweeney
Council Member Erica Pezold
Council Member Jared Mathis
Council Member Dave Wheeler

Absent:

Mayor Pro Tempore Don Caskey

Public Comments

There were no public comments on the special meeting item.

City Council Workshop Items

- 1 Interviews of Applicants for Purposes of Appointing Traffic Commissioners and Parks and Recreation Commissioners and Discussion on Potential Removal of Appointed Commissioner(s).**

Recommendation: That the City Council: 1) Interview applicants for the Traffic Commission and the Parks and Recreation Commission; 2) Appoint Commissioners to four-year terms ending January 31, 2029, to fill three scheduled vacancies on the Traffic Commission and two scheduled vacancies on the Parks and Recreation Commission; 3) Discuss and take action on the potential removal of any appointed Commissioner(s); and 4) Appoint new Commissioner(s) to fill remaining terms of office for any unscheduled vacancies created as a result of any City Council removal(s) from office.

The City Council conducted seven interviews of a total of eight applicants for the Parks and Recreation Commission and the Traffic Commission. One applicant was unable to attend the interviews.

Mayor Sweeney obtained consensus to extend the current terms of the Commissioners until official appointments are finalized.

Adjournment

There being no further business before the City Council at this session, Mayor Sweeney declared the meeting adjourned at 5:53 p.m.

Jennifer Lee, City Clerk

ATTEST:

Joshua Sweeney, Mayor

Approved at meeting of February 11, 2025.

**City of Laguna Hills
City Council / Planning Agency
Regular Meeting
Minutes
Tuesday, January 28, 2025**

General Business Convening at 6:00 PM

Call to Order

The meeting was called to order at 6:06 p.m. by Mayor Sweeney.

Invocation: Rabbi Dennis Linson of Temple Judea of Laguna Woods

Pledge of Allegiance: Council Member Mathis

Roll Call of City Council Members

Present:

Mayor Joshua Sweeney
Council Member Erica Pezold
Council Member Jared Mathis
Council Member Dave Wheeler

Absent:

Mayor Pro Tempore Don Caskey

1. Presentations and Proclamations

1.1 Appointment of Laguna Hills High School Student Liaison Kyden Brown

Mayor Sweeney presented a Certificate of Appointment to Laguna Hills High School Student Liaison Kyden Brown.

1.2 Laguna Hills High School Student Liaison Report

The City Council received a report from Laguna Hills High School 2025 Student Liaison Kyden Brown.

1.3 Legislative Update from Assemblymember Diane Dixon

The City Council received a legislative update from Assemblymember Diane Dixon.

2. Schedule of Future Events

2.1 Schedule of Future Events

Deputy City Clerk McDonald announced the upcoming meetings and events.

3. Public Comments

Michele Whiteaker, a resident of Laguna Hills, submitted an electronic public comment on non-agendized items, that was provided to the City Council at the meeting, posted on the City's website, and announced into the record by City Clerk Lee.

4. Consent Calendar

A motion to approve the balance of the Consent Calendar with Council Member Wheeler removing Item No. 4.5 and Item No. 4.8 was moved by Council Member Pezold, seconded by Council Member Wheeler.

Result: Passed

Yes 4, No 0, Abstained 0

Ayes: Mayor Sweeney, Council Member Pezold, Council Member Mathis, 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 January 14, 2025, Regular Meeting

Recommendation: That the City Council approve the City Council Minutes for the January 14, 2025, Regular Meeting.

4.3 Ratification of January 28, 2025 Warrant Register

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from January 3, 2025, to January 16, 2025, in the amount of \$1,521,526.16.

4.4 Treasurer's Investment Report for December 2024

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

4.6 Acceptance of Electronically Filed Government Claims to the City of Laguna Hills

Recommendation: That the City Council: 1) Adopt Resolution No. 2025-01-28-1: "A Resolution of the City Council of the City of Laguna Hills, California, Authorizing the Acceptance of Electronically Filed Government Claims to the City of Laguna Hills";

and 2) Find and determine that the proposed activity is not a “Project” as defined under Section 15378 of the California Environmental Quality Act State Guidelines.

4.7 Excused Absence Request from Mayor Pro Tempore Don Caskey for the January 14, 2025, and January 28, 2025, City Council Regular Meetings

Recommendation: That the City Council approve an excused absences request from Mayor Pro Tempore Caskey for the January 14, 2025, and January 28, 2025, City Council regular meetings for medical reasons.

4.9 Development Application Status Report

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

4.10 Informal Bidding Ordinance Use Quarterly Report

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

Items Removed from the Consent Calendar

4.5 License Agreement with the County of Orange for One Ballot Box at the Community Center

Recommendation: That the City Council approve the License Agreement with the County of Orange for one ballot drop box at the Laguna Hills Community Center and authorize the City Manager to execute the License Agreement.

Council Member Wheeler removed Item No. 4.5 from the Consent Calendar to allow for discussion on the item.

City Clerk Lee responded to Council Member requests for additional information.

A motion to continue the item and return to the City Council for discussion on possible relocations for the ballot drop box was moved by Council Member Pezold, seconded by Council Member Wheeler.

Result: Passed

Yes 4, No 0, Abstained 0

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

Nays: None

Abstain: None

4.8 2024 Holiday Event Series Post-Event Report

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

Council Member Wheeler removed Item No. 4.8 from the Consent Calendar to provide comments on the item.

A motion to receive and file the report was moved by Council Member Wheeler, seconded by Council Member Pezold.

Result: Passed

Yes 4, No 0, Abstained 0

Ayes: Mayor Sweeney, Council Member Pezold, Council Member Mathis, 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 Attorney

7.2.1 Resolution Ratifying and Implementing Certain Changes to the Compensation of the City Manager

Recommendation: That the City Council:

1) Receive and oral report; and

2) Pursuant to the minute action taken by City Council during open session at the January 14, 2025, City Council Regular Meeting, adopt ratifying Resolution No. 2025-01-28-2: A Resolution of the City Council of the City of Laguna Hills, California, Ratifying and Implementing Certain Changes to the Compensation of the City Manager, an Unrepresented Employee."

City Attorney Simonian provided an oral report summary of the recommendation for final action on the compensation of the City Manager as required per Government Code section 54953.

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

Result: Passed

Yes 4, No 0, Abstained 0

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

7.3 Public Works Director/City Engineer

7.3.1 Exploring the Adoption of an Electric Bicycle/Mobility Device Ordinance

Public Works Director/City Engineer Ames reviewed the information provided in the staff report, provided a PowerPoint presentation, and responded to Council Member requests for additional information.

Lucy Buckthal, a resident of Laguna Hills, submitted an electronic public comment on Item No. 7.3.1, that was forwarded to the City Council prior to the meeting, posted on the City's website, and announced into the record by City Clerk Lee.

The following individual(s) provided public comments on Item No. 7.3.1.:
Chelsea Lund

At Council Member Wheeler's request Traffic Commissioner Miller responded to Council Member requests for additional information.

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

The following individual(s) provided public comments on Item No. 7.3.1.:
Chelsea Lund

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

A motion to direct City staff to study the Rancho Santa Margarita Mobility Ordinance as a model and return a draft to City Council for first reading and consideration at a future meeting was moved by Mayor Sweeney, seconded by Council Member Mathis.

A substitute motion to conduct a joint workshop special meeting of the City Council and Traffic Commission to discuss the item and draft an ordinance was moved by Council Member Pezold, seconded by Council Member Wheeler.

Result: Failed

Yes 1, No 3, Abstained 0

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

Mayor Sweeney and Council Member Mathis agreed to amend the main motion to include a joint workshop special meeting of the City Council and Traffic Commission.

Mayor Sweeney called for a vote on the amended main motion.

A motion to direct City staff to study the Rancho Santa Margarita Mobility Ordinance as a model and return to a joint workshop special meeting of the City Council and Traffic Commission for first reading and consideration was moved by Mayor Sweeney, seconded by Council Member Mathis.

Result: Passed

Yes 4, No 0, Abstained 0

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

Nays: None

Abstain: None

7.4 Deputy City Manager

7.4.1 Purchase of Computer Hardware for City Staff

Recommendation: That the City Council:

1) Waive competitive formal bidding requirements and procedures set forth in the City of Laguna Hills Municipal Code (LHMC) Section 3-08.090 with regard to approval of the purchase of new desktop computers (PCs), laptops, and docking stations as it is hereby found and determined, pursuant to LHMC Section 3-08.110(K), that the recommended equipment purchases are for computer hardware;

2) Approve the proposed hardware purchases for the total not to exceed cost of \$89,248.30; and

3) Authorize the City Manager to purchase the computer hardware as described in this staff report.

Deputy City Manager Reynolds reviewed the information provided in the staff report and responded to Council Member requests for additional information.

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

Result: Passed

Yes 4, No 0, Abstained 0

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

Nays: None

Abstain: None

8. Matters Agendized and Presented by City Council Members

8.1 Consideration of the Installation of Touchscreen Technology in the City Council Chamber

Recommendation: Council Member Pezold and Council Member Wheeler recommend that the City Council discuss and provide direction regarding the installation of touchscreen technology in the Council Chamber to enhance functionality, and efficiency during Council meetings.

Council Member Pezold provided information on the item.

A motion to direct staff to conduct research on the item and return to the City Council for consideration at a future meeting was moved by Council Member Pezold, seconded by Council Member Wheeler.

Result: Passed

Yes 4, No 0, Abstained 0

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

Nays: None

Abstain: None

8.2 Consideration of City-Funded Health Savings Accounts for City Staff

Recommendation: Council Member Pezold and Mayor Sweeney recommend that the City Council discuss the feasibility and potential implementation of city-funded Health Savings Accounts (HSAs) for staff. Council direction is sought regarding funding options, eligibility criteria, and program design to enhance employee benefits and support workforce well-being.

Council Member Pezold provided information on the item.

Finance Director Hendrickson responded to Council Member requests for additional information.

A motion to direct staff to conduct research on the item and return to the City Council for consideration at a future meeting was moved by Mayor Sweeney, seconded by Council Member Mathis.

Result:

Yes 4, No 0, Abstained 0

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

Nays: None

Abstain: None

9. City Council Member Committee Reports

9.1 Committee Assignment Reports

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

10. City Council Member Comments

Council Member Pezold

Council Member Pezold requested the installation of new soap dispensers and upgraded toilet paper and paper towels in the restrooms at City Hall and the Community Center.

Council Member Pezold requested a discussion on conducting a study on the air quality in City staff areas, replacement of carpet at the Civic Center, and reupholstery of the chairs in the Council Chamber be agendized for a future meeting, no second was provided.

Council Member Wheeler

Council Member Wheeler provided comments to City staff regarding retirement account investments.

Council Member Wheeler provided a shout-out to Ohio State Buckeyes for their recent College Football Playoff Championship victory.

Mayor Sweeney

Mayor Sweeney reported on a United States Conference of Mayors 93rd Winter Meeting he recently attended.

Mayor Sweeney requested a discussion on the City becoming a member of the United States Conference of Mayors be agendized on the next regular meeting.

Adjournment

There being no further business before the City Council at this session, Mayor Sweeney declared the meeting adjourned at 8:56 p.m.

Jennifer Lee, City Clerk

ATTEST:

Joshua Sweeney, Mayor

Approved at meeting of February 11, 2025.

**City of Laguna Hills
City Council
Special Meeting
Minutes
Tuesday, February 4, 2025**

Call to Order

The meeting was called to order at 4:00 p.m. by Mayor Sweeney.

Pledge of Allegiance: Mayor Sweeney

Roll Call of City Council Members

Present:

Mayor Joshua Sweeney
Council Member Erica Pezold, arrived at 4:12p.m.
Council Member Jared Mathis
Council Member Dave Wheeler

Absent:

Mayor Pro Tempore Don Caskey

Public Comments

Neel Patel, Traffic Commission Vice Chair, submitted an electronic public comment on the special meeting item that was provided to the City Council prior to the meeting, posted on the City's website, and announced into the record by City Clerk Lee.

The following individual(s) provided public comments on the special meeting item:
Harry Huggins, Laguna Hills resident

City Council Workshop Items

- 1 Presentation of Community Outreach Work Efforts for Park Improvements at El Conejo Park, Mackenzie Park, Cabot Park, Veeh Ranch Park, and San Remo Park.**

Recommendation: That the City Council receive a presentation from David Volz Design Landscape Architects, Inc. on the community outreach results for El Conejo Park and Mackenzie Park and a presentation from RJM Design Group, inc. on the community outreach results for Cabot Park, Veeh Ranch Park, and San Remo Park.

Public Works Director/City Engineer Ames reviewed the information provided in the staff report, provided a PowerPoint presentation, and responded to Council Member requests for additional information.

Andy Stein, Associate Landscape Architect, RJM Design Group, Inc. provided a PowerPoint presentation on San Remo Park and responded to Council Member requests for additional information.

At the City Council's request, members of the public provided feedback and comments on San Remo Park.

Shaun Johnson, Landscape Architect, David Volz Design Landscape Architects, Inc. and Bryant Avalos, Studio Manager, David Volz Design Landscape Architects, Inc. provided a PowerPoint presentation on El Conejo Park and responded to Council Member requests for additional information.

At the City Council's request, members of the public provided feedback and comments on El Conejo Park.

Andy Stein, Associate Landscape Architect, RJM Design Group, Inc. provided a PowerPoint presentation on Cabot Park and responded to Council Member requests for additional information.

At the City Council's request, members of the public provided feedback and comments on Cabot Park.

Mayor Sweeney recessed the meeting at 5:43 p.m. and reconvened the meeting at 5:50 p.m.

Shaun Johnson, Landscape Architect, David Volz Design Landscape Architects, Inc. and Bryant Avalos, Studio Manager, David Volz Design Landscape Architects, Inc. provided a PowerPoint presentation on Mackenzie Park and responded to Council Member requests for additional information.

At the City Council's request, members of the public provided feedback and comments on Mackenzie Park.

Austin, a Laguna Hills resident, requested a rock climbing wall at San Remo Park.

Andy Stein, Associate Landscape Architect, RJM Design Group, Inc. provided a PowerPoint presentation on Veeh Ranch Park and responded to Council Member requests for additional information.

At the City Council's request, members of the public provided feedback and comments on Veeh Ranch Park.

Adjournment

There being no further business before the City Council at this session, Mayor Sweeney declared the meeting adjourned at 6:22 p.m.

Jennifer Lee, City Clerk

ATTEST:

Joshua Sweeney, Mayor

Approved at meeting of February 11, 2025.



