



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, March 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, March 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, March 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: Elder Clay Wilemon of Christ Community Church

Pledge of Allegiance: Council Member Mathis

Roll Call of City Council Members

1. Presentations and Proclamations

1.1 Laguna Hills High School Student Liaison Report

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

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 February 25, 2025, Regular Meeting

Recommendation: That the City Council approve the City Council Minutes for the February 25, 2025, Regular Meeting.

4.3 Ratification of March 11, 2025 Warrant Register

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from February 14, 2025, to February 27, 2025, in the amount of \$722,143.75.

4.4 Excused Absence Request from Mayor Pro Tempore Don Caskey for the February 11, 2025, and February 25, 2025, City Council Regular Meetings

Recommendation: That the City Council approve an excused absence request from Mayor Pro Tempore Caskey for the February 11, 2025, and February 25, 2025, City Council regular meetings for medical reasons.

4.5 2025 Memorial Day Half Marathon, 5K, and 10K Honoring the USMC Darkhorse Battalion Pre-Event Report

Recommendation: That the City Council receive and file the 2025 Memorial Day Half Marathon, 5K, and 10K pre-event report.

4.6 I-5 South County Widening Project: Request for Paving Avenida de la Carlota

Recommendation: That the City Council approve the draft letter for the Mayor's signature to Caltrans and the Orange County Transportation Authority requesting that Avenida de la Carlota be repaved and that the parkway area be landscaped prior to the closeout of the I-5 South County Widening Project.

Items Removed from the Consent Calendar

5. Planning Agency

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

6. City Council Public Hearings

7. Administrative Reports

7.1 City Manager

7.2 Finance Director

7.2.1 Management and Part-Time Job Titles and Salary Updates

Recommendation: That the City Council adopt a Resolution entitled "A Resolution of the City Council of the City of Laguna Hills, California, Regarding Employment and Amending Job Descriptions and Salary Ranges for Management and Part-Time Classifications of Employment with the City."

8. Matters Agendized and Presented by City Council Members

9. City Council Member Committee Reports

9.1 Committee Assignment Reports

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

10. City Council Member Comments

Adjournment

The next Regular Meeting of the City Council/Planning Agency will be March 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 March 7, 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 City Council / Planning Agency Staff Report

Date: March 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, March 25, 6:00 p.m., Laguna Hills Civic Center Council Chamber

Tuesday, April 8, 6:00 p.m., Laguna Hills Civic Center Council Chamber

Events, Communication, Beautification Committee Meeting

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

Traffic Commission Meeting

Wednesday, March 19, 6:00 p.m., Laguna Hills Civic Center Council Chamber

Parks and Recreation Commission Meeting

Wednesday, April 2, 6:00 p.m., Laguna Hills Civic Center Council Chamber

Events:

[Excursion to La Brea Tar Pits & Museum](#)

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

Friday, March 7, 8:00 a.m. – 7:00 p.m., meet at Laguna Hills Community Center

[Excursion to Getty Center and Walking Tour](#)

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

Sunday, March 23, 9:00 a.m. – 7:00 p.m., meet at Laguna Hills Community Center

Excursion to 3rd Annual Citrus Festival

(pre-registration required, \$25 residents; \$30 non-residents)

Saturday, April 5, 9:00 a.m. – 6:00 p.m., meet at Laguna Hills Community Center

Hopping Hills

Saturday, April 12, 9:00 a.m. – 12:00 p.m., Town Green at Laguna Hills Community Center

Attachments:

1. Event Flyer(s)

Excursion to La Brea Tar Pits & Museum



LA BREA
TAR
PITS
& MUSEUM

Join the group on the van for a visit to one of the world's most famous fossil localities, where more than 100 excavations have been made! La Brea Tar Pits have been identified by the International Union of Geological Sciences (IUGS) as the richest Pleistocene (“Ice Age”) fossil site on Earth, and as the key paleontological site that has shaped the understanding of this time-period for both scientists and the public. Over time, this area has been ancient forest and savannah, ranch land and oilfield, Mexican land grant, and Los Angeles County Park. The murky sludge in the middle of modern Los Angeles trapped and made fossils out of thousands of creatures, as small as bees and as big as Mammoths. Bring plenty of water, snacks and a sack lunch or purchase at food vendor nearby. Participants meet at the Laguna Hills Community Center where City staff will provide transportation. **No refunds or transfers for this event.**

Class# 1613

3/16 8:00AM-7:00PM Sunday

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

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

www.lagunahillsca.gov

Excursion to Getty Center & Walking Tour



Let us do the driving for you to the Getty Center in Los Angeles! The Getty Center offers unique experiences for people of all ages. Discover the unique architecture and gardens of the Getty Center in a 45-minute walking tour while taking in spectacular views. On your own view the art collection, changing exhibits, and outdoor art that reaches across European and American history – from medieval times to the present. Bring a sack lunch from home or purchase food at the Getty Center. Sign up today, space is limited! Participants meet at the Laguna Hills Community Center where City staff will provide transportation. **No refunds or transfers for this event.**

Class #1610

3/23 9:00AM-7:00PM Sunday

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

Like us on  at www.facebook.com/lagunahillscscc

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

Excursion to 3rd Annual Citrus Festival



Come enjoy a day of fun as we celebrate the height of the citrus season by visiting the California Citrus State Historic Park in Riverside for their 3rd Annual Citrus Festival. The Citrus Festival will feature a variety of citrus tastings, cultural and educational booths, craft vendors, cooking demonstrations, live music, hands-on activities, and an array of food and beverages options. California Citrus State Historic Park is an open-air museum that interprets the historic cultural landscape of the citrus industry. The park covers over 250 acres and features groves of citrus trees, historic buildings, interpretive exhibits, guided tours, and opportunities for recreation such as picnicking and hiking. Sign-up today, space is limited! Participants meet at the Laguna Hills Community Center where City staff will provide transportation. **No refunds or transfers for this event.**

Class# 1579

4/5 9:00AM-6:00 PM Saturday

Fee: Resident \$25, Non-Resident \$30

Like us on  at www.facebook.com/lagunahillscs

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

Hoppin' Hills



Join the Laguna Hills Community Services Team for a morning of FREE spring-themed fun! We will have donuts, photo opportunities, crafts, a magician, and more!

SATURDAY, APRIL 12

9 am - 11 am

**Town Green at the Laguna Hills
Community Center and Sports Park**

lagunahillsca.gov
949.707.2680



**City of Laguna Hills
City Council / Planning Agency
Regular Meeting
Minutes
Tuesday, February 25, 2025**

Closed Session - Convening at 5:00 PM

Call to Order

The meeting was called to order at 5:00 p.m. by Mayor Sweeney.

Roll Call of City Council Members

Present:

Mayor Joshua Sweeney
Council Member Erica Pezold, arrived at 5:01p.m. Caskey
Council Member Jared Mathis
Council Member Dave Wheeler

Absent:

Mayor Pro Tempore Don

Announcement of Closed Session Item(s)

A. Conference with Legal Counsel - Anticipated Litigation

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

Public Comments

There were no public comments on the closed session items.

Adjourn to City Council Conference Room or City Council Chamber

Convene into Closed Session

The City Council convened into closed session to consider the matters listed above.

Reconvene to City Council Chamber

Recess

General Business Convening at 6:00 PM

Call to Order

The meeting was called to order at 6:00 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

Invocation: Traffic Commissioner Miller

Pledge of Allegiance: Council Member Wheeler

Closed Session Report

A. Conference with Legal Counsel - Anticipated Litigation

Pursuant to California Government Code Section 54956.9

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

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

1. Presentations and Proclamations

1.1 Laguna Hills High School Student Liaison Report

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

1.2 Proclamation for American Red Cross Month

The City Council issued a Proclamation declaring March 2025 as "American Red Cross Month" and Mayor Sweeney presented the Proclamation to American Red Cross Southern California Orange County Representative and Laguna Hills resident Carol Gefis.

1.3 2024 Laguna Hills Deputy of the Year

Mayor Sweeney and Captain Burk presented a Certificate of Recognition to Deputy Michael Rodriguez, the 2024 Laguna Hills Deputy of the Year.

1.4 Laguna Hills Chamber of Commerce Report on Business Retention and Attraction Services

The City Council received a presentation from Laguna Hills Chamber of Commerce President Christina Kennedy on recent business retention and attraction services.

2. Schedule of Future Events

2.1 Schedule of Future Events

Deputy City Clerk McDonald announced the upcoming meetings and events.

3. Public Comments

The following individual(s) provided public comments on non-agendized items:
Rigo Santana

4. Consent Calendar

The following individuals submitted an electronic public comment opposing Consent Calendar Item No. 4.6 that was received, forwarded to the City Council prior to the meeting, posted on the City's website, and announced into the record by City Clerk Lee:

David Martinez	Martin Schwab	Roger Gordon
Susan Mattisinko	Kardena Pauza	Ginger Osborne
Patricia De Launay	Gary Stewart	Ron Askeland
Gina Santos	Kian Chou	Michael Rochmes
Howard Schwid	Lamar Kirchhevel	Dominic Bendinelli
Ryan Berglas	Fran Delaney-Barron	Marilyn Palomino
Vivianna Goh	Nathan Taft	Dylan Plummer on behalf of the Sierra Club

A motion to approve the balance of the Consent Calendar with Council Member Wheeler removing Item No. 4.7, Item No. 4.8 and Item No. 4.9 was moved by Council Member Pezold, seconded by Council Member Wheeler.

Roll Call Vote 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 February 11, 2025, Regular Meeting

Recommendation: That the City Council approve the City Council Minutes for the February 11, 2025, Regular Meeting.

4.3 Ratification of February 25, 2025 Warrant Register

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from January 31, 2025, to February 13, 2025, in the amount of \$1,179,456.46.

4.4 Treasurer's Investment Report for January 2025

Recommendation: That the City Council receive and file the Treasurer's Investment Report for the month of January 2025.

4.5 Second Reading and Adoption of Introduced Ordinance Relating to Unlawful Use of the Official City Seal

Recommendation: That the City Council: 1) Adopt 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."

4.6 Resolution Opposing SCAQMD Proposed Amended Rules 1111 and 1121

Recommendation: That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, Opposing SCAQMD Proposed Amended Rules 1111 and 1121."

4.10 Development Application Status Report

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

Items Removed from the Consent Calendar

4.7 City of Laguna Hills Local Hazard Mitigation Plan Adoption

Recommendation: That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills Adopting the Laguna Hills Local Hazard Mitigation Plan."

Mayor Wheeler removed Item 4.7 from the Consent Calendar to allow for discussion on the item.

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

Roll Call Vote 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 Proposed T-Ball Infield Installation at Costeau Park

Recommendation: That the City Council direct the Public Works Director to install an infield at the existing backstop area at Costeau Park for "T-Ball" play.

Council Member Wheeler removed Item No. 4.8 from the Consent Calendar to allow for discussion on the item.

At Mayor Sweeney's request, Dan Mandel, Laguna Hills Little League representative, provided information on the item.

A motion to continue the item to a future meeting was moved by Council Member Wheeler and received no second. As a result, no action was taken on this motion.

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

Roll Call Vote Result: Passed

Yes 3, No 1, Abstained 0

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

Nays: Council Member Wheeler

Abstain: None

4.9 Laguna Hills Civic Center Termite Fumigation

Recommendation: That the City Council: 1) Find and determine it is appropriate to waive formal bidding requirements of the Laguna Hills Municipal Code (LHMC) for the award of termite fumigation services due to the following reasons: a) No bids or proposals were received through the formal bid process (LHMC Section 3-08.090(G)); b) A reasonable attempt has been made to obtain informal bids or proposals; and c) It has been determined by the Purchasing Officer that three bids

or proposals cannot be obtained (LHMC Section 3-08.110(C)); 2) Approve and award the Work Order Agreement with Western Exterminator Company; and 3) Authorize the City Manager to execute the Work Order Agreement.

Council Member Wheeler removed Item No. 4.9 from the Consent Calendar to allow for discussion on the item.

Public Works Director/City Engineer Ames responded to Council Member requests for additional information.

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

Roll Call Vote Result: Passed

Yes 3, No 1, Abstained 0

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

8. Matters Agendized and Presented by City Council Members

There were no matters agendized by City Council Members.

9. City Council Member Committee Reports

9.1 Committee Assignment Reports

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

10. City Council Member Comments

Mayor Sweeney

Mayor Sweeney reported on Mayor Pro Tempore Caskey's expected return.

Mayor Sweeney reported on the recent grand opening for MAC Flooring & Interiors located on Avenida de la Carlota.

Mayor Sweeney reported on the recent Westminster Police Department's 2024 Promotion and Awards Ceremony.

Mayor Sweeney recognized and expressed gratitude for the Orange County Sheriff's Department and Orange County Fire Authority.

Adjournment

There being no further business before the City Council at this session, Mayor Sweeney declared the meeting adjourned at 7:19 p.m.

Jennifer Lee, City Clerk

ATTEST:

Joshua Sweeney, Mayor

Approved at meeting of March 11, 2025.



City of Laguna Hills City Council / Planning Agency Staff Report

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

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from February 14, 2025, to February 27, 2025, in the amount of \$722,143.75.

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 February 14, 2025, to February 27, 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 \$722,143.75.

Attachments:

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



City of Laguna Hills, CA

Warrant Register - March 11, 2025

By Check Number

Date Range: 02/14/2025 - 02/27/2025

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Regular				
4759	A-0138	ALL CITY MANAGEMENT, INC.	02/18/2025	7,199.36
4760	A-0320	AMTEC	02/18/2025	600.00
4761	A-0392	AQUATICO	02/18/2025	795.00
4762	A-0365	AT&T	02/18/2025	366.47
4763	B-0222	BILL'S SOUND AND SECURITY	02/18/2025	420.00
4764	C-1133	CALIFORNIA YELLOW CAB	02/18/2025	984.00
4765	C-1144	CHARLES ABBOTT ASSOCIATES, INC	02/18/2025	22,710.30
4766	C-0324	CITY OF MISSION VIEJO	02/18/2025	84,884.63
4767	C-1181	CIVICPLUS, LLC	02/18/2025	16,903.95
4768	D-0461	DATA TICKET, INC.	02/18/2025	851.20
4769	G-0868	GLASER WEIL FINK HOWARD AVCHEN & SHAPIRO LLP	02/18/2025	4,462.50
4770	Z-CD-0122	HOME DEPOT	02/18/2025	258.09
4771	M-1609	MITSUBISHI ELECTRIC US, INC.	02/18/2025	487.40
4772	M-1388	MOBILE MINI, INC.	02/18/2025	341.83
4773	M-1302	MOULTON NIGUEL WATER DISTRICT	02/18/2025	9,478.19
4774	C-1003	ORANGE COUNTY TREASURER-TAX COLLECTOR	02/18/2025	2,415.50
4775	S-1902	SAN DIEGO GAS AND ELECTRIC	02/18/2025	11,753.32
4776	S-1904	SOUTHERN CALIFORNIA EDISON	02/18/2025	14,870.31
4777	S-1904	SOUTHERN CALIFORNIA EDISON	02/18/2025	5,751.91
4778	O-1575	SOUTHERN CALIFORNIA NEWS GROUP	02/18/2025	307.87
4779	S-2250	SPARKLETTS	02/18/2025	249.80
4780	S-2308	SPECTRUM SPORTS MANAGEMENT, INC.	02/18/2025	10,000.00
4781	S-2342	STAY DOPE HAVE HOPE LLC	02/18/2025	1,040.00
4782	R-1888	THE RITZ COMPANIES	02/18/2025	12,857.13
4783	T-2712	TOTAL SOURCE OFFICEWORKS	02/18/2025	1,131.42
4784	A-0349	A SOURCE OF PRIDE	02/21/2025	315.76
4785	A-0365	AT&T	02/21/2025	31.73
4786	Z-CS-0500	BARRERA GUILLERMO	02/21/2025	500.00
4787	C-1144	CHARLES ABBOTT ASSOCIATES, INC	02/21/2025	44,245.77
4788	C-1182	CONTEMPORARY SERVICES CORPORATION	02/21/2025	741.00
4789	C-1222	COUNTS UNLIMITED, INC.	02/21/2025	1,200.00
4790	C-1122	CROSTOWN ELECTRICAL AND DATA, INC.	02/21/2025	10,703.05
4791	D-0583	DMS FACILITY SERVICES, LLC	02/21/2025	103,990.00
4792	E-0554	ECONOMICS, INC.	02/21/2025	28,480.81
4793	Z-CS-0374	ELIZABETH HERNANDEZ	02/21/2025	500.00
4794	H-0829	HARTZOG AND CRABILL, INC.	02/21/2025	9,523.17
4795	H-0960	HR GREEN PACIFIC, INC.	02/21/2025	46,531.25
4796	I-0985	INTL ASSOC OF CHIEFS OF POLICE	02/21/2025	220.00
4797	I-0942	IRVINE RANCH WATER DISTRICT	02/21/2025	332.58
4798	J-1057	JAMEY CLARK, INC.	02/21/2025	5,104.44
4799	R-1977	RJ ELECTRIC	02/21/2025	44,600.68
4800	S-1902	SAN DIEGO GAS AND ELECTRIC	02/21/2025	33,386.24
4801	S-2060	SAN DIEGO NATURAL HISTORY MUSEUM	02/21/2025	1,031.80
4802	S-2332	SANTA MARGARITA PLUMBING AND AIR	02/21/2025	495.00
4803	S-2331	SKYLINE PEST CONTROL	02/21/2025	360.00
4804	S-2330	SOCALGAS	02/21/2025	874.03
4805	S-2299	SPECIALTY MOWING SERVICES, INC.	02/21/2025	9,424.00
4806	V-2224	VERIZON WIRELESS	02/21/2025	1,057.73
4807	W-2451	W.G. ZIMMERMAN ENGINEERING, INC.	02/21/2025	3,161.25
4808	W-2337	WEST COAST ARBORISTS, INC.	02/21/2025	12,724.35
4809	A-0138	ALL CITY MANAGEMENT, INC.	02/27/2025	8,999.20
4810	Z-CS-0501	BRIANDY GUERRA	02/27/2025	500.00
4811	C-1177	CANON FINANCIAL SERVICES, INC.	02/27/2025	1,274.24

Warrant Register - March 11, 2025

Check Number	Vendor Number	Vendor Name
4812	D-0575	DOG WASTE DEPOT
4813	H-0934	HOME DEPOT
4814	L-1396	LAUTZENHISER'S STATIONERY, LLC
4815	M-1388	MOBILE MINI, INC.
4816	M-1302	MOULTON NIGUEL WATER DISTRICT
4817	S-1904	SOUTHERN CALIFORNIA EDISON
4818	S-2295	SOUTHERN COMPUTER WAREHOUSE
4819	S-2250	SPARKLETTS
4820	S-1980	STATE DEPARTMENT OF JUSTICE ACCOUNTING OFFICE
4821	T-2717	TAIT & ASSOCIATES, INC
4822	T-2712	TOTAL SOURCE OFFICEWORKS
4823	W-2452	WSP USA ENVIRONMENT AND INFRASTRUCTURE INC

Date Range: 02/14/2025 - 02/27/2025

Payment Date	Payment Amount
02/27/2025	673.33
02/27/2025	21.52
02/27/2025	1,502.90
02/27/2025	225.71
02/27/2025	10,215.21
02/27/2025	133.81
02/27/2025	84,998.38
02/27/2025	323.24
02/27/2025	32.00
02/27/2025	3,241.25
02/27/2025	105.43
02/27/2025	9,661.40
Total Regular:	692,562.44

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Bank Draft				
DFT0003056	H-0966	HIGH LEVEL SECURITY SOLUTIONS, INC.	02/27/2025	7,224.00
DFT0003063	U-2170	US BANK CORPORATE PAYMENT SYSTEMS	02/19/2025	22,357.31
Total Bank Draft:				29,581.31

Bank Code 1 - General Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	94	65	0.00	692,562.44
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	17	2	0.00	29,581.31
EFT's	0	0	0.00	0.00
	111	67	0.00	722,143.75

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	94	65	0.00	692,562.44
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	17	2	0.00	29,581.31
EFT's	0	0	0.00	0.00
	111	67	0.00	722,143.75

Fund Summary

Fund	Name	Period	Amount
998	Pooled Cash & Investments	2/2025	722,143.75
			722,143.75



City of Laguna Hills, CA

Payables Detail Report

By Fund

Payment Dates 02/14/2025 - 02/27/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
Fund: 100 - General Fund					
02/18/2025	AT&T	000022997024	Alarm, Com Ctr & City Hall Lines, 1/7/25 - 2/6/25	100-195-630000	211.39
02/18/2025	AT&T	000022997024	Alarm, Com Ctr & City Hall Lines, 1/7/25 - 2/6/25	100-310-630100	155.08
02/18/2025	SOUTHERN CALIFORNIA NEWS	0011715015	Legal Advertising, Jan '25	100-155-624001	307.87
02/18/2025	STAY DOPE HAVE HOPE LLC	012325	DJ Services, Daddy Daughter Dinner Dance, Balance	100-310-695500	1,040.00
02/18/2025	MOULTON NIGUEL WATER DISTRICT	013025	Utilities - Water, 12/24/24 - 1/27/25	100-355-635000	9,478.19
02/18/2025	SOUTHERN CALIFORNIA EDISON	020325 - Acct #70016247	Utilities - Electric, 12/2/24 - 1/31/25	100-355-631000	135.65
02/18/2025	SOUTHERN CALIFORNIA EDISON	020325 - Acct #70016247	Utilities - Electric, 12/2/24 - 1/31/25	100-356-631400	1,401.19
02/18/2025	SOUTHERN CALIFORNIA EDISON	020325 - Acct #70016247	Utilities - Electric, 1/1/25 - 1/31/25	100-356-631900	4,215.07
02/18/2025	SAN DIEGO GAS AND ELECTRIC	020425	Utilities - Electric, 1/1/25 - 1/31/25	100-356-631400	11,753.32
02/18/2025	SOUTHERN CALIFORNIA EDISON	020625 - Acct #7002345C	Utilities - Electric, 12/2/24 - 1/31/25	100-355-631000	918.54
02/18/2025	SOUTHERN CALIFORNIA EDISON	020625 - Acct #7002345C	Utilities - Electric, 12/2/24 - 1/31/25	100-356-631400	13,951.77
02/18/2025	SPARKLETTS	12194330 012925	Operating Supplies, Comm Ctr, 1/8/25 - 1/27/25	100-310-622005	249.80
02/18/2025	DATA TICKET, INC.	175096	Process Fee, Parking Citations, Jan	100-420-720823	851.20
02/18/2025	SPECTRUM SPORTS MANAGEMENT, INC.	2025-012	Event Mgmt Services, 1/2 Marathon, 2nd Billing	100-310-695507	10,000.00
02/18/2025	CITY OF MISSION VIEJO	21369	Animal Care Services, Jan-Mar '25	100-420-720401	79,764.00
02/18/2025	CITY OF MISSION VIEJO	21372	Homelessness Outreach, Jan '25	100-310-720302	5,120.63
02/18/2025	THE RITZ COMPANIES	225305	Janitorial Services, Jan '25	100-310-721505	12,857.13
02/18/2025	GLASER WEIL FINK HOWARD AVCHEN & SHAPIRO LLP	301606	Professional Services Legal, Jan '25	100-155-700011	4,462.50
02/18/2025	CIVICPLUS, LLC	328002	CivicClerk Annual Fee, 7/1/25 - 2/11/26	100-000-140000	11,269.30
02/18/2025	CIVICPLUS, LLC	328002	CivicClerk Annual Fee, 2/12/25 - 6/30/25	100-195-720050	5,634.65
02/18/2025	AMTEC	3516-02-25	Rebate Report, Bond Issue	100-155-700050	600.00
02/18/2025	AQUATICO	372-279	Fountains/Water Features Maintenance, Feb '25	100-310-645500	795.00
02/18/2025	TOTAL SOURCE OFFICEWORKS	38161	Computer Supplies, Feb '25	100-195-621000	263.98
02/18/2025	TOTAL SOURCE OFFICEWORKS	38183	Office Supplies, Feb '25	100-195-620000	30.99
02/18/2025	TOTAL SOURCE OFFICEWORKS	38183	Operating Supplies, Feb '25	100-195-622000	122.83
02/18/2025	TOTAL SOURCE OFFICEWORKS	38184	Office Supplies, Feb '25	100-155-620000	340.45
02/18/2025	TOTAL SOURCE OFFICEWORKS	38185	Computer Supplies, Feb '25	100-195-621000	373.17
02/18/2025	BILL'S SOUND AND SECURITY	45205	Fire Alarm Inspection/Testing, Jan - Mar '25	100-310-630100	420.00
02/18/2025	MITSUBISHI ELECTRIC US, INC.	516264	Elevator Maintenance, Feb '25	100-310-645500	487.40
02/18/2025	CHARLES ABBOTT ASSOCIATES, INC	68448	Professional Services, Jan '25	100-225-700000	22,710.30
02/18/2025	MOBILE MINI, INC.	9022987313	Storage Rental, Community Center, 1/30/25-2/26/25	100-310-641000	341.83
02/18/2025	ALL CITY MANAGEMENT, INC.	98739	Crossing Guard Services, 1/19/25 - 2/1/25	100-420-720822	7,199.36
02/18/2025	HOME DEPOT	BLDR-0025-2024	BLDR-0025-2024, Permit Refund, REC- 012121-2024	100-000-221011	1.00
02/18/2025	HOME DEPOT	BLDR-0025-2024	BLDR-0025-2024, Permit Refund, REC- 012121-2024	100-000-221012	4.00
02/18/2025	HOME DEPOT	BLDR-0025-2024	BLDR-0025-2024, Permit Refund, REC- 012121-2024	100-000-227001	100.00
02/18/2025	HOME DEPOT	BLDR-0025-2024	BLDR-0025-2024, Permit Refund, REC- 012121-2024	100-000-442000	153.09
02/18/2025	ORANGE COUNTY TREASURER-TAX COLLECTOR	JAN 25	Parking Fee Surcharge, Jan '25	100-420-720823	2,415.50
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 02.06.25	CAPIO Conference Registration, 4/1/25 - 4/4/25	100-155-611000	725.00

Payables Detail Report
Payment Dates: 02/14/2025 - 02/27/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 02.06.25	Microsoft Store, Video Player Extension	100-195-940000	0.99
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 02.06.25	Karak House	100-310-624500	38.27
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (0629) 02.06.25	DJ Services, Daddy Daughter Dinner Dance, Deposit	100-310-695500	286.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 02.06.25	Chevron	100-225-613100	142.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 02.06.25	Intelius	100-225-626000	4.99
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 02.06.25	Intelius	100-225-626000	24.86
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 02.06.25	Intelius	100-225-626000	4.99
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2811) 02.06.25	Door & Window Guard Systems, Inc., 1/19 - 2/18/25	100-225-700000	148.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2829) 02.06.25	Ralphs, Supplies for Fossil Finders	100-310-695504	39.14
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	Fossil Fixers	100-310-611500	250.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	Federal Motor Carrier, DOT Certification	100-310-613100	77.22
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	Shell	100-310-613100	92.01
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	Circle K	100-310-613100	92.01
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	Home Depot	100-310-645500	17.76
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	Vista Paint	100-310-645500	19.24
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	Home Depot	100-310-645500	15.04
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	Home Depot	100-310-646100	15.15
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	Home Depot	100-310-646100	15.15
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	All Star Glass	100-310-646100	129.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	Tuttle Click Ford Lincoln	100-310-646100	215.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	Shell	100-310-646100	15.99
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	Ralphs	100-310-646100	4.30
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2837) 02.06.25	Circle K	100-310-646100	18.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 02.06.25	76 Station	100-355-613100	124.43
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 02.06.25	Chevron	100-355-613100	132.44
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 02.06.25	Home Depot	100-355-622000	246.75
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 02.06.25	Smartlink	100-355-720700	570.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 02.06.25	Norman's Nursery	100-355-720700	1,579.18
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3165) 02.06.25	PYT Sports, Inc.	100-355-910000	1,290.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3405) 02.06.25	Adolfo's Mexican Food	100-155-622000	45.38
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3405) 02.06.25	ChatGPT Subscription, 1/18/25 - 2/18/25	100-155-626000	20.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (3772) 02.06.25	Ralphs	100-310-622005	21.36
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	ACCOC Orientation & Training, Jared Mathis	100-155-611000	150.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Board & Brew, OCCMA	100-155-612000	592.25

Payables Detail Report
Payment Dates: 02/14/2025 - 02/27/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Smart & Final, OCCMA	100-155-612000	96.51
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	ACCOC Sacramento Advocacy Trip	100-155-612002	1,550.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Smart & Final	100-155-622000	205.61
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	BJ's Restaurants	100-155-622000	107.70
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Board & Brew	100-155-622000	122.33
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Board & Brew	100-155-622000	163.68
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Amazon	100-155-622000	185.48
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Roanoke Custom Products	100-195-620000	142.34
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Amazon	100-195-620000	98.67
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Amazon	100-195-620000	27.68
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Amazon	100-195-622000	282.51
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Amazon	100-195-622000	21.11
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Amazon	100-195-622000	7.07
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Uline Shipping Supplies	100-195-622000	404.24
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Amazon	100-195-622000	140.06
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Amazon	100-195-622000	273.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (4849) 02.06.25	Amazon	100-310-622005	185.48
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 02.06.25	CEAOC Annual Dues, 7/1/25 - 12/31/25	100-000-140000	25.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 02.06.25	Amazon, Sony Monitor for Community Development	100-195-940000	542.60
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 02.06.25	Amazon, Sony Monitor for Community Development	100-195-940000	542.60
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 02.06.25	CEAOC Annual Dues, 1/1/25 -	100-355-610000	25.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 02.06.25	CEAOC Meeting, 2/3/2025	100-355-611000	177.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 02.06.25	Amazon	100-355-622000	59.07
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 02.06.25	Home Depot	100-355-622000	37.68
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 02.06.25	Home Depot	100-355-622000	4.46
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 02.06.25	Ansafone Communications	100-355-630000	839.25
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5166) 02.06.25	Tuttle Click Ford Irvine	100-355-646100	118.04
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5958) 02.06.25	ASCAP Music License, 7/1/25 - 12/31/25	100-000-140000	222.50
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5958) 02.06.25	ASCAP Music License, 1/1/25 - 6/30/25	100-310-611500	222.50
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5958) 02.06.25	Joann Stores	100-310-622500	22.36
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (5958) 02.06.25	Dick's Sporting Goods	100-310-622502	32.30
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (6615) 02.06.25	Ralphs	100-310-622005	95.15

Payables Detail Report
Payment Dates: 02/14/2025 - 02/27/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (6615) 02.06.25	Ralphs	100-310-622005	75.57
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (6976) 02.06.25	PDAOC Annual Forum, 2/13/25	100-225-611000	330.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 02.06.25	Home Depot	100-355-720401	36.14
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (7241) 02.06.25	Home Depot	100-355-720401	64.89
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Vizual Symphony, Feb '25	100-195-720050	1,040.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Exxon Circle K	100-310-613100	32.14
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Exxon Circle K	100-310-613100	64.99
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Exxon Circle K	100-310-613100	93.44
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Amazon	100-310-620500	1.18
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Amazon	100-310-620500	9.24
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Amazon	100-310-620500	45.28
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Amazon	100-310-620500	40.96
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Amazon, Daddy Daughter Dinner	100-310-695500	82.51
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Dance Decor	100-310-695500	150.80
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Costco	100-310-695500	391.82
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Amazon, Daddy Daughter Dinner	100-310-695500	55.88
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Dance Decor	100-310-695505	55.88
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	UCSD Birch Aquarium	100-310-695505	55.88
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	UCSD Birch Aquarium	100-310-695505	55.88
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	UCSD Birch Aquarium	100-310-695505	5.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	OC Regional Parks Parking	100-310-695505	27.94
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	UCSD Birch Aquarium	100-310-695505	40.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8097) 02.06.25	Recreation.gov	100-310-695505	16.15
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 02.06.25	Amazon Prime	100-420-626000	8.83
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 02.06.25	Toll Roads of OC	100-420-646100	3.88
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 02.06.25	Toll Roads of OC	100-420-646100	3.46
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 02.06.25	Toll Roads of OC	100-420-646100	3.16
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 02.06.25	Toll Roads of OC	100-420-646100	3.46
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 02.06.25	Toll Roads of OC	100-420-646100	2.90
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 02.06.25	Toll Roads of OC	100-420-695000	101.12
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8151) 02.06.25	In-N-Out, Homeless Encampment	100-420-695000	89.95
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	Clean-up	100-195-611002	59.50
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	N2K, Kaplan-Dearborn	100-195-611002	115.25
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	MeasureUp Inc.	100-195-621000	
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	Best Buy	100-195-621000	

Payables Detail Report
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Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	Best Buy	100-195-621000	40.92
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	Cox Business, Traffic Signal, 1/7/25 - 2/6/25	100-195-630000	84.00
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	Cox Business, T-1 Line City Hall, 1/5/25 - 2/4/25	100-195-630000	845.70
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	Cox Business, WiFi CCTR, 12/28/24 - 1/27/25	100-195-630000	837.78
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	Cox Business, WiFi City Hall, 12/19/24 - 1/18/25	100-195-630000	182.62
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	Cox Business, T-1 Line CCTR, 12/17/24 - 1/16/25	100-195-630000	584.68
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	Cox Business, WiFi CCTR, 1/28/25 - 2/27/25	100-195-630000	654.77
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	Cox Business, WiFi City Hall, 1/19/25 - 2/18/25	100-195-630000	182.62
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	Cox Business, T-1 Line CCTR, 1/17/25 - 2/16/25	100-195-630000	584.27
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	Cox Business, Cable City Hall, 12/10/24 - 1/9/25	100-195-630000	237.70
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	Cox Business, Cable City Hall, 1/10/25 - 2/9/25	100-195-630000	247.71
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (8740) 02.06.25	GoDaddy, SSL Certificate	100-195-720050	349.95
02/21/2025	AT&T	000022991159	Traffic Signal, 1/6/25 - 2/5/25	100-356-630000	31.73
02/21/2025	IRVINE RANCH WATER DISTRICT	020325	Utilities - Water, 1/2/25 - 2/1/25	100-355-635000	332.58
02/21/2025	SAN DIEGO GAS AND ELECTRIC	021325	Utilities - Electric, 12/7/24 - 1/31/25	100-310-631100	8,308.07
02/21/2025	SAN DIEGO GAS AND ELECTRIC	021325	Utilities - Electric, 12/7/24 - 1/31/25	100-355-631000	9,114.58
02/21/2025	SAN DIEGO GAS AND ELECTRIC	021325	Utilities - Electric, 12/7/24 - 1/31/25	100-356-631400	15,225.36
02/21/2025	SAN DIEGO GAS AND ELECTRIC	021325	Utilities - Electric, 1/1/25 - 1/31/25	100-356-631900	738.23
02/21/2025	SOCALGAS	021925	Utilities - Gas, Comm Ctr, 1/16/25 - 2/14/25	100-310-632500	874.03
02/21/2025	INTL ASSOC OF CHIEFS OF POLICE	0389551	Membership Dues, 7/1/25 -	100-000-140000	110.00
02/21/2025	INTL ASSOC OF CHIEFS OF POLICE	0389551	Membership Dues, 1/1/25 - 6/30/25	100-420-610000	110.00
02/21/2025	CONTEMPORARY SERVICES CORPORATION	1418737	Event Security, Permit #3092,	100-310-690501	741.00
02/21/2025	SANTA MARGARITA PLUMBING AND AIR	16609-41954	Sink Faucet Maintenance, Feb '25	100-310-645500	495.00
02/21/2025	SPECIALTY MOWING SERVICES, INC.	1810	Weed Abatement, La Paz Road, Jan & Feb '25	100-355-720730	9,424.00
02/21/2025	HR GREEN PACIFIC, INC.	184425	Public Works Permit Inspections, Jan '25	100-355-700255	6,487.50
02/21/2025	WEST COAST ARBORISTS, INC.	224904	Tree Trimming Services, 1/16/25 - 1/31/25	100-355-720702	12,724.35
02/21/2025	HARTZOG AND CRABILL, INC.	25-0027(HCI#3502)	Traffic Signal Mgmt Services, Jan '25	100-356-700101	9,523.17
02/21/2025	COUNTS UNLIMITED, INC.	25007	Traffic Data Collection, Feb '25	100-356-700101	1,200.00
02/21/2025	SKYLINE PEST CONTROL	333096	Pest and Rodent Control, Jan '25	100-310-645500	360.00
02/21/2025	CROSSTOWN ELECTRICAL AND DATA, INC.	5417 - 5460	Traffic Signal Maintenance, Jan '25	100-356-720420	10,703.05
02/21/2025	VERIZON WIRELESS	6104498819	Communication Expense, 12/26/24 - 1/25/25	100-195-630000	1,057.73
02/21/2025	RJ ELECTRIC	63529	Electric Repairs, Cabot Park, Jan '25	100-355-720701	2,170.00
02/21/2025	RJ ELECTRIC	63530	Electric Repairs, Softball Field, Jan '25	100-355-720701	8,500.00
02/21/2025	RJ ELECTRIC	63584	Park Repairs, Wall Pack, Jan '25	100-355-720701	750.00
02/21/2025	RJ ELECTRIC	63605	Electric Repairs, Pole Lights, Feb '25	100-355-720701	2,998.18
02/21/2025	RJ ELECTRIC	63616	Electric Repairs, Bus Shelter, Feb '25	100-355-720401	402.50
02/21/2025	CHARLES ABBOTT ASSOCIATES, INC	68516 - A (Community Ce	Community Center Striping, CIP #513, Jan '25	100-000-790600	6,180.92
02/21/2025	JAMEY CLARK, INC.	75587	Park Repairs, Public Works, Oct '24	100-355-720701	191.00
02/21/2025	JAMEY CLARK, INC.	75588	Park Repairs, Public Works, Oct '24	100-355-720701	143.25
02/21/2025	JAMEY CLARK, INC.	75971	Graffiti Removal, Public Works, Jan	100-355-720500	585.00
02/21/2025	JAMEY CLARK, INC.	75972	Janitorial Services, Jan '25	100-310-721505	3,450.00
02/21/2025	JAMEY CLARK, INC.	75988	Park Repairs, Public Works, Feb '25	100-355-720701	209.94

Payables Detail Report
Payment Dates: 02/14/2025 - 02/27/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
02/21/2025	JAMEY CLARK, INC.	75989	Graffiti Removal, Public Works, Feb	100-355-720500	286.50
02/21/2025	JAMEY CLARK, INC.	75990	Park Repairs, Public Works, Feb '25	100-355-720701	238.75
02/21/2025	RJ ELECTRIC	78984B	Feeder & Panel for Unit 205, CIP	100-000-790600	20,950.00
02/21/2025	RJ ELECTRIC	78992B	HVAC Feeders for Unit 205, CIP #505	100-000-790600	8,830.00
02/21/2025	ELIZABETH HERNANDEZ	82774600	Refund, Facility Deposit, R	100-000-222000	500.00
02/21/2025	BARRERA GUILLERMO	82911121	Refund, Facility Deposit, R	100-000-222000	500.00
02/21/2025	A SOURCE OF PRIDE	9110904	Operating Supplies, Jan '25	100-195-622000	285.59
02/21/2025	A SOURCE OF PRIDE	9110916	Operating Supplies, Jan '25	100-195-622000	30.17
02/21/2025	DMS FACILITY SERVICES, LLC	RC-T002399	Landscape Services, Jan '25	100-355-720700	103,990.00
02/21/2025	SAN DIEGO NATURAL HISTORY MUSEUM	S104780	Fossil Exhibit Improvement Project, Jan '25	100-310-700000	1,031.80
02/27/2025	MOULTON NIGUEL WATER DISTRICT	021325	Utilities - Water, 1/14/25 - 2/10/25	100-310-635100	735.04
02/27/2025	MOULTON NIGUEL WATER DISTRICT	021325	Utilities - Water, 1/14/25 - 2/10/25	100-355-635000	9,389.37
02/27/2025	MOULTON NIGUEL WATER DISTRICT	022025	Utilities - Water, 1/21/25 - 2/17/25	100-355-635000	90.80
02/27/2025	SOUTHERN CALIFORNIA EDISON	022025 - Acct #7000760C	Utilities - Electric, 1/2/25 - 2/19/25	100-356-631400	133.81
02/27/2025	LAUTZENHISER'S STATIONERY, LLC	13261	Office Supplies, City Clerk, Feb '25	100-155-620000	1,502.90
02/27/2025	TAIT & ASSOCIATES, INC	164117	Professional Services, Jan '25	100-355-700100	3,241.25
02/27/2025	HOME DEPOT	3520757	Equipment Maintenance - Tools, Jan '25	100-310-646500	21.52
02/27/2025	TOTAL SOURCE OFFICEWORKS	38322	Office Supplies, Community Center, Feb '25	100-310-620500	105.43
02/27/2025	CANON FINANCIAL SERVICES, INC.	38400172	Copier Lease SN 2XK05658, 2/1/25 - 2/28/25	100-195-641200	303.86
02/27/2025	CANON FINANCIAL SERVICES, INC.	38400172	Copier Usage SN 2XK05658, 1/1/25 - 1/31/25	100-195-641200	21.51
02/27/2025	CANON FINANCIAL SERVICES, INC.	38402864	Copier Usage 2XD05688 2XD05811, 1/1/25 - 1/31/25	100-195-641200	351.93
02/27/2025	CANON FINANCIAL SERVICES, INC.	38402864	Copier Lease 2XD05688 2XD05811, 2/1/25 - 2/28/25	100-195-641200	596.94
02/27/2025	WSP USA ENVIRONMENT AND INFRASTRUCTURE INC	40153668	Professional Services, NPDES Support, Jan '25	100-355-700000	9,661.40
02/27/2025	SPARKLETTS	4228482 022125	Operating Supplies, 2/5/25 - 2/19/25	100-195-622000	323.24
02/27/2025	HIGH LEVEL SECURITY SOLUTIONS, INC.	5894	Private Security Patrol, 2/10/25 - 2/23/25	100-420-720850	7,224.00
02/27/2025	DOG WASTE DEPOT	750857	Operating Supplies, Feb '25	100-355-622000	673.33
02/27/2025	STATE DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	794034	Pre-employment Fingerprinting, Jan '25	100-195-617000	32.00
02/27/2025	BRIANDY GUERRA	83152731	Refund, Facility Deposit, R	100-000-222000	500.00
02/27/2025	MOBILE MINI, INC.	9023078224	Storage Rental, Community Center, 2/12/25-3/11/25	100-310-641000	225.71
02/27/2025	ALL CITY MANAGEMENT, INC.	99037	Crossing Guard Services, 2/2/25 - 2/15/25	100-420-720822	8,999.20
02/27/2025	SOUTHERN COMPUTER WAREHOUSE	INV00831179	Hardware Replacement Project, Laptops, Jan '25	100-195-940000	31,939.58
02/27/2025	SOUTHERN COMPUTER WAREHOUSE	INV00831180	Hardware Replacement Project, Computers, Jan '25	100-195-940000	14,785.88
02/27/2025	SOUTHERN COMPUTER WAREHOUSE	INV00831181	Hardware Replacement Project, Docking Stations	100-195-940000	3,588.27
02/27/2025	SOUTHERN COMPUTER WAREHOUSE	INV00831373	Hardware Replacement Project, Warranties, Feb '25	100-195-940000	984.83
02/27/2025	SOUTHERN COMPUTER WAREHOUSE	INV00831464	Hardware Replacement Project, Laptops, Feb '25	100-195-940000	9,413.86
02/27/2025	SOUTHERN COMPUTER WAREHOUSE	INV00831480	Hardware Replacement Project, Laptops, Feb '25	100-195-940000	9,413.86
02/27/2025	SOUTHERN COMPUTER WAREHOUSE	INV00831481	Hardware Replacement Project, Laptops, Feb '25	100-195-940000	14,120.79
02/27/2025	SOUTHERN COMPUTER WAREHOUSE	INV00831676	Hardware Replacement Project, Warranties, Feb '25	100-195-940000	751.31
Fund 100 - General Fund Total:					611,025.42
Fund: 210 - Gas Tax (HUTA) Fund					
02/21/2025	HR GREEN PACIFIC, INC.	184338	Proj Mgmt & Inspect Svcs, CIP #109, Jan '25	210-000-790600	20,021.87

Payables Detail Report

Payment Dates: 02/14/2025 - 02/27/2025

Payment Date	Vendor Name	Payable Number	Description (Item)	Account Number	Amount
02/21/2025	HR GREEN PACIFIC, INC.	184338	Proj Mgmt & Inspect Svcs, CIP #104, Jan '25	210-000-790600	20,021.88
Fund 210 - Gas Tax (HUTA) Fund Total:					40,043.75
Fund: 212 - Measure M2 Fund					
02/21/2025	CHARLES ABBOTT ASSOCIATES, INC	68516	Road Maintenance, Jan '25	212-355-720400	38,064.85
Fund 212 - Measure M2 Fund Total:					38,064.85
Fund: 221 - Senior Mobility Program Fund					
02/18/2025	CALIFORNIA YELLOW CAB	1406025	Senior Mobility Program, Jan '25	221-310-720000	984.00
Fund 221 - Senior Mobility Program Fund Total:					984.00
Fund: 301 - CARITS Road Fee Program Fund					
02/21/2025	W.G. ZIMMERMAN ENGINEERING,	25-01-671	Engineer Services, CIP #168, Jan '25	301-000-790600	1,870.75
02/21/2025	W.G. ZIMMERMAN ENGINEERING,	25-01-672	Engineer Services, CIP #168, Jan '25	301-000-790600	1,290.50
Fund 301 - CARITS Road Fee Program Fund Total:					3,161.25
Fund: 305 - Beverage Recycling Fund					
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2829) 02.06.25	Front Signs, Trash Enclosure Signs	305-355-622000	52.92
02/19/2025	US BANK CORPORATE PAYMENT SYSTEMS	CalCard (2829) 02.06.25	Front Signs, Trash Enclosure Signs	305-355-622000	330.75
Fund 305 - Beverage Recycling Fund Total:					383.67
Fund: 306 - Waste & Recycling Fee Fund					
02/21/2025	ECONOMICS, INC.	2024.7	Professional Services, Recycling Program, Jan '25	306-355-700000	12,440.83
Fund 306 - Waste & Recycling Fee Fund Total:					12,440.83
Fund: 309 - SB 1383 Grant Fund					
02/21/2025	ECONOMICS, INC.	2024.7	CalRecycle Support, Jan '25	309-355-700000	16,039.98
Fund 309 - SB 1383 Grant Fund Total:					16,039.98
Fund: 600 - Capital Improvement Projects Fund					
02/21/2025	HR GREEN PACIFIC, INC.	184338	Proj Mgmt & Inspect Svcs, CIP #104, Jan '25	600-000-490210	(20,021.88)
02/21/2025	HR GREEN PACIFIC, INC.	184338	Proj Mgmt & Inspect Svcs, CIP #109, Jan '25	600-000-490210	(20,021.87)
02/21/2025	HR GREEN PACIFIC, INC.	184338	Proj Mgmt & Inspect Svcs, CIP #104, Jan '25	600-251-950104	20,021.88
02/21/2025	HR GREEN PACIFIC, INC.	184338	Proj Mgmt & Inspect Svcs, CIP #109, Jan '25	600-251-950109	20,021.87
02/21/2025	W.G. ZIMMERMAN ENGINEERING,	25-01-671	Engineer Services, CIP #168, Jan '25	600-000-490301	(1,870.75)
02/21/2025	W.G. ZIMMERMAN ENGINEERING,	25-01-671	Engineer Services, CIP #168, Jan '25	600-251-950168	1,870.75
02/21/2025	W.G. ZIMMERMAN ENGINEERING,	25-01-672	Engineer Services, CIP #168, Jan '25	600-000-490301	(1,290.50)
02/21/2025	W.G. ZIMMERMAN ENGINEERING,	25-01-672	Engineer Services, CIP #168, Jan '25	600-251-950168	1,290.50
02/21/2025	CHARLES ABBOTT ASSOCIATES, INC	68516 - A (Community Ce	Community Center Striping, CIP #513, Jan '25	600-000-490100	(6,180.92)
02/21/2025	CHARLES ABBOTT ASSOCIATES, INC	68516 - A (Community Ce	Community Center Striping, CIP #513, Jan '25	600-255-950513	6,180.92
02/21/2025	RJ ELECTRIC	78984B	Feeder & Panel for Unit 205, CIP	600-000-490100	(20,950.00)
02/21/2025	RJ ELECTRIC	78984B	Feeder & Panel for Unit 205, CIP	600-255-950505	20,950.00
02/21/2025	RJ ELECTRIC	78992B	HVAC Feeders for Unit 205, CIP #505	600-000-490100	(8,830.00)
02/21/2025	RJ ELECTRIC	78992B	HVAC Feeders for Unit 205, CIP #505	600-255-950505	8,830.00
Fund 600 - Capital Improvement Projects Fund Total:					-
Grand Total:					722,143.75

Report Summary**Fund Summary**

Fund	Payment Amount
100 - General Fund	611,025.42
210 - Gas Tax (HUTA) Fund	40,043.75
212 - Measure M2 Fund	38,064.85
221 - Senior Mobility Program Fund	984.00
301 - CARITS Road Fee Program Fund	3,161.25
305 - Beverage Recycling Fund	383.67
306 - Waste & Recycling Fee Fund	12,440.83
309 - SB 1383 Grant Fund	16,039.98
600 - Capital Improvement Projects Fund	-
Grand Total:	722,143.75

Account Summary

Account Number	Account Name	Payment Amount
100-000-140000	Prepaid Items	11,626.80
100-000-221011	Building Standards Fee	1.00
100-000-221012	SB1186 ADA CASp Fees	4.00
100-000-222000	Refundable Deposits	1,500.00
100-000-227001	Security Deposit - Waste	100.00
100-000-442000	Building Related Permits	153.09
100-000-790600	Transfers Out to Capital	35,960.92
100-155-611000	Training & Education	875.00
100-155-612000	Travel, Conferences & Meetings	688.76
100-155-612002	Travel - ACC-OC	1,550.00
100-155-620000	Office Supplies	1,843.35
100-155-622000	Operating Supplies	830.18
100-155-624001	Advertising - Legal	307.87
100-155-626000	Subscriptions & Books	20.00
100-155-700011	Legal Services - Litigation	4,462.50
100-155-700050	Professional Services - Financial	600.00
100-195-611002	Training & Education -	149.45
100-195-617000	Recruitment	32.00
100-195-620000	Office Supplies	299.68
100-195-621000	Computer Supplies	793.32
100-195-622000	Operating Supplies	1,889.82
100-195-630000	Telephone & Communications	5,710.97
100-195-641200	Copier Leases	1,274.24
100-195-720050	Contract Services - Software	7,024.60
100-195-940000	Computer Hardware & Software	86,084.57
100-225-611000	Training & Education	330.00
100-225-613100	Vehicle Fuel	142.00
100-225-626000	Subscriptions & Books	34.84
100-225-700000	Professional Services - Building &	22,858.30
100-310-611500	Certification/License Fees	472.50
100-310-613100	Vehicle Fuel	359.80
100-310-620500	Office Supplies - Community	202.09
100-310-622005	Operating Supplies - Community	627.36
100-310-622500	Supplies - Program Services	22.36
100-310-622502	Supplies - Adult Leagues	32.30
100-310-624500	Advertising - Program Services	38.27
100-310-630100	Telephone & Communications -	575.08
100-310-631100	Utilities - Electric (Community	8,308.07
100-310-632500	Utilities - Gas (Community	874.03
100-310-635100	Utilities - Water (Community	735.04
100-310-641000	Equipment Rentals & Leases	567.54
100-310-645500	Facility Maintenance & Repairs	2,189.44
100-310-646100	Vehicle Maintenance & Repairs	397.44
100-310-646500	Equipment Maintenance &	21.52

Account Summary

Account Number	Account Name	Payment Amount
100-310-690501	Facility Rentals -	741.00
100-310-695500	Special Events - Program Services	1,951.13
100-310-695504	Displays/Exhibits & Educational	39.14
100-310-695505	Cultural Excursions	240.58
100-310-695507	Marathon 5k	10,000.00
100-310-700000	Professional Services	1,031.80
100-310-720302	Contract Services - Homelessness	5,120.63
100-310-721505	Contract Services - Janitorial &	16,307.13
100-355-610000	Memberships & Dues	25.00
100-355-611000	Training & Education	177.00
100-355-613100	Vehicle Fuel	256.87
100-355-622000	Operating Supplies	1,021.29
100-355-630000	Telephone & Communications	839.25
100-355-631000	Utilities - Electric	10,168.77
100-355-635000	Utilities - Water	19,290.94
100-355-646100	Vehicle Maintenance & Repairs	118.04
100-355-700000	Professional Services	9,661.40
100-355-700100	City Engineer Services	3,241.25
100-355-700255	Improvement Inspections	6,487.50
100-355-720401	Other Public Works Maintenance	503.53
100-355-720500	Graffiti Removal	871.50
100-355-720700	Landscape Maintenance	106,139.18
100-355-720701	Parks Contract Repair	15,201.12
100-355-720702	Tree Maintenance	12,724.35
100-355-720730	Annual Weed Abatement	9,424.00
100-355-910000	Furniture & Equipment	1,290.00
100-356-630000	MOE - Telephone &	31.73
100-356-631400	MOE - Electric (Streetlights &	42,465.45
100-356-631900	MOE - Electric (On-Bill Financing)	4,953.30
100-356-700101	MOE - Traffic Engineer Services	10,723.17
100-356-720420	MOE - Traffic Signal Maintenance	10,703.05
100-420-610000	Memberships & Dues	110.00
100-420-626000	Subscriptions & Books	16.15
100-420-646100	Vehicle Maintenance & Repairs	25.69
100-420-695000	Community Assistance & Public	101.12
100-420-720401	Animal Care & Shelter Services	79,764.00
100-420-720822	Crossing Guard Services	16,198.56
100-420-720823	Parking Citation Processing	3,266.70
100-420-720850	Private Security Patrol	7,224.00
210-000-790600	Transfers Out to Capital	40,043.75
212-355-720400	Street Maintenance	38,064.85
221-310-720000	Contract Services	984.00
301-000-790600	Transfers Out to Capital	3,161.25
305-355-622000	Operating Supplies	383.67
306-355-700000	Professional Services	12,440.83
309-355-700000	Professional Services	16,039.98
600-000-490100	Transfers In from General Fund	(35,960.92)
600-000-490210	Transfers In from Gas Tax (HUTA)	(40,043.75)
600-000-490301	Transfers In from CARITS Road	(3,161.25)
600-251-950104	Paseo De Valencia Pavement	20,021.88
600-251-950109	La Paz Road Pavement Rehab	20,021.87
600-251-950168	Traffic Signal Improvements	3,161.25
600-255-950505	Civic Center Improvements	29,780.00
600-255-950513	Community Center Renovation	6,180.92
	Grand Total:	722,143.75

Project Account Summary

Project Account Key
None

Payment Amount
722,143.75
722,143.75

Grand Total:



City of Laguna Hills City Council / Planning Agency Staff Report

Date: March 11, 2025
To: Mayor and Council Members
From: Jennifer Lee, City Clerk
Issue: Excused Absence Request from Mayor Pro Tempore Don Caskey for the February 11, 2025, and February 25, 2025, City Council Regular Meetings

Recommendation: That the City Council approve an excused absence request from Mayor Pro Tempore Caskey for the February 11, 2025, and February 25, 2025, City Council regular meetings for medical reasons.

Background:

Mayor Pro Tempore Don Caskey has submitted a letter requesting that the City Council take action to excuse his absences from the February 11, 2025, and February 25, 2025, City Council regular meetings due to a medical emergency. A copy of Mayor Pro Tempore Caskey's letter request, dated February 27, 2025, is attached hereto for review. City staff recommends that the City Council take action to excuse both absences for medical reasons, as requested by the Mayor Pro Tempore.

Fiscal Impact:

There is no fiscal impact associated with this item.

Attachments:

1. Excused Absence Request Submitted by Mayor Pro Tempore Caskey

DON W. CASKEY, FAIA

LH CITY CLERK RECEIVED
MAR 4 2025 AM 9:33

February 27, 2025

The Honorable Joshua Sweeney, Mayor
City of Laguna Hills
24035 El Toro Road
Laguna Hills, CA 92653

Re: Excused Absence Request for Medical Reasons

Dear Mayor Sweeney and Members of the City Council:

I am writing to formally request that the City Council excuse my absences from February 11, 2025, and February 25, 2025, Regular City Council Meetings due to a medical emergency. As you may be aware, I was recently hospitalized and am currently recovering from surgery.

I want to assure you that my absences are solely due to my medical condition, and I look forward to resuming my official duties as soon as possible. Additionally, I will be reaching out to the Mayor, the City manager, and the City Attorney in the near future to request a briefing on all prior City Council meeting agenda items to ensure I remain informed and prepared upon my return.

Thank you for your understanding and consideration of my request. Please let me know if you require any additional information.

Sincerely



Don Caskey, Mayor Pro Tempore
City of Laguna Hills

Cc: City Manager
City Clerk
City Attorney



City of Laguna Hills City Council / Planning Agency Staff Report

Date: March 11, 2025
To: Mayor and Council Members
From: Holland Gannon, Interim Community Services Director
Issue: 2025 Memorial Day Half Marathon, 5K, and 10K Honoring the USMC
Darkhorse Battalion Pre-Event Report

Recommendation: That the City Council receive and file the 2025 Memorial Day Half Marathon, 5K, and 10K pre-event report.

Background:

The City of Laguna Hills' annual Memorial Day Half Marathon, 5K, and 10K Honoring the USMC Darkhorse Battalion ("race") will take place on Monday, May 26, 2025, with a race start time of 7:00 a.m. Event registration began on October 30th, 2024, and there are approximately 500 participants registered at this time.

The 3/5 Marines Support Committee ("Team Darkhorse") has selected USMC Combat Veteran Sergeant Jarrett Kraft as the 2025 Grand Marshal. His biography is included in this report as Attachment 1. The City Council, at its October 24, 2023, meeting, directed staff to prepare an authorizing resolution for community assistance funding in the amount of \$10,000 per year, removing the pledge formula that was established in 2011. Participants can still choose to donate \$3 or \$5 to Team Darkhorse at the time of race registration checkout.

Attachment 2 shows the proposed design for the shirt and medal for the 2025 event.

The course maps are attached to this report (Attachment 3). As the City Council may recall, the course was altered slightly in 2024 so that runners spend less time on street surfaces, helping with participant safety and minimizing impact on surrounding cities. Those changes were well-received and there are no anticipated changes to the routes

this year.

Fiscal Impact:

The budget for the 2025 Memorial Day race event is \$205,000. Staff anticipates the generated revenue will be between \$170,000-\$190,000.

Attachments:

1. Attachment 1: Grand Marshal Sgt Kraft Bio
2. Attachment 2: Memorial Day Shirt and Medal Designs
3. Attachment 3: 2025 Course Maps

Attachment 1: Sgt. Jarrett Kraft Bio – Submitted by Team Darkhorse

Our city is honored to have as our 2025 Grand Marshal of the Laguna Hills Memorial Day Half Marathon, 5K and 10K race, a decorated Marine Corps veteran who continues to dedicate himself to service. We had the pleasure of speaking with Sgt Kraft and share below some of what he told us. Come meet Meet Sgt Kraft!

A MAN OF HONOR

When asked what inspired him to enlist in the Marines, he says, ““One of my goals as a kid was to be a US Marine and serve in the infantry. This was due to many members of my family being service members across all branches, including my parents. I used to watch Heartbreak Ridge, Platoon, and Full Metal Jacket on repeat growing up. My other goal was to have a career in law enforcement, which I’m currently fulfilling.”

Sgt Jarrett Kraft enlisted in the United States Marine Corps in 2000. His primary MOS was 0341 (infantry mortar man), with a secondary MOS of Marine Corps Security Forces. The September 11 attack on the World Trade Center occurred during his recruit training at MCRD San Diego, and soon it became clear his missions would be in combat zones.

A MAN OF ACTION

In April 2004, Sgt Kraft checked into the (Darkhorse) 3rd Battalion, 5th Marine Regiment, Weapons Company; 4 months later 3/5 was deployed to Iraq in combat operations known as Operation Phantom Fury.

While deployed to Iraq, Sgt. Kraft was awarded his second Navy Achievement Medal with a combat Valor device attached for actions performed while under enemy fire. These operations were part of Operation Phantom Fury.

In December 2004, Sgt Kraft and his Marines were engaged in a two-hour-long firefight inside a residence during Operation Task Force Bruno. Three of his Marines were killed in action, and several others were severely wounded, including himself.

Several books have been published, and documentaries have been aired on the Military Channel, depicting and illustrating the actions performed by Darkhorse Marines while serving during the Iraq war.

Sgt Kraft received an honorable discharge from the Marine Corps and soon after began working with the Fresno Police Department.

In October 2005, Lt. Gen. Richard Natonski contacted him and told him he was being awarded the Navy Cross for actions performed in December 2004. The Navy Cross is the highest valor award in the Marine Corps, second only to the military Medal of Honor.

He was awarded the Navy Cross at the PELCO Corporation in Clovis, California.

A MAN OF COURAGE

He began work as a sworn Fresno Police Officer in 2006 until the present day. He has held many assignments, including patrol officer, tactical officer assigned to various teams, motorcycle officer, detective assigned to the Multi-Agency Gang Enforcement Consortium, otherwise known as M.A.G.E.C., rangemaster, and instructor assigned to the Fresno Police Dept. Regional Training Center. He is a member of the Fresno Police Honor Guard and Color Guard. He also holds certifications as an FBI-certified Hazardous Devices Technician, explosive breacher, and Tactical Bomb Technician assigned as a team leader with the Bomb Squad/EOD unit. He was promoted to Police Sergeant in December 2022 and is currently assigned as a supervisor of a tactical response team.

Sgt. Kraft has attended several Marine Corps Birthday Balls, Veteran Day parades, and functions hosted by the Fresno Police Department and the Legion of Valor. As a guest speaker, he shares with as many Americans as he can, the heroism displayed by U.S. Marines and service members from all military branches perform while deployed on foreign soil.

WHAT THOUGHTS WOULD YOU LIKE TO SHARE WITH US ON MEMORIAL DAY?

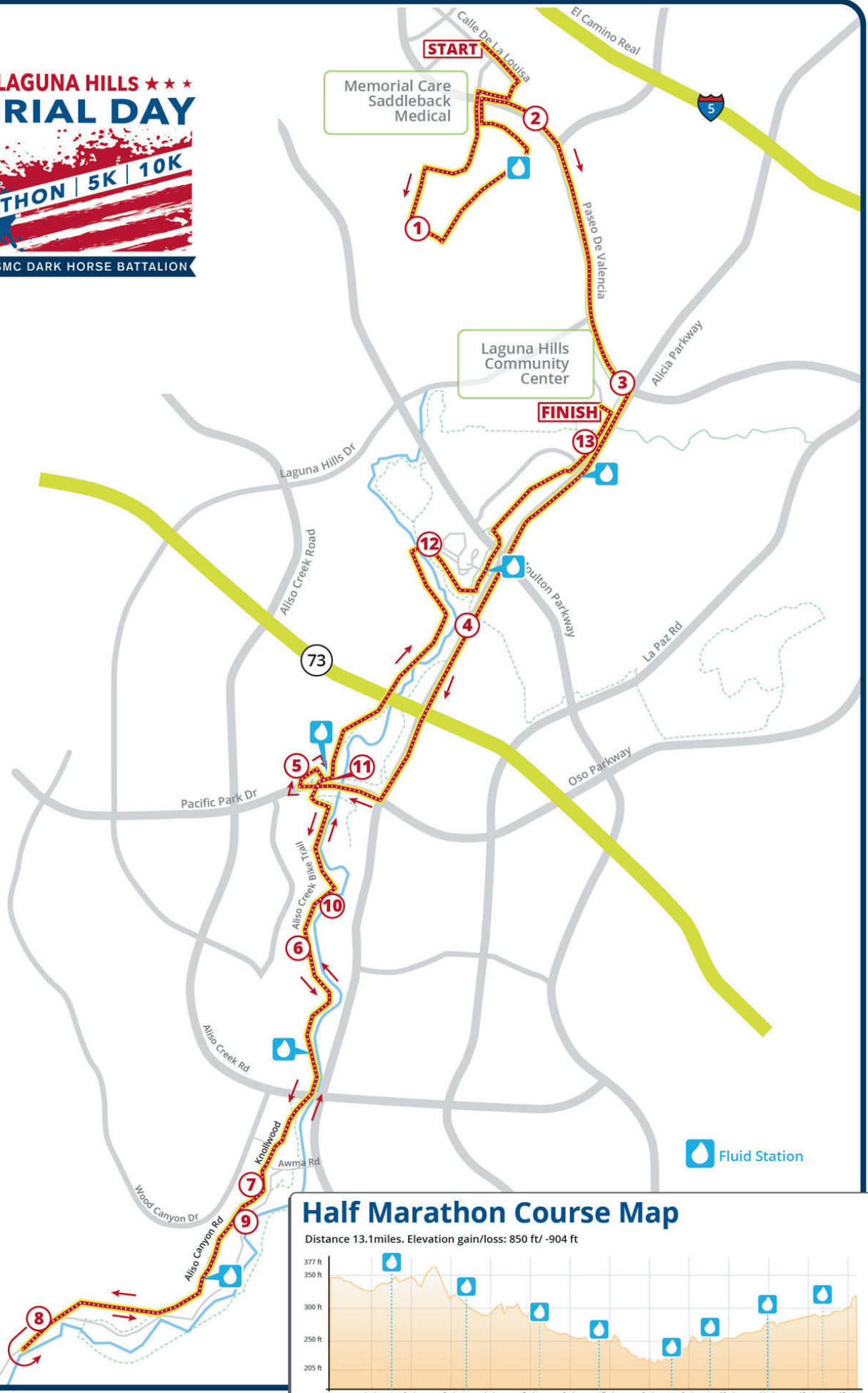
“Something I would like to share about this special day is how inspirational it is, as well as the bravery, selflessness, and strength of the brotherhood and sisterhood of our armed forces service members.

What I experienced while serving in 3/5 with my Marines during that combat deployment is something I have never experienced again, nor will I ever. It's incredible how Marines adapt to circumstances no matter how bad the situation is and still joke, laugh, and emphasize positivity. I learned many life lessons from those guys, lessons I use during my day-to-day, lessons I share with law enforcement officers. I've realized that no matter how overwhelmed, stressed, or bad something may seem, “It could always be worse.”

I want to thank every service member, every Darkhorse Marine, for your selfless service to our country and for being my brother and sister. I want to thank our fallen veterans who gave the ultimate sacrifice for our country, for each one of us.

Darkhorse Marines such as Corporal Raleigh Smith, Lance Corporal James Phillips, and Lance Corporal Eric Hillenburg of 3rd Battalion, 5th Marine Regiment. Till Valhalla, my brothers, rest in peace, warriors.”





Half Marathon Course Map

Distance 13.1 miles. Elevation gain/loss: 850 ft / -904 ft

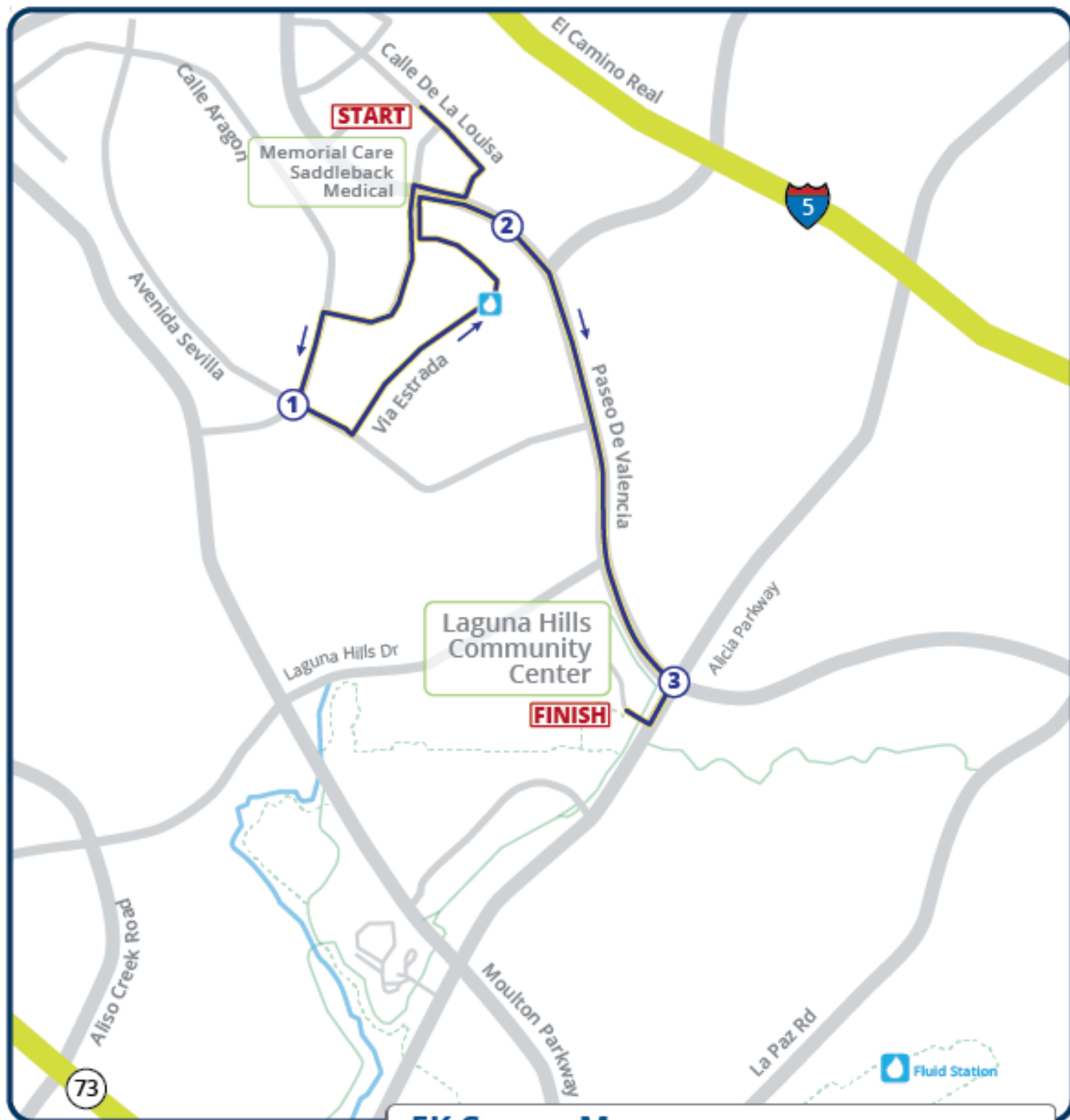




10K Course Map

Distance 6.2 miles. Elevation gain/loss: 478 ft/ -531 ft







City of Laguna Hills City Council / Planning Agency Staff Report

Date: March 11, 2025
To: Mayor and Council Members
From: Joe Ames, Public Works Director/City Engineer
Issue: I-5 South County Widening Project: Request for Paving Avenida de la Carlota

Recommendation: That the City Council approve the draft letter for the Mayor's signature to Caltrans and the Orange County Transportation Authority requesting that Avenida de la Carlota be repaved and that the parkway area be landscaped prior to the closeout of the I-5 South County Widening Project.

Background:

Last year, City staff contacted Jacobs Engineering, which is providing project management services under contract to the California Department of Transportation (Caltrans) and the Orange County Transportation Authority (OCTA) for the I-5 South County Widening Project, Segment 3 (El Toro Road to Alicia Parkway) construction work. City staff through Jacobs Engineering requested that Caltrans and OCTA repave Avenida de la Carlota between El Toro Road and Oakbrook Village prior to the project closeout and install landscaping in the newly created parkway area adjacent to the new I-5 retaining wall on the east side of Avenida de la Carlota.

The Segment 3 work included the realignment of Avenida de la Carlota to accommodate the freeway widening, which required the relocation of underground utilities and construction of new curb and gutter, asphalt patch work, new retaining wall, and parkway. Due to the numerous utility cuts in the asphalt, the asphalt pavement on Avenida de la Carlota is a patchwork of different asphalt pavements contributing to the overall deleterious quality of asphalt pavement on Carlota.

Verbally, Jacobs Engineering indicated they would consult with the Caltrans project manager about including these requests; however, City staff has received no assurances

these requests will be considered or honored. Jacobs Engineering indicated the work might be accommodated by Caltrans pending available budget.

Given that the project may be closed out very soon, City staff recommends that a formal letter signed by the Laguna Hills City Council be sent to OCTA Chief Executive Officer Darrell Johnson and Caltrans District 12 Director Lan Zhou to make them aware of the issues with the pavement quality and landscaping on Avenida de la Carlota, which will hopefully result in Caltrans and OCTA honoring the requests from the City to repave and landscape Avenida de la Carlota.

Consequently, City staff recommends that the City Council approve the draft letter for the Mayor's signature to Caltrans and the Orange County Transportation Authority requesting that Avenida de la Carlota be repaved and that the parkway area be landscaped prior to the closeout of the I-5 South County Widening Project.

CEQA Findings:

Environmental review is not required under the California Environmental Quality Act (CEQA) pursuant to the California Code of Regulations, Title 14, Chapter 3, Section 15301 as a Class 1 Categorical Exemption – "Existing Facilities."

Fiscal Impact:

There is no anticipated financial impact to the City.

Attachments:

1. Draft Letter



CITY OF LAGUNA HILLS

City Council

MAYOR

Joshua Sweeney

MAYOR PRO TEMPORE

Don W. Caskey, FAIA

March 11, 2025

COUNCIL MEMBERS

Jared Mathis

Erica Pezold

Dave Wheeler

Ms. Lan Zhou
District 12 Director
California Department of Transportation (Caltrans)
1750 East 4th Street, Suite 100
Santa Ana, CA 92705

Mr. Darrell E. Johnson
Chief Executive Officer
Orange County Transportation Authority
P.O. Box 14184
Orange, CA 92863

SUBJECT: Request for Paving Avenida de la Carlota Prior to Project Closeout of the I-5 South County Widening Project

Dear Ms. Zhou and Mr. Johnson:

We are writing to formally request that the California Department of Transportation (Caltrans) and the Orange County Transportation Authority (OCTA) repave Avenida de la Carlota between El Toro Road and Oakbrook Village and install landscaping in the parkway area prior to the closeout of the I-5 South County Widening Project ("Project"). As Councilmembers of the City of Laguna Hills and frequent travelers along this route, we have noticed the roadway's condition has significantly deteriorated due to the numerous asphalt patches placed on the roadway during the construction of the Project. The current state of the road poses safety concerns for both drivers and pedestrians.

Specifically, there are numerous cracks and uneven surfaces that not only contribute to a rough driving experience but also increase the risk of vehicle damage and accidents. Given the importance of Avenida de la Carlota for daily commuting, local business access, and public transportation routes, it is imperative that the roadway be repaved to ensure the safety and well-being of the community.

Additionally, with the creation of the new parkway area on the east side of Avenida de la Carlota the City desires for Caltrans to install landscaping to mitigate the new retaining wall that was constructed.

We respectfully request that Caltrans and OCTA allocate resources for the necessary repaving and landscaping work. A timely intervention by repaving the roadway will help prevent further deterioration and reduce the likelihood of accidents or additional damage to vehicles. We are

City of Laguna Hills
Request for Paving Avenida de la Carlota Prior to Project Closeout of the I-5 South County
Widening Project
March 11, 2025
Page 2

confident that repaving this road will enhance the quality of life for residents and improve overall traffic flow in the area.

Public Works Director Joe Ames is happy to provide further information or discuss this issue in more detail if needed. We look forward to your positive response and the improvement of this vital roadway.

Thank you for your attention to this important matter.

If you have any questions about this project, please contact City Manager Jarad Hildenbrand at jhildenbrand@lagunahillsca.gov or 949/707-2610, or Public Works Director Joe Ames at james@lagunahillsca.gov or 949/707-2655.

Sincerely,

Joshua Sweeney, Mayor
City of Laguna Hills



City of Laguna Hills City Council / Planning Agency Staff Report

Date: March 11, 2025
To: Mayor and Council Members
From: Eric Hendrickson, Finance Director
Issue: Management and Part-Time Job Titles and Salary Updates

Recommendation: That the City Council adopt a Resolution entitled "A Resolution of the City Council of the City of Laguna Hills, California, Regarding Employment and Amending Job Descriptions and Salary Ranges for Management and Part-Time Classifications of Employment with the City."

Background:

Periodically, the City finds it necessary to update job titles, job descriptions, and salary ranges to reflect changes in the organization. There has recently been a staff departure in the management employee classification that now necessitates the re-evaluation of roles, titles, duties, and job descriptions.

This attached Resolution seeks to accomplish four items:

1. Establish the position of Assistant City Manager. This position's main function will be to direct and manage all aspects of the Public Works Department, and have additional duties to assist the City Manager with Administration and special projects. A full description of duties is in the attached job description.
2. Establish the position of Community Services Director. This position is expected to direct and manage recreation programs, special events, facility rentals, sports programs, and all Community Center activity. A full description of duties is in the attached job description.
3. Remove the position of Deputy City Manager / Community Services Director.

4. Combine the positions of Community Services Leader I and Community Services Leader II into a single position entitled "Community Services Leader." The recommended pay range is \$18 - \$25 per hour. This new range is recommended due to poor recruitment and retention of part-time staff. The new range is expected to compete with the current labor market in Southern California.

This reorganization will not increase the full-time employee personnel count. An existing staff member has agreed to take on the role of Interim Community Services Director, while recruitment for a permanent Community Services Director occurs. The Public Works Director/City Engineer is expected to be reclassified to the Assistant City Manager. No other management position adjustments are recommended with this resolution.

Fiscal Impact:

The salary range for Assistant City Manager is \$17,167 to \$20,866 per month. The salary range for Community Services Director is \$15,145 to \$18,409 per month. The new salary range for part-time Community Services Leader is \$18.00 per hour to \$25.00 per hour.

There is expected to be a slight salary savings in the short term due to the current full-time vacancy, while recruitment efforts are underway.

There is no cost impact due to the reclassified title of Community Services Director. The reclassified position of Assistant City Manager is estimated to cost the City \$10,850 in Fiscal Year 2025/2026. The adjustment in part-time salaries is estimated to cost between \$40,000 to \$60,000 annually.

Attachments:

1. Resolution 2025-03-11-X Management and Part-Time Salary Adjustment
2. Assistant City Manager Job Description
3. Community Services Director Job Description
4. Community Services Leader Flyer
5. Salary Ranges for New Positions

RESOLUTION NO. 2025-03-11-X

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LAGUNA HILLS, CALIFORNIA, REGARDING
EMPLOYMENT AND AMENDING JOB DESCRIPTIONS
AND SALARY RANGES FOR MANAGEMENT AND
PART-TIME CLASSIFICATIONS OF EMPLOYMENT
WITH THE CITY

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

WHEREAS, the City of Laguna Hills defines management, confidential, and part-time employment positions through the Employer-Employee Relations Resolution No. 2012-02-14-3; and

WHEREAS, at the July 11, 2023, the City Council approved Resolution No. 2023-07-11-4, which established salary ranges and benefits for management, confidential, and part-time classifications; and

WHEREAS, the City finds it necessary to periodically amend governing salary and benefit documents to reflect changes in the workforce, the hierarchy of the organization chart, and skillset of the employee group; and

WHEREAS, the City now finds it appropriate to amend Resolution No. 2023-07-11-4, including updates to job descriptions and salary ranges for management and part-time employees.

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

SECTION 1. This Resolution establishes the position of Assistant City Manager, with a monthly salary range of \$17,167.01 to \$20,866.60. All benefits enumerated in Resolution 2023-07-11-4 shall apply to this new position. This action to establish the position is effective March 11, 2025.

SECTION 2. This Resolution establishes the position of Community Services Director, with a monthly salary range of \$15,145.27 to \$18,409.17. All benefits enumerated in Resolution 2023-07-11-4 shall apply to this new position. This action is effective retroactive to March 10, 2025.

SECTION 3. This Resolution removes the position of Deputy City Manager / Community Services Director. This action is effective March 11, 2025.

SECTION 4. This Resolution combines the positions of Community Services Leader I and Community Services Leader II into a single position entitled "Community Services Leader". The new pay range for this position shall be \$18.00 per hour to \$25.00 per hour. This action is effective March 24, 2025.

SECTION 5. Resolution No. 2023-07-11-4 is hereby amended with this Resolution. All other parts and sections of Resolution No. 2023-07-11-4 not aforementioned shall remain in full effect.

PASSED, APPROVED, AND ADOPTED this 11th day of March 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. 2025-03-11-X adopted by the City Council of the City of Laguna Hills, California, at a Regular Meeting thereof held on the 11th day of March 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

JENNIFER LEE, CITY CLERK



City of Laguna Hills

JOB DESCRIPTION

ASSISTANT CITY MANAGER ***FLSA: Exempt***

PRIMARY FUNCTION:

Under the general direction of the City Manager, the Assistant City Manager performs highly complex professional and administrative responsibilities. This position shall support the City Manager with functions related to Administration and Public Works, and shall act as the City Manager in his absence. These functions include, but are not limited to, the directing and management of all engineering activity, capital improvement projects, parks maintenance, street maintenance, citywide landscaping, building maintenance, and environmental programs. This position acts in an official capacity as the Public Works Director, City Engineer, and the City Traffic Engineer. This position directs and administers the solid waste contract and oversees the citywide information technology function. This position exercises general supervision over Public Works staff.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, the following:

- Oversee, manage, and direct all functions of the Public Works Department, including assuming the official roles of Public Works Director, City Engineer, and City Traffic Engineer.
- Receive direction from and coordinate with the City Manager on special projects related to public works, administration, and general City matters.
- Manage and direct the City's solid waste contract, including coordination with City staff, consultants, and contractors.
- Manage and direct the City's information technology function, including the coordination with City staff, consultants, and contractors.
- Prepare and present agenda reports to City Council and City Commissions.
- Confer with the City Attorney regarding legal matter and contract administration; respond to claims and litigations; prepare technical reports with recommendations regarding legal issues for review.
- Investigate field concerns affecting property owners, developers, engineers, and contractors; provide information to the public; respond to public inquiries and complaints.
- Implementation of goals and objectives; implement approved policies and procedures.
- Serve as project manager for large and complex capital improvement projects; perform field inspections, ensure contractor compliance and perform construction contract modifications, and negotiate contract changes, as appropriate.
- Develop grant applications and administer grants including coordination with awarding agency, ensuring compliance with grant requirements, preparing forms and reports, and participating in audits, if required.

- Manage and direct all maintenance functions, in relations to parks, facilities, buildings, streets, and landscapes.
- Maintain regular contact with consulting engineers, construction project engineers, project managers, City, County, State, and Federal agencies, professional and technical groups, and the general public regarding engineering activities and services.
- Assist in the preparation and monitoring of the engineering and capital improvement budgets.
- Supervise, train, and evaluate Public Works staff.
- Participate in citywide emergencies.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Complex civil engineering principles, practices, and methods, particularly as applicable to municipal public works.
- Pertinent federal, state, and local policies, laws, and regulations pertaining to the Subdivision Map Act and land development standard and public works activities.
- Modern practices in subdivision control, including its relation to municipal planning and zoning.
- Advanced principles and practices in construction, contract administration, and project management.
- Budget development and administration.
- Modern office methods, procedures and computer software and equipment.
- Principles and practices of record keeping.
- Safe work and driving principles and practices.
- Principles of leadership, supervision, and employee development.
- Proper usage of construction materials and equipment and traffic control standards.
- Engineering mathematics, including algebra and geometry.
- Principles and procedures of record keeping.

Ability to:

- Perform professional engineering work in the design, development and construction management of private development and capital improvement projects.
- Perform highly complex technical research to solve engineering problems.
- Establish and maintain effective working relationships with employees, City officials, City commission and committee members, officials and/or other government agencies and the public.
- Manage capital improvement projects.
- Utilize pertinent federal, State, and local laws, codes, and regulations governing the design and construction of streets, drainage, and geotechnical systems, capital improvement projects; CEQA, Subdivision Map Act and Public Works Contracts Code.
- Prepare highly technical reports, agenda reports, and correspondences.
- Respond to Public Records Act requests, as needed.
- Respond to public inquiries and complaints.
- Developing, implementing and administering goals, objectives and procedures for providing effective and efficient public works services.
- Preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.
- Resolve complicated situations requiring diplomacy and tact.

- Effectively utilize software programs, including Microsoft Office, databases, email and a variety of computer communications, GIS and design programs and software.
- Work nights, weekends, and holidays, if necessary, to complete tasks on time and to attend meetings and functions.
- Make sound decisions and instill confidence in the public on engineering matters.
- Operate a motor vehicle safely.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Minimum of eight years previous professional civil engineering experience. Direct experience in municipal government is highly desirable. Graduation from a four-year accredited college or university with a degree in civil engineering or a related field. A master's degree is highly desirable.

Licenses Required:

Must possess and maintain Registration as a Professional Civil Engineer in the State of California, a valid California Driver's License, and proof of automobile insurance meeting the California Joint Powers Insurance Authority (CJPIA) requirements. Registration as a Professional Traffic Engineer in the State of California is desirable.

Physical Demands and Working Conditions:

Physical Demands: Positions in this class work mostly in an office setting. Some outdoor work is required in the inspection of various land-use developments, construction sites, or public works facilities. Work involves lifting, pushing, or pulling objects weighing up to 50 pounds. This position is frequently required to communicate with others; use hands to finger, handle, feel, and operate objects, tools, and controls; to reach with hands and arms; and talk, hear, and smell. The incumbent is required to travel to specific locations; and is occasionally required to climb, balance, stoop, kneel, crouch, and crawl.

Working Conditions: This position requires specific vision abilities such as close, distant, color vision, depth perception, and the ability to focus on small objects. This position occasionally works in outdoor weather conditions; and noise levels in the work environments are moderately quiet while in the office and moderately noisy when in the field. Employees frequently deal with irate members of the public in interpreting and enforcing departmental policies and procedures and City codes.

Tools and Equipment:

Motorized vehicles, cellular and regular telephone, calculator, computer, copy and fax machines, and other modern office equipment as necessary.

The duties listed above are intended only as illustrations of the various tasks that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



City of Laguna Hills

JOB DESCRIPTION

COMMUNITY SERVICES DIRECTOR ***FLSA: Exempt***

PRIMARY FUNCTION:

Under the general direction of the City Manager, the Community Services Director manages, directs, supervises, and coordinates various recreation programs and special events for the Community; plans, directs, and supervises the work of full- and part-time Community Services staff; manages the Department budget; provides staff support to City Commissions and Committees; facilitates use of all City athletic resources to community sports organizations; coordinates assigned activities with other City Departments, outside organizations, and the general public; provides highly-responsible and complex administrative support to the City Manager.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, the following:

- Assume management responsibility for all services and activities of the Community Services Department.
- In conjunction with the Public Works department, assist in the management responsibility for the maintenance of all parks and park facilities.
- Continuously monitor and evaluate the efficiency and effectiveness of Department methods, procedures and programs; assess and monitor workload; identify and implement opportunities for improvement; review with City Manager where appropriate.
- Facilitate use of all City athletic resources to community sports organizations; supervise operations of all City athletic facilities.
- Provide staff support to the City's Parks and Recreation Commission.
- Prepare and present agenda reports to City Council and City Commissions.
- Confer with the City Attorney regarding contract administration; prepare technical reports with recommendations regarding legal issues for review.
- Coordinate Departmental activities with City sports organizations and other City departments.
- Implementation of goals and objectives; implement approved policies and procedures.
- Respond to and resolve sensitive and difficult public inquiries and complaints.

- Supervise, promote, implement, and evaluate various recreational programs for children and adults including the annual 4th of July Fireworks Display, annual Memorial Day Marathon, adult sports tournaments, summer sports camp programs, and specialized one-day sports events and programs.
- Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.
- Maintain close contact with school officials and community groups regarding program offerings and coordination of services.
- Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.
- Review and approve manuals, reports, flyers, press releases, etc., produced by subordinate staff.
- Recruit, select, train, motivate, schedule, supervise, and evaluate full-time, part-time, and volunteer staff; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
- Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- Principles of human resource management, supervision, training, and performance evaluation.
- Recreational, social, and cultural needs of the community.
- Principles of facility supervision, facilitation, and maintenance.
- Modern office methods, procedures and computer software and equipment.
- Principles and practices of record keeping.
- Safe work and driving principles and practices.
- Principles of leadership, supervision, and employee development.

Ability to:

- Manage, direct and coordinate the work of department staff.
- Select, supervise, train and evaluate staff.
- Provide administrative support and professional leadership and direction of the Community Services Department.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Interpret and apply Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- Analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain effective working relationships with staff, volunteers, City Council, Commissions and Committees, community organizations, individual citizens, governmental agencies, contractors, and vendors.
- Plan, develop, direct, and evaluate comprehensive recreation programs and services for the Community.
- Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementation of new program areas.

- Maintain administrative systems for facility and program scheduling, calendaring, and other functions.
- Develop, analyze, interpret, and explain Department policies and procedures.
- Participate in long-range and strategic planning.
- Work effectively under pressure and deadlines with consistent interruptions.
- Communicate clearly, concisely, and effectively, both orally and in writing.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Five years of increasingly responsible experience in the administration of recreational programming and social and cultural programs and services, including three years of management and supervisory experience. Experience in park facilities planning, as well as developing, planning, implementing, and facilitating sports programs is required. Bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required. A Master's degree is preferred.

Licenses Required:

Certified Park and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA) is preferred. CPR and First Aid certificates is required. Possession of a valid California Driver's License and an acceptable driving record is required.

Physical Demands and Working Conditions:

Physical Demands: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Working Conditions: This position requires specific vision abilities such as close, distant, color vision, depth perception, and the ability to focus on small objects. This position occasionally works in outdoor weather conditions; and noise levels in the work environments are moderately quiet while in the office and moderately noisy when in the field. Employees may deal with irate members of the public in interpreting and enforcing departmental policies and procedures.

Tools and Equipment:

Motorized vehicles, cellular and regular telephone, calculator, computer, copy and fax machines, and other modern office equipment as necessary.

The duties listed above are intended only as illustrations of the various tasks that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

We're Hiring!

City of Laguna Hills

Community Services Leader
Part-Time
Starting at \$18/hour

ABOUT THE ROLE:

- Assist and plan Community Services programs, classes, and special events
- Prepare logs and reports related to facility use and recreation
- Provides excellent customer service both in-person and over the phone
- Assist in classroom and reservation set-ups
- Professional development opportunities
- Flexible Scheduling
- Team environment

MINIMUM QUALIFICATIONS:

- Any combination of education, and paid and/or volunteer experience that provides equivalent knowledge, skills, and abilities



ABILITY TO:

- Work independently
- Communicate effectively
- Adapt to new situations

To apply visit: lagunahillsca.gov/jobs

949.707.2680

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Salary Ranges
To accompany March 11, 2025 Staff Report

Position	Step	Rate
Assistant City Manager	A	\$ 17,167.01 per month
	B	\$ 18,025.36 per month
	C	\$ 18,926.63 per month
	D	\$ 19,872.96 per month
	E	\$ 20,866.60 per month
Community Services Director	A	\$ 15,145.27 per month
	B	\$ 15,902.53 per month
	C	\$ 16,697.66 per month
	D	\$ 17,532.54 per month
	E	\$ 18,409.17 per month
Community Services Leader	A	\$ 18.00 per hour
	B	
	C	
	D	
	E	\$ 25.00 per hour

Employees in this part-time class can be paid at any rate between Step A and Step E.



City of Laguna Hills City Council / Planning Agency Staff Report

Date: March 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:

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

[Transportation Corridor Agencies \(TCA\)](#)

[San Joaquin Hills TCA Board of Directors](#)

Council Member Pezold

February 26, Joint Finance & Investment Committee Meeting

February 26, Joint Toll Operations Committee

Fiscal Impact:

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

Attachments:

None