



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

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### **REGULAR MEETING AGENDA Tuesday, September 8, 2020 – 7:00 PM (Closed Session at 6:00 PM when scheduled)**

**Janine Heft, Mayor**

**Erica Pezold, Mayor Pro Tempore  
Don Sedgwick, Council Member**

**Dore J. Gilbert, M.D., Council Member  
Dave Wheeler, Council Member**

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

**NOTICE REGARDING CORONAVIRUS (COVID-19):** This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed online at <http://lagunahillsca.igam2.com/Citizens/Default.aspx>. If you wish to attend the Council meeting in person, the City Council Chambers is located at 24035 El Toro Road, Laguna Hills, CA 92653. The public shall have the right to observe and offer public comment at this location. If you plan on attending, please follow the California Department of Health Guidelines by wearing a mask, washing your hands often, refraining from handshakes and maintaining social distance of six feet between individuals.

**Submission of Public Comments:** While you may attend this meeting in person, given the health risks associated with COVID-19, the City encourages those wishing to make public comments at the September 8, 2020, Council meeting, to please submit your comments by email. 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. If you wish to submit a public comment on more than one agenda item, please send a separate email for each item you are commenting on. Email comments must be submitted to the City Clerk at [publiccomments@lagunahillsCA.gov](mailto:publiccomments@lagunahillsCA.gov) by 5:00 p.m. on September 8, 2020. Electronic comments may only be submitted via email and comments via text and social media (Facebook, Twitter, etc.) will not be accepted.

**Announcement of Public Comments:** During the applicable agenda item, the City Clerk will announce the name of the sender and subject matter of all email comments received by 5:00 p.m. on September 8, 2020. The email comments, including your name, will become part of the record of the Council meeting and will be public information.

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

**CALL TO ORDER**

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

**PLEDGE OF ALLEGIANCE****ROLL CALL OF CITY COUNCIL MEMBERS****1. PRESENTATIONS AND PROCLAMATIONS****1.1 Appointment of Laguna Hills High School Student Liaisons Sophia Kachani and Liam Fellows for the Fall 2020 Semester**

**Recommendation:** That Certificates of Appointment are presented to Laguna Hills High School Student Liaisons Sophia Kachani and Liam Fellows.

**1.2 Laguna Hills High School Student Liaison**

**Recommendation:** That the City Council receive an oral report from Laguna Hills High School Student Liaison Liam Fellows.

**2. PUBLIC COMMENTS**

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

**3. CONSENT CALENDAR**

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

**3.1 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.

**3.2 Approval of Minutes for August 25, 2020, Regular Meeting**

**Recommendation:** That the City Council approve the Minutes for the August 25, 2020, Regular Meeting.

**3.3 Ratification of September 8, 2020, Warrant Register**

**Recommendation:** That the City Council ratify the accompanying Warrant Register for the period from August 14, 2020, to August 27, 2020, in the amount of \$418,998.39.

**3.4 City Council Review and Confirmation of the Necessity for Continuing the Local Emergency Related to the On-Going Threat of the Novel COVID-19 Virus**

**Recommendation:** That the City Council review and confirm the necessity for continuing the local emergency declared in response to the Novel COVID-19 virus.

**3.5 CARES Act Assistance Fund Budget**

**Recommendation:** That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, (1) Establishing a CARES Act Assistance Fund Budget for the period beginning March 1, 2020, and ending December 30, 2020; and (2) Amending the Biennial Budget for Fiscal Years 2019/2020 - 2020/2021."

**3.6 Award of Contract Agreement for Traffic Signal Repair - Alicia Parkway at Community Center Drive, CIP No. 112**

**Recommendation:** That the City Council award the Contract Agreement for Traffic Signal Repair - Alicia Parkway at Community Center Drive, CIP No. 112 to Comet Electric, Inc., in the low bid amount of \$55,710.00, reject all other bids, and authorize the Mayor to sign the Contract Agreement.

**3.7 Authorization to Advertise for Bids for Touchless Facility Upgrades at the Civic Center and Community Center Buildings, CIP No. 516**

**Recommendation:** That the City Council approve the plans and specifications and authorize the advertisement for bids for Touchless Facility Upgrades at the Civic Center and Community Center Buildings, CIP No. 516.

**3.8 Second Reading & Adoption of Proposed Ordinance Amending and Restating Section 2-32.060(B) of the Laguna Hills Municipal Code Regarding the Timeframe for City Council to Review the Necessity for Continuing a Local Emergency**

**Recommendation:** That the City Council adopt an Ordinance entitled: "An Ordinance of the City Council of the City of Laguna Hills, California, amending and restating Section 2-32.060(B) (Director of Emergency Services - Powers and Duties) of Title 2 (Administration and Personnel) of the Laguna Hills Municipal Code regarding the timeframe for City Council to review the necessity for continuing a local emergency."

**3.9 Designation of Voting Delegate for League of California Cities Annual Conference**

**Recommendation:** That the City Council appoint Mayor Heft as the Voting Delegate and appoint Mayor Pro Tempore Pezold as the Voting Delegate Alternate for the League of California Cities Annual Conference.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

**4. PLANNING AGENCY**

**4.1. ROLL CALL OF PLANNING AGENCY MEMBERS**

**4.2. PUBLIC COMMENTS**

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

**4.3. APPROVAL OF MINUTES**

**4.3.1 Approval of Minutes for August 25, 2020, Regular Meeting**

**Recommendation:** That the Planning Agency approve the Minutes for the August 25, 2020, Regular Meeting.

**4.4. ADMINISTRATIVE REPORTS**

**4.5. PLANNING AGENCY PUBLIC HEARINGS**

**PLANNING AGENCY ADJOURNMENT****5. CITY COUNCIL PUBLIC HEARINGS****6. ADMINISTRATIVE REPORTS****6.1. City Manager****6.1.1 Online City Council Meetings During the COVID-19 Pandemic State of Emergency**

**Recommendation:** That the City Council select Option 1 and continue utilizing the existing teleconference system.

**6.2. Community Development Director****6.2.1 Appeal of the City's RHNA for the Sixth Cycle Housing Element**

**Recommendation:** That the City Council take no action concerning an appeal of the City's Draft Regional Housing Needs Assessment (RHNA) for the Sixth Cycle Housing Element.

**6.3. Deputy City Manager/Community Services Director****6.3.1 Website Redesign Photo Contest**

**Recommendation:** That the City Council direct staff to proceed with a Website Redesign Community Photo Contest as described in this report.

**7. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS****7.1. Mayor Pro Tempore Pezold****7.1.1 Online City Council Community Messages**

**Recommendation:** Mayor Pro Tempore Pezold recommends that the City Council direct staff to develop a policy and program for online community messaging from City Council Members during holidays and times of emergency.

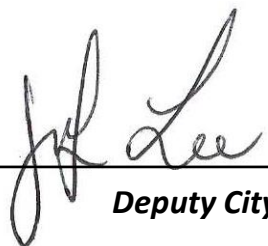
**8. CITY COUNCIL MEMBER COMMENTS**

**ADJOURNMENT**

The next Regular Meeting of the City Council/Planning Agency will be September 22, 2020, in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

**CERTIFICATION**

I, Jennifer Lee, Deputy 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 September 4, 2020, at 5:00 pm.



**Deputy City Clerk**

**September 4, 2020**

**Date**

***In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should 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.***

***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

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**DATE:** September 8, 2020  
**TO:** Mayor and Council Members  
**FROM:** Jennifer Lee  
Assistant City Clerk  
**ISSUE:** Appointment of Laguna Hills High School Student Liaisons Sophia Kachani and Liam Fellows for the Fall 2020 Semester

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**RECOMMENDATION:** That Certificates of Appointment are presented to Laguna Hills High School Student Liaisons Sophia Kachani and Liam Fellows.

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#### **SUMMARY:**

The City of Laguna Hills and Laguna Hills High School established a Student Liaison Program to create a direct link between the High School and the City Council. Sophia Kachani and Liam Fellows were selected to serve as the Fall 2020 Student Liaisons. The Assistant City Clerk met with Sophia Kachani and Liam Fellows prior to this meeting to administer the Oath of Office.

#### **ATTACHMENTS:**

- Certificates of Appointment



# CITY OF LAGUNA HILLS

## CERTIFICATE OF APPOINTMENT

*be it known that*

**SOPHIA KACHANI**

*on September 8, 2020, took the  
Oath of Office  
and on this date began serving as the*

**STUDENT LIAISON**

*for the City of Laguna Hills*

Dated this 8<sup>th</sup> day of September 2020.

JANINE HEFT, MAYOR



# CITY OF LAGUNA HILLS

## CERTIFICATE OF APPOINTMENT

*be it known that*

**LIAM FELLOWS**

*on September 8, 2020, took the  
Oath of Office  
and on this date began serving as the*

**STUDENT LIAISON**

*for the City of Laguna Hills*

Dated this 8<sup>th</sup> day of September 2020.

JANINE HEFT, MAYOR



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

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**DATE:** September 8, 2020  
**TO:** Mayor and Council Members  
**FROM:** Jennifer Lee  
Assistant City Clerk  
**ISSUE:** Approval of Minutes for August 25, 2020, Regular Meeting

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**RECOMMENDATION:** That the City Council approve the Minutes for the August 25, 2020, Regular Meeting.

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**ATTACHMENTS:**

- 200825 CC Minutes

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

**REGULAR MEETING  
MINUTES  
Tuesday, August 25, 2020**

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

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tempore Pezold

**ROLL CALL OF CITY COUNCIL MEMBERS**

| Attendee Name         | Title             | Status  | Arrived |
|-----------------------|-------------------|---------|---------|
| Janine Heft           | Mayor             | Remote  |         |
| Erica Pezold          | Mayor Pro Tempore | Present |         |
| Dore J. Gilbert, M.D. | Council Member    | Remote  |         |
| Don Sedgwick          | Council Member    | Absent  |         |
| Dave Wheeler          | Council Member    | Remote  |         |

**1. PRESENTATIONS AND PROCLAMATIONS**

There were no presentations or proclamations.

**2. PUBLIC COMMENTS**

The following individuals submitted electronic public comments that were received and announced into the record by Deputy City Manager/City Clerk Au-Yeung:

Reshman and Raj Morey, residents of Laguna Hills, submitted a letter requesting permission to install a 6' fence on their property easement.

Elizabeth and Gerrard Connolly, residents of Laguna Hills, submitted a letter requesting permission to install a 6' fence on their property.

Rona Henry, Chair of Tapestry's Welcoming Neighbors Home Initiative, submitted an email urging the City Council to not withdraw from the OC Housing Finance Trust.

Michelle Murphy, Director of Public Affairs with Orange County United Way, submitted an email urging the City Council to not withdraw from the OC Housing Finance Trust.

Denise Fleury, a resident of San Clemente, submitted an email urging the City Council to not withdraw from the OC Housing Finance Trust.

Denise Legters, a resident of Laguna Hills, submitted an email urging the City Council to not withdraw from the OC Housing Finance Trust.

The following individual submitted electronic public comments that were received and were inadvertently not announced during the meeting:

Cesar Covarrubias, Executive Director with the Kennedy Commission, submitted a letter urging the City Council to not withdraw from the OC Housing Finance Trust.

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

James Donahue, a resident of Laguna Hills expressed concerns regarding gang activity in the area.

### 3. CONSENT CALENDAR

Motion to approve the Consent Calendar with Mayor Heft removing Item No. 3.13.

|                  |                                                                                                                          |
|------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                              |
| <b>MOVER:</b>    | Erica Pezold, Mayor Pro Tempore                                                                                          |
| <b>SECONDER:</b> | Dore J. Gilbert, M.D., Council Member                                                                                    |
| <b>AYES:</b>     | Janine Heft, Mayor; Erica Pezold, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member; Dave Wheeler, Council Member |
| <b>ABSENT:</b>   | Don Sedgwick, Council Member                                                                                             |

#### 3.1 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.

#### 3.2 Approval of Minutes for July 7, 2020, Special Meeting

**Recommendation:** That the City Council approve the Minutes for the July 7, 2020, Special Meeting.

#### 3.3 Approval of Minutes for July 14, 2020, Regular Meeting

**Recommendation:** That the City Council approve the Minutes for the July 14, 2020, Regular Meeting.

#### 3.4 Approval of Minutes for July 28, 2020, Special Meeting

**Recommendation:** That the City Council approve the Minutes for the July 28, 2020, Special Meeting.

**3.5 Approval of Minutes for August 11, 2020, Special Meeting**

**Recommendation:** That the City Council approve the Minutes for the August 11, 2020, Special Meeting.

**3.6 Ratification of August 25, 2020, Warrant Register**

**Recommendation:** That the City Council ratify the accompanying Warrant Register for the period from July 3, 2020, to August 13, 2020, in the amount of \$3,160,379.31.

**3.7 City Council Review and Confirmation of the Necessity for Continuing the Local Emergency Related to the On-Going Threat of the Novel COVID-19 Virus**

**Recommendation:** That the City Council review and confirm the necessity for continuing the local emergency declared in response to the Novel COVID-19 virus.

**3.8 Amendment No. 1 to Office Lease with Koorosh Hosn, D.D.S., for 24031 El Toro Rd, Suite 230, Laguna Hills, California**

**Recommendation:** That the City Council approve Amendment No. 1 to the Office Lease with Koorosh Hosn, D.D.S., a professional corporation, for 24031 El Toro Road, Suite 230, Laguna Hills, California, and authorize the City Manager to execute the Amendment.

**3.9 Amendment No. 1 to Office Lease with Our Estate Planning Attorney for 24031 El Toro Rd, Suite 200, Laguna Hills, California**

**Recommendation:** That the City Council approve Amendment No. 1 to the Office Lease with Our Estate Planning Attorney, a California corporation, for 24031 El Toro Road, Suite 200, Laguna Hills, California, and authorize the City Manager to execute the Amendment.

**3.10 Proposed Amendment No. 2 to the On-Call Professional Services Agreement with Moore Iacofano Goltsman, Inc., Authorizing a 10 Month Term Extension through June 30, 2021, for Continued On-Call Planning Consultant Services.**

**Recommendation:** That the City Council: 1) Waive formal competitive bidding requirements and procedures set forth in the City of Laguna Hills Municipal Code (LHMC) Section 3-08.150 pursuant to the exceptions set forth in LHMC Sections 3-08.110(D), (I), and (J), for approval of the proposed Amendment No. 2 to the Professional Services Agreement for On-Call Planning Consultant Services with Moore Iacofano Goltsman, Inc.; 2) Approve Amendment No. 2 to the Professional Services Agreement with Moore Iacofano Goltsman, Inc., extending the term of the Agreement for 10 months through June 30, 2021; and 3) Authorize the Mayor to execute the Amendment.

**3.11 Proposed Amendment No. 2 to the On-Call Professional Services Agreement with HR Green Pacific, Inc., Authorizing a 10 Month Term Extension through June 30, 2021, for Continued On-Call Professional Civil Engineering, Building & Safety, Civil Plan Check, Building Code Compliance, and Building Inspection Consulting Services**

**Recommendation:** That the City Council: 1) Waive formal competitive bidding requirements and procedures set forth in the City of Laguna Hills Municipal Code (LHMC) Section 3-08.150 pursuant to the exceptions set forth in LHMC Sections 3-08.110(D), (I), and (J), for approval of the proposed Amendment No. 2 to the Professional Services Agreement with HR Green Pacific, Inc., for On-Call Professional Civil Engineering, Building and Safety, Civil Plan Check, Building Code Compliance, and Building Inspection Consulting Services; 2) Approve Amendment No. 2 to the Professional Services Agreement with HR Green Pacific, Inc., extending the term of the Agreement through June 30, 2021; and 3) Authorize the Mayor to execute the Amendment.

**3.12 Resolution Amending Resolution No. 2018-06-26-2 Eliminating Cost of Living Adjustments and Increases to Pension Program for Full-Time Management Employees, and Establishing New Salary Ranges for Specified Part-Time Classifications**

**Recommendation:** That the City Council adopt Resolution No. 2020-08-25-1: "A Resolution of the City Council of the City of Laguna Hills, California, amending Resolution No. 2018-06-26-2 to eliminate cost of living adjustments and CalPERS employee contribution increases for full-time management employees for FY 2020/2021, and establishing new salary ranges for specified part-time job classifications."

**ITEMS REMOVED FROM THE CONSENT CALENDAR****3.13 Withdrawal from the Orange County Housing Finance Trust**

Mayor Heft removed Item No. 3.13 from the Consent Calendar to oppose the item.

**Recommendation:** That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, authorizing and directing the voluntary withdrawal of the City of Laguna Hills from the Orange County Housing Finance Trust and the Joint Exercise of Powers Agreement."

|                  |                                                                        |
|------------------|------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>NO ACTION TAKEN [2 TO 2]</b>                                        |
| <b>MOVER:</b>    | Erica Pezold, Mayor Pro Tempore                                        |
| <b>SECONDER:</b> | Dore J. Gilbert, M.D., Council Member                                  |
| <b>AYES:</b>     | Erica Pezold, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member |
| <b>NAYS:</b>     | Janine Heft, Mayor; Dave Wheeler, Council Member                       |
| <b>ABSENT:</b>   | Don Sedgwick, Council Member                                           |

**4. PLANNING AGENCY**

Mayor Heft recessed the City Council Meeting, and acting in capacity as Chair, called the Regular Meeting of the Planning Agency of the City of Laguna Hills, California, to order at 7:23 p.m.

**4.1. ROLL CALL OF PLANNING AGENCY MEMBERS**

| Attendee Name         | Title         | Status  | Arrived |
|-----------------------|---------------|---------|---------|
| Janine Heft           | Chair         | Remote  |         |
| Erica Pezold          | Vice Chair    | Present |         |
| Dore J. Gilbert, M.D. | Agency Member | Remote  |         |
| Don Sedgwick          | Agency Member | Absent  |         |
| Dave Wheeler          | Agency Member | Remote  |         |

**4.2. PUBLIC COMMENTS**

There were no Planning Agency public comments.

**4.3. APPROVAL OF MINUTES****4.3.1 Approval of Minutes for July 14, 2020, Regular Meeting**

**Recommendation:** That the Planning Agency approve the Minutes for the July 14, 2020, Regular Meeting.

|                  |                                                                                                                 |
|------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                     |
| <b>MOVER:</b>    | Dore J. Gilbert, M.D., Agency Member                                                                            |
| <b>SECONDER:</b> | Dave Wheeler, Agency Member                                                                                     |
| <b>AYES:</b>     | Janine Heft, Chair; Erica Pezold, Vice Chair; Dore J. Gilbert, M.D., Agency Member; Dave Wheeler, Agency Member |
| <b>ABSENT:</b>   | Don Sedgwick, Agency Member                                                                                     |

#### 4.4. ADMINISTRATIVE REPORTS

There were no Planning Agency administrative reports.

#### 4.5. PLANNING AGENCY PUBLIC HEARINGS

There were no Planning Agency public hearings.

#### PLANNING AGENCY ADJOURNMENT

Mayor Heft reconvened the City Council Meeting at 7:24 p.m. Mayor Pro Tempore Pezold was present. Mayor Heft, Council Member Gilbert, and Council Member Wheeler were present via teleconference. Council Member Sedgwick was absent.

#### 5. CITY COUNCIL PUBLIC HEARINGS

There were no City Council public hearings.

#### 6. ADMINISTRATIVE REPORTS

##### 6.1. City Manager/Director of Emergency Services

##### **6.1.1 First Reading and Introduction of an Ordinance Amending and Restating Section 2-32.060(B) of the Laguna Hills Municipal Code Regarding the Timeframe for City Council to Review the Necessity for Continuing a Local Emergency**

City Manager White reviewed the information provided in the staff report and responded to council requests for additional information.

**Recommendation:** That the City Council introduce for first reading, read by title only, and waive further reading of an Ordinance entitled: "An Ordinance of the City Council of the City of Laguna Hills, California,

amending and restating Section 2-32.060(B) (Director of Emergency Services - Powers and Duties) of Title 2 (Administration and Personnel) of the Laguna Hills Municipal Code regarding the timeframe for City Council to review the necessity for continuing a local emergency."

Motion to move staff's recommendation including the amendments to the Ordinance to require the periodic review of the necessity of continuing a local emergency to occur no less frequently than at every subsequent regular meeting of the City Council thereafter until terminated.

|                  |                                                                                                                          |
|------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                              |
| <b>MOVER:</b>    | Dave Wheeler, Council Member                                                                                             |
| <b>SECONDER:</b> | Janine Heft, Mayor                                                                                                       |
| <b>AYES:</b>     | Janine Heft, Mayor; Erica Pezold, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member; Dave Wheeler, Council Member |
| <b>ABSENT:</b>   | Don Sedgwick, Council Member                                                                                             |

#### **6.1.2 Online City Council Meetings During the COVID-19 Pandemic State of Emergency**

Mayor Heft requested unanimous consent from council members to continue this item to the meeting of September 8, 2020, and did not receive unanimous consent.

Deputy City Manager/City Clerk Au-Yeung reviewed the information provided in the staff report.

Senior Management Analyst Haston reviewed the options provided in the staff report.

**Recommendation:** That the City Council select Option 1 and continue utilizing the existing teleconference system.

|                  |                                                                        |
|------------------|------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>NO ACTION TAKEN [2 TO 2]</b>                                        |
| <b>MOVER:</b>    | Erica Pezold, Mayor Pro Tempore                                        |
| <b>SECONDER:</b> | Dore J. Gilbert, M.D., Council Member                                  |
| <b>AYES:</b>     | Erica Pezold, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member |
| <b>NAYS:</b>     | Janine Heft, Mayor; Dave Wheeler, Council Member                       |
| <b>ABSENT:</b>   | Don Sedgwick, Council Member                                           |

**7. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS**

There were no matters agendized and presented by City Council Members.

**8. CITY COUNCIL MEMBER COMMENTS****Mayor Pro Tempore Pezold**

Mayor Pro Tempore Pezold requested that the issue of exploring an option for City Council Members to provide a 30 second online message to constituents during events and holidays be agendized for the meeting of September 8, 2020, and received a second from Council Member Gilbert.

**Council Member Wheeler**

Council Member Wheeler requested that Option 3 from Item 6.1.2 of this agenda be agendized for consideration at the meeting of September 8, 2020, and received a second from Mayor Heft.

**Mayor Heft**

Mayor Heft requested that the issue of adopting a Resolution in opposition of Proposition 15 be agendized for the meeting of September 8, 2020, and received a second from Mayor Pro Tempore Pezold.

**ADJOURNMENT**

There being no further business before the City Council at this session, Mayor Heft declared the meeting adjourned at 7:56 p.m.

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Jennifer Lee, Deputy City Clerk

ATTEST:

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Janine Heft, Mayor

Approved at meeting of September 8, 2020



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

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**DATE:** September 8, 2020  
**TO:** Mayor and Council Members  
**FROM:** Janice Reyes  
Finance Director  
**ISSUE:** Ratification of September 8, 2020, Warrant Register

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**RECOMMENDATION:** That the City Council ratify the accompanying Warrant Register for the period from August 14, 2020, to August 27, 2020, in the amount of \$418,998.39.

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#### **SUMMARY:**

The City issues accounts payable disbursements on a regular basis and presents it to City Council for ratification at its next regularly scheduled City Council Meeting. The attached Warrant Register containing checks and electronic funds transfers for the period from August 14, 2020, to August 27, 2020, is being presented for ratification by the City Council. Payments have been reviewed and approved by the appropriate departmental staff. The Director of Finance certifies to the accuracy of the attached register and to the availability of monies for payment thereof.

#### **ATTACHMENTS:**

- Warrant Register - September 8, 2020
- Warrant Register, Payables Detail Report - September 8, 2020



City of Laguna Hills, CA

# Warrant Register - September 8, 2020

By Check Number

Date Range: 08/14/2020 - 08/27/2020

| Check Number                 | Vendor Number | Vendor Name                                       | Payment Date | Payment Amount |
|------------------------------|---------------|---------------------------------------------------|--------------|----------------|
| <b>Payment Type: Regular</b> |               |                                                   |              |                |
| 8818303                      | C-1068        | CITY OF ALISO VIEJO                               | 08/20/2020   | 5,078.38       |
| 8818304                      | E-0589        | ESSEX REALTY MANAGEMENT, INC.                     | 08/20/2020   | 4,464.56       |
| 8818305                      | P-1832        | PRINTEX PRINTING AND GRAPHICS INC.                | 08/20/2020   | 183.18         |
| 8818306                      | S-1944        | SOUTHERN CALIF MUN ATHLETIC FEDERATION            | 08/20/2020   | 70.00          |
| 8818307                      | R-1888        | THE RITZ COMPANIES                                | 08/20/2020   | 203.00         |
| 8818308                      | T-2677        | TRUELINE CONSTRUCTION & SURFAC                    | 08/20/2020   | 6,500.00       |
| 8818309                      | A-0365        | AT&T - CALNET 3                                   | 08/20/2020   | 228.74         |
| 8818310                      | A-0190        | AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA            | 08/20/2020   | 52.00          |
| 8818311                      | Z-CD-0266     | B E KING INC                                      | 08/20/2020   | 780.00         |
| 8818312                      | B-0437        | BRINKS, INCORPORATED                              | 08/20/2020   | 134.69         |
| 8818313                      | C-1179        | CANON SOLUTIONS AMERICA                           | 08/20/2020   | 21.92          |
| 8818314                      | C-0324        | CITY OF MISSION VIEJO                             | 08/20/2020   | 55,131.59      |
| 8818315                      | C-0023        | COX COMMUNICATION                                 | 08/20/2020   | 851.31         |
| 8818316                      | Z-CD-0267     | DABBENE, ANTHONY                                  | 08/20/2020   | 159.63         |
| 8818317                      | E-0544        | ECONOLITE CONTROL PRODUCTS, INC                   | 08/20/2020   | 1,465.40       |
| 8818318                      | C-1190        | FINGERPRINT ID (AFIS) LAW ENF. - COUNTY OF ORANGE | 08/20/2020   | 1,388.00       |
| 8818319                      | Z-CD-0186     | GUARDIAN ROOFS                                    | 08/20/2020   | 810.00         |
| 8818320                      | H-0848        | HDL, COREN & CONE                                 | 08/20/2020   | 2,781.00       |
| 8818321                      | Z-CD-0251     | HOYT ROOFS INC                                    | 08/20/2020   | 540.00         |
| 8818322                      | I-0920        | ICMA                                              | 08/20/2020   | 200.00         |
| 8818323                      | J-1057        | JAMEY CLARK, INC.                                 | 08/20/2020   | 376.00         |
| 8818324                      | Z-CD-0147     | JIM MURRAY ROOFING INC.                           | 08/20/2020   | 4,620.00       |
| 8818325                      | N-1474        | NIEVES LANDSCAPE, INC.                            | 08/20/2020   | 84,508.00      |
| 8818326                      | Z-CD-0203     | PACIFIC CREST ROOFING                             | 08/20/2020   | 2,040.00       |
| 8818327                      | P-1829        | PEST OPTIONS, INC.                                | 08/20/2020   | 112.50         |
| 8818328                      | P-1834        | PLACEWORKS, INC.                                  | 08/20/2020   | 9,978.16       |
| 8818329                      | R-1813        | RPW SERVICES, INC.                                | 08/20/2020   | 532.80         |
| 8818330                      | R-1980        | RUSSELL SIGLER, INC.                              | 08/20/2020   | 77,653.39      |
| 8818331                      | S-1902        | SAN DIEGO GAS & ELECTRIC                          | 08/20/2020   | 23,887.35      |
| 8818332                      | S-2250        | SPARKLETTS                                        | 08/20/2020   | 119.18         |
| 8818333                      | N-1487        | NUVIS LANDSCAPE ARCHITECTURE                      | 08/27/2020   | 2,120.00       |
| 8818334                      | O-1606        | OROS, ROBERT                                      | 08/27/2020   | 230.00         |
| 8818335                      | S-2306        | STOP DROWNING NOW                                 | 08/27/2020   | 5,000.00       |
| 8818336                      | W-2337        | WEST COAST ARBORISTS, INC.                        | 08/27/2020   | 2,492.00       |
| 8818337                      | C-1133        | CALIFORNIA YELLOW CAB                             | 08/27/2020   | 346.00         |
| 8818338                      | C-1177        | CANON FINANCIAL SERVICES, INC.                    | 08/27/2020   | 1,056.80       |
| 8818339                      | C-1139        | COMPLETE OFFICE OF CALIFORNIA                     | 08/27/2020   | 1,391.87       |
| 8818340                      | C-0023        | COX COMMUNICATION                                 | 08/27/2020   | 402.31         |
| 8818341                      | Z-CS-0349     | CRUZ, CLAUDIA                                     | 08/27/2020   | 500.00         |
| 8818342                      | D-0461        | DATA TICKET, INC.                                 | 08/27/2020   | 293.89         |
| 8818343                      | D-0541        | DIAMOND ENVIRONMENTAL SERVICES                    | 08/27/2020   | 2,580.48       |
| 8818344                      | E-0504        | EL TORO WATER DISTRICT                            | 08/27/2020   | 16,980.31      |
| 8818345                      | H-0829        | HARTZOG & CRABILL, INC.                           | 08/27/2020   | 5,868.92       |
| 8818346                      | H-0934        | HOME DEPOT                                        | 08/27/2020   | 243.16         |
| 8818347                      | Z-CD-0271     | INSITE TELECOM, INC.                              | 08/27/2020   | 5,826.64       |
| 8818348                      | G-0709        | JOE A. GONSALVES & SON                            | 08/27/2020   | 2,900.00       |
| 8818349                      | K-1193        | KOSMONT COMPANIES                                 | 08/27/2020   | 7,666.10       |
| 8818350                      | Z-CD-0268     | LIN, MICHAEL                                      | 08/27/2020   | 1,095.60       |
| 8818351                      | L-1385        | LOZEAU CONSULTING, TRAINING AND INVESTIGATIONS    | 08/27/2020   | 240.00         |
| 8818352                      | M-1388        | MOBILE MINI, INC.                                 | 08/27/2020   | 82.97          |
| 8818353                      | M-1302        | MOULTON NIGUEL WATER DISTRICT                     | 08/27/2020   | 5,946.63       |
| 8818354                      | O-1528        | OCTA                                              | 08/27/2020   | 612.00         |
| 8818355                      | O-1546        | OFFICE SOLUTIONS                                  | 08/27/2020   | 140.64         |

Attachment: Warrant Register - September 8, 2020 (2212 : Warrant Register, September 8, 2020)

## Warrant Register - September 8, 2020

| Check Number | Vendor Number | Vendor Name                    |
|--------------|---------------|--------------------------------|
| 8818356      | R-1830        | RALPHS GROCERY COMPANY         |
| 8818357      | R-1977        | RJ ELECTRIC                    |
| 8818358      | Z-CD-0270     | SOUTHERN CALIFORNIA EDISON     |
| 8818359      | S-1904        | SOUTHERN CALIFORNIA EDISON     |
| 8818360      | Z-CD-0269     | SURESITE CONSULTING GROUP, LLC |
| 8818361      | R-1801        | WOODRUFF, SPRADLIN & SMART     |

Date Range: 08/14/2020 - 08/27/2020

| Payment Date          | Payment Amount    |
|-----------------------|-------------------|
| 08/27/2020            | 24.07             |
| 08/27/2020            | 1,712.48          |
| 08/27/2020            | 1,412.76          |
| 08/27/2020            | 12,529.84         |
| 08/27/2020            | 349.75            |
| 08/27/2020            | 49,495.79         |
| <b>Total Regular:</b> | <b>414,411.79</b> |

Attachment: Warrant Register - September 8, 2020 (2212 : Warrant Register, September 8, 2020)

## Warrant Register - September 8, 2020

Date Range: 08/14/2020 - 08/27/2020

| Check Number                    | Vendor Number | Vendor Name               | Payment Date | Payment Amount  |
|---------------------------------|---------------|---------------------------|--------------|-----------------|
| <b>Payment Type: Bank Draft</b> |               |                           |              |                 |
| DFT0001326                      | B-0276        | BANK OF AMERICA VISA CARD | 08/14/2020   | 197.97          |
| DFT0001327                      | B-0276        | BANK OF AMERICA VISA CARD | 08/14/2020   | 20.00           |
| DFT0001328                      | B-0276        | BANK OF AMERICA VISA CARD | 08/14/2020   | 1,048.40        |
| DFT0001329                      | B-0276        | BANK OF AMERICA VISA CARD | 08/14/2020   | 238.00          |
| DFT0001330                      | B-0276        | BANK OF AMERICA VISA CARD | 08/14/2020   | 2,501.63        |
| DFT0001339                      | B-0276        | BANK OF AMERICA VISA CARD | 08/14/2020   | 243.70          |
| DFT0001340                      | B-0276        | BANK OF AMERICA VISA CARD | 08/14/2020   | 30.34           |
| DFT0001341                      | B-0276        | BANK OF AMERICA VISA CARD | 08/14/2020   | 207.00          |
| DFT0001342                      | B-0276        | BANK OF AMERICA VISA CARD | 08/14/2020   | 99.56           |
| <b>Total Bank Draft:</b>        |               |                           |              | <b>4,586.60</b> |

## Bank Code AP Bank Summary

| Payment Type   | Payable<br>Count | Payment<br>Count | Discount    | Payment           |
|----------------|------------------|------------------|-------------|-------------------|
| Regular Checks | 73               | 59               | 0.00        | 414,411.79        |
| Manual Checks  | 0                | 0                | 0.00        | 0.00              |
| Voided Checks  | 0                | 0                | 0.00        | 0.00              |
| Bank Drafts    | 9                | 9                | 0.00        | 4,586.60          |
| EFT's          | 0                | 0                | 0.00        | 0.00              |
|                | <b>82</b>        | <b>68</b>        | <b>0.00</b> | <b>418,998.39</b> |

Attachment: Warrant Register - September 8, 2020 (2212 : Warrant Register, September 8, 2020)

### All Bank Codes Check Summary

| Payment Type   | Payable<br>Count | Payment<br>Count | Discount    | Payment           |
|----------------|------------------|------------------|-------------|-------------------|
| Regular Checks | 73               | 59               | 0.00        | 414,411.79        |
| Manual Checks  | 0                | 0                | 0.00        | 0.00              |
| Voided Checks  | 0                | 0                | 0.00        | 0.00              |
| Bank Drafts    | 9                | 9                | 0.00        | 4,586.60          |
| EFT's          | 0                | 0                | 0.00        | 0.00              |
|                | <b>82</b>        | <b>68</b>        | <b>0.00</b> | <b>418,998.39</b> |

### Fund Summary

| Fund | Name | Period | Amount            |
|------|------|--------|-------------------|
| 998  | POOL | 8/2020 | 418,998.39        |
|      |      |        | <b>418,998.39</b> |



City of Laguna Hills, CA

# Warrant Register - Payables Detail Report

By Fund

Payment Dates 08/14/2020 - 08/27/2020

| Payment Date                    | Vendor Name                            | Payable Number        | Description (Payable)                            | Account Number | Amount    |
|---------------------------------|----------------------------------------|-----------------------|--------------------------------------------------|----------------|-----------|
| <b>Fund: 100 - GENERAL FUND</b> |                                        |                       |                                                  |                |           |
| 08/14/2020                      | BANK OF AMERICA VISA CARD              | 072020 COMDEV         | Departmental Expenditure, Jul '20                | 100-225-626000 | 238.00    |
| 08/14/2020                      | BANK OF AMERICA VISA CARD              | 072020 COMDEV a       | Departmental Expenditure, Jul '20                | 100-000-202000 | 207.00    |
| 08/14/2020                      | BANK OF AMERICA VISA CARD              | 072020 GENGOV1        | Departmental Expenditure, Jul '20                | 100-155-622000 | 39.10     |
| 08/14/2020                      | BANK OF AMERICA VISA CARD              | 072020 GENGOV1        | Departmental Expenditure, Jul '20                | 100-155-626000 | 53.87     |
| 08/14/2020                      | BANK OF AMERICA VISA CARD              | 072020 GENGOV1 a      | Departmental Expenditure, Jul '20                | 100-000-202000 | 243.70    |
| 08/14/2020                      | BANK OF AMERICA VISA CARD              | 072020 GENGOV2        | Departmental Expenditure, Jul '20                | 100-155-610000 | 20.00     |
| 08/14/2020                      | BANK OF AMERICA VISA CARD              | 072020 POLSVCS        | Departmental Expenditure, Jul '20                | 100-000-120000 | 9.41      |
| 08/14/2020                      | BANK OF AMERICA VISA CARD              | 072020 POLSVCS        | Departmental Expenditure, Jul '20                | 100-420-611000 | 200.00    |
| 08/14/2020                      | BANK OF AMERICA VISA CARD              | 072020 POLSVCS        | Departmental Expenditure, Jul '20                | 100-420-622000 | 2,292.22  |
| 08/14/2020                      | BANK OF AMERICA VISA CARD              | 072020 POLSVCS a      | Departmental Expenditure, Jul '20                | 100-000-202000 | 99.56     |
| 08/14/2020                      | BANK OF AMERICA VISA CARD              | 072020 PUBSVCS        | Departmental Expenditure, Jul '20                | 100-355-646100 | 6.00      |
| 08/14/2020                      | BANK OF AMERICA VISA CARD              | 072020 PUBSVCS        | Departmental Expenditure, Jul '20                | 100-355-720701 | 725.00    |
| 08/14/2020                      | BANK OF AMERICA VISA CARD              | 072020 PUBSVCS a      | Departmental Expenditure, Jul '20                | 100-000-202000 | 30.34     |
| 08/20/2020                      | AT&T - CALNET 3                        | 000015142870          | Alarm, Com Ctr & City Hall Lines, Aug '20        | 100-195-630000 | 141.51    |
| 08/20/2020                      | AT&T - CALNET 3                        | 000015142870          | Alarm, Com Ctr & City Hall Lines, Aug '20        | 100-310-630100 | 87.23     |
| 08/20/2020                      | COX COMMUNICATION                      | 080520                | T-1 Line, Aug '20                                | 100-195-630000 | 851.31    |
| 08/20/2020                      | AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA | 081820                | Membership, Comm Svcs, 2020                      | 100-310-610000 | 52.00     |
| 08/20/2020                      | SAN DIEGO GAS & ELECTRIC               | 082020                | Street Lights, Traffic Control, Com Ctr, Jul '20 | 100-310-631100 | 3,929.61  |
| 08/20/2020                      | SAN DIEGO GAS & ELECTRIC               | 082020                | Street Lights, Traffic Control, Com Ctr, Jul '20 | 100-355-631000 | 4,718.62  |
| 08/20/2020                      | SAN DIEGO GAS & ELECTRIC               | 082020                | Street Lights, Traffic Control, Com Ctr, Jul '20 | 100-355-631400 | 11,875.14 |
| 08/20/2020                      | SAN DIEGO GAS & ELECTRIC               | 082020                | Street Lights, Traffic Control, Com Ctr, Jul '20 | 100-355-631900 | 3,363.98  |
| 08/20/2020                      | BRINKS, INCORPORATED                   | 11250840              | Courier Fee, Armored Transport, Aug '20          | 100-155-625000 | 134.69    |
| 08/20/2020                      | TRUELINE CONSTRUCTION & SURFAC         | 1381                  | Basketball Court Resurfacing, Feb '20            | 100-355-910000 | 6,500.00  |
| 08/20/2020                      | ECONOLITE CONTROL PRODUCTS,            | 158050                | CIP 112, Traffic Signal                          | 100-600-790600 | 1,465.40  |
| 08/20/2020                      | CITY OF ALISO VIEJO                    | 2020-1281             | Cost Share, Dairy Fork CIP 410                   | 100-600-790600 | 5,078.38  |
| 08/20/2020                      | CITY OF MISSION VIEJO                  | 20705                 | Animal Care Services, Jul-Sep '20                | 100-420-720401 | 55,131.59 |
| 08/20/2020                      | RPW SERVICES, INC.                     | 20732                 | Rodent Control, Public Services, Jul '20         | 100-355-720700 | 532.80    |
| 08/20/2020                      | PEST OPTIONS, INC.                     | 356541                | Rodent Control, Public Services, Aug '20         | 100-355-720700 | 112.50    |
| 08/20/2020                      | CANON SOLUTIONS AMERICA                | 4033554103            | Copier Usage, Community Services, Jul '20        | 100-195-641200 | 21.92     |
| 08/20/2020                      | SPARKLETTS                             | 4228482 081420        | Operating Supplies, Aug '20                      | 100-195-622000 | 119.18    |
| 08/20/2020                      | ICMA                                   | 424819-081420         | Membership, DR                                   | 100-310-610000 | 200.00    |
| 08/20/2020                      | NIEVES LANDSCAPE, INC.                 | 67747                 | Monthly and Misc Landscape, Jul '20              | 100-355-720700 | 84,508.00 |
| 08/20/2020                      | JAMEY CLARK, INC.                      | 71958                 | Graffiti Removal, Public Services, Jul '20       | 100-355-720500 | 376.00    |
| 08/20/2020                      | B E KING INC                           | CD-0596-BLDR-0397-202 | Refund, C&D Deposit, R #6806                     | 100-000-227001 | 780.00    |
| 08/20/2020                      | DABBENE, ANTHONY                       | CD-0597-MECR-0307-202 | Refund, Permit Fees, R #7383                     | 100-000-221011 | 1.00      |
| 08/20/2020                      | DABBENE, ANTHONY                       | CD-0597-MECR-0307-202 | Refund, Permit Fees, R #7383                     | 100-000-221012 | 4.00      |
| 08/20/2020                      | DABBENE, ANTHONY                       | CD-0597-MECR-0307-202 | Refund, Permit Fees, R #7383                     | 100-000-442000 | 154.63    |
| 08/20/2020                      | GUARDIAN ROOFS                         | CD-0598-BLDR-0429-202 | Refund, C&D Deposit, R #7063                     | 100-000-227001 | 810.00    |
| 08/20/2020                      | HOYT ROOFS INC                         | CD-0599-BLDR-0378-202 | Refund, C&D Deposit, R #6702                     | 100-000-227001 | 540.00    |
| 08/20/2020                      | JIM MURRAY ROOFING INC.                | CD-0600-BLDR-0434-202 | Refund, C&D Deposit, R #7099                     | 100-000-227001 | 1,680.00  |
| 08/20/2020                      | JIM MURRAY ROOFING INC.                | CD-0601-BLDR-0447-202 | Refund, C&D Deposit, R #7166                     | 100-000-227001 | 1,830.00  |
| 08/20/2020                      | JIM MURRAY ROOFING INC.                | CD-0602-BLDR-0457-202 | Refund, C&D Deposit, R #7233                     | 100-000-227001 | 1,110.00  |
| 08/20/2020                      | PACIFIC CREST ROOFING                  | CD-0603-BLDR-0393-202 | Refund, C&D Deposit, R #6790                     | 100-000-227001 | 2,040.00  |

Attachment: Warrant Register, Payables Detail Report - September 8, 2020 (2212 : Warrant Register, September 8, 2020)

## Warrant Register - Payables Detail Report

Payment Dates: 08/14/2020 - 08/27/2020

| Payment Date | Vendor Name                                       | Payable Number        | Description (Payable)                              | Account Number | Amount     |
|--------------|---------------------------------------------------|-----------------------|----------------------------------------------------|----------------|------------|
| 08/20/2020   | RUSSELL SIGLER, INC.                              | INV-BRE20024779       | Community Center Renovation, CIP 513-B             | 100-600-790600 | 54,003.34  |
| 08/20/2020   | RUSSELL SIGLER, INC.                              | INV-BRE20024780       | Community Center Renovation, CIP 513-B             | 100-600-790600 | 23,650.05  |
| 08/20/2020   | SOUTHERN CALIF MUN ATHLETIC FEDERATION            | MEM-INDV-20-12        | Membership, Community Services,                    | 100-310-610000 | 70.00      |
| 08/20/2020   | FINGERPRINT ID (AFIS) LAW ENF. - COUNTY OF ORANGE | SH 56973              | Fingerprint ID System Charges, Aug                 | 100-420-720835 | 1,388.00   |
| 08/20/2020   | HDL, COREN & CONE                                 | SIN002565             | Property Tax Audit, Jul - Sep '20                  | 100-155-700055 | 2,781.00   |
| 08/27/2020   | RALPHS GROCERY COMPANY                            | 0620119568            | Operating Supplies, Comm Svcs, Jul                 | 100-310-622005 | 24.07      |
| 08/27/2020   | COX COMMUNICATION                                 | 081720                | T-1 Line, Aug '20                                  | 100-195-630000 | 402.31     |
| 08/27/2020   | OROS, ROBERT                                      | 082620                | Reimbursable Expense, IT Support, COVID-19         | 100-155-612000 | 230.00     |
| 08/27/2020   | STOP DROWNING NOW                                 | 082620                | Sponsorship - OC Task Force on Drowning Prevention | 100-155-695000 | 5,000.00   |
| 08/27/2020   | MOULTON NIGUEL WATER DISTRICT                     | 082620                | Water Usage, Public Services & Com Ctr, Jul '20    | 100-310-635100 | 568.75     |
| 08/27/2020   | SOUTHERN CALIFORNIA EDISON                        | 082620                | Street Lights, Traffic Control, Jul '20            | 100-355-631000 | 663.19     |
| 08/27/2020   | SOUTHERN CALIFORNIA EDISON                        | 082620                | Street Lights, Traffic Control, Jul '20            | 100-355-631400 | 11,866.65  |
| 08/27/2020   | EL TORO WATER DISTRICT                            | 082620                | Water Usage, Public Services, Jul '20              | 100-355-635000 | 16,980.31  |
| 08/27/2020   | MOULTON NIGUEL WATER DISTRICT                     | 082620                | Water Usage, Public Services & Com Ctr, Jul '20    | 100-355-635000 | 5,377.88   |
| 08/27/2020   | LOZEAU CONSULTING, TRAINING AND INVESTIGATIONS    | 082720                | Training & Education, Sep '20                      | 100-420-611000 | 240.00     |
| 08/27/2020   | DATA TICKET, INC.                                 | 115500                | Process Fee, Parking Citations, Jul '20            | 100-420-720823 | 293.89     |
| 08/27/2020   | JOE A. GONSALVES & SON                            | 158437                | Legislative Services, Sep '20                      | 100-155-700020 | 2,900.00   |
| 08/27/2020   | WEST COAST ARBORISTS, INC.                        | 161342                | Tree Trimming Services, Jun '20                    | 100-355-720702 | 2,492.00   |
| 08/27/2020   | HARTZOG & CRABILL, INC.                           | 20-0437               | Traffic Signal Mgmt Services, Jul '20              | 100-355-700101 | 5,743.92   |
| 08/27/2020   | HARTZOG & CRABILL, INC.                           | 20-0437               | Traffic Signal Mgmt Services, Jul '20              | 100-600-790600 | 125.00     |
| 08/27/2020   | CANON FINANCIAL SERVICES, INC.                    | 21798523              | Lease - Copier, Comm Ctr, 8/1/20 - 8/31/20         | 100-195-641200 | 279.86     |
| 08/27/2020   | CANON FINANCIAL SERVICES, INC.                    | 21798524              | Lease - Copier, City Hall, 8/1/20 - 8/31/20        | 100-195-641200 | 459.12     |
| 08/27/2020   | CANON FINANCIAL SERVICES, INC.                    | 21798525              | Lease - Copier, New Admin Copier, 8/1/20 - 8/31/20 | 100-195-641200 | 317.82     |
| 08/27/2020   | NUVIS LANDSCAPE ARCHITECTURE                      | 24100                 | Plan Check Fee, Public Storage, Apr-May '20        | 100-000-223000 | 2,000.00   |
| 08/27/2020   | NUVIS LANDSCAPE ARCHITECTURE                      | 24100                 | Plan Check Fee, Public Storage, Apr-May '20        | 100-000-452000 | (2,000.00) |
| 08/27/2020   | NUVIS LANDSCAPE ARCHITECTURE                      | 24100                 | Plan Check Fee, Public Storage, Apr-May '20        | 100-225-700201 | 2,000.00   |
| 08/27/2020   | NUVIS LANDSCAPE ARCHITECTURE                      | 24172                 | Plan Check Fee, Public Storage, Jun                | 100-000-223000 | 120.00     |
| 08/27/2020   | NUVIS LANDSCAPE ARCHITECTURE                      | 24172                 | Plan Check Fee, Public Storage, Jun                | 100-000-452000 | (120.00)   |
| 08/27/2020   | NUVIS LANDSCAPE ARCHITECTURE                      | 24172                 | Plan Check Fee, Public Storage, Jun                | 100-225-700201 | 120.00     |
| 08/27/2020   | COMPLETE OFFICE OF CALIFORNIA                     | 2482474-0             | Operating Supplies, Comm Ctr, Aug                  | 100-310-622005 | 35.90      |
| 08/27/2020   | COMPLETE OFFICE OF CALIFORNIA                     | 2482701-0             | Operating Supplies, Comm Ctr, Aug                  | 100-310-622005 | 19.36      |
| 08/27/2020   | COMPLETE OFFICE OF CALIFORNIA                     | 2484423-0             | Computer Supplies, Aug '20                         | 100-195-621000 | 1,336.61   |
| 08/27/2020   | RJ ELECTRIC                                       | 58922                 | Parks Contract Repair, Jul '20                     | 100-355-720701 | 1,712.48   |
| 08/27/2020   | WOODRUFF, SPRADLIN & SMART                        | 66089-66091           | Professional Services Legal, Jul '20               | 100-155-700010 | 24,352.39  |
| 08/27/2020   | WOODRUFF, SPRADLIN & SMART                        | 66089-66091           | Professional Services Legal, Jul '20               | 100-155-700011 | 44.00      |
| 08/27/2020   | WOODRUFF, SPRADLIN & SMART                        | 66089-66091           | Professional Services Legal, Jul '20               | 100-155-700014 | 22.00      |
| 08/27/2020   | MOBILE MINI, INC.                                 | 9008915740            | Storage Rental, Community Center, 8/11 - 9/7/20    | 100-310-641000 | 82.97      |
| 08/27/2020   | OCTA                                              | AR141659              | Landscape Maintenance, Annual Lease OC-47          | 100-355-720700 | 612.00     |
| 08/27/2020   | LIN, MICHAEL                                      | CD-0604-USE-0020-2020 | Refund, Permit Fees, R #6358                       | 100-000-223000 | 1,095.60   |
| 08/27/2020   | SURESITE CONSULTING GROUP, LLC                    | CD-0605-APP-0005-2020 | Refund, Permit Fees, R #5510                       | 100-000-452001 | 349.75     |
| 08/27/2020   | SOUTHERN CALIFORNIA EDISON                        | CD-0606-ENC-11-18-438 | Refund, Encroachment Deposit, R #2853              | 100-000-220444 | 1,412.76   |
| 08/27/2020   | INSITE TELECOM, INC.                              | CD-0607-ENC-09-18-431 | Refund, Encroachment Deposit, R #2853              | 100-000-220444 | 2,192.55   |
| 08/27/2020   | INSITE TELECOM, INC.                              | CD-0608-ENC-09-18-431 | Refund, Encroachment Deposit, R #2471              | 100-000-220444 | 1,972.33   |
| 08/27/2020   | INSITE TELECOM, INC.                              | CD-0609-ENC-10-18-435 | Refund, Encroachment Deposit, R #2599              | 100-000-220444 | 1,661.76   |

Attachment: Warrant Register, Payables Detail Report - September 8, 2020 (2212 : Warrant Register, September 8, 2020)

## Warrant Register - Payables Detail Report

Payment Dates: 08/14/2020 - 08/27/2020

| Payment Date                          | Vendor Name      | Payable Number | Description (Payable)                       | Account Number | Amount            |
|---------------------------------------|------------------|----------------|---------------------------------------------|----------------|-------------------|
| 08/27/2020                            | CRUZ, CLAUDIA    | FRDCOV-0052    | Refund, Facility Deposit, R<br>#1034261.002 | 100-000-222000 | 500.00            |
| 08/27/2020                            | OFFICE SOLUTIONS | I-01786143     | Office Supplies, Aug '20                    | 100-195-620000 | 140.64            |
| <b>Fund 100 - GENERAL FUND Total:</b> |                  |                |                                             |                | <b>367,833.95</b> |

**Fund: 101 - MGP DEVELOPMENT APPLICATION - VALH PROJECT**

|                                                                     |                            |             |                                                    |                |                  |
|---------------------------------------------------------------------|----------------------------|-------------|----------------------------------------------------|----------------|------------------|
| 08/20/2020                                                          | PLACEWORKS, INC.           | 72797       | Prof Services, Village at LH Expenses,<br>Jul '20  | 101-000-223000 | 7,634.71         |
| 08/20/2020                                                          | PLACEWORKS, INC.           | 72797       | Prof Services, Village at LH Expenses,<br>Jul '20  | 101-000-450000 | (7,634.71)       |
| 08/20/2020                                                          | PLACEWORKS, INC.           | 72797       | Prof Services, Village at LH Expenses,<br>Jul '20  | 101-225-700200 | 7,634.71         |
| 08/20/2020                                                          | PLACEWORKS, INC.           | 72855       | Prof Services, Village at LH Expenses,<br>Jul '20  | 101-000-223000 | 2,343.45         |
| 08/20/2020                                                          | PLACEWORKS, INC.           | 72855       | Prof Services, Village at LH Expenses,<br>Jul '20  | 101-000-450000 | (2,343.45)       |
| 08/20/2020                                                          | PLACEWORKS, INC.           | 72855       | Prof Services, Village at LH Expenses,<br>Jul '20  | 101-225-700200 | 2,343.45         |
| 08/27/2020                                                          | KOSMONT COMPANIES          | 1911.5-009  | Prof Services, Village at Laguna Hills,<br>Jul '20 | 101-000-223000 | 7,666.10         |
| 08/27/2020                                                          | KOSMONT COMPANIES          | 1911.5-009  | Prof Services, Village at Laguna Hills,<br>Jul '20 | 101-000-450000 | (7,666.10)       |
| 08/27/2020                                                          | KOSMONT COMPANIES          | 1911.5-009  | Prof Services, Village at Laguna Hills,<br>Jul '20 | 101-225-700000 | 7,666.10         |
| 08/27/2020                                                          | WOODRUFF, SPRADLIN & SMART | 66089-66091 | Professional Services Legal, Jul '20               | 101-000-223000 | 21,557.40        |
| 08/27/2020                                                          | WOODRUFF, SPRADLIN & SMART | 66089-66091 | Professional Services Legal, Jul '20               | 101-000-450000 | (21,557.40)      |
| 08/27/2020                                                          | WOODRUFF, SPRADLIN & SMART | 66089-66091 | Professional Services Legal, Jul '20               | 101-225-700012 | 21,557.40        |
| <b>Fund 101 - MGP DEVELOPMENT APPLICATION - VALH PROJECT Total:</b> |                            |             |                                                    |                | <b>39,201.66</b> |

**Fund: 221 - SENIOR MOBILITY PROGRAM**

|                                                  |                       |         |                                  |                |               |
|--------------------------------------------------|-----------------------|---------|----------------------------------|----------------|---------------|
| 08/27/2020                                       | CALIFORNIA YELLOW CAB | 7406020 | Senior Mobility Program, Jul '20 | 221-310-720000 | 346.00        |
| <b>Fund 221 - SENIOR MOBILITY PROGRAM Total:</b> |                       |         |                                  |                | <b>346.00</b> |

**Fund: 430 - CARES ACT ASSISTANCE**

|                                               |                                       |                |                                                    |                |                  |
|-----------------------------------------------|---------------------------------------|----------------|----------------------------------------------------|----------------|------------------|
| 08/14/2020                                    | BANK OF AMERICA VISA CARD             | 072020 GENGOV1 | Departmental Expenditure, Jul '20                  | 430-420-622000 | 105.00           |
| 08/14/2020                                    | BANK OF AMERICA VISA CARD             | 072020 PUBSVCS | Departmental Expenditure, Jul '20                  | 430-420-720000 | 317.40           |
| 08/20/2020                                    | ESSEX REALTY MANAGEMENT, INC.         | 081120         | Printing - Public Safety, COVID-19                 | 430-420-623000 | 168.03           |
| 08/20/2020                                    | ESSEX REALTY MANAGEMENT, INC.         | 081720         | Glass Install, Planning Dept                       | 430-420-910000 | 4,296.53         |
| 08/20/2020                                    | PRINTEX PRINTING AND GRAPHICS<br>INC. | 20732 (1)      | Printing - Public Safety, COVID-19                 | 430-420-623000 | 183.18           |
| 08/20/2020                                    | THE RITZ COMPANIES                    | 40037          | Supplies - Public Safety, COVID-19                 | 430-420-622000 | 203.00           |
| 08/27/2020                                    | DIAMOND ENVIRONMENTAL                 | 0002773215     | Contract Serv - Sanitation, Cabot<br>Park, Sep '20 | 430-420-721505 | 860.16           |
| 08/27/2020                                    | DIAMOND ENVIRONMENTAL                 | 0002773216     | Contract Serv - Sanitation, Comm Ctr,<br>Sep '20   | 430-420-721505 | 860.16           |
| 08/27/2020                                    | DIAMOND ENVIRONMENTAL                 | 0002773217     | Contract Serv - Sanitation, Civic Ctr,<br>Sep '20  | 430-420-721505 | 860.16           |
| 08/27/2020                                    | WOODRUFF, SPRADLIN & SMART            | 66089-66091    | Professional Services Legal, Jul '20               | 430-420-700010 | 3,520.00         |
| 08/27/2020                                    | HOME DEPOT                            | 90403          | Supplies - Public Safety, COVID-19,<br>Jul '20     | 430-420-622000 | 243.16           |
| <b>Fund 430 - CARES ACT ASSISTANCE Total:</b> |                                       |                |                                                    |                | <b>11,616.78</b> |

**Fund: 600 - CAPITAL IMPROVEMENT PROJECT**

|            |                             |                 |                                           |                |             |
|------------|-----------------------------|-----------------|-------------------------------------------|----------------|-------------|
| 08/20/2020 | ECONOLITE CONTROL PRODUCTS, | 158050          | CIP 112, Traffic Signal                   | 600-000-490100 | (1,465.40)  |
| 08/20/2020 | ECONOLITE CONTROL PRODUCTS, | 158050          | CIP 112, Traffic Signal                   | 600-251-950112 | 1,465.40    |
| 08/20/2020 | CITY OF ALISO VIEJO         | 2020-1281       | Cost Share, Dairy Fork CIP 410            | 600-000-490100 | (5,078.38)  |
| 08/20/2020 | CITY OF ALISO VIEJO         | 2020-1281       | Cost Share, Dairy Fork CIP 410            | 600-254-950410 | 5,078.38    |
| 08/20/2020 | RUSSELL SIGLER, INC.        | INV-BRE20024779 | Community Center Renovation, CIP<br>513-B | 600-000-490100 | (54,003.34) |
| 08/20/2020 | RUSSELL SIGLER, INC.        | INV-BRE20024779 | Community Center Renovation, CIP<br>513-B | 600-255-950513 | 54,003.34   |
| 08/20/2020 | RUSSELL SIGLER, INC.        | INV-BRE20024780 | Community Center Renovation, CIP<br>513-B | 600-000-490100 | (23,650.05) |
| 08/20/2020 | RUSSELL SIGLER, INC.        | INV-BRE20024780 | Community Center Renovation, CIP<br>513-B | 600-255-950513 | 23,650.05   |

Attachment: Warrant Register, Payables Detail Report - September 8, 2020 (2212 : Warrant Register, September 8, 2020)

## Warrant Register - Payables Detail Report

Payment Dates: 08/14/2020 - 08/27/2020

| Payment Date                                  | Vendor Name             | Payable Number | Description (Payable)                 | Account Number | Amount     |
|-----------------------------------------------|-------------------------|----------------|---------------------------------------|----------------|------------|
| 08/27/2020                                    | HARTZOG & CRABILL, INC. | 20-0437        | Traffic Signal Mgmt Services, Jul '20 | 600-000-490100 | (125.00)   |
| 08/27/2020                                    | HARTZOG & CRABILL, INC. | 20-0437        | Traffic Signal Mgmt Services, Jul '20 | 600-251-950168 | 125.00     |
| Fund 600 - CAPITAL IMPROVEMENT PROJECT Total: |                         |                |                                       |                | -          |
| Grand Total:                                  |                         |                |                                       |                | 418,998.39 |

Attachment: Warrant Register, Payables Detail Report - September 8, 2020 (2212 : Warrant Register, September 8, 2020)

## Report Summary

## Fund Summary

| Fund                                             | Expense Amount    | Payment Amount    |
|--------------------------------------------------|-------------------|-------------------|
| 100 - GENERAL FUND                               | 367,833.95        | 367,833.95        |
| 101 - MGP DEVELOPMENT APPLICATION - VALH PROJECT | 39,201.66         | 39,201.66         |
| 221 - SENIOR MOBILITY PROGRAM                    | 346.00            | 346.00            |
| 430 - CARES ACT ASSISTANCE                       | 11,616.78         | 11,616.78         |
| 600 - CAPITAL IMPROVEMENT PROJECT                | -                 | -                 |
| <b>Grand Total:</b>                              | <b>418,998.39</b> | <b>418,998.39</b> |

## Account Summary

| Account Number | Account Name                        | Expense Amount | Payment Amount |
|----------------|-------------------------------------|----------------|----------------|
| 100-000-120000 | Accounts Receivable                 | 9.41           | 9.41           |
| 100-000-202000 | Other Accrued Expenditures          | 580.60         | 580.60         |
| 100-000-220444 | EncroachmentGrading                 | 7,239.40       | 7,239.40       |
| 100-000-221011 | Building Standards Fee              | 1.00           | 1.00           |
| 100-000-221012 | SB1186 ADA CASp Fees                | 4.00           | 4.00           |
| 100-000-222000 | Refundable Deposits                 | 500.00         | 500.00         |
| 100-000-223000 | Plan Application Deposit            | 3,215.60       | 3,215.60       |
| 100-000-227001 | SecurityDeposit-WasteRecycling      | 8,790.00       | 8,790.00       |
| 100-000-442000 | Building Related Permits            | 154.63         | 154.63         |
| 100-000-452000 | Plan Check Fee - Fee Base           | (2,120.00)     | (2,120.00)     |
| 100-000-452001 | Planning & Zoning Related Fees      | 349.75         | 349.75         |
| 100-155-610000 | Memberships and Dues Expense        | 20.00          | 20.00          |
| 100-155-612000 | Travel, Conferences & Meetings      | 230.00         | 230.00         |
| 100-155-622000 | Operating Supplies                  | 39.10          | 39.10          |
| 100-155-625000 | Postage & Delivery                  | 134.69         | 134.69         |
| 100-155-626000 | Subscriptions & Books               | 53.87          | 53.87          |
| 100-155-695000 | CommunityAsstnc/PublicRelation      | 5,000.00       | 5,000.00       |
| 100-155-700010 | Legal Services-General Counsel      | 24,352.39      | 24,352.39      |
| 100-155-700011 | Legal Services-Litigation           | 44.00          | 44.00          |
| 100-155-700014 | Legal Services - Luna Bonita        | 22.00          | 22.00          |
| 100-155-700020 | Professional Services - Legislative | 2,900.00       | 2,900.00       |
| 100-155-700055 | Professional Services -             | 2,781.00       | 2,781.00       |
| 100-195-620000 | Office Supplies                     | 140.64         | 140.64         |
| 100-195-621000 | Computer Supplies                   | 1,336.61       | 1,336.61       |
| 100-195-622000 | Operating Supplies                  | 119.18         | 119.18         |
| 100-195-630000 | Telephone & Communication           | 1,395.13       | 1,395.13       |
| 100-195-641200 | Rent/Lease - Copier                 | 1,078.72       | 1,078.72       |
| 100-225-626000 | Subscriptions & Books               | 238.00         | 238.00         |
| 100-225-700201 | Plan Application                    | 2,120.00       | 2,120.00       |
| 100-310-610000 | Memberships and Dues Expense        | 322.00         | 322.00         |
| 100-310-622005 | Operating Supplies Comm Ctr         | 79.33          | 79.33          |
| 100-310-630100 | Phone & Communication Comm          | 87.23          | 87.23          |
| 100-310-631100 | Utilities - Electric Comm Ctr       | 3,929.61       | 3,929.61       |
| 100-310-635100 | Utilities - Water Comm Ctr          | 568.75         | 568.75         |
| 100-310-641000 | Rent/Lease - Equipment              | 82.97          | 82.97          |
| 100-355-631000 | Utilities - Electric                | 5,381.81       | 5,381.81       |
| 100-355-631400 | Electric-Street Lights/Signals      | 23,741.79      | 23,741.79      |
| 100-355-631900 | UtilitiesElectricOnBillFinancing    | 3,363.98       | 3,363.98       |
| 100-355-635000 | Utilities - Water                   | 22,358.19      | 22,358.19      |
| 100-355-646100 | Maint & Repairs - Vehicles          | 6.00           | 6.00           |
| 100-355-700101 | Traffic Engineer Services           | 5,743.92       | 5,743.92       |
| 100-355-720500 | Graffiti Removal                    | 376.00         | 376.00         |
| 100-355-720700 | Landscape Maintenance Contract      | 85,765.30      | 85,765.30      |
| 100-355-720701 | Parks Contract Repair               | 2,437.48       | 2,437.48       |
| 100-355-720702 | Tree Maintenance                    | 2,492.00       | 2,492.00       |
| 100-355-910000 | Equipment & Machinery               | 6,500.00       | 6,500.00       |
| 100-420-611000 | Training and Education              | 440.00         | 440.00         |
| 100-420-622000 | Operating Supplies                  | 2,292.22       | 2,292.22       |

**Account Summary**

| Account Number | Account Name                       | Expense Amount    | Payment Amount    |
|----------------|------------------------------------|-------------------|-------------------|
| 100-420-720401 | Animal Care & Shelter Services     | 55,131.59         | 55,131.59         |
| 100-420-720823 | Parking Citation Processing        | 293.89            | 293.89            |
| 100-420-720835 | Fingerprint Identification Svc     | 1,388.00          | 1,388.00          |
| 100-600-790600 | Transfers Out - Capital Imprv      | 84,322.17         | 84,322.17         |
| 101-000-223000 | Plan Application Deposit           | 39,201.66         | 39,201.66         |
| 101-000-450000 | Planning Fees                      | (39,201.66)       | (39,201.66)       |
| 101-225-700000 | Consultant Services                | 7,666.10          | 7,666.10          |
| 101-225-700012 | Legal Services                     | 21,557.40         | 21,557.40         |
| 101-225-700200 | Consultant Services, Planning      | 9,978.16          | 9,978.16          |
| 221-310-720000 | Contract Services                  | 346.00            | 346.00            |
| 430-420-622000 | Supplies - Public Safety, COVID-   | 551.16            | 551.16            |
| 430-420-623000 | Printing - Public Safety, COVID-19 | 351.21            | 351.21            |
| 430-420-700010 | Legal Services, COVID-19           | 3,520.00          | 3,520.00          |
| 430-420-720000 | Contract Services - Public Safety, | 317.40            | 317.40            |
| 430-420-721505 | Contract Services-                 | 2,580.48          | 2,580.48          |
| 430-420-910000 | Equipment & Machinery-Public       | 4,296.53          | 4,296.53          |
| 600-000-490100 | Transfer In- General Fund          | (84,322.17)       | (84,322.17)       |
| 600-251-950112 | CIP-Traffic Signal                 | 1,465.40          | 1,465.40          |
| 600-251-950168 | TrafficSignalImprovCoordination    | 125.00            | 125.00            |
| 600-254-950410 | NPDES Permit & Fees                | 5,078.38          | 5,078.38          |
| 600-255-950513 | Community Center Renovation        | 77,653.39         | 77,653.39         |
|                | <b>Grand Total:</b>                | <b>418,998.39</b> | <b>418,998.39</b> |

**Project Account Summary**

| Project Account Key | Expense Amount    | Payment Amount    |
|---------------------|-------------------|-------------------|
| **None**            | 418,998.39        | 418,998.39        |
| <b>Grand Total:</b> | <b>418,998.39</b> | <b>418,998.39</b> |



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

**DATE:** September 8, 2020

**TO:** Mayor and Council Members

**FROM:** Donald J. White  
Director of Emergency Services/City Manager

**ISSUE:** City Council Review and Confirmation of the Necessity for Continuing the Local Emergency Related to the On-Going Threat of the Novel COVID-19 Virus

**RECOMMENDATION:** That the City Council review and confirm the necessity for continuing the local emergency declared in response to the Novel COVID-19 virus.

#### **SUMMARY:**

On March 18, 2020, the City Manager, acting in his capacity as Director of Emergency Services, proclaimed the existence of a local emergency relating to COVID-19 (the "coronavirus"), at which time the City Council was not in session. On March 24, 2020, during a special meeting the City Council ratified and confirmed the City Manager's proclamation declaring the existence of a local emergency. Since that time, the rate of infection and threat to public health and safety have not abated, as the number of cases continue to grow. As of August 21, 2020, there were more than 22.6 million worldwide cases of COVID-19, and 792,000 deaths. Locally, there were 44,936 confirmed cases and 833 deaths in Orange County. Since then, the worldwide cases have increased to more than 26.3 million and the worldwide deaths have increased to more than 870,000. County-wide, the number of confirmed cases has increase from 44,936 to 49,441 and deaths have increased from 833 to 1,018. Pursuant to Laguna Hills Municipal Code ("LHMC") Section 2-32.060, the City Council must review the necessity for continuing the local emergency no less frequently than every fourteen (14) days until the emergency is terminated. LHMC Section 2-32.150 further requires any rules and regulations, such as Executive Orders, issued by the Director of Emergency Services/City

Manager that are reasonably related to the local emergency, such as for the protection of life and property as affected by the emergency, to be confirmed as soon as practicable by the City Council.

**BACKGROUND:**

On January 30, 2020, the World Health Organization ("WHO") declared the outbreak of COVID-19 a "public health emergency of international concern" and by March 11, 2020, the WHO elevated the public health emergency to the status of a pandemic. On January 31, 2020, United States Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19. On February 26, 2020, the County of Orange and County Health Officer Dr. Nichole Quick declared a local emergency and a local health emergency to prepare for COVID-19, and on March 4, 2020, the Governor declared a State of Emergency in California allowing state agencies to take any action necessary to address COVID-19.

On March 11, 2020, the Governor and the California Department of Health issued a statement entitled "California Public Health Experts: Mass Gatherings Should be Postponed or Canceled Statewide to Slow the Spread of COVID-19" determining that gatherings should be postponed or canceled across the state until at least the end of March. Non-essential gatherings must be limited to no more than 250 people, while smaller events can proceed only if the organizers can implement social distancing of six (6) feet per person. Gatherings of individuals who are at higher risk for severe illness from COVID-19 should be limited to no more than ten (10) people, while also following social distancing guidelines. Furthermore, essential gatherings should only be conducted if the essential activity could not be postponed or achieved without gathering, meaning that some other means of communication could not be used to conduct the essential function.

Within a short period of time thereafter COVID-19 began to spread rapidly throughout California necessitating more stringent public health emergency orders. On March 12, 2020, the Governor issued Executive Order N-25-20, ordering that all residents are to heed the orders and guidance of state and local public health officials. Subsequently, on March 13, 2020, President Donald J. Trump declared a National Emergency to provide disaster funding, speed up the United States response to the crisis created by COVID-19, and to offer maximum flexibility to attack the problem. By March 16, 2020, President Trump advised the public to avoid groups of more than ten

## Continuing Local Emergency

September 8, 2020

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(10) people to fight the COVID-19 outbreak. On March 17, 2020, the Orange County Health Officer issued a Public Health Order prohibiting all public and private gatherings of any number of people, including at places of work, occurring outside a single household or living unit, until March 31, 2020, except for the purposes of engaging in an Essential Activity, as defined. This Public Health Order was superseded by the State's Executive Order and continues in effect until further notice.

In light of these events, on March 18, 2020, the City Manager, acting as the Director of Emergency Services pursuant to LHMC Section 2-32.060(B), proclaimed the existence of a local emergency within the City of Laguna Hills by enacting Proclamation No. 2020-03-18-1, at which time the City Council was not in session. A copy of Proclamation No. 2020-03-18-1 is attached hereto. On March 24, 2020, the City Council unanimously ratified and confirmed the City Manager's proclamation declaring the existence of a local emergency during a special meeting, as required by LHMC Section 2-32.060(B).

In order to mitigate the impact of COVID-19 across the State, on March 19, 2020, the Governor issued Executive Order N-33-20, which directed and ordered all residents to: 1) immediately heed the current State public health directives; and 2) to stay at home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors. On March 22, 2020, President Donald J. Trump declared California a major disaster area, thereby making federal emergency aid available for the State to supplement state, tribal, and local recovery efforts in the areas affected by the COVID-19 pandemic beginning on January 1, 2020, and continuing.

Effective August 31, 2020, Governor Newsom implemented a "Blueprint for a Safer Economy," within the COVID-19 portion of the state's website at: <https://covid19.ca.gov/safer-economy/>, which allows the public to enter a County and a desired activity to verify if it is open. The system also labels each county's risk level using a four color-coded tier system for COVID-19 monitoring that will replace any former county-based monitoring systems. As you can see in the graphic below, the system is based on the amount of positive cases and positivity rates as either widespread, substantial, moderate or minimal.

| Your County Color Determines Operations                                         |                                                  |                                       |
|---------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------|
| COUNTY RISK LEVEL                                                               | NEW CASES                                        | POSITIVE TESTS                        |
| <b>WIDESPREAD</b><br>Most non-essential indoor business operations are closed.  | <b>More than 7</b><br>Daily new cases (per 100k) | <b>More than 8%</b><br>Positive tests |
| <b>SUBSTANTIAL</b><br>Some non-essential indoor business operations are closed. | <b>4-7</b><br>Daily new cases (per 100k)         | <b>5-8%</b><br>Positive tests         |
| <b>MODERATE</b><br>Some business operations are open with modifications.        | <b>1-3.9</b><br>Daily new cases (per 100k)       | <b>2-4.9%</b><br>Positive tests       |
| <b>MINIMAL</b><br>Most business operations are open with modifications.         | <b>Less than 1</b><br>Daily new cases (per 100k) | <b>Less than 2%</b><br>Positive tests |

As to the continuing need for the proclamation of emergency and the rules, measures, and orders issued to date by the City Council, the following facts are instructive. The County of Orange is currently labeled with a risk factor of Widespread (purple), the most restrictive of the four color-coded tier labeling system. As of August 21, 2020, there were more than 22.6 million worldwide cases of COVID-19, and 792,000 deaths. Locally, there were 44,936 confirmed cases and 833 deaths in Orange County. Between August 21, 2020, and the date of publication of this staff report (September 4, 2020), the worldwide cases have increased to more than 26.3 million and the worldwide deaths have increased to more than 870,000. County-wide cases have increase from 44,936 to 49,441 and county-wide deaths have increased from 833 to 1,018. These figures continue to grow on a daily basis. The rate of infection, potential impact to health care systems, and the threat to public health and safety have not abated. The state of local emergency continues to exist.

It is recommended that the City Council review the necessity for continuing the local emergency related to the COVID-19 pandemic. Based on the recommendations of the Director of Emergency Services/City Manager and the Chief of Police Services, it has been determined that the need for the locally declared emergency, pursuant to Proclamation No. 2020-03-18-1, continues to exist and should not be terminated at this time.

Continuing Local Emergency  
September 8, 2020  
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**ATTACHMENTS:**

- Proclamation No. 2020-03-18-1, Declaration of Existence of a Local Emergency

## PROCLAMATION NO. 2020-03-18-1

## A PROCLAMATION OF THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DECLARING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Laguna Hills Municipal Code Section 2-32.060 empowers the City Council (while in session), or the Director of Emergency Services (if the City Council is not in session), to declare the existence or threatened existence of a local emergency; and

WHEREAS, California Government Code Section 8550 *et seq.*, including Section 8558(c), authorizes the Director of Emergency Services to proclaim a local emergency when the City is threatened by conditions of disaster or extreme peril to the safety of persons and property within the City that are likely to be beyond the control of the services, personnel, equipment, and facilities of the City; and

WHEREAS, a novel coronavirus, COVID-19, causes infectious disease and was first detected in Wuhan City, Hubei Province, China in December 2019. Symptoms of COVID-19 include fever, cough, and shortness of breath; outcomes have ranged from mild to severe illness and in some cases death. The Center for Disease Control and Prevention (CDC) has indicated the virus is a significant public health threat; and

WHEREAS, Chinese health officials have reported tens of thousands of cases of COVID-19 in China, with the virus reportedly spreading from person-to-person. COVID-19 illnesses, most of them associated with travel from Wuhan, are also being reported in numerous countries, with thousands of cases, including the United States; and

WHEREAS, on January 30, 2020, the World Health Organization (WHO) declared the outbreak a "public health emergency of international concern" and on March 11, 2020, the WHO elevated the public health emergency to the status of a pandemic. On January 31, 2020, United States Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19. On February 26, 2020, the County of Orange declared a local emergency and a local health emergency. On March 4, 2020, California Governor Gavin Newsom declared a State of Emergency in California; and

WHEREAS, on February 2, 2020, the federal government initiated the suspension of entry of foreign nationals who were in China during the 14-day period preceding their entry or attempted entry into the United States; and

WHEREAS, as of March 10, 2020, the WHO reported that, to date, 125,048 confirmed cases of COVID-19, 4,613 of which resulted in death, across 117 countries; and

WHEREAS, the Governor and the California Department of Health on March 11, 2020, issued a statement entitled "California Public Health Experts: Mass Gatherings Should be Postponed or Canceled Statewide to Slow the Spread of COVID-19," determining that gatherings should be postponed or canceled across the state until at least the end of March. Non-essential gatherings must be limited to no more than 250 people, while smaller events can proceed only if the organizers can implement social distancing of 6 feet per person. Gatherings of individuals who are at higher risk for severe illness from COVID-19 should be limited to no more than 10 people, while also following social distancing guidelines. Furthermore, essential gatherings should only be conducted if the essential activity could not be postponed or achieved without gathering, meaning that some other means of communication could not be used to conduct the essential function; and

WHEREAS, the Governor on March 12, 2020, issued Executive Order N-25-20, ordering, inter alia, that all residents are to heed the orders and guidance of state and local public health officials; and

WHEREAS, President Donald J. Trump on March 13, 2020, declared a national emergency to provide disaster funding, speed up the United States response to the crisis created by COVID-19, and to offer maximum flexibility to attack the problem; and

WHEREAS, on March 15, 2020, Governor Newsome requested bars and nightclubs to close, restaurants to reduce capacity by half, and all Californians aged 65 and older to self-isolate; and

WHEREAS, on March 16, 2020, President Donald J. Trump advised the public to avoid groups of more than 10 people to fight the coronavirus outbreak; and

WHEREAS, the City of Laguna Hills has the authority to impose measures to promote social distancing including, but not limited to, limitations on public events; and

WHEREAS, the City of Laguna Hills is a significantly populated city within Orange County, which is the sixth largest county in the United States; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen due to the potential introduction of COVID-19 to the City of Laguna Hills and Orange County; and

WHEREAS, such conditions are beyond the control of the services, personnel, equipment, and facilities of the City of Laguna Hills and require the combined forces of other political subdivisions to combat; and

WHEREAS, it is imperative to prepare for and respond to suspected or confirmed COVID-19 cases, to implement measures to mitigate the spread of COVID-19, and to prepare to respond to an increasing number of individuals requiring medical care and hospitalization; and

WHEREAS, if COVID-19 spreads in California at a rate comparable to the rate of spread in other countries, the number of persons requiring medical care may exceed locally available resources, and controlling outbreaks minimizes the risk to the public, maintains the health and safety of the community, and limits the spread of infection in the community and within the healthcare delivery system; and

WHEREAS, the mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the state and federal governments will be critical to successfully responding to COVID-19; and

WHEREAS, the Director of Emergency Services has the authority to declare a local emergency as authorized by California Government Code Section 8630 and Laguna Hills Municipal Code Section 2-32.060.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED BY DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF LAGUNA HILLS AS FOLLOWS:

Section 1. As contemplated in the Emergency Services Act contained in California Government Code Section 8550 *et seq.*, including Section 8558(c), and Chapter 2-32 of Title 2 of the Laguna Hills Municipal Code, a local emergency exists based on the existence of conditions of disaster or of extreme peril to the safety of persons and property caused by an epidemic, as detailed in the recitals set forth above.

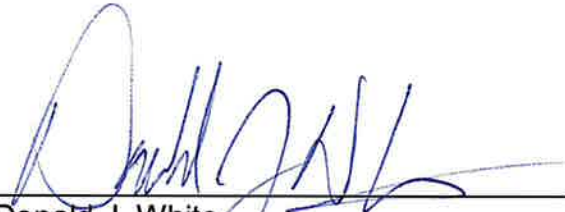
Section 2. The area of the City of Laguna Hills which is endangered/imperiled is the entire city.

Section 3. During the existence of this local emergency, the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law and by ordinances, resolutions, and orders of this City, including but not limited to the City's Emergency Operations Plan.

Section 4. The City Council shall review and ratify this proclamation of the City Manager within **seven (7) days** as required by state law, and if ratified, shall continue to exist until the City Council proclaims the termination of this local emergency. The City Council shall review the need for continuing the local emergency as required by state and local law until it terminates the local emergency, and shall terminate the local emergency at the earliest possible date that conditions warrant.

Section 5. A copy of this proclamation shall be forwarded to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with state law; that the Governor of California, pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in the City of Laguna Hills; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

PROCLAIMED this 18<sup>th</sup> day of March 2020.

  
 Donald J. White,  
 Director of Emergency Services/  
 City Manager

ATTEST:

  
 Melissa Au-Yeung, City Clerk

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

I, Melissa Au-Yeung, City Clerk of the City of Laguna Hills, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Proclamation No. 2020-03-18-1 adopted by the Director of Emergency Services of the City of Laguna Hills, California, on the 18<sup>th</sup> day of March 2020.

(SEAL)

  
 MELISSA AU-YEUNG, CITY CLERK



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

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**DATE:** September 8, 2020  
**TO:** Mayor and Council Members  
**FROM:** Janice Reyes  
Finance Director  
**ISSUE:** CARES Act Assistance Fund Budget

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**RECOMMENDATION:** That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, (1) Establishing a CARES Act Assistance Fund Budget for the period beginning March 1, 2020, and ending December 30, 2020; and (2) Amending the Biennial Budget for Fiscal Years 2019/2020 - 2020/2021."

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#### **SUMMARY:**

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by the President of the United States, which established the \$150 billion Coronavirus Relief Fund (CRF). The CARES Act requires that payments from the CRF may only be used to cover expenses that: (1) are necessary expenditures incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the State or government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. Direct distributions were paid to States, the District of Columbia, U. S. Territories, and eligible units of local government based on population as provided in the CARES Act. The City was ineligible to receive a direct allocation of CARES Act funding due to the minimum population requirement of 500,000. However, the State of California and County of Orange have each allocated a portion of their direct funding allocation to agencies in their jurisdiction, as permitted under the CARES Act. It is staff's recommendation that the City Council adopt the attached proposed Resolution

## CARES Act Assistance Fund Budget

September 8, 2020

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(1) establishing a CARES Act Assistance Fund Budget with CARES Act revenues of \$705,000 and expenditures of \$705,000 for COVID-19 public safety mitigation expenditures incurred between March 1, 2020, and December 30, 2020; and (2) amending the Biennial Budget for Fiscal Years 2019/2020 – 2020/2021. Guidance issued by the US Department of Treasury on the proper use of CARES Act funds, which was used by staff to develop the CARES Act Assistance Budget, is also attached.

### **BACKGROUND:**

The COVID-19 pandemic has created a condition of extreme peril to the safety of the persons and property within the territorial limits of the State of California, the County of Orange, and the boundaries of the City of Laguna Hills. The City declared a Local Emergency due to the COVID-19 pandemic on March 18, 2020. Since that time, the City has expended a significant amount of resources in direct response and it is very likely to continue. Due to the severity of the pandemic, State and County officials have issued numerous guidance and orders that require actions and expenditures of resources that were beyond the City's current budgeted resources and intended use when the Biennial Budget for Fiscal Years 2019/2020 – 2020/2021 was adopted.

After the start of the pandemic in the US, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by the federal government, which established the \$150 billion Coronavirus Relief Fund (CRF). Direct distributions were paid to States, the District of Columbia, U. S. Territories, and eligible units of local government based on population as provided in the CARES Act. The City was ineligible to receive a direct allocation of CARES Act funding due to the minimum population requirement of 500,000. However, the State of California and County of Orange have each allocated a portion of their direct funding allocation to agencies in their jurisdiction, as permitted under the CARES Act. The City received \$273,617.71 of CARES Act funds from the County on June 23, 2020. The State of California has allocated \$389,033 of its CARES Act funds to the City and is disbursing these funds in six monthly installments to local governments. The City received its first monthly allocation of \$64,839 from the State on July 31, 2020. Additionally, the State Employment Development Department (EDD) will be funding 50% of the unemployment insurance charges the City incurs as a reimbursable employer for unemployment benefits paid between March 13, 2020 and December 31, 2020, using CARES Act funds the EDD receives.

The CARES Act provides that use of funds may only be used to cover costs that:

1. are **necessary expenditures** incurred due to the public health emergency with

# CARES Act Assistance Fund Budget

September 8, 2020

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respect to COVID-19;

2. were **not accounted for in the budget** most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were **incurred** during the period that begins March 1, 2020, and ends on December 30, 2020.

The US Department of the Treasury (DOT) issued guidance (attached) that sets forth its interpretation of the permissible use of these funds, which is summarized below.

- Necessary Expenditures

The requirement that expenditures be incurred “*due to*” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These include expenditures incurred to respond directly to the emergency, as well as those incurred to respond to second-order effects. Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. The statute also specifies expenditures must be “*necessary*”, which is defined to mean it is reasonably necessary for its intended use in the reasonable judgement of the government officials responsible for spending.

- Not Accounted for in the Budget Most Recently Approved as of March 27, 2020

The “*most recently approved*” budget refers to the enacted budget as of March 27, 2020, for the relevant fiscal period(s) for the City, specifically the Biennial Budget for Fiscal Years 2019/2020 – 2020/2021, without accounting for subsequent appropriations made in response to COVID-19 emergency. A “*cost not accounted for in the budget*” meets this definition if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment or allocation.

- Cost Incurred beginning March 1, 2020 – December 30, 2020 (the “covered period”)

For a cost to be considered “incurred”, performance or delivery **must occur** during the covered period, but payment of funds need not be made during that time. Furthermore, in all cases it **must be necessary** that performance or delivery takes place during the covered period. Thus, it will not be considered eligible if there is no need for receipt until after the covered period. However, the use of goods delivered need not be used

## CARES Act Assistance Fund Budget

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during the covered period in all cases. For instance, the bulk purchase of durable goods may be for the current period and roll into a subsequent period.

This guidance was utilized by staff to develop a CARES Act Assistance Fund Budget. This proposed new fund will be established to account for the revenue and expenditures determined as necessary to respond to the COVID-19 pandemic.

The U.S. Department of the Treasury, Office of the Inspector General (OIG) has identified 18 distinct categories for reporting CRF expenditures. Of these 18 categories, staff has determined the following expenditures as potential use of these funds:

a. Improve Telework Capabilities of Public Employees

- Technological improvements such as increasing capacity and setting up networks
- Software purchases that enable employees to telework
- Hardware purchases such as laptops and tablets
- Costs for developing online or automated processes for work that previously required in-person visits for employees and customers/citizens

b. Payroll for Public Health and Safety Employees

- Costs of redeploying police to support management and enforcement of stay-at-home orders

c. Personal Protective Equipment (PPE)

- Costs for acquisition and distribution of PPE
- Costs to create a reserve of PPE

d. Public Health Expenses

- Costs for communication and enforcement of public health orders related to COVID-19
- Costs for acquisition and distribution of medical and protective supplies, including sanitizing products for police officers in connection with the COVID-19 public health emergency
- Costs for disinfection of public areas and other facilities, in response to the COVID-19 public health emergency

# CARES Act Assistance Fund Budget

September 8, 2020

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- Costs for public safety measures undertaken in response to COVID-19

## e. Unemployment Benefits

- Unemployment benefits costs that will not be reimbursed by the federal government pursuant to the CARES Act or otherwise

It is staff's recommendation that the City Council adopt the attached proposed Resolution (1) establishing a CARES Act Assistance Fund Budget with total revenues and total expenditures of \$705,000 for COVID-19 public safety mitigation expenditures incurred between March 1, 2020 and December 30, 2020; and (2) amending the Biennial Budget for Fiscal Years 2019/2020 – 2020/2021.

## FISCAL IMPACT:

The proposed CARES Act Assistance Fund Budget includes the following budget for revenues from the following funding sources:

|                                         |    |                |
|-----------------------------------------|----|----------------|
| State of California                     | \$ | 389,033        |
| County of Orange                        |    | 273,618        |
| State Employment Development Department |    | 30,000         |
| Interest income                         |    | 12,349         |
| Total Revenues                          | \$ | <u>705,000</u> |

The proposed appropriation for the CARES Act Assistance Fund Budget at the Department level is as follows:

| <u>DEPARTMENT</u>                | <u>APPROPRIATIONS</u> |
|----------------------------------|-----------------------|
| Public Safety - COVID Mitigation | \$705,000             |

The proposed CARES Act Assistance Fund Budget will be for the period of March 1, 2020, through December 30, 2020, amending the adopted Biennial Budget for fiscal years 2019-2020 and 2020-2021. Any unencumbered appropriations in the CARES Act Assistance Fund Budget at the end of the fiscal year 2019/2020, as of June 30, 2020, will be re-appropriated for continued use from July 1, 2020, through December 30, 2020, in the subsequent fiscal year 2020/2021.

## ATTACHMENTS:

- Proposed Resolution
- US Department of Treasury Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments

## RESOLUTION NO. 2020-09-08-X

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, (1) ESTABLISHING A CARES ACT ASSISTANCE FUND BUDGET FOR THE PERIOD BEGINNING MARCH 1, 2020, AND ENDING DECEMBER 30, 2020, AND (2) AMENDING THE BIENNIAL BUDGET FOR FISCAL YEARS 2019/2020 – 2020/2021

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

WHEREAS, on January 30, 2020, the World Health Organization (“WHO”) declared the outbreak of COVID-19 a “public health emergency of international concern,” and by March 11, 2020, the WHO elevated the public health emergency to the status of a pandemic; and

WHEREAS, on February 26, 2020, the Orange County Health Officer declared a local health emergency based on an imminent and proximate threat to public health from the introduction of a novel coronavirus (COVID-19) in Orange County; and

WHEREAS, on March 2, 2020, the Orange County Board of Supervisors adopted Resolution No. 2020-11 ratifying the local health emergency declared by the County’s Health Officer; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of the COVID-19 pandemic; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency concerning the COVID-19 pandemic; and

WHEREAS, on March 18, 2020, the City of Laguna Hills issued a Proclamation of a Local Emergency in Response to State and National Emergency Efforts – COVID-19; and

WHEREAS, on March 22, 2020, the President of the United States declared a major disaster for the State of California (FEMA-4482-DR) due to the COVID-19 pandemic; and

WHEREAS, the COVID-19 pandemic is creating a condition of extreme peril to the safety of the persons and property within the territorial limits of the State of California, the County of Orange, and the boundaries of the City of Laguna Hills, which conditions are beyond the current resources of the City of Laguna Hills, including contracted services, personnel, equipment, and facilities; and

WHEREAS, on March 27, 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by the President of the United States; and

WHEREAS, the CARES Act established the Coronavirus Relief Fund (CRF) and both the State of California and the County of Orange received an allocation of funds from the CRF under section 601(a) of the Social Security Act, as added by section 5001 of the CARES Act; and

WHEREAS, the City of Laguna Hills is a recipient of distributions of CARES Act Assistance from both the State of California and the County Board of Supervisors; and

WHEREAS, the CARES Act provides that payment from the CRF may only be used to cover costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID-19 pandemic; (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or local government; and (3) were incurred during the period that begins March 1, 2020, and ends on December 30, 2020; and

WHEREAS, the City of Laguna Hills is responsible for making determinations as to which expenditures are necessary due to the COVID-19 pandemic.

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

SECTION 1. The CARES Act Assistance Fund Budget will be established to account for the revenue and expenditures determined by the City of Laguna Hills as necessary to respond to the COVID-19 pandemic.

SECTION 2. The CARES Act Assistance Fund Budget will be approved for the period of March 1, 2020, through December 30, 2020, amending the adopted Biennial Budget for fiscal years 2019/2020 and 2020/2021.

SECTION 3. The CARES Act Assistance Fund Budget for revenues will be established in the amount of \$705,000.

SECTION 4. The CARES Act Assistance Fund Budget appropriations authorized, at the Department level, is as follows:

| <u>DEPARTMENT</u>                   | <u>APPROPRIATIONS</u> |
|-------------------------------------|-----------------------|
| Public Safety - COVID-19 Mitigation | \$705,000             |

SECTION 5. The City Manager is hereby authorized to transfer appropriations with and between departments within the CARES Act Assistance Fund provided there is no net increase in the appropriation.

SECTION 6. All unencumbered appropriations in the CARES Act Assistance Fund Budget as of June 30, 2020, will be re-appropriated for continued use from July 1, 2020, through December 30, 2020.

PASSED, APPROVED AND ADOPTED this 8<sup>th</sup> day of September 2020.

\_\_\_\_\_  
JANINE HEFT, MAYOR

ATTEST:

\_\_\_\_\_  
JENNIFER LEE, DEPUTY CITY CLERK

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

I, Jennifer Lee, Deputy City Clerk of the City of Laguna Hills, California, DO  
HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution  
No. 2020-09-08-X adopted by the City Council of the City of Laguna Hills, California, at a  
Regular Meeting thereof held on the 8<sup>th</sup> day of September 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

\_\_\_\_\_  
JENNIFER LEE, DEPUTY CITY CLERK

Attachment: Proposed Resolution (2210 : CARES Act Assistance Fund Budget)

**Coronavirus Relief Fund  
Guidance for State, Territorial, Local, and Tribal Governments  
Updated June 30, 2020<sup>1</sup>**

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.<sup>2</sup>

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

***Necessary expenditures incurred due to the public health emergency***

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

***Costs not accounted for in the budget most recently approved as of March 27, 2020***

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the

<sup>1</sup> This version updates the guidance provided under “Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020”.

<sup>2</sup> See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

***Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020***

Finally, the CARES Act provides that payments from the Fund may only be used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020 (the “covered period”). Putting this requirement together with the other provisions discussed above, section 601(d) may be summarized as providing that a State, local, or tribal government may use payments from the Fund only to cover previously unbudgeted costs of necessary expenditures incurred due to the COVID-19 public health emergency during the covered period.

Initial guidance released on April 22, 2020, provided that the cost of an expenditure is incurred when the recipient has expended funds to cover the cost. Upon further consideration and informed by an understanding of State, local, and tribal government practices, Treasury is clarifying that for a cost to be considered to have been incurred, performance or delivery must occur during the covered period but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred). For instance, in the case of a lease of equipment or other property, irrespective of when payment occurs, the cost of a lease payment shall be considered to have been incurred for the period of the lease that is within the covered period, but not otherwise. Furthermore, in all cases it must be necessary that performance or delivery take place during the covered period. Thus the cost of a good or service received during the covered period will not be considered eligible under section 601(d) if there is no need for receipt until after the covered period has expired.

Goods delivered in the covered period need not be used during the covered period in all cases. For example, the cost of a good that must be delivered in December in order to be available for use in January could be covered using payments from the Fund. Additionally, the cost of goods purchased in bulk and delivered during the covered period may be covered using payments from the Fund if a portion of the goods is ordered for use in the covered period, the bulk purchase is consistent with the recipient’s usual procurement policies and practices, and it is impractical to track and record when the items were used. A recipient may use payments from the Fund to purchase a durable good that is to be used during the current period and in subsequent periods if the acquisition in the covered period was necessary due to the public health emergency.

Given that it is not always possible to estimate with precision when a good or service will be needed, the touchstone in assessing the determination of need for a good or service during the covered period will be reasonableness at the time delivery or performance was sought, *e.g.*, the time of entry into a procurement contract specifying a time for delivery. Similarly, in recognition of the likelihood of supply chain disruptions and increased demand for certain goods and services during the COVID-19 public health emergency, if a recipient enters into a contract requiring the delivery of goods or performance of services by December 30, 2020, the failure of a vendor to complete delivery or services by December 30, 2020, will not affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient’s control.

This guidance applies in a like manner to costs of subrecipients. Thus, a grant or loan, for example, provided by a recipient using payments from the Fund must be used by the subrecipient only to purchase (or reimburse a purchase of) goods or services for which receipt both is needed within the covered period and occurs within the covered period. The direct recipient of payments from the Fund is ultimately responsible for compliance with this limitation on use of payments from the Fund.

### ***Nonexclusive examples of eligible expenditures***

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
  - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
  - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
  - Costs of providing COVID-19 testing, including serological testing.
  - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
  - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
  - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
  - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
  - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
  - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
  - Expenses for public safety measures undertaken in response to COVID-19.
  - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
  - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
  - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
  - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.

- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
  - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
  - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
    - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
    - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
    - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
  6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

***Nonexclusive examples of ineligible expenditures<sup>3</sup>***

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.<sup>4</sup>
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

<sup>3</sup> In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

<sup>4</sup> See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

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**DATE:** September 8, 2020

**TO:** Mayor and Council Members

**FROM:** Kenneth H. Rosenfield P.E.  
Assistant City Manager/Director of Public Services

**ISSUE:** Award of Contract Agreement for Traffic Signal Repair - Alicia Parkway at Community Center Drive, CIP No. 112

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**RECOMMENDATION:** That the City Council award the Contract Agreement for Traffic Signal Repair - Alicia Parkway at Community Center Drive, CIP No. 112 to Comet Electric, Inc., in the low bid amount of \$55,710.00, reject all other bids, and authorize the Mayor to sign the Contract Agreement.

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#### **SUMMARY:**

In accordance with City Council authorization, bids for the subject project were opened on August 25, 2020, at which time four bids were received. The apparent low bidder, Comet Electric, Inc., provided the lowest responsive and responsible Bid in the amount of \$55,710.00, provided satisfactory references, is licensed for the contemplated work, and is registered with the State Department of Industrial Relations. Award of the Contract Agreement to Comet Electric, Inc., is recommended.

#### **BACKGROUND:**

On August 25, 2020, four bids for the Traffic Signal Repair – Alicia Parkway at Community Center Drive, CIP No. 112 were opened as follows:

Award of Contract for Traffic Signal Repair - Alicia Parkway at Community Center Drive,  
CIP No. 112  
September 8, 2020  
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| Bidder                                    | Bid Amount  |
|-------------------------------------------|-------------|
| Comet Electric, Inc.                      | \$55,710.00 |
| Elecnor Belco Electric, Inc.              | \$62,845.00 |
| Crosstown Electrical & Data, Inc.         | \$69,985.00 |
| California Professional Engineering, Inc. | \$90,695.00 |

The Engineer's Estimate for this project was \$43,000.00. The Bid results, however, are considered to appropriately represent the cost of the work and the project should proceed. The apparent low bidder, Comet Electric, Inc., provided the lowest responsive and responsible Bid, provided satisfactory references, is licensed to perform the contemplated work and is registered with the State Department of Industrial Relations. The work includes, unclassified excavation, removal and replacement of one traffic signal pole, one controller cabinet, and appurtenant equipment, a temporary pole, concrete work and related work. Award of the Contract Agreement, signed copy attached, to Comet Electric, Inc., in the lowest Bid amount of \$55,710.00 is recommended.

#### **FISCAL IMPACT:**

The combination of the pre-ordered equipment for this project (pole and controller cabinet), the construction cost and contract administration is estimated to be \$90,000. An administrative budget adjustment will be made to the Capital Improvement Program Budget to reflect the final costs. The City will seek reimbursement for the costs of this project related to the damages caused by the traffic collision impacts to this traffic signal.

#### **ATTACHMENTS:**

- Proposed Contract Agreement with Comet Electric, Inc., including Bonds

CITY OF LAGUNA HILLS  
CONTRACT AGREEMENT  
FOR  
TRAFFIC SIGNAL REPAIR  
ALICIA PARKWAY AT COMMUNITY CENTER DRIVE  
CIP NO. 112

THIS CONTRACT AGREEMENT is made and entered into for the above stated project this 8<sup>th</sup> day of September, 2020, BY AND BETWEEN THE CITY OF LAGUNA HILLS, as AGENCY, and Comet Electric, Inc., as CONTRACTOR.

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

ARTICLE I

The contract documents for the aforesaid project shall consist of: the Notice Inviting Sealed Bids; Instructions to Bidders; Proposal; General Specifications; Standard Specifications; Special Provisions; Plans; and all referenced specifications, details, standard drawings, and appendices; together with this Contract Agreement and all required bonds, insurance certificates, permits, notices, and affidavits; and also including any and all addenda or supplemental agreements clarifying, amending, or extending the work contemplated as may be required to insure its completion in an acceptable manner. All of the provisions of said contract documents are made a part hereof as though fully set forth herein.

ARTICLE II

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and perform all work required for the above stated project, and to fulfill all other obligations as set forth in the aforesaid documents.

ARTICLE III

CONTRACTOR agrees to receive and accept the prices set forth in the Proposal as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. Said compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid contract documents; and also including those arising from actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work.

#### ARTICLE IV

AGENCY hereby promises and agrees to employ, and does hereby, CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices aforesaid, and hereby contracts to pay the same at the time, in manner, and upon the conditions set forth in the contract documents.

#### ARTICLE V

CONTRACTOR acknowledges the provisions of the State Labor Code requiring every employee to be insured against liability for worker's compensation, or to undertake self-insurance in accordance with the provisions of that code, and certifies compliance with such provisions.

#### ARTICLE VI

To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify, and hold its officers, employees, and agents harmless from and against any and all liability, claims, suits, actions, damages, and causes of action arising out of any agreement, personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state or municipal law or ordinance, or other cause in connection with the acts or omissions of CONTRACTOR, its employees, subcontractors, or agents, or on account of the performance or character of this work, except for any such claim arising out of the sole or active negligence or willful misconduct of the AGENCY, its officers, employees, or agents. It is understood that the duty of the CONTRACTOR to indemnify and hold harmless includes the duty to defend and pay attorney's fees as set forth in Section 2778 of the California Civil Code. Acceptance of insurance certificates and endorsements required under this agreement does not relieve CONTRACTOR from liability under this indemnification and hold harmless clause. This defense, indemnification and hold harmless clause shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

#### ARTICLE VII

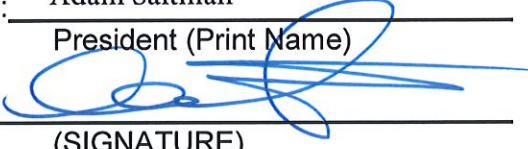
CONTRACTOR affirms that the signatures, titles, and seals, set forth hereinafter in execution of this Contract Agreement represent all individuals, firm members, partners, joint ventures, and/or corporate officers having a principal interest herein.

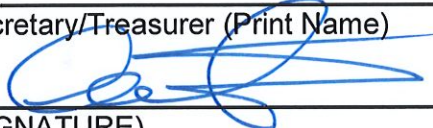
CONTRACT AGREEMENT

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first written.

## CONTRACTOR:

Comet Electric, Inc.  
 \_\_\_\_\_  
 (CORPORATE NAME-TYPE)

BY: Adam Saitman  
 \_\_\_\_\_  
 President (Print Name)  
  
 \_\_\_\_\_  
 (SIGNATURE)

BY: Adam Saitman  
 \_\_\_\_\_  
 Secretary/Treasurer (Print Name)  
  
 \_\_\_\_\_  
 (SIGNATURE)

TITLE: Secretary  
 \_\_\_\_\_

NOTE: SIGNATURES OF CORPORATE OFFICIALS MUST BE  
 NOTARIZED, ATTACH ACKNOWLEDGMENT.

## CITY OF LAGUNA HILLS:

\_\_\_\_\_  
 Janine Heft, Mayor

## ATTEST:

\_\_\_\_\_  
 Melissa Au-Yeung

## CONTRACT APPROVED AS TO FORM:

\_\_\_\_\_  
 Gregory E. Simonian, City Attorney



(PAGE 1 OF 2)

Bond Amount \$ 55,710.00Bond Number 72BCSIG9391

Premium: \$327.00

THE FINAL PREMIUM IS

PREDICATED ON THE

CITY OF LAGUNA HILLS

FINAL CONTRACT AMOUNT **FAITHFUL PERFORMANCE BOND**

FOR

TRAFFIC SIGNAL REPAIR

ALICIA PARKWAY AT COMMUNITY CENTER DRIVE

CIP NO. 112

**KNOW ALL PERSONS BY THESE PRESENTS:**

**THAT WHEREAS**, on September 8<sup>th</sup>, 2020, the City of Laguna Hills, California ("City") awarded a public works contract (the "Contract"), delineated as Contract No. CIP 112, for the TRAFFIC SIGNAL REPAIR – ALICIA PARKWAY AT COMMUNITY CENTER DRIVE, CIP NO. 112, as specified in the Contract, to, Comet Electric, Inc., a CALIFORNIA CORPORATION, hereby designated as the "Principal", which Contract is attached hereto, and which Contract and all documents incorporated therein by reference are expressly incorporated into this bond by reference.

**AND WHEREAS**, the Principal is required under the terms of the Contract to furnish a bond for the faithful performance of the Contract.

**NOW, THEREFORE**, we, the Principal, and Hartford Fire Insurance Company (the "Surety"), an admitted surety insurer in the State of California, are held firmly bound unto the City of Laguna Hills in the sum of Fifty-Five Thousand, Seven Hundred Ten Dollars and 00/100 Dollars (\$55,710.00), lawful money of the United States of America, for the payment of which sum, well and truly be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

**THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:**

1. If the Principal, its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly do and perform all of the covenants and obligations of the Contract, including the provisions for liquidated damages in said Contract, and including any and all amendments, supplements, and alterations made to the Contract as provided therein, on the Principal's part to be done and performed at the times and in the manner specified in the Contract, and shall indemnify and save harmless the City, its officers and agents as specified in the Contract, then this obligation shall be null and void, otherwise it shall be and remain in full force and effect;
2. In the event the Principal fails to fully perform all requirements in accordance with the terms and conditions of the Contract, then the Surety shall enforce performance by the Principal or shall pay the City for the same in an amount not exceeding the amount specified in this bond.
3. In the event suit is brought upon this bond by the City and judgment is recovered, as part of the obligation secured hereby and in addition to the face

amount specified in this bond, the Surety shall pay all costs incurred by the City in such suit, including reasonable attorneys' fees to be fixed by the court.

4. The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alterations, additions, omissions or other modifications to the terms of the Contract, or in the work to be performed or the material to be furnished under the Contract, or in the specifications or plans, whether or not made pursuant to the terms of the Contract, shall in any manner release either the Principal or Surety or affect the Surety's obligations on this bond, and it does hereby waive notice of any such changes, extensions, alterations, additions, omissions or other modifications.

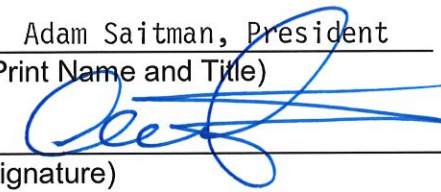
**IN WITNESS WHEREOF**, this instrument has been duly executed by the Principal and Surety above named on the 28th day of August, 2020.

PRINCIPAL

Comet Electric, Inc.  
(Principal Name) (Seal)

By:   
(Signature)

Adam Saitman, President  
(Print Name and Title)

By:   
(Signature)

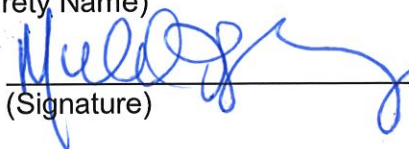
Adam Saitman, Secretary  
(Print Name and Title)

Principal Address and Telephone:

21625 Prairie Street  
Chatsworth, CA 91311  
(818) 340-0965

SURETY

Hartford Fire Insurance Company  
(Surety Name) (Seal)

By:   
(Signature)

Michael D. Stong, Attorney-In-Fact  
(Print Name and Title)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

Surety Address and Telephone

One Pointe Dr., Suite 325  
Brea, CA 92822  
(714) 674-1200

**Affix Corporate Seals**

**Attach Notary Acknowledgments for All Signatures**

**Attach Power-of-Attorney if Executed by Attorney-in-Fact**

1263387.1

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of LOS ANGELES )

On 09/01/20 before me, AMY J. TANI, NOTARY PUBLIC  
*Date Here Insert Name and Title of the Officer*

personally appeared ADAM SAIMAN  
Name(s) of Signer(s)

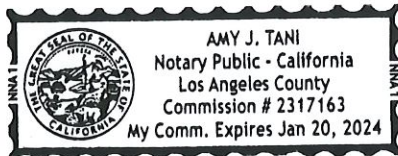
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

*Signature of Notary Public*



*Place Notary Seal Above*

### OPTIONAL

*Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: PERFORMANCE BOND Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: MICHAEL STONG

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: ADAM SAIMAN

☒ Corporate Officer — Title(s): PRESIDENT

☐ Partner — ☐ Limited ☐ General

☐ Individual      ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator☐ Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

☐ Corporate Officer — Title(s): \_\_\_\_\_

☐ Partner — ☐ Limited ☐ General

☐ Individual                      ☐ Attorney in Fact

☐ Trustee                  ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

\_\_\_\_\_  
 Signer Is Representing: \_\_\_\_\_

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Riverside )

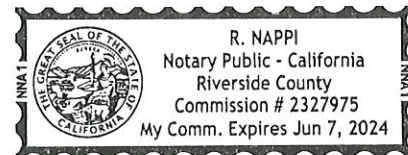
On August 28, 2020 before me, R. Nappi, Notary Public  
(insert name and title of the officer)

personally appeared Michael D. Stong,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature R. Nappi (Seal)



Bond No. 72BCSIG9391

Direct Inquiries/Claims to:

THE HARTFORD

BOND, T-12

One Hartford Plaza

Hartford, Connecticut 06155

Bond.Claims@thehartford.com

call: 888-266-3488 or fax: 860-757-5835

# POWER OF ATTORNEY

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: COMM'L SURETY &amp; BOND INS AGY/BOND

Agency Code: 72-181009

- ☒ **Hartford Fire Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- ☒ **Hartford Casualty Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- ☒ **Hartford Accident and Indemnity Company**, a corporation duly organized under the laws of the State of Connecticut
- ☐ **Hartford Underwriters Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- ☐ **Twin City Fire Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- ☐ **Hartford Insurance Company of Illinois**, a corporation duly organized under the laws of the State of Illinois
- ☐ **Hartford Insurance Company of the Midwest**, a corporation duly organized under the laws of the State of Indiana
- ☐ **Hartford Insurance Company of the Southeast**, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, **up to the amount of Unlimited** :

Arturo Ayala, Daniel Huckabay, Frank Morones, R. Nappi, Shaunna Rozelle Ostrom, Dwight Reilly, Ben Stong, Michael D. Stong of ORANGE, California

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by ☒, and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 6, 2015 the Companies have caused these presents to be signed by its Senior Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



*John Gray*

John Gray, Assistant Secretary

*M. Ross Fisher*

M. Ross Fisher, Senior Vice President

STATE OF CONNECTICUT

COUNTY OF HARTFORD

ss. Hartford

On this 5th day of January, 2018, before me personally came M. Ross Fisher, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is the Senior Vice President of the Companies, the corporations described in and which executed the above instrument; that he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that he signed his name thereto by like authority.



CERTIFICATE

*Kathleen T. Maynard*

Kathleen T. Maynard  
Notary Public

My Commission Expires July 31, 2021

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of August 28th, 2020

Signed and sealed at the City of Hartford.



*Kevin Heckman*

Kevin Heckman, Assistant Vice President

(PAGE 1 OF 2)

THE FINAL PREMIUM IS  
 PREDICATED ON THE  
 FINAL CONTRACT AMOUNT

Bond Amount \$ 55,710.00  
 Bond Number 72BCSIG9391

CITY OF LAGUNA HILLS  
**PAYMENT (LABOR AND MATERIAL) BOND**  
 FOR  
 TRAFFIC SIGNAL REPAIR  
 ALICIA PARKWAY AT COMMUNITY CENTER DRIVE  
 CIP NO. 112

**KNOW ALL PERSONS BY THESE PRESENTS:**

**THAT WHEREAS**, on September 8<sup>th</sup>, 2020, the City of Laguna Hills, California ("City") awarded a public works contract (the "Contract"), delineated as Contract No. CIP, 112, for the TRAFFIC SIGNAL REPAIR – ALICIA PARKWAY AT COMMUNITY CENTER DRIVE, as specified in the Contract, to, Comet Electric, Inc., a CALIFORNIA CORPORATION, hereby designated as the "Principal", which Contract is attached hereto, and which Contract and all documents incorporated therein by reference are expressly incorporated into this bond by reference.

**AND WHEREAS**, the Principal is required under the terms of the Contract to give this bond in connection with the execution of the Contract.

**NOW, THEREFORE**, we, the Principal, and Hartford Fire Insurance Company (the "Surety"), an admitted surety insurer in the State of California, are held firmly bound unto the City of Laguna Hills in the sum of Fifty-Five Thousand, Seven Hundred Ten Dollars and 00/100 Dollars (\$55,710.00), lawful money of the United States of America, for the payment of which sum, well and truly be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

**THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:**

1. If the Principal, or its subcontractors, or their respective heirs, executors, administrators, successors or assigns, shall fail to pay (a) any of the persons named in Section 9100 of the California Civil Code, (b) any amounts due under the California Unemployment Insurance Code with respect to work or labor performed under the Contract, or (c) any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Principal and its subcontractors pursuant to Section 13020 of the California Unemployment Insurance Code with respect to such work or labor, then the