City of Laguna Hills City Council / Planning Agency Staff Report

Date: February 11, 2025
To: Mayor and Council Members
From: Eric Hendrickson, Finance Director
Issue: Ratification of February 11, 2025 Warrant Register

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from January 17, 2025, to January 30, 2025, in the amount of \$215,337.89.

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 January 17, 2025, to January 30, 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 \$215,337.89.

Attachments:

1. Warrant Register - February 11, 2025
2. Payables Detail Report - February 11, 2025



City of Laguna Hills, CA

Warrant Register - February 11, 2025

By Check Number

Date Range: 01/17/2025 - 01/30/2025

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Regular				
4694	A-0388	ABTECH TECHNOLOGIES, INC.	01/24/2025	455.00
4695	C-1177	CANON FINANCIAL SERVICES, INC.	01/24/2025	1,332.06
4696	Z-CS-0462	CATALINA ORTEGA	01/24/2025	500.00
4697	C-1181	CIVICPLUS, LLC	01/24/2025	16,901.62
4698	S-2315	GEORGIA SHEPHERD	01/24/2025	333.45
4699	I-0902	INT'L INST. OF MUNICIPAL CLERK	01/24/2025	135.00
4700	J-1057	JAMEY CLARK, INC.	01/24/2025	3,450.00
4701	L-1395	LIVING INTERIORS	01/24/2025	159.00
4702	M-1590	MILLENNIUM ALARM SYSTEMS, INC.	01/24/2025	8,895.14
4703	M-1388	MOBILE MINI, INC.	01/24/2025	225.71
4704	O-1546	OFFICE SOLUTIONS	01/24/2025	93.84
4705	S-1902	SAN DIEGO GAS AND ELECTRIC	01/24/2025	38,472.77
4706	S-2330	SOCALGAS	01/24/2025	530.41
4707	S-1904	SOUTHERN CALIFORNIA EDISON	01/24/2025	176.88
4708	S-2105	SYMQUEST SERVICES	01/24/2025	186.59
4709	T-2712	TOTAL SOURCE OFFICEWORKS	01/24/2025	364.84
4710	A-0138	ALL CITY MANAGEMENT, INC.	01/30/2025	8,999.20
4711	C-1191	COUNTY OF ORANGE	01/30/2025	131.51
4712	F-0726	FLOOR COVERING UNLIMITED, INC.	01/30/2025	49,630.74
4713	H-0848	HDL, COREN AND CONE	01/30/2025	3,307.25
4714	I-0960	IRV SEAVER MOTORCYCLES	01/30/2025	2,502.20
4715	Z-CD-0500	JARED MATHIS	01/30/2025	2,312.95
4716	Z-CD-0490	MONUMENT ROOFING	01/30/2025	2,130.00
4717	M-1302	MOULTON NIGUEL WATER DISTRICT	01/30/2025	13,219.98
4718	Z-CD-0203	PACIFIC CREST ROOFING	01/30/2025	1,020.00
4719	S-2235	SDRMA	01/30/2025	45.95
4720	S-2250	SPARKLETTS	01/30/2025	348.22
4721	R-1801	WOODRUFF & SMART, A PROFESSIONAL CORPORATION	01/30/2025	32,054.72
			Total Regular:	187,915.03

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Bank Draft				
DFT0003043	U-2170	US BANK CORPORATE PAYMENT SYSTEMS	01/21/2025	27,422.86
Total Bank Draft:				27,422.86

Bank Code 1 - General Summary				
	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	34	28	0.00	187,915.03
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	15	1	0.00	27,422.86
EFT's	0	0	0.00	0.00
	49	29	0.00	215,337.89

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	34	28	0.00	187,915.03
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	15	1	0.00	27,422.86
EFT's	0	0	0.00	0.00
	49	29	0.00	215,337.89

Fund Summary

Fund	Name	Period	Amount
998	Pooled Cash & Investments	1/2025	215,337.89
			215,337.89



City of Laguna Hills, CA

Payables Detail Report

By Fund

Payment Dates 01/17/2025 - 01/30/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
Fund: 100 - General Fund					
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	CPRS Membership, 7/1/25 - 1/1/26	100-000-140000	75.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Hobby Lobby	100-155-611001	19.27
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	CPRS Membership, 1/2/25 - 6/30/25	100-310-610000	75.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Smart & Final, Wreath Workshop	100-310-695500	84.18
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Urban Mari, Wreath Workshop	100-310-695500	736.09
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Ralphs, Light Tour	100-310-695500	4.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Alicia Cleaners, Dance Extravaganza	100-310-695510	729.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Hobby Lobby, Dance Extravaganza	100-310-695510	320.22
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Smart & Final, Breakfast with Santa	100-310-695510	285.05
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Starbucks	100-310-695510	264.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Hobby Lobby, Dance Extravaganza	100-310-695510	11.28
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Smart & Final, Breakfast with Santa	100-310-695510	21.97
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Staples, Dance Extravaganza	100-310-695510	24.77
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Facebook Mkting, Tree Lighting, Dance Extravaganza	100-310-695510	30.07
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Ralphs, Dance Extraganza	100-310-695510	73.92
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Pizza Hut, Dance Extraganza	100-310-695510	81.35
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Smart & Final, Breakfast with Santa	100-310-695510	83.10
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 01.06.25	Heidelberg Pastry Shop, Dance Extraganza	100-310-695510	100.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2803) 01.06.25	Kahoot Subscription, Jul '25 - Nov '25	100-000-140000	50.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2803) 01.06.25	CPRS Membership, Jul '25 - Nov '25	100-000-140000	60.42
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2803) 01.06.25	Kahoot Subscription, Dec '24 - Jun '25	100-310-610000	70.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2803) 01.06.25	CPRS Membership, Dec '24 - Jun '25	100-310-610000	84.58
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2803) 01.06.25	Raising Canes	100-310-622005	274.63
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2803) 01.06.25	Starbucks, Breakfast with Santa	100-310-695510	105.60
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2803) 01.06.25	Starbucks, Tree Lighting	100-310-695510	132.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2803) 01.06.25	Starbucks, Breakfast with Santa	100-310-695510	211.20
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2803) 01.06.25	Costco, Parents Night Out	100-310-695510	192.29
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2803) 01.06.25	Costco, Parents Night Out	100-310-695510	139.37

Payables Detail Report
Payment Dates: 01/17/2025 - 01/30/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 01.06.25	76 Station	100-225-613100	134.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 01.06.25	Home Depot	100-225-622000	14.96
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 01.06.25	Intelius	100-225-626000	24.86
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 01.06.25	Intelius	100-225-626000	4.99
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 01.06.25	Intelius	100-225-626000	4.99
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 01.06.25	Intelius	100-225-626000	4.99
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 01.06.25	Jiffy Lube	100-225-646100	110.04
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 01.06.25	Door & Window Guard Systems, Inc.	100-225-700000	368.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 01.06.25	Harbor Freight Tools	100-310-645500	4.30
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 01.06.25	Long Beach Ice Co.	100-310-695510	2,205.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 01.06.25	Orange County Jumpers LLC	100-310-695510	2,376.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 01.06.25	CA Dept of Pesticide Regulation, Jul '25 - Nov '25	100-000-140000	112.50
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 01.06.25	CA Dept of Pesticide Regulation, Dec '24 - Jun '25	100-355-610000	157.50
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 01.06.25	Smartlink	100-355-720700	570.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3405) 01.06.25	US Mayors 93rd Winter Meeting, 1/17/25 - 1/19/25	100-155-612000	2,500.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3405) 01.06.25	ChatGPT Subscription, 12/18/24 - 1/18/25	100-155-626000	20.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3405) 01.06.25	Susan W. Case, Inc	100-155-700000	350.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	ACC-OC Training, 1/15/25	100-155-611000	150.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	ACC-OC Training, 1/15/25	100-155-611000	150.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	ACC-OC Training, 1/15/25	100-155-611000	150.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Trader Joe's	100-155-611001	48.67
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Smart & Final	100-155-611001	99.62
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Smart & Final	100-155-611001	178.81
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Alonti Cafe & Catering	100-155-611001	1,109.49
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Amazon	100-155-611001	41.10
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Amazon	100-155-620000	43.09
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Amazon	100-155-620000	85.01
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Amazon	100-155-620000	17.12
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Amazon	100-155-622000	9.59
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Target	100-155-622000	29.07
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Second Reef Deli	100-155-622000	48.73
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Heidelberg Pastry Shop	100-155-622000	50.00

Payables Detail Report
Payment Dates: 01/17/2025 - 01/30/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Amazon	100-155-622000	65.50
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Amazon	100-155-622000	86.15
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Trader Joe's	100-155-622000	152.55
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Albertsons	100-155-622000	13.08
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 01.06.25	Amazon	100-195-622000	294.64
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 01.06.25	Amazon	100-195-940000	72.18
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 01.06.25	Amazon	100-355-622000	18.66
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 01.06.25	Ansafone Communications	100-355-630000	157.49
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5958) 01.06.25	Ralphs	100-310-622005	8.61
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5958) 01.06.25	World Market	100-310-622005	22.60
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5958) 01.06.25	Target	100-310-622005	100.91
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5958) 01.06.25	Ralphs, Tree Lighting	100-310-695510	8.37
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5958) 01.06.25	USPS, Dance Extravaganza	100-310-695510	26.14
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5958) 01.06.25	Costco, Tree Lighting	100-310-695510	179.69
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5958) 01.06.25	Kira Alvarez Productions LLC	100-310-695510	250.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5958) 01.06.25	Kira Alvarez Productions LLC	100-310-695510	632.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (6976) 01.06.25	CALED Membership, Jul '25 - Nov '25	100-000-140000	333.33
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (6976) 01.06.25	Natraj Cuisine of India	100-155-611001	316.77
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (6976) 01.06.25	CALED Membership, Dec '24 - Jun '25	100-225-610000	466.67
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 01.06.25	Shell	100-355-613100	111.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 01.06.25	Shell	100-355-646100	8.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7941) 01.06.25	GFOA - CPFO Renewal, Jul '25 - Nov	100-000-140000	250.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7941) 01.06.25	GFOA - CPFO Renewal, Dec '24 - Jun '25	100-155-611000	350.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7941) 01.06.25	Flamingo's Mexican Restaurant	100-155-611001	81.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7941) 01.06.25	GFOA - ACFR Award Application	100-155-700050	530.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	Vizual Symphony, Jan '25	100-195-720050	1,040.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	Exxon Circle K	100-310-613100	112.91
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	Exxon Circle K	100-310-613100	82.98
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	Amazon	100-310-620500	33.37
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	Amazon	100-310-622005	117.56
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	Recreation.gov, Day Hike @ Joshua Tree	100-310-695500	65.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	Ralphs, Home Alone Movie Night	100-310-695500	38.74

Payables Detail Report
Payment Dates: 01/17/2025 - 01/30/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	Amazon, Home Alone Movie Night	100-310-695500	8.61
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	Amazon Prime Video, Home Alone Movie Rental	100-310-695500	0.99
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	MRCA, Topanga Hike Parking	100-310-695505	12.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	Morongo Travel Center, Palm Springs Excursion	100-310-695505	58.30
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	RushOrderTees.com	100-310-695505	(41.80)
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	Amazon, Dance Extravaganza	100-310-695510	340.95
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	Amazon, Vacuums	100-310-910500	387.88
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 01.06.25	Amazon, Carpet Cleaner	100-310-910500	215.49
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 01.06.25	Terra Mia Pizzeria	100-420-622000	150.31
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 01.06.25	Costco	100-420-622000	49.98
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 01.06.25	Tacos Ensenada Inc	100-420-622000	188.20
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 01.06.25	Neighbors Bar & Grille	100-420-622000	1,041.47
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 01.06.25	Hobby Lobby	100-420-622000	27.96
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 01.06.25	Party City	100-420-622000	23.58
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 01.06.25	Amazon Prime	100-420-626000	16.15
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 01.06.25	Toll Roads of OC	100-420-646100	3.46
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 01.06.25	Toll Roads of OC	100-420-646100	3.46
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 01.06.25	Toll Roads of OC	100-420-646100	1.95
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 01.06.25	Smart & Final	100-420-695000	58.63
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 01.06.25	GoDaddy Renewal, 7/1/25 - 1/2/26	100-000-140000	101.88
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 01.06.25	Verizon Wireless	100-195-621000	107.72
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 01.06.25	Dell	100-195-621000	21.54
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 01.06.25	Cox Business, Traffic Signal, 12/7/24 - 1/6/25	100-195-630000	84.00
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 01.06.25	Cox Business, T-1 Line, 12/5/24 - 1/4/25	100-195-630000	845.70
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 01.06.25	GoDaddy Renewal, 1/3/25 - 6/30/25	100-195-720050	101.88
01/21/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 01.06.25	Dell Latitude 7450 Laptop	100-195-940000	2,075.88
01/24/2025	INT'L INST. OF MUNICIPAL CLERK	010925	Membership, Deputy City Clerk, 7/1/25 - 3/31/26	100-000-140000	101.25
01/24/2025	INT'L INST. OF MUNICIPAL CLERK	010925	Membership, Deputy City Clerk, 4/1/25 - 6/30/25	100-155-610000	33.75
01/24/2025	SAN DIEGO GAS AND ELECTRIC	011525	Utilities - Electric, 11/8/24 - 12/9/24	100-310-631100	11,340.04
01/24/2025	SAN DIEGO GAS AND ELECTRIC	011525	Utilities - Electric, 11/8/24 - 12/9/24	100-355-631000	11,182.19
01/24/2025	SAN DIEGO GAS AND ELECTRIC	011525	Utilities - Electric, 11/8/24 - 12/9/24	100-356-631400	15,212.31
01/24/2025	SAN DIEGO GAS AND ELECTRIC	011525	Utilities - Electric, 12/1/24 - 12/31/24	100-356-631900	738.23
01/24/2025	SOCALGAS	012125	Utilities - Gas, Comm Ctr, 12/16/24 - 1/16/25	100-310-632500	530.41
01/24/2025	SOUTHERN CALIFORNIA EDISON	012125 - Acct #70007600	Utilities - Electric, 12/2/24 - 1/20/25	100-356-631400	176.88
01/24/2025	GEORGIA SHEPHERD	012425	Dollar Tree	100-155-611001	20.00

Payables Detail Report
Payment Dates: 01/17/2025 - 01/30/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
01/24/2025	GEORGIA SHEPHERD	012425	Staples	100-155-620000	44.69
01/24/2025	GEORGIA SHEPHERD	012425	Farmer Boys	100-155-622000	23.96
01/24/2025	GEORGIA SHEPHERD	012425	Farmer Boys	100-155-622000	24.76
01/24/2025	GEORGIA SHEPHERD	012425	Farmer Boys	100-155-622000	24.76
01/24/2025	GEORGIA SHEPHERD	012425	Farmer Boys	100-155-622000	25.00
01/24/2025	GEORGIA SHEPHERD	012425	Chick-fil-A	100-155-622000	24.43
01/24/2025	GEORGIA SHEPHERD	012425	CVS	100-195-621000	53.85
01/24/2025	GEORGIA SHEPHERD	012425	South OC City Engineers	100-355-611000	28.00
01/24/2025	GEORGIA SHEPHERD	012425	South OC City Engineers	100-355-611000	64.00
01/24/2025	SYMQUEST SERVICES	1101	Printer Repair, Jan '25	100-195-647000	186.59
01/24/2025	MILLENNIUM ALARM SYSTEMS, INC.	2896	Deposit, Fiber Optic Project, Jan '25	100-195-940000	8,895.14
01/24/2025	CIVICPLUS, LLC	325482	CivicRec Annual Fees & Maint, 7/1/25 - 1/17/26	100-000-140000	8,450.81
01/24/2025	CIVICPLUS, LLC	325482	CivicRec Annual Fees & Maint, 1/18/25 - 6/30/25	100-195-720050	8,450.81
01/24/2025	CANON FINANCIAL SERVICES, INC.	37571139	Copier Usage SN 2XK05658, 12/1/24 - 12/31/24	100-195-641200	165.21
01/24/2025	CANON FINANCIAL SERVICES, INC.	37571139	Copier Lease SN 2XK05658, 1/1/25 - 1/31/25	100-195-641200	303.86
01/24/2025	CANON FINANCIAL SERVICES, INC.	37575858	Copier Usage 2XD05688 2XD05811, 12/1/24 - 12/31/24	100-195-641200	266.05
01/24/2025	CANON FINANCIAL SERVICES, INC.	37575858	Copier Lease 2XD05688 2XD05811, 1/1/25 - 1/31/25	100-195-641200	596.94
01/24/2025	TOTAL SOURCE OFFICEWORKS	37952	Office Supplies, Jan '25	100-155-620000	185.29
01/24/2025	TOTAL SOURCE OFFICEWORKS	37953	Office Supplies, Jan '25	100-195-620000	133.81
01/24/2025	TOTAL SOURCE OFFICEWORKS	37953	Operating Supplies, Jan '25	100-195-622000	45.74
01/24/2025	JAMEY CLARK, INC.	75847	Janitorial Services, Dec '24	100-310-721505	3,450.00
01/24/2025	CATALINA ORTEGA	81843731	Refund, Facility Deposit, R #66252824	100-000-222000	500.00
01/24/2025	MOBILE MINI, INC.	9022875491	Storage Rental, Community Center, 1/15/25-2/11/25	100-310-641000	225.71
01/24/2025	OFFICE SOLUTIONS	I-02280981	Operating Supplies, Jan '25	100-195-622000	93.84
01/24/2025	ABTECH TECHNOLOGIES, INC.	SS19911-IN	Overage Charge, Nov '24	100-195-700090	455.00
01/24/2025	LIVING INTERIORS	T88361	Interior Plantscape Services, Feb '25	100-310-645500	159.00
01/30/2025	MOULTON NIGUEL WATER DISTRICT	011625	Utilities - Water, 12/10/24 - 1/13/25	100-310-635100	731.48
01/30/2025	MOULTON NIGUEL WATER DISTRICT	011625	Utilities - Water, 12/10/24 - 1/13/25	100-355-635000	12,400.34
01/30/2025	MOULTON NIGUEL WATER DISTRICT	012325	Utilities - Water, 12/17/24 - 1/20/25	100-355-635000	88.16
01/30/2025	IRV SEAVER MOTORCYCLES	20250127	Motorcycle Maintenance, Police Services, Jan '25	100-420-646100	903.03
01/30/2025	IRV SEAVER MOTORCYCLES	20250162	Motorcycle Maintenance, Police Services, Jan '25	100-420-646100	1,599.17
01/30/2025	SPARKLETTS	4228482 012425	Operating Supplies, Jan '25	100-195-622000	348.22
01/30/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION	77328	Prof Services, Legal, Nov '24, USE-0147-2023	100-000-223000	1,702.40
01/30/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION	77329	Professional Services, Legal, Nov '24	100-155-700010	881.60
01/30/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION	77330	Professional Services, Legal, Nov '24	100-155-700010	27,934.52
01/30/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION	77330	Professional Services, Legal, Nov '24	100-155-700011	1,536.20
01/30/2025	FLOOR COVERING UNLIMITED, INC.	9601-8363	Carpet Tile Replacement, CIP #513	100-000-201001	(2,612.14)
01/30/2025	ALL CITY MANAGEMENT, INC.	98407	Crossing Guard Services, 1/5/25 - 1/18/25	100-420-720822	8,999.20
01/30/2025	MONUMENT ROOFING	BLDR-0398-2024	BLDR-0398-2024, C&D Refund, REC-013857-2024	100-000-227001	2,130.00
01/30/2025	PACIFIC CREST ROOFING	BLDR-0446-2024	BLDR-0446-2024, C&D Refund, REC-014078-2024	100-000-227001	1,020.00
01/30/2025	SDRMA	M00286	Labor Law Posters 2025	100-155-620000	45.95
01/30/2025	JARED MATHIS	POOLR-0002-2024	POOLR-0002-2024, Permit Cancel, REC-01215-2024	100-000-221001	7.80
01/30/2025	JARED MATHIS	POOLR-0002-2024	POOLR-0002-2024, Permit Cancel, REC-01215-2024	100-000-221011	3.00
01/30/2025	JARED MATHIS	POOLR-0002-2024	POOLR-0002-2024, Permit Cancel, REC-01215-2024	100-000-227001	324.00

Payables Detail Report

Payment Dates: 01/17/2025 - 01/30/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
01/30/2025	JARED MATHIS	POOLR-0002-2024	POOLR-0002-2024, Permit Cancel, REC-01215-2024	100-000-228001	500.00
01/30/2025	JARED MATHIS	POOLR-0002-2024	POOLR-0002-2024, Permit Cancel, REC-01215-2024	100-000-442000	1,130.33
01/30/2025	JARED MATHIS	POOLR-0002-2024	POOLR-0002-2024, Permit Cancel, REC-01215-2024	100-000-444000	347.82
01/30/2025	HDL, COREN AND CONE	SIN046929	Property Tax Audit, Jan - Mar '25	100-155-700055	3,307.25
01/30/2025	COUNTY OF ORANGE	STTM002539	Communications Charges, 9/1/24 - 9/30/24	100-420-646000	131.51
Fund 100 - General Fund Total:					163,095.01
Fund: 455 - Community Center Equipment Maintenance Fund					
01/30/2025	FLOOR COVERING UNLIMITED, INC.	9601-8363	Carpet Tile Replacement, CIP #513	455-000-790600	52,242.88
Fund 455 - Community Center Equipment Maintenance Fund Total:					52,242.88
Fund: 600 - Capital Improvement Projects Fund					
01/30/2025	FLOOR COVERING UNLIMITED, INC.	9601-8363	Carpet Tile Replacement, CIP #513	600-000-490455	(52,242.88)
01/30/2025	FLOOR COVERING UNLIMITED, INC.	9601-8363	Carpet Tile Replacement, CIP #513	600-255-950513	52,242.88
Fund 600 - Capital Improvement Projects Fund Total:					-
Grand Total:					215,337.89

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	163,095.01
455 - Community Center Equipment Maintenance Fund	52,242.88
600 - Capital Improvement Projects Fund	-
Grand Total:	215,337.89

Account Summary

Account Number	Account Name	Payment Amount
100-000-140000	Prepaid Items	9,535.19
100-000-201001	Accounts Payable - Retention	(2,612.14)
100-000-221001	SMIP - Residential	7.80
100-000-221011	Building Standards Fee	3.00
100-000-222000	Refundable Deposits	500.00
100-000-223000	Plan Application Deposit	1,702.40
100-000-227001	Security Deposit - Waste	3,474.00
100-000-228001	Swimming Pool Construction	500.00
100-000-442000	Building Related Permits	1,130.33
100-000-444000	Encroachment Permit	347.82
100-155-610000	Memberships & Dues	33.75
100-155-611000	Training & Education	800.00
100-155-611001	Staff Development & Team	1,914.73
100-155-612000	Travel, Conferences & Meetings	2,500.00
100-155-620000	Office Supplies	421.15
100-155-622000	Operating Supplies	577.58
100-155-626000	Subscriptions & Books	20.00
100-155-700000	Professional Services	350.00
100-155-700010	Legal Services - General Counsel	28,816.12
100-155-700011	Legal Services - Litigation	1,536.20
100-155-700050	Professional Services - Financial	530.00
100-155-700055	Professional Services - Prop Tax	3,307.25
100-195-620000	Office Supplies	133.81
100-195-621000	Computer Supplies	183.11
100-195-622000	Operating Supplies	782.44
100-195-630000	Telephone & Communications	929.70
100-195-641200	Copier Leases	1,332.06
100-195-647000	Computer Equipment	186.59
100-195-700090	Computer Consulting Services	455.00
100-195-720050	Contract Services - Software	9,592.69
100-195-940000	Computer Hardware & Software	11,043.20
100-225-610000	Memberships & Dues	466.67
100-225-613100	Vehicle Fuel	134.00
100-225-622000	Operating Supplies	14.96
100-225-626000	Subscriptions & Books	39.83
100-225-646100	Vehicle Maintenance & Repairs	110.04
100-225-700000	Professional Services - Building &	368.00
100-310-610000	Memberships & Dues	229.58
100-310-613100	Vehicle Fuel	195.89
100-310-620500	Office Supplies - Community	33.37
100-310-622005	Operating Supplies - Community	524.31
100-310-631100	Utilities - Electric (Community	11,340.04
100-310-632500	Utilities - Gas (Community	530.41
100-310-635100	Utilities - Water (Community	731.48
100-310-641000	Equipment Rentals & Leases	225.71
100-310-645500	Facility Maintenance & Repairs	163.30
100-310-695500	Special Events - Program Services	937.61
100-310-695505	Cultural Excursions	28.50
100-310-695510	Holiday Event Series	8,823.34
100-310-721505	Contract Services - Janitorial &	3,450.00

Account Summary

Account Number	Account Name	Payment Amount
100-310-910500	Furniture & Equipment	603.37
100-355-610000	Memberships & Dues	157.50
100-355-611000	Training & Education	92.00
100-355-613100	Vehicle Fuel	111.00
100-355-622000	Operating Supplies	18.66
100-355-630000	Telephone & Communications	157.49
100-355-631000	Utilities - Electric	11,182.19
100-355-635000	Utilities - Water	12,488.50
100-355-646100	Vehicle Maintenance & Repairs	8.00
100-355-720700	Landscape Maintenance	570.00
100-356-631400	MOE - Electric (Streetlights &	15,389.19
100-356-631900	MOE - Electric (On-Bill Financing)	738.23
100-420-622000	Operating Supplies	1,481.50
100-420-626000	Subscriptions & Books	16.15
100-420-646000	Equipment/Machinery	131.51
100-420-646100	Vehicle Maintenance & Repairs	2,511.07
100-420-695000	Community Assistance & Public	58.63
100-420-720822	Crossing Guard Services	8,999.20
455-000-790600	Transfers Out to Capital	52,242.88
600-000-490455	Transfers In from Community	(52,242.88)
600-255-950513	Community Center Renovation	52,242.88
Grand Total:		215,337.89

Project Account Summary

Project Account Key	Payment Amount
None	215,337.89
Grand Total:	215,337.89



City of Laguna Hills City Council / Planning Agency Staff Report

Date: February 11, 2025
To: Mayor and Council Members
From: David Reynolds, Deputy City Manager
Issue: 2024 Community Services Department Report

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

Background:

Staff completed a Community Services Department report for calendar year 2024. The purpose of the report is to highlight the major accomplishments of the past year, along with providing information on facility reservations, recreation program activities, and community events. The attached report also provides an outlook for 2025 events, programs, and work efforts.

Fiscal Impact:

Fiscal impacts associated with this item are discussed in the attached report.

Attachments:

1. 2024 Community Services Department Report

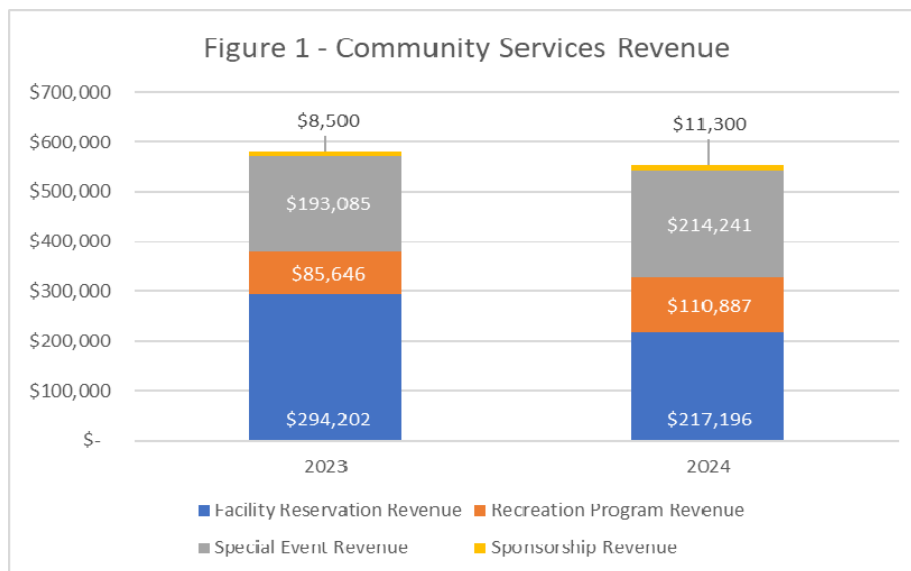


2024 Community Services Department Report

Community Services Revenue



Figure 1 below represents the revenue brought in by the Community Services Department in 2024, including indoor and outdoor facility reservations, recreation program/class and activities fees, special event fees, and sponsorships. Total revenue for 2024 was \$553,624, compared to \$581,433 in 2023.



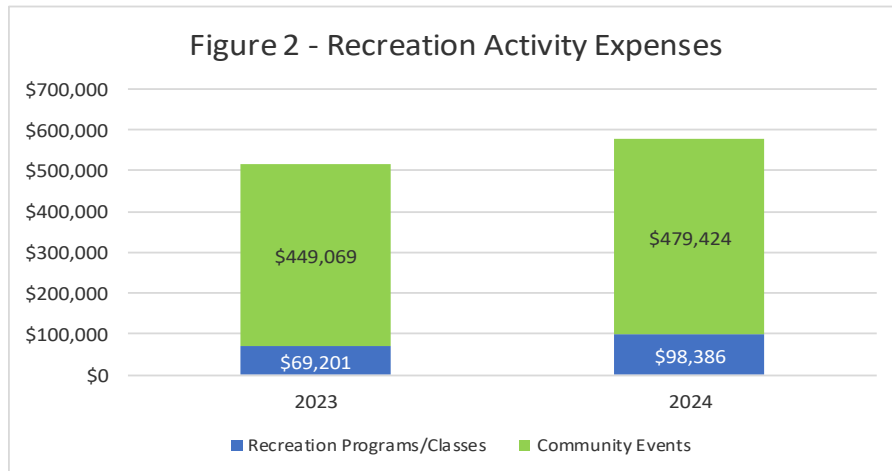
Recreation Activity Expenses



The budget for the Community Services Department expenses for FY 24/25 totals \$2,685,840 and includes \$1,266,599 in personnel costs to support all the Community Services Department's recreation programs, services, and events.

Presented in Figure 2 below are the direct expenses, not including staff costs, to support the City's recreation programs and special events (or community events). Recreation

programs include camps, education programs (fossil exhibits), contract instructor classes, adult sports leagues, general recreation activity such as the Daddy Daughter Dinner Dance, special needs programming, and cultural excursions. Included under community events is the Memorial Day Race, 4th of July event, Heritage Day, Holiday Event Series, Rooted Campaign events, Movies in the Park, and the Parks Concert series. As depicted in the figure below, expenses for recreation programs/classes and community events totaled \$518,270 in 2023 and \$577,810 in 2024.



Facility Reservations



Since its opening in 2002, the Laguna Hills Community Center and Sports Complex has served the community with numerous facility reservations, including wedding receptions, memorials, business seminars, quinceañeras and HOA meetings. The Sports Complex's fields, picnic shelters, and paleo-themed playground are also busy throughout the year. The total reservation revenue for calendar year 2024 was \$217,196.

Table 1 below highlights the total number of reservations and reservations by rental rate category. In 2024, the Community Services Department processed 521 facility reservation permits. In the past year, sixty-two percent (62%) of facility rentals were booked by the Laguna Hills residential categories (Resident Non-Profit and Resident Private). A list of the type of reservations and the number of reservations per type for calendar year 2024 are provided in Appendix A.

Table 1: Reservation (Res.) Breakdown by Rate Category				
	2023		2024	
	# of Res.	% of Res.	# of Res.	% of Res.
Resident Non-Profit	39	9%	75	14%
Resident Private	220	51%	255	49%
Non-Resident Non-Profit	26	6%	43	8%
Non-Resident Private	110	25%	114	22%
Commercial	36	8%	34	7%
Totals	431		521	

RECREATION RENTAL POLICY UPDATES

The Community Services Department completed major revisions to City Council Policy 317, the Public Facility Reservation and Use Policy. The City Council approved the revised policy on September 10, 2024.

Recreation Programs



RECREATION CLASS/ACTIVITY REGISTRATION

The City offered over 330 recreation classes and activities in 2024 with total revenue at \$110,887. This is an increase from last year when 300 classes were offered with total revenue at \$85,646. Appendix B shows the types of contract instructor classes hosted by the City. There were over 1,550 class registrations in 2024.



COMMUNITY SERVICES GUIDE AND CONTRACT CLASSES

The Community Services Department launched a new marketing effort with the Community Services Guide. This online resource showcases all of the upcoming classes and events in a digital magazine form. Community Services Staff also onboarded multiple new instructors in 2024 to increase class offerings. New



classes in 2024 included sewing, line dance, ballroom dance, arts, and summer camps.

● **HIKING AND EXCURSION PROGRAMS**

The following programs are staff-led, and staff plans and transports participants to various locations. Hiking Club embarks on trails of varying difficulties, with a new set of hikes each quarter. The Community Services Department also plans Day Hikes, where staff drives participants from the Community Center to a trailhead and often includes a stop for lunch or sight-seeing. Recent excursions and day trips included visits to the Downtown Palm Springs, the San Diego Zoo Safari Park, and the California Avocado Festival. The maximum number of participants for each activity is thirteen (13) due to transportation capacity. The hiking and excursion programs regularly have at least ten (10) participants. Approximately 485 people participated in these programs in 2024.



● **DROP-IN SPORTS**

At the end of 2024, Staff implemented a new check-in system for drop-in sports. With the new annual membership, staff is able to track participation in various drop-in programming. The following drop-in sports programs are offered as part of the City's recreation programs. They provide an opportunity for all ages to recreate.



- Youth Open Gym (basketball) is offered Monday – Friday from 2:00 pm – 4:00 pm and Sunday from 12:00 pm– 2:00 pm.
- Adult Open Gym (basketball) is offered Friday from 6:30 pm – 9:30 pm and Sunday 2:00 pm–6:00 pm.
- Pickleball is offered Monday and Thursday from 6:00 pm – 9:00 pm. We will also set up the courts by request on Tuesday and Wednesday from 8:00 am – 12:00 pm.
- Table Tennis is offered Tuesday and Thursday from 12:00 pm – 2:00 pm and Saturday from 1:00 pm – 5:00 pm. Staff will often extend the hours of this program if the room has availability.

● **ADULT SPORTS**

Community Services staff has continued the success of both our Adult Basketball and Adult Softball Leagues. One of the exciting successes with the adult basketball league was the inter-city championship game between Lake Forest and Laguna Hills. The Adult Softball league takes place on Monday nights and has been very competitive with a few different teams winning championships over the year. Both leagues have been generating 6 teams per season with most teams returning as well as new teams joining.



● **EMERITUS PROGRAM**

As an extension of the City's recreation programs, the City again partnered with the Emeritus program at Saddleback College to offer senior programming in 2024. Under this program, the Emeritus offers senior fitness and cultural arts programming. In 2024 the Emeritus program hosted at the Laguna Hills Community Center had 1,913 registrations. More classes were offered in 2024 compared to 2023. Additionally, enrollment increased from last year. In 2023, there were 1,348 registrations.

The list below shows all classes offered at the Community Center in 2024.

- Art History
- Fundamentals of Sketching
- Intermediate Sketching
- Beginning Watercolor
- Intermediate/Advanced Techniques of Watercolor Painting
- Pastel Painting
- Beginning Knitting
- Advanced Practical Spanish
- Cardiovascular Health for Older Adults
- Posture and Balance for Older Adults
- Posture and Mobility for Older Adults
- Balanced Movement for Older Adults
- Focus and Muscle Strength for Older Adults
- Concentrated Movement for Older Adults
- Inter Muscle Strength/Body Alignment for Older Adults

Community Services



GLOBAL HARMONY SYMPHONY

The Global Harmony Symphony (GHS) continued at the Community Center under the leadership of Maestra Valerie Geller. The GHS is open to all ages of musicians. In exchange for rehearsal space at the Community Center's Heritage Room on Monday nights, the GHS offers seasonal symphony concerts to the public. Maestra Geller also arranges for a monthly musical program that features special guest artists to perform during lunch-time at the Community Center. This program is called the 'Moment Musicale'.

In 2024, Global Harmony Symphony performed at the Community Center to the public on the following dates:

- Monday, April 15: Spring Classics Concert
- Thursday, June 13: Moment Musicale-Flucello
- Monday, July 15: Symphonic Ballroom POPS!
- Thursday, August 8: Moment Musicale-Ocean Winds
- Thursday, September 24: Moment Musicale-Flucello
- Monday, October 21: Fall Classics Concert



SENIOR DIAL-A-TAXI PROGRAM

Funded by the OCTA Senior Mobility Program, the City of Laguna Hills offers a Senior Dial-a-Taxi program for transportation services for seniors 60 years of age and older. Currently there are 880 seniors that are registered for the program. The service area is any destination within Laguna Hills, Mission Viejo, and Laguna Woods. There are also several satellite destinations outside this service such as John Wayne Airport that are serviced under this program. Table 2 provides information on the use of this program.

Table 2: Senior Dial-a-Taxi Participation		
	2023	2024
New Users	66	71
Service Area Trips	629	1007
Airport Trips	153	140
Total Trips	782	1147

FOSSIL FINDERS FOSSIL FIXERS AND FOSSIL EXHIBITS

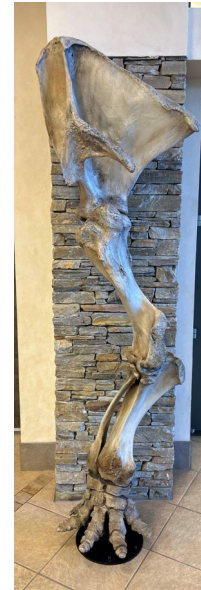
With recent improvements to the fossil exhibits, staff resumed the Fossil Finders program in 2024 by hosting the program to a local elementary school in January. Fossil Finders is a hands-on



learning experience that introduces students to subjects such as paleontology, geologic time, and regional fossil resources.

Additionally, a replica of a mastodon forelimb was completed and installed. The forelimb

exhibit is a great educational tool on the size of the mastodon and features the fossils already exhibited in the lobby area.



HOLIDAY DECORATIONS



The City again contracted with the Christmas Kings in 2024 to provide holiday decorations and lighting. The holiday decorations in 2024 included lights and a light show at the Community Center, lights at the entry monuments, and lights and decorations at the El Toro medians. Upgrades to the 2024 holiday decorations included lights on the gazebo at the corner of San Remo and, enhanced lighting coverage at trees located at the entry monuments, and additional lit decorations at the Community Center Plaza. Total cost for Christmas Kings services totaled \$104,500.

Community Events



● **DADDY DAUGHTER DINNER DANCE**

On February 16, 2024, Community Services staff hosted the Daddy Daughter Dinner Dance. The theme was Roarin' 20s and dads and daughters came dressed for the event! The dinner dance sold out with 200 participants. We served Italian food provided by Villa Roma and custom cookies from Heidelberg Pastry Shop for dessert, as well as a sweets table. Dads and daughters enjoyed the photo booth with pictures they got to take home, as well as a dance and dance lesson from Sway Ballroom. Direct expenses for the Daddy Daughter Dinner Dance were \$3,600. Estimated staff costs were \$2,070. Ticket sale revenue was \$1,990. Net expenses were \$3,680.



● **HOPPIN' HILLS**



The Community Services Department hosted a new spring-themed event on Saturday, March 23. The event featured a bubble party, giveaways, photo opportunities, crafts, donuts, and coffee. Over 400 people attended the event even though it was moved indoors due to inclement weather. Direct expenses for Hoppin' Hills were \$1,764. Estimated staff costs were \$2,910. Total sponsorships were \$250. Net expenses were \$4,424.

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

The 25th annual City of Laguna Hills Memorial Day Half Marathon, 10K, 5K, and Kids' Race honoring the USMC Dark Horse Battalion took place on Monday, May 27, 2024. 2,817 individuals participated in the event. Several Marines ran in the half marathon, which along with the 5k and 10k, was led from the start line by Grand Marshall Captain Michael Green. Total 2024 event expenditures, were approximately \$200,000 and event revenues totaled \$214,203. On October 24, 2023, City Council directed staff to prepare future authoring resolutions for community assistance funding in the



amount of \$10,000 per year, removing the pledge formula based on the number of race registrations, which was first established by City Council in 2011.

● **4TH OF JULY CELEBRATION**

Approximately 9,000 people attended the City's annual Fourth of July Celebration on Thursday, July 4, 2024. The special event took place between the hours of 4:00 pm – 9:30 pm. The event featured carnival rides, games, informational booths, face painting, crafts, and food vendors. Live music was provided by Identity Theft: The Band. Fireworks America provided an excellent 23-minute fireworks display. Abe and Mary Todd Lincoln and Ulysses and Julia Grant also made a visit to this event. Expenditures for the 2024 Fourth of July Celebration totaled approximately \$105,000. Direct expenses were \$107,285. Estimated staff costs were \$23,670. Ticket sale revenue was \$5,017. Net expenses were \$125,938.



● **NATIONAL NIGHT OUT**

On August 15, from 5:00 pm – 8:00 pm at the Community Center and Sports Complex, the Laguna Hills Police Services Department hosted National Night Out. There were several community vendors, bounce houses, fire trucks, and numerous police vehicles including the "Duke" police helicopter. Also, the National Guard landed a Blackhawk Helicopter onsite.



● **PARENT'S NIGHT OUT**

The Community Services Department hosted two (2) Parent's Night Out events, held on Friday, April 12, and Friday, December 13, at the Community Center. Community Services Staff provided a safe and welcoming environment where kids could be dropped off and supervised for 2.5 hours, allowing parents to enjoy a night out. The ticketed event, which costs \$5, included dinner,

inflatables, organized games, crafts, and more. The events were both very successful and sold out with 90 participants. Direct expenses were approximately \$5,000. Staff costs were \$3,330. Ticket revenue was \$900. Net expenses were \$7,430.

● **MOVIES IN THE PARK**

Four Movies in the Park were offered in 2024 at various neighborhood parks throughout the city. The movie schedule was as follows:

- *Lilo and Stitch*: August 16, Costeau Park.
- *Planes*: August 23, El Conejo Park.
- *The Little Mermaid (2023)*: August 30, Santa Vittoria Park.
- *Kung Fu Panda 4*: September 6, Beckenham Park.

The events were well attended with approximately 200 attendees per movie. Staff also had crafts and giveaways for attendees. Each movie was themed and had an activity tied to the theme. The budget for Movies in the Park was \$10,000. Direct expenses were \$7,513. Estimated staff costs were \$4,392. Net expenses were \$11,905.



● **CONCERTS IN THE PARK**

Five (5) Concerts in the Park were offered in 2024. Each concert was held at the Laguna Hills Community Center and Sports Complex, with the exception of August 31. There was a wide variety of music for all tastes including:



- Paperback Writer: The Beatles Experience: July 19
- Stone Soul: July 26
- Family Style: August 2
- Yachty by Nature: August 9
- *Symphony on the Go!*: August 31 (Cabot Park)

Staff estimates that 300-500 people attended each concert. The budget for the Concert Series is \$34,000. Direct expenses were \$37,862. Estimated staff costs were \$3,330. Net expenses were \$41,192.

● **HERITAGE DAY**

The Third Annual Heritage Day Fall Festival took place on Saturday, September 28 from 12:00 pm – 6:00 pm. There were several exhibits to visit including Moulton Museum Historical Display, a blacksmith, sheep-shearing, and a variety of historical reenactors. The stage hosted a variety of entertainment and educational offerings including Sean Oliu and the Coastline Cowboys, members from the Ramona Pageant, and members of various Native American tribes from around the area. The event also hosted carnival games, bounce houses, a petting zoo, train rides, a magician, crafts, as well as food vendors, and a beer and wine garden. An estimated 2,600 people were in attendance throughout the day. The budget for the 2024 Heritage Day Fall Festival was \$84,000. Direct expenses were \$65,293. Estimated staff costs were \$13,600. Sponsorships were \$6,000. Net expenditures were \$72,893.



● ROOTED VOLUNTEER CAMPAIGN AND ENVIRONMENTAL EVENTS

The City hosted four (4) Rooted Volunteer Campaign events in calendar year 2024. March 26 was landscaping improvements at Clarington Park, April 27 was a tree-planting event at Santa Vittoria Park, June 8 was beautification at Christina Court, and October 12 was planting at Beckenham Park. In addition to these Rooted events, the City hosted a shredding event on June 8 and a compost giveaway event on November 9. Direct expenses for the four (4) Rooted events were \$25,828. Estimated staff costs were \$12,240. Net expenses were \$38,068.



● HOLIDAY EVENT SERIES

The City hosted four (4) different holiday events this year, as described below. The budget for the 2024 Holiday Event Series was \$24,000. Direct expenses were \$24,862. Estimated staff costs were \$14,360. Ticket sale revenue was \$3,808. Sponsorship revenue was \$300. Net expenses were \$35,114.

- The Tree Lighting Ceremony was held on Friday, **December 6**, at the Community Center Plaza and Parking Lot. The event featured a winter wonderland with a snow play area for attendees to enjoy. Santa Claus made a grand entrance on OCFA Engine 222 and participated in the Tree Lighting Ceremony before posing for photos inside the giant walk-through Holiday Ornament. Attendees were treated to festive tunes from carolers and ambient holiday music, adding to the spirited atmosphere. A variety of crafts were available, including coloring sheets, make your own "reindeer food," and cookie decorating. The Laguna Hills Chamber of Commerce provided cookies and other desserts, while Starbucks coffee was served at the City of Laguna Hills Information Booth. Additionally, Laguna Hills Police Services offered hot chocolate during their "Cocoa with a Cop" outreach. The event was well-attended with an estimated 400 participants.



- The City of Laguna Hills and Christ Community Church collaborated on a Holiday Gift Giveaway event held on Sunday, **December 8**, in the Community Center Heritage Room. In the weeks leading up to the event, the public generously donated gifts, and 82 local families



registered, with a total of 162 children signed up to receive gifts. On the day of the event, Christ Community Church joined forces with the City of Laguna Hills to offer a variety of activities, including photos with Santa, a dessert potluck, and the support of over 70 volunteers. The celebration was further enhanced by carolers and festive centerpieces. After the event, leftover toys were donated to Operation Santa Claus, a year-round program that provides new gifts and toys to children in foster care in Orange County.

- On Saturday, **December 14**, the City of Laguna Hills hosted its annual Breakfast with Santa in the Community Center Heritage Room, which was a sold-out event with 200 attendees and 40 participants on the waitlist. The breakfast, provided by Polly's Pies, featured pancakes, bacon, sausage, eggs, fresh fruit, and more. Children had the opportunity to participate in crafts, while a musician provided ambient music throughout the event. Attendees also had the chance to meet and take photos with Santa.



- Also on Saturday, **December 14**, the Holiday Musical Dance Extravaganza took place in the Community Center Heritage Room. The event was a spectacular showcase featuring various styles of dance and music. The event featured performances from a diverse group of artists, including Ysa Padua (musician), Katelyn Lawson and Garret Shippen (ballroom dancers), Chanel Simpson and Brendan Isaia (musicians), Pacific Ballet Conservatory (ballet dancers), Orange County School of the Arts (ballroom dancers), Fred Astaire Dance Studios (event hosts and dance studio), The Space (contemporary/modern dance), Julia Brown



and Jake Champion (ballroom dancers), and Sway Ballroom Dance (dance studio). Attendees were treated to a delicious dinner from Villa Roma, with cookies from Heidelberg Pastry Shop for dessert, along with coffee and other sweets. The event sold out with 167 attendees.

Community Center Facility Maintenance and Improvements



Facility maintenance expenses totaled \$103,392 in 2024 and includes general maintenance and routine services such as indoor plant service, elevator service, pest control service, HVAC service, plumbing services, electrical services, fire alarm testing, plaza fountain service, and security system service.

Janitorial Services for the Community Center building totaled \$172,136 in 2024.

Below are some of the facility improvements that were completed at the Community Center in 2024.

- Heritage Room and stairwell carpet replacement
- Heritage Room chair replacement
- Heritage Room AV equipment upgrades
- Automatic exterior doors for ADA compliance
- Installation of additional electrical circuits in the Community Center Plaza

Outlook for 2025



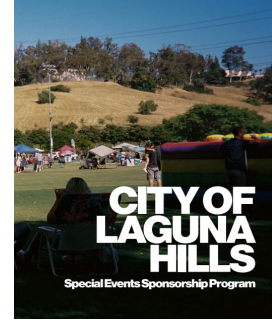
In addition to the day-to-day operations of the Community Services Department, listed below are some highlights of work efforts that have recently been completed and planned for 2025.

● **RECREATION CLASSES**

Staff is focusing on bringing new and innovative recreation classes to the Community Center such as kid's soccer, toddler play and learn classes, and new dance classes.

● **SPONSORSHIP PROGRAM**

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



● **2025-2027 BIENNIAL BUDGET**

The City of Laguna Hills will begin to plan the 2025-2027 biennial budget in the first part of 2024. Budget considerations for the Community Services Department are personnel, capital equipment and improvements, and operating expenses.

● **COMMUNITY EVENTS**

In addition to the City's large community events such as the 4th of July and Memorial Day Race, Community Services staff are planning the following community events throughout 2025. Events that occur after June 30, 2025, are subject to the 2025-2027 Biennial Budget Approval.

- Rooted Campaign. The volunteer program to beautify the City with improvement projects such as planting trees and plants and painting projects will occur four (4) times throughout the year.
- Solid Waste & Recycling Community Events. The Community Services Department is planning to host another paper shredding event and a compost give-away event later in the year.
- Daddy Daughter Dinner Dance. The Community Services Department is hosting the annual Daddy Daughter Dinner Dance on Friday, February 21, from 6:30-8:30pm. The event will provide dinner, dancing, a photo booth, and fun entertainment for dads and daughters.
- Spring Event. Community Services staff is planning to continue the spring event, "Hoppin' Hills". The event will take place on Saturday, April 12, from 9:00 am – 11:00 am. Hoppin' Hills will be held outdoors on the Town Green at the Laguna Hills Community Center and Sports Complex. There will be crafts, donuts, coffee, entertainment, an egg scavenger hunt, and more.
- Summer Concert Series. Concerts in the Park will tentatively be held on July 11, July 18, July 25, and August 1. All concerts will be held at the Laguna Hills Community Center and Sports Park from 6:30 pm – 8:30 pm.

- Movies in the Park. Movies in the Park will be held at neighborhood parks throughout the City. Staff is working on a survey to engage residents on the movies they would like to see and at which parks.
- Circle of Friends. Community Services staff is planning on hosting a Circle of Friends Halloween Dance on October 24.
- Holiday Event Series. The Community Services Department will hold the Tree Lighting Ceremony on December 5, Breakfast with Santa on December 13, and other holiday events.

● **FOSSIL EXHIBITS**

The Community Services department is planning the following projects in 2025 to improve the fossil displays at the Community Center.

- Update the audio-tour fossil tour.
- Establish an exhibit tribute to Carol Stadum who was instrumental in establishing the fossil exhibit and the fossil educational programs at the Community Center.
- Community Services staff, working with our Paleontologist consultant, Dr. Tom Demere, is considering updating our exhibits with new specimens. Dr. Demere, the Curator of Paleontology at San Diego Natural History Museum, has acquired a *Paleoparadoxia* skull from the LA Natural History Museum. This large, semi-aquatic marine mammal lived between 20 and 10 million years ago during the Miocene and late Oligocene. It belonged to Desmostylia, an extinct group related to elephants and manatees, and is featured in the Miocene mural. Fossils of *Paleoparadoxia* have been found along the Pacific Rim, and it likely fed on seagrasses in coastal waters.



Mr. Demere is also working on acquiring Oligocene fossils, filling the only missing time period of the Laguna Hills Fossil Record. The Oligocene (34–23 million years ago) saw global cooling, the spread of grasslands, and the rise of modern mammal groups like early horses, camels, and elephants. It was a key period in shaping Earth's ecosystems, and adding these specimens will enhance our exhibit's timeline.

Appendix A

2024 Reservations by Activity and Totals



● **COMMUNITY CENTER FACILITY RESERVATIONS**

(Heritage Room, Classroom, Art Room)

<u>Activity</u>	<u>Total</u>	<u>Activity</u>	<u>Total</u>
Birthday Party	66	Fairs	3
Piano Recital	52	Baptism	3
Educational Classes	52	Screening Party	0
Wedding Receptions	36	Generic Party	26
HOA Meeting	3	Christmas Party	2
Quinceanera	18	Anniversary	4
High School Banquet	9	Sports/Coach Meeting	7
Board Meeting	25	Concert	4
Graduation Party	15	Public Outreach	5
Dance Recital	1	Play	1
Baby Shower	16	Fundraiser	2
Memorial Reception	11	Religious Ceremony	7
Theater production	1	Other	67

● **OUTDOOR FACILITY RESERVATIONS**

<u>Facility</u>	<u>Total</u>
Picnic Shelters	47
Gazebo	21
Town Green	7
Neighborhood Parks	10

Appendix B

Types of Classes 2024



● **CONTRACT INSTRUCTOR CLASSES**

- Aikido – Ages 6 and up
- Basics of Skateboarding – Ages 6 – 17
- *Ballroom Dance - Ages 18 and up
- *Line Dance – Ages 5 and up
- *Bizzy Girls Summer Camp – Ages 8 and up
- Youth Beginning Guitar and Ukulele – Ages 6 - 17
- Adult Beginning Guitar and Ukulele – Ages 18 and up
- Belly Dancing (I, II, III) – Ages 18 and up
- *Expressive Landscapes and Florals in Acrylic - Ages 18 and up
- *Gelli Plate Magic: Discover the Art of Monoprinting - Ages 18 and up
- *Roller Skating FUNdamentals
- Clog Dance – Ages 18 and up
- *Sewing Skills – Ages 18 and up
- *Holiday Wreath Workshop – Ages 5 and up
- *Group Fitness – Ages 14 and up
- Gentle Yoga – Ages 18 and up
- Musical Theater Camp – Ages 6 – 12

● **STAFF LED CLASSES**

- Camp Build-A-Fort – Ages 8 - 12
- Adult Softball Leagues – Ages 18 and up
- Youth Open Gym – Ages 17 and younger
- Drop in Sports Memberships - Ages 18 and up
 - Open Gym Basketball
 - Table Tennis
 - Pickleball
- Day Hikes - Ages 18 and up
- Hiking Club - Ages 18 and up
- Excursions - Ages 18 and up
- *Imagine and Invent – Ages 8 and up
- *Youth Creative Writing Camp Ages 10-14
- *Thanks, I Made It (partnership with Laguna Hills Technology Library)
- *Storytime Adventures (partnership with Laguna Hills Technology Library)

*new class/instructor



City of Laguna Hills City Council / Planning Agency Staff Report

Date: February 11, 2025
To: Mayor and Council Members
From: Joe Ames, Public Works Director/City Engineer
Issue: Notice of Completion and Final Payment for the Community Center Carpeting Replacement Project, CIP No. 513-B

Recommendation: That the City Council: 1) Certify the completion of and accept the improvements for the subject project; 2) Authorize the Public Works Director to sign the Notice of Completion; 3) Authorize the recording of the Notice of Completion with the County of Orange and to release the faithful performance and payment bonds one year and 35 days, respectively, after the date of recordation of the Notice of Completion contingent upon no claims or liens being filed with the City; and 4) Authorize payment of the final retention 35 days after the date of recordation of the Notice of Completion in the net amount of \$2,481.54, if no liens have been filed.

Background:

The Laguna Hills Community Center Carpeting Replacement Project, CIP No. 513-B was awarded to Floor Covering Unlimited, Inc. on September 10, 2024, by the City Council in the amount of \$52,242.88. The improvements are now complete and ready for acceptance.

Periodically, a five-percent (5%) retention is withheld from each payment to assure final performance of the work. The contractor for this project has submitted the retention progress payment in the amount of \$2,481.54.

City staff recommends that the City Council: 1) Certify the completion of and accept the improvements for the subject project; 2) Authorize the Public Works Director to sign the Notice of Completion; 3) Authorize the recording of the Notice of Completion with the County of Orange and to release the faithful performance and payment bonds one

year and 35 days, respectively, after the date of recordation of the Notice of Completion contingent upon no claims or liens being filed with the City; and 4) Authorize payment of the final retention 35 days after the date of recordation of the Notice of Completion in the net amount of \$2,481.54, if no liens have been filed.

Fiscal Impact:

The budget for CIP 513 encompasses all Community Center renovations including this flooring project. The original budget for this portion of CIP 513 was \$67,890.00, with the final cost coming in at \$52,242.88. Any available budgetary funds left over will be available for further work needed at the Community Center.

Attachments:

1. Notice of Completion - CIP 513-B

Recording Requested By:
The City of Laguna Hills

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

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

SPACE ABOVE THIS LINE OF FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice is hereby given that the following public improvements have been completed and accepted by the City Council of the City of Laguna Hills on January 30, 2025.

Description of Improvements

Carpet removal, preparation of subfloor, installation of new carpet tiles and broadloom, and steam cleaning tile and grout adjacent to the carpet installation areas.

General Location

Laguna Hills Community Center, 25555 Alicia Pkwy, Laguna Hills, CA 92653

Owner of Property Address

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

Contractor

Floor Covering Unlimited, Inc.
9601 Cozycroft Ave., Unit 8
Chatworth, CA 91311

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

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

Dated: February 11, 2025

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

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

Jennifer Lee, CMC, City Clerk



City of Laguna Hills City Council / Planning Agency Staff Report

Date: February 11, 2025
To: Mayor and Council Members
From: Joe Ames, Public Works Director/City Engineer
Issue: Resolution Adopting Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection

Recommendation: That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills Adopting Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection."

Background:

The City of Laguna Hills is occasionally granted or awarded federal and state transportation funds through a competitive grant process to design and construct projects. The federal government has delegated the California Department of Transportation (Caltrans) the authority to administer and award these funds to local agencies through the Local Assistance Program.

Title 23 Code of Federal Regulations Part 172 (23 CFR 172) allows Caltrans Division of Local Assistance (DLA) to prescribe the policies and procedures for engineering and design-related services, also known as Architectural and Engineering (A&E) services. Local Public Agencies (LPAs) are responsible for adopting the written policies and procedures prescribed by the awarding State Transportation Agency (STA). In order to continue to be eligible for the reimbursement of funds used for consultant services on federal aid projects, Caltrans requires that the City adopt the policies and procedures outlined in Chapter 10, Consultant Selection, of the Caltrans Local Assistance Procedures Manual (LAPM).

The Public Works Department is responsible for the delivery of Capital Improvement Projects (CIP). State and federal grants often fund CIP projects. Eligibility requirements

for these grants stipulate that the City must follow various policies and procedures when procuring and managing A&E services.

The LAPM, Chapter 10, outlines the process and procedures that agencies are required to follow when an A&E consultant is needed for a project. It explains consultant selection methods and requirements, participation requirements for Disadvantaged Business Enterprises, and the LPA's responsibility to ensure adequate staff and proper administration of a consultant contract. Most importantly, local agencies must adopt Caltrans LAPM Chapter 10 to ensure contract costs incurred remain grant reimbursable.

CEQA Findings:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the "common sense" exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action to approve a resolution adopting Chapter 10 of the Local Assistance Procedures Manual is a ministerial action, and there is no possibility that adopting this resolution will have a significant effect on the environment. Therefore, no environmental analysis is required.

Fiscal Impact:

There is no fiscal impact associated with this action. Chapter 10 of the LAPM discusses the procurement requirements that the City must follow in using A&E consultants working on federally funded projects. Incorporation of these procedures into the City's procurement process will allow the City to continue to maintain eligibility for federal grants.

Attachments:

1. Proposed Resolution

RESOLUTION NO. 2025-02-11-X

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAGUNA HILLS, CALIFORNIA, ADOPTING CALTRANS
LOCAL ASSISTANCE PROCEDURES MANUAL CHAPTER
10: CONSULTANT SELECTION

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

WHEREAS, the City of Laguna Hills is responsible for constructing transportation projects that are state and federally funded; and

WHEREAS in order to comply with the Federal regulations and due to need for specialized expertise, certain services including Architectural and Engineering (A&E) are contracted out to qualified firms; and

WHEREAS, the Federal regulations set forth standards for procuring and administering A&E contracts; and

WHEREAS, the provisions of the Brooks Act (40 United States Code, Section 1104) requires local agencies to award federally funded engineering and design-related contracts, otherwise known as A&E contracts, on the basis of fair and open competitive negotiations, demonstrated competence, and professional qualifications (23 CFR 31.201-3); and

WHEREAS, pursuant to 23 CFR 172.5 (b), local agencies shall develop and sustain organizational capacity and provide the resources necessary for the procurement, management, and administration of engineering and design related consultant services, reimbursed in whole or in part with Federal-Aid Highway Program funding as specified in 23 U.S.C. 106(g)(4)(A); and

WHEREAS, the provision 23 CFR 172.5 (b)(1) requires local agencies to adopt written policies and procedures for the procurement, management, and administration of engineering and design related consultant services in accordance with applicable Federal and State laws and regulations; and

WHEREAS, the State of California Department of Transportation (Caltrans) has developed the Local Assistance Procedures Manual (LAPM), Chapter 10, Consultant Selection which sets forth policies and procedures to be utilized by local agencies in the procurement and management of A&E contracts on state and federal funded transportation projects to ensure compliance with applicable Federal and State laws and regulations and to maintain eligibility for Federal-Aid reimbursement; and

WHEREAS, the City of Laguna Hills desires to adopt Caltrans's LAPM Chapter 10 and the City's conflict of interest policies for compliance with Federal regulations on the procurement and administration of A&E contracts.

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 Local Assistance Procedures Manual, Chapter 10, Consultant Selection dated January 2025 or as amended in future updates, is approved and adopted.

SECTION 3. The City Manager is authorized to approve amendments to the City's adopted A&E Services Administration and Procurement Policies in consultation with the Federal Highways Administration.

SECTION 4. The City Council finds and determines that the adoption of Local Assistance Procedures Manual, Chapter 10, Consultant Selection is not subject to the California Environmental Quality Act pursuant to Section 15061(b)(3) of the CEQA Guidelines, Cal. Code of Regs, Title 14, Chapter 3 because the activity is covered by the common sense exception.

PASSED, APPROVED, AND ADOPTED this day of 11th day of February 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.2025-02-11-X adopted by the City Council of the City of Laguna Hills, California, at a
Regular Meeting thereof held on the 11th day of February 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: February 11, 2025
To: Board of Directors
From: Jennifer Lee, City Clerk
Issue: Election of Public Improvement Corporation Officers

Recommendation: That the Board of Directors adopt a Resolution entitled: "A Resolution of the Laguna Hills Public Improvement Corporation, Laguna Hills, California, Electing Officers for 2025."

Background:

In September 1998, the City Council, acting as the Board of Directors for the Laguna Hills Public Improvement Corporation (PIC), took several actions, including the adoption of bylaws, election of officers, and adoption of a Resolution appointing the time and place of meetings. The PIC is a non-profit, public benefit corporation whose primary purpose is to assist the City in issuing Certificates of Participation. In 2010, the PIC was involved in the City's refinancing project and the subsequent lease payments (debt service) related thereto. Pursuant to the bylaws, the Annual Meeting is held annually in February, and includes the election of officers for the following year. A Resolution has been prepared that will elect the Mayor as President, the City Manager as Vice President, the Finance Director as Treasurer, and the City Clerk as Secretary.

Fiscal Impact:

There is no fiscal impact associated with the election of the PIC Board of Directors.

Attachments:

1. Proposed PIC Resolution 2025-1

RESOLUTION NO. 2025-1

A RESOLUTION OF THE LAGUNA HILLS PUBLIC
IMPROVEMENT CORPORATION, LAGUNA HILLS,
CALIFORNIA, ELECTING OFFICERS FOR 2025

RESOLVED, by the Board of Directors of the Laguna Hills Public Improvement Corporation, that the following persons are elected to the offices set forth opposite their names below, as officers of the Corporation, to serve until the election and qualification of their successors, as provided in Article IV, Section 2 of the Bylaws of the Corporation.

Name	Office
Joshua Sweeney	President
Jarad L. Hildenbrand	Vice President
Eric Hendrickson	Treasurer
Jennifer Lee	Secretary

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

I, Jennifer Lee, Secretary of the Laguna Hills Public Improvement Corporation, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of a Resolution duly passed and adopted by the Board of Directors of the Laguna Hills Public Improvement Corporation, at a meeting thereof held on the 11th day of February 2025, by the following vote of the Directors thereof:

AYES:

NOES:

ABSENT:

ABSTAIN:

JENNIFER LEE, SECRETARY

**CITY OF LAGUNA HILLS
PUBLIC IMPROVEMENT CORPORATION**

**ANNUAL MEETING
MINUTES
Tuesday, February 27, 2024**

CALL TO ORDER

The Regular Meeting of the Public Improvement Corporation of the City of Laguna Hills, California, was called to order by Director Wheeler at 8:36 p.m. in the Laguna Hills City Council Chamber, 24035 El Toro Road, Laguna Hills, California.

BOARD ROLL CALL

Attendee Name	Title	Status	Arrived
Janine Heft	President	Present	
Don Caskey	Director	Present	
Erica Pezold	Director	Present	
Joshua Sweeney	Director	Present	
Dave Wheeler	Director	Present	

PUBLIC COMMENTS

There were no public comments.

ELECTION OF PUBLIC IMPROVEMENT CORPORATION OFFICERS

1 Election of Public Improvement Corporation Officers

Recommendation: That the Board of Directors adopt Resolution No. 2024-1: "A RESOLUTION OF THE LAGUNA HILLS PUBLIC IMPROVEMENT CORPORATION, LAGUNA HILLS, CALIFORNIA, ELECTING OFFICERS FOR 2024."

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Erica Pezold, Director
SECONDER:	Janine Heft, President
AYES:	Janine Heft, President, Don Caskey, Director; Erica Pezold, Director; Joshua Sweeney, Director; Dave Wheeler, Director

APPROVAL OF MINUTES FOR FEBRUARY 28, 2023, ANNUAL MEETING**2 Approval of the Public Improvement Corporation Minutes for the February 28, 2023, Annual Meeting**

Recommendation: That the Board of Directors approve the minutes of the February 28, 2023, Annual Meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Don Caskey, Director
SECONDER:	Erica Pezold, Director
AYES:	Dave Wheeler, President; Don Caskey, Director; Erica Pezold, Director; Joshua Sweeney, Director; Dave Wheeler, Director

PUBLIC IMPROVEMENT CORPORATION ADJOURNMENT

There being no further business before the Public Improvement Corporation at this session, President Wheeler declared the meeting adjourned at 8:38 p.m.

Jennifer Lee, Secretary

Approved at meeting of February 11, 2025.



City of Laguna Hills City Council / Planning Agency Staff Report

Date: February 11, 2025
To: Mayor and Council Members
From: Eric Hendrickson, Finance Director
Issue: Flexible Spending Arrangements (FSA) for City Employees

Recommendation: That the City Council discuss and provide direction regarding City-funded healthcare flexible spending arrangements for City employees.

Background:

At the January 28, 2025 City Council meeting, the City Council provided direction to staff to research the feasibility of a City-funded health savings account (HSA) and/or healthcare flexible spending arrangement (FSA) for employees.

Like many employers, the City of Laguna Hills provides healthcare insurance to its employees. This includes options like Blue Shield PPO's and the Kaiser HMO. However, not all healthcare costs are completely covered by these insurance programs. HSA's and FSA's were created to bridge the gap by providing pre-tax dollars to pay for medical costs above and beyond what the insurance plans provide. HSA's and FSA's can pay for a variety of healthcare items, including, but not limited to medical copays, hospital costs, dental fillings, vision exams, and pharmacy prescriptions. A list of common examples has also been included as an attachment.

To be eligible to qualify for an HSA, individuals must be covered by a high-deductible health plan (HDHP). This fact alone will preclude the City from offering an HSA, since the above-mentioned insurance plans are not HDHP's.

The City currently provides a healthcare FSA to its employees, funded by employee payroll deductions. Annually, each employee can either elect or decline to participate in the FSA during the open enrollment season in October for the following calendar year.

In 2025, the maximum an employee can contribute is \$3,300, a limit determined by the Internal Revenue Service (IRS). This limit increases every year due to inflation. FSA's are generally considered "use it or lose it" accounts, with only a small portion allowed for carryover from the prior year. Employers are allowed to fund FSA's for the benefit of their employees. Information from [Healthcare.gov](https://www.healthcare.gov) and the IRS has been included as an attachment to further describe the mechanics of an FSA.

Staff recommends that the City Council discuss this topic and consider the following:

1. **Cost** - The City does not currently contribute to the employee's FSA. If the City were to fully fund each employee's FSA, the cost would have been \$95,700 in 2025.
2. **Timing** - Per IRS regulations, elections toward FSA's can only occur during open enrollment for the following calendar year. Therefore, the City cannot consider this for 2025. During open enrollment in October 2025, employer funded FSA's could be prepared for 2026.
3. **Bargaining Group** - Any alteration to salary and benefits should be presented to and agreed upon with the Laguna Hills City Employees Association (LHCEA). The current MOU expires June 30, 2025, and negotiations for the next MOU are starting very soon. It is prudent and practical to present this benefit as an option to the LHCEA during negotiations, so they can gauge interest amongst members.

Fiscal Impact:

The City currently has 29 budgeted full-time employee positions. The IRS allows a maximum contribution of \$3,300 per individual in 2025. This results in an annual cost of \$95,700 to the City.

The maximum contribution limit increases most years due to inflation. The earliest the City could start contributing is calendar year 2026, so the actual cost would be slightly higher.

Attachments:

1. IRS - Healthcare FSA Reminder
2. Healthcare.gov - FSA Facts
3. FSA Eligible Expenses



IRS: Healthcare FSA reminder: Employees can contribute up to \$3,300 in 2025; must elect every year

IR-2024-287, Nov. 7, 2024

WASHINGTON — The Internal Revenue Service reminds taxpayers that during open enrollment season for flexible spending arrangements (FSAs) they may be eligible to use tax-free dollars to pay medical expenses not covered by other health plans.

An employee who chooses to participate in an FSA can contribute up to \$3,300 through payroll deductions during the 2025 plan year. Amounts contributed are not subject to federal income tax, Social Security tax or Medicare tax.

If the plan allows, the employer may also contribute to an employee's FSA. If the employee's spouse has a plan through their employer, the spouse can also contribute up to \$3,300 to that plan. In this situation, the couple could jointly contribute up to \$6,600 for their household.

For FSAs that permit the carryover of unused amounts, the maximum carryover amount to 2025 is \$660, increasing from \$640 in tax year 2024. The carryover doesn't affect the maximum amount of salary reduction contributions that can be made.

It's important for taxpayers to annually review their health care selections during health care open enrollment season and maximize their savings.

Eligible employees of companies that offer a health flexible spending arrangement (FSA) need to act before their medical plan year begins to take advantage of an FSA during 2025. Self-employed individuals are not eligible.

Expenses to consider

Throughout the year, taxpayers can use FSA funds for qualified medical expenses not covered by their health plan. These can include co-pays, deductibles and a variety of medical products. Also covered are services ranging from dental and vision care to eyeglasses and hearing aids. Interested employees should check with their

employer for details on eligible expenses and claim procedures.

Before enrollment (if an employer offers an FSA), review any expected health care expenses projected for the year. Participating employees should plan for healthcare activities when they calculate their contribution amounts. Consider:

- Updating medicine cabinet with necessary supplies.
- Big ticket expenses.
- Seasonal needs such as allergy products, sunscreen or warm steam vaporizers.
- Routine checkups or visits with specialists that regular insurance plans do not cover.
- Many over-the-counter items that are FSA eligible.
- Eye exams or dental visits: Out-of-pocket costs for dental and vision care are also covered by an FSA.

Employers are not required to offer FSAs. Interested taxpayers should check with their employer to see if they offer an FSA. Also, all FSAs are subject to plan terms which may be more restrictive than the maximums allowed under the law, including both the maximum dollar amounts and the expenses covered. More information about FSAs can be found at IRS.gov in [Publication 969, Health Savings Accounts and Other Tax-Favored Health Plans](#).

Page Last Reviewed or Updated: 25-Nov-2024

People with coverage through a job

Using a Flexible Spending Account (FSA)

If you have a health plan through a job, you can use a Flexible Spending Account (FSA) to pay for health care costs, like [deductibles](#), [copayments](#), [coinsurance](#), and some drugs. They can lower your taxes.

How Flexible Spending Accounts work

A Flexible Spending Account (FSA, also called a “flexible spending arrangement”) is a special account you put money into that you use to pay for certain out-of-pocket health care costs.

You don’t pay taxes on this money. This means you’ll save an amount equal to the taxes you would have paid on the money you set aside.

Employers may make contributions to your FSA, but they aren’t required to.

With an FSA, you submit a claim to the FSA (through your employer) with proof of the medical expense and a statement that it hasn't been covered by your plan. Then, you'll get reimbursed for your costs. Ask your employer about how to use your specific FSA.

To learn more about FSAs:

- Contact your employer for details about your company’s FSA, including how to sign up.
- [Get details from the IRS in this publication](#) (PDF, 1.22 MB).

Facts about Flexible Spending Accounts (FSA)

- They are limited to \$3,300 per year per employer. If you’re married, your spouse can put up to \$3,300 in an FSA with their employer too.
- You can use funds in your FSA to pay for certain medical and dental expenses for you, your spouse if you’re married, and your dependents.
 - You can spend FSA funds to pay deductibles and copayments, but not for insurance premiums.

- You can spend FSA funds on prescription medications, as well as over-the-counter medicines with a doctor's prescription. Reimbursements for insulin are allowed without a prescription.
- FSAs may also be used to cover costs of medical equipment like crutches, supplies like bandages, and diagnostic devices like blood sugar test kits.
- [Get a list of generally permitted medical and dental expenses](#) from the IRS.
- You **can't** use a Flexible Spending Account with a Marketplace plan.
 - Instead, a similar product, called a [Health Savings Account \(HSA\)](#), allows you to set aside money on a pre-tax basis to pay some health expenses if you have a "high deductible" Marketplace health insurance plan. [Learn more about Health Savings Accounts](#).

FSA limits, grace periods, and carry-overs

You generally must use the money in an FSA within the plan year. But your employer may offer one of 2 options:

- It can provide a "grace period" of up to 2 ½ extra months to use the money in your FSA.
- It can allow you to carry over up to \$660 per year to use in the following year.

Your employer doesn't have to offer these options. If it does, it can be either one of these options, but not both.

Plan ahead

At the end of the year or grace period, you lose any money left over in your FSA.

Don't put more money in your FSA than you think you'll spend within a year on things like copayments, coinsurance, drugs, and other allowed health care costs.

Can we improve this page?

[Give feedback](#)

Healthcare FSA Eligible Expenses

Examples of Eligible and Ineligible Expenses under a Healthcare Flexible Spending Account*

View our interactive eligible expense list at www.wexinc.com/insights/benefits-toolkit/eligible-expenses/

Health Costs

- Copayments
- Coinsurance
- Deductibles

Medical

- Acupuncture
- Birthing and Lamaze classes
- Blood pressure monitoring device
- Chiropractors' fees
- Compression hose
- Crutches
- Doctor's visits and surgeries
- Durable medical equipment
- Exercise programs prescribed by a physician to treat a specific medical condition
- Fertility treatments
- Hearing aids and batteries
- Inpatient treatment for alcoholism or drug addiction
- Massage therapy recommended by a physician to treat a specific medical condition

Medical (cont.)

- Menstrual products (e.g., tampons, pads, menstrual sponges)
- Prostheses
- Transportation expenses to receive medical care
- Weight loss programs prescribed by a physician to treat a specific medical condition
- Wheelchairs

Pharmacy

- Birth control
- Breastfeeding supplies (e.g., pump, breast milk storage bags)
- First aid kits
- Prescription drugs
- Over-the-counter (OTC) medications with a prescription
- Over-the-counter medications without a prescription (e.g., first aid, allergy, antacids, cold/flu, heartburn, ointments, pain relievers)

Dental

- Artificial teeth
- Crowns/bridges
- Dental implants
- Dental sealants
- Dental x-rays
- Dentures
- Denture adhesive
- Exams/teeth cleaning
- Extractions
- Fillings
- Occlusal guards
- Oral surgery
- Orthodontia

Vision

- Contact lenses
- Eye exam
- Eyeglasses
- LASIK
- Prescription sunglasses
- Reading glasses

Examples of ineligible expenses: concierge service fees, cosmetic surgery, deodorant, exercise equipment, fitness programs, funeral expenses, hair transplants, household help, illegal operations/treatments, maternity clothes, teeth whitening.

*The above lists give you a general overview of qualified and non-qualified medical expenses. These lists are not all-inclusive, and are subject to change by the IRS. The IRS defines qualified medical expenses as amounts paid for the "diagnosis, cure, mitigation, treatment, or prevention of disease, or for the purpose of affecting any structure or function of the body."

Qualified medical expenses are eligible for reimbursement through your FSA as long as they are not reimbursed through insurance or any other source.

Simplifying benefits for everyone.





City of Laguna Hills City Council / Planning Agency Staff Report

Date: February 11, 2025
To: Mayor and Council Members
From: Jennifer Lee, City Clerk
Issue: Introduction and First Reading of an Ordinance Relating to the Unlawful Use of the Official City Seal

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, Amending and Restating Chapter 1-12 (Official City Seal) of Title 1 (General Provisions) of the Laguna Hills Municipal Code and Adding New Section 1-12.020 (Unlawful Use of Official City Seal) Making Unauthorized Use of the Official City Seal Unlawful."

Background:

The City's official seal is personal property of the City and the City can control its use as well as prevent others from unauthorized use. Misuse or unauthorized use of the City's official seal can cause confusion or misrepresentation that a statement, event, or organization is supported or endorsed by the City.

The City of Laguna Hills Municipal Code does not have detailed regulations governing the use of the City's official seal. California law makes it a criminal offense to use city seals with the intention of creating an impression that a document is authorized by a public official (Gov't Code §34501.5). The use of the City's official seal with the intent to deceive voters into thinking a communication is from the City can be a violation of California election law (Elect. Code §18304). State law designates the City Clerk as the custodian of the city seal (Gov't Code §40811), but the law does not detail such custodial duties and rights. Although state laws discussed above provide some limits upon the use of the City's official seal to prevent misrepresentations, there is no regulation on whether the City's official seal may be used, by whom, in what context, or

in what capacity. Modern technology makes it easy for anyone to capture the City's official seal and use it to mislead or give the impression that a publication, event, or item is authorized or sponsored by the City.

Staff is recommending adoption of the attached proposed ordinance to provide the City with a tool to help ensure the City's official seal is used only for purposes directly related to the official business of the City of Laguna Hills, or as officially authorized.

CEQA Findings:

The proposed ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to the California Code of Regulations, Title 14, Chapter 3, Sections 15060 (c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) because it has no potential for resulting in physical change to the environment, directly or indirectly.

Fiscal Impact:

There is no fiscal impact associated with adoption of the proposed ordinance.

Attachments:

1. Proposed Ordinance

ORDINANCE NO. 2025-X

AN ORDINANCE OF THE CITY OF LAGUNA HILLS, CALIFORNIA, AMENDING AND RESTATING CHAPTER 1-12 (OFFICIAL CITY SEAL) OF TITLE 1 (GENERAL PROVISIONS) OF THE LAGUNA HILLS MUNICIPAL CODE AND ADDING NEW SECTION 1-12.020 (UNLAWFUL USE OF OFFICIAL CITY SEAL) MAKING UNAUTHORIZED USE OF THE OFFICIAL CITY SEAL UNLAWFUL

WHEREAS, the City of Laguna Hills has an official City seal that is currently not protected from unauthorized use by ordinance; and

WHEREAS, the unauthorized use, reproduction, or facsimile of an official city seal for any purpose may create a misleading, erroneous, or false impression that the document, item, statement, event, and/or organization is or has been officially authorized, supported, and/or sponsored by the City or a public official; and

WHEREAS, California Government Code Section 34501.5 and Elections Code Section 18304 protect city and county seals by prohibiting the use of a city or county seal in campaign literature or mass mailing with the intent to deceive voters, and State law makes such violations a criminal offense; and

WHEREAS, the City Council desires to protect its official City seal from all unauthorized uses to prevent fraud, deception, misrepresentation, and/or abuse; and

WHEREAS, the City Council seeks to ensure the official City seal is used only for purposes directly related to the official business of the City of Laguna Hills, or as may be expressly authorized by the City Council.

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 1-12 (Official City Seal) of Title 1 (General Provisions) of the Laguna Hills Municipal Code is hereby amended and restated in its entirety to read as follows:

Chapter 1-12
OFFICIAL CITY SEAL

Sections:

1-12.010 Adoption of Official City Seal.
1-12.020 Unlawful Use of Official City Seal.

1-12.010 Adoption of Official City Seal.

The official corporate seal for the City of Laguna Hills ("Official City Seal") is adopted and approved and shall appear substantially as follows:



1-12.020 Unlawful Use of Official City Seal.

It is unlawful for any person, corporation, entity, association, or organization to make or use the Official City Seal, or any cut, facsimile, or reproduction thereof, for any purpose other than for the official business of the City, its City Council, officers, or departments, without prior authorization of the City Council.

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.

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 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, AMENDING AND RESTATING CHAPTER 1-12 (OFFICIAL CITY SEAL) OF TITLE 1 (GENERAL PROVISIONS) OF THE LAGUNA HILLS MUNICIPAL CODE AND ADDING NEW SECTION 1-12.020 (UNLAWFUL USE OF OFFICIAL CITY SEAL) MAKING UNAUTHORIZED USE OF THE OFFICIAL CITY SEAL UNLAWFUL

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 2024, 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: February 11, 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:

The list of City Council Representatives to Other Boards, Committees and Agencies List was partially reviewed at the January 14, 2025, resulting in the City Council dissolving the Solid Waste & Recycling Franchise Procurement Ad Hoc Committee and making appointments to three boards: 1) Council Member Mathis was appointed to the Events, Communication, and Beautification Committee; 2) Council Member Wheeler and Mayor Sweeney were re-appointed to the OC Public Libraries Library Advisory Board; and 3) Council Member Pezold was appointed as Representative and Council Member Mathis as Alternate to the San Joaquin Hills Transportation Corridor Agencies Board of Directors. The attached list provided for the City Council's further review reflects those changes. Below are specific comments to help guide the Council's review.

Ad Hoc Committees

Any Ad Hoc Committee that has 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 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 3/5 Memorial 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 formally designates and appoints Joshua Sweeney as the City's representative to the Orange County Fire Authority Board of Directors. If the City Council wishes to appoint a new representative, a motion or consensus will be required to direct staff to draft a resolution for consideration at a future meeting, thereby officially designating and approving the updated appointment.

[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 third term on the Library Advisory Board on January 14, 2025, which is active until December 14, 2027. No change is needed at this time.

[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 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 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.

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
3. CJPIA Notice of Annual Meeting



City Council Standing and Ad Hoc Committees				
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	Jared Mathis	01/14/2025
Economic Development Committee	Dave Wheeler	06/28/2022	Don Caskey	06/28/2022
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)	Vacant		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 12/8/2026	01/10/2023	Joshua Sweeney Term expires 1/12/2027	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	Erica Pezold	01/14/2025	Jared Mathis	01/14/2025

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 Standing and Ad Hoc 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 **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 2025 Annual Conference is scheduled for October 8-10, 2025 in Long Beach. 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 2025 SCAG Regional Conference & General Assembly is scheduled for May 1-2, 2025 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 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.

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: 1/15/2025 (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 Board of Directors)	▶ Name <u>Erica Pezold</u> (Last, First) Alternate, if any <u>Jared Mathis</u> (Last, First)	▶ <u> </u> Appt Date undefined Length of Term	▶ Per Meeting: \$ <u>120</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☒ <u>\$6,000</u> Other
Orange County Mosquito and Vector Control District Board of Trustees	▶ Name <u>Erica Pezold</u> (Last, First) Alternate, if any <u>None</u> (Last, First)	▶ <u> </u> Appt Date 2 years Length of Term	▶ Per Meeting: \$ <u>100</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☒ \$1,001-\$2,000 ☐ <u> </u> Other
Orange County Fire Authority Board of Directors	▶ Name <u>Joshua Sweeney</u> (Last, First) Alternate, if any <u>None</u> (Last, First)	▶ <u> </u> Appt Date undefined Length of Term	▶ Per Meeting: \$ <u>100</u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☒ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ <u> </u> Other
	▶ Name <u> </u> (Last, First) Alternate, if any <u> </u> (Last, First)	▶ <u> </u> Appt Date <u> </u> Length of Term	▶ Per Meeting: \$ <u> </u> ▶ Estimated Annual: ☐ \$0-\$1,000 ☐ \$2,001-\$3,000 ☐ \$1,001-\$2,000 ☐ <u> </u> Other

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.

Signed by: <u>Jennifer Lee</u> Signature of Agency Head or Designee 2468BDE0C10E4B9...	<u>Jennifer Lee</u> Print Name	<u>City Clerk</u> Title	<u>01/15/2025</u> (Month, Day, Year)
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Comment: _____

Print

Clear

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

From: Veronica Ruiz <vruiz@cjpia.org>
Sent: Monday, February 3, 2025 9:00 AM
To: Jennifer Lee
Subject: California JPIA Yearly Board of Directors Certification



CALIFORNIA
J · P · I · A

*Providing innovative risk management solutions
for our public agency partners*

INTEGRITY
EXCELLENCE
INNOVATION
TEAMWORK

Board of Directors Certification

Jennifer L Lee, City Clerk
Laguna Hills

Dear Jennifer L Lee:

Each year, the California JPIA asks members to certify their designated California JPIA Director and Alternate(s) prior to the Annual Board of Directors meeting. The date and location of this year's Annual Board of Directors meeting can be found [here](#).

If required by your agency, California JPIA Director and Alternate(s) appointments should be placed on your governing body's agenda to ensure the certification is updated prior to the annual meeting. The California JPIA Director must be a member of your agency's governing body. However, multiple Alternates may be selected and the Alternate(s) may be elected officials or agency staff members.

If you have not done so, please forward us your Notice of Reorganization with your current governing body and your appointments for the California JPIA Director and Alternate(s). You may click the button below to certify your agency's Director and Alternate(s).

Certification of Voting Director and Alternate(s)

We appreciate your assistance and look forward to representation by your agency at the Board of Directors meeting. Registration will be made available in the coming months.

Please complete all updates as soon as possible. If you have questions or need assistance with the Board of Directors Certification, please contact me at vruiz@cjpia.org or (562) 467-8736.

Best regards,

Veronica

Veronica Ruiz, CMC

Agency Clerk

California Joint Powers Insurance Authority

8081 Moody Street

La Palma, CA 90623

Phone: (562) 467-8736

Email: vruiz@cjpia.org



City of Laguna Hills City Council / Planning Agency Staff Report

Date: February 11, 2025
To: Mayor and Council Members
From: Joshua Sweeney, Mayor
Issue: Membership in the United States Conference of Mayors

Recommendation: Mayor Sweeney recommends that the City Council direct staff to submit an application for membership in the United States Conference of Mayors.

Background:

In accordance with City Council Policy 120, Mayor Sweeney added this item to the agenda.

I would like to bring your attention to an important opportunity for our city to engage at the national level with other cities across the United States. The United States Conference of Mayors (USCM) is a non-partisan organization that represents cities with populations of 30,000 or more, and I believe joining this esteemed body would be valuable for our city and its leadership.

The USCM has a long and impactful history, founded in 1933 during the Great Depression, and has since played a critical role in advocating for cities across the country. From working directly with Congress and the White House to securing crucial federal support like the \$65.1 billion allocated to cities through the American Rescue Plan, the USCM has been a powerful advocate for the needs of municipalities. The USCM also serves as a platform for mayors to share best practices and tackle pressing issues facing cities today.

Membership offers several key benefits:

- **Advocacy:** Direct engagement with federal policymakers on issues that affect our

city.

- **Networking:** Opportunities to connect with mayors from other cities and the nation's leading businesses.
- **Promotion of Our City:** Access to resources to help share our city's story and accomplishments on the national stage.
- **Best Practices:** The chance to learn from other cities and gain access to grant and award programs that support innovative initiatives.

Additionally, the USCM holds two major meetings each year that are open to all mayors:

- **Annual Meeting:** Held in June or early July in a designated member city. Its primary purpose is to adopt policy resolutions that guide the advocacy work of the organization.
- **Winter Meeting:** Held in late January in Washington, D.C. This meeting focuses on engaging with the White House, the current administration, and Congress to discuss the priorities of America's mayors.

The Conference also holds two **Leadership Meetings** each year for the elected and appointed leadership of the organization:

- One is held in the fall, and the other in winter. These meetings focus on developing strategy, engaging with top-level officials, and identifying emerging issues. Additional meetings are scheduled throughout the year, with notifications sent to member mayors and their staff.

By joining the USCM, we can ensure that our city's voice is heard in important national conversations and that we have access to the resources and support needed to grow and thrive. I believe this is a valuable opportunity for us to strengthen our city's leadership and advocate effectively for the needs of our residents.

Fiscal Impact:

For cities with populations between 30,000 and 49,999, the annual membership dues are \$3,953. Membership dues increase by 3% annually through 2029, and all dues are billed on a calendar or fiscal year basis.

In addition to the membership fees, there are travel expenses associated with

attending these meetings, including flights, hotel accommodations, and other related costs. While these are variable, it's important to factor them into the overall budget for participation in the USCM.

Attachments:

1. United States Conference of Mayors Membership Information



The voice of America's Mayors in Washington since 1932.

The United States Conference of Mayors is the official non-partisan organization of cities with populations of 30,000 or more. There are over 1,400 such cities in the country today. Each city is represented in the Conference by its chief elected official, the mayor.

The United States Conference of Mayors was born out of the Great Depression. It was in 1932 that Detroit Mayor Frank Murphy invited the nation's mayors to his city to confront common problems caused by this dark time in our history. Twenty-nine mayors gathered and, together, they called for Congress to provide relief, which Congress and the White House passed. That first meeting galvanized the mayors to formalize their conference, and in February 1933 they did so in Washington, D.C. As it is today, the Conference continues to be a leading voice of cities in our nation's capital.

Throughout our history, it is the nation's mayors to whom people look for leadership. We were early leaders in the civil rights movement, so much so, that John F. Kennedy introduced the pillars of the Civil Rights Act at our Annual Meeting, shortly before he was assassinated. When the U.S. withdrew from the Kyoto Protocols, we organized mayors to call for a reduction of greenhouse gas emissions to pre-1990 levels. When the COVID-19 pandemic hit our country, it was the leadership of the Conference that worked to secure \$65.1 billion for all cities through the American Rescue Plan.

Membership in the United States Conference of Mayors is an important way cities across the United States stay connected with each other and engaged with issues at the national level. Full members of the Conference are entitled to participate in our policy-shaping process and are eligible for our grant and award programs. They also receive discounts for meeting registration and other preferred benefits.

The Conference is a strong forum for you—and all mayors—to advocate for the needs of your citizens and government. It's where you can share ideas with other mayors and learn about the best practices and policies being implemented to help move our country forward.

The Conference to this day is a nonpartisan forum where mayors engage directly with the President and Congress on the most pressing issues of the day. Democrats, Republicans, and Independents come together to get things done. Mayors of large cities, small cities, center cities, and suburbs work side-by-side to solve, improve, create, and effect positive change.

Benefits of Membership



Advocacy

As the leading voice for cities in our nation's capital, the Conference brings together mayors from across the country to engage with the White House, Administration, and Congress to ensure that federal policy addresses the priorities of cities. Mayors have an opportunity to participate in this important work by attending our Winter and Annual Meetings, joining our Hill visits, and serving on our Standing Committees where the Conference's policy priorities are shaped.



Networking

Serving as mayor is like no other job in the world. Through the Conference you can connect, network, and share with other mayors. You can also partner with the nation's leading businesses through our Mayors Business Council to create opportunities for your city. The Conference's vast array of virtual meetings, webinars and in-person events offer formal and informal opportunities for you to grow your network — providing support, insight, and camaraderie for years to come.



Promote Your City

As a member, you have access to the Conference's communications resources to help tell your city's story. The Conference regularly inserts mayors into the national conversation both through earned media campaigns and comprehensive digital initiatives. Additionally, the Conference offers tactical support and strategic counsel to your communications team to help promote the great things you are doing in your city and elevate your voice.



Best Practices

The Conference offers an unparalleled platform for mayors to share best practices on how they are tackling challenges in a variety of issue areas. These are collected and showcased in a range of reports, surveys, forums, and on our website. In addition, our awards program allocates more than \$1 million dollars in grants every year. These awards not only provide critical funding for new initiatives, but they also celebrate your city's creative and innovative solutions.



City of Laguna Hills City Council / Planning Agency Staff Report

Date: February 11, 2025
To: Mayor and Council Members
From: Jared Mathis, Council Member
Erica Pezold, Council Member
Issue: Discussion on SCAQMD Proposed Amended Rules 1111 and 1121

Recommendation: Council Member Mathis and Council Member Pezold recommend that the City Council review and discuss the South Coast Air Quality Management District's (SCAQMD) Proposed Amended Rules 1111 and 1121, and, if deemed appropriate, direct staff to draft a resolution or comment letter expressing opposition.

Background:

In accordance with City Council Policy 120, Council Member Pezold and Council Member Mathis added this item to the agenda.

The City has been made aware of the South Coast Air Quality Management District's (SCAQMD) Proposed Amended Rules 1111 and 1121. These rules pertain to residential furnaces and small water heaters. The Orange County Council of Governments (OCCOG) has already received briefings from AQMD staff on these rules and subsequently voted to oppose them in their current form. Attached for the City Council's consideration are a draft resolution and comment letter for potential use as well as the letter submitted to SCAQMD by the OCCOG.

Fiscal Impact:

Unknown.

Attachments:

1. OCCOG Comment Letter to SCAQMD
2. Rules 1111 and 1121 Draft Resolution Example
3. Rules 1111 and 1121 Draft City Comment Letter Example



Orange County Council of Governments

Orange County Council of Governments (OCCOG)
3972 Barranca Parkway, Ste. J127
Irvine, CA 92606

info@occog.com

December 16, 2024

Hon. Vanessa Delgado, Chair
South Coast Air Quality Management District Governing Board
21865 Copley Dr.
Diamond Bar, CA 91765

Dear Chair Delgado and Governing Board members -

The Orange County Council of Governments (OCCOG) has just recently been made aware of two proposed rules being advanced by the South Coast Air Quality Management District (SCAQMD) for consideration by the Governing Board. On behalf of the OCCOG Board of Directors, we regret to inform you that we are opposed to Proposed Amended Rules (PAR) 1111 and 1121. We urge you to defer consideration of these rules in order to allow SCAQMD Governing Board members and staff to have sufficient time to receive additional information, data, input, and dialogue from the numerous stakeholders potentially impacted by this proposed rule.

OCCOG has significant concerns regarding the scale of the mechanical, electrical, plumbing, and other requirements necessary to comply with retrofits of existing commercial buildings, single-family homes and multifamily residential properties, as well as the dramatic cost implications to thousands of families who call Orange County home.

It is highly likely that if Rules 1111 and 1121 are adopted by the Governing Board, the high costs of compliance will force the owners of older multifamily properties to sell or redevelop their properties, subsequently resulting in a dramatic reduction in the availability of affordable housing across the region.

OCCOG shares your commitment to clean air and water and other quality of life benefits that draw and retain the residents and business owners who live here. However, the current versions of PAR 1111 and 1121 will impact job creation and increase the cost of living in our region.

We urge the SCAQMD Governing Board to delay consideration/adoption of PAR 1111/1121 to allow time for a more robust public outreach process that we ensure residents are properly informed and that questions regarding cost, technology, and the availability of potential incentives are able to be addressed. If you have any questions about OCCOG's position on this matter, please contact myself at (949) 698-2856 or by email at marnie@occog.com.



Orange County Council of Governments

Orange County Council of Governments (OCCOG)
3972 Barranca Parkway, Ste. J127
Irvine, CA 92606

info@occog.com

Sincerely,

Marnie O'Brien Primmer
Executive Director

OPPOSITION TO SCAQMD RULES 1111 AND 1121 DRAFT MOTION

WHEREAS: The South Coast Air Quality District (SCAQMD) is a regional air pollution control agency representing Los Angeles, Orange, Riverside and San Bernardino counties with responsibility for regulating stationary sources of air pollution;

WHEREAS: The SCAQMD is considering two rules that would have a significant impact on up to 17 million South Coast homeowners, renters and businesses: Rule 1111 would regulate air emissions from gas-powered central furnaces; and Rule 1121 would regulate air emissions from residential-type, natural gas-powered water heaters;

WHEREAS: Rules 1111 and 1121 would impose \$20-plus billion in costs to consumers while providing minimal measurable air quality benefits for the four-county SCAQMD service area;

WHEREAS: These two rules would ban the use of natural gas-powered furnaces and water heaters in new construction, taking effect in 2026, further elevating construction costs and housing prices, thereby putting homeownership even further out of reach for many Southern Californians. These rules would phase out existing natural gas furnaces and water heaters in existing single family homes, multi-family housing, and businesses in 2027;

WHEREAS: Housing affordability throughout California is and will remain a top public policy priority for (CITY) for the foreseeable future. Local governments are being pressured to build more housing – specifically, housing that people can afford. Any regulations that increase these costs deserve careful scrutiny to ensure that the increased costs are met with an equal or greater amount of benefit to the consumer;

WHEREAS: Unlike most SCAQMD rules that regulate large stationary sources of air pollution like oil refineries and warehouses, Rules 1111 and 1121 specifically target individual homeowners, apartment buildings, and businesses large and small – meaning that the costs of these two rules will be directly borne by hard-working families and business owners;

WHEREAS: Rules 1111 and 1121 would require apartment owners, homeowners and businesses to invest not only in expensive all-electric furnaces and water heaters but would also necessitate that they retrofit homes and businesses with expensive electrical panel upgrades, extensive new plumbing, and physical renovations to accommodate compliant units – further raising the cost of new housing and likely pricing many potential homeowners and renters out of an already expensive market.

WHEREAS: For apartment owners, the mandate to replace natural gas water heaters and furnaces with all-electric units is incredibly expensive. These significant costs will

be passed down to tenants – leading to rent increases and placing additional financial pressure on renters in a region already struggling with housing affordability.

WHEREAS: The SCAQMD’s water heater and furnace mandates will impose a significant increase in electricity demand on California’s electric grid. Transitioning to all-electric water heaters and furnaces means increased demand on an electric grid that has not proven capable of consistently meeting existing demand. Water heaters and furnaces are essential elements in any house, apartment or business. Millions of new electric water heaters and furnaces would draw power from the grid and raise the risk of power brownouts or outages.

BE IT THEREFORE RESOLVED,

1. Rules 1111 and 1121 will have a profound impact and impose significant costs on millions of Southern California homeowners, renters and businesses who are already struggling to make ends meet while providing minimal air quality benefit;
2. The City of (NAME) opposes Proposed Amended Rules 1111 and 1121 and urges the SCAQMD to indefinitely delay or cease consideration of these two anti-consumer regulations immediately.

DATE, 2025

Hon. Vanessa Delgado, Chair
South Coast Air Quality Management District Governing Board
21865 Copley Dr.
Diamond Bar, CA 91765

Dear Chair Delgado and Governing Board members -

The City of XXXXX has just recently been made aware of two proposed rules being advanced by SCAQMD staff for consideration by your Governing Board. On behalf of our city's residents, business owners, organizations and city employees, we are conveying our opposition to Proposed Amended Rules 1111 and 1121 and urge you to defer consideration of these rules to allow SCAQMD Governing Board members and staff to receive additional information, data, input and dialogue from the numerous stakeholders potentially impacted by this proposed rule.

We have significant concerns regarding the scale of the mechanical, electrical, plumbing and other requirements necessary to comply with retrofits of existing commercial buildings, single family homes and multifamily residential properties, as well as the dramatic cost implications to thousands of families who call XXXXX home.

We believe it is highly likely that if Rules 1111 and 1121 are adopted by the Governing Board, the high costs of compliance will force the owners of older multifamily properties to sell or redevelop their properties, subsequently resulting in a dramatic reduction in the availability of affordable housing in our city and across the region.

Our City Council shares your commitment clean air and water and other quality of life benefits that draw and retain the residents and business owners who live here. However, the current versions of PAR 1111 and 1121 will deliver consequences that will lead to a variety of negative impacts, impacting jobs and increasing the cost of living in our region.

We urge the SCAQMD Governing Board to delay consideration/adoption of PAR 1111/1121 to allow District staff to better inform the millions of Southern California residents of these proposed rules and to address the many unanswered questions regarding cost, technology, and the availability of potential incentives.

Sincerely,



City of Laguna Hills City Council / Planning Agency Staff Report

Date: February 11, 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:

There were no recent meetings or events attended by the City Council for their City Council Committee Assignments.

Fiscal Impact:

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

Attachments:

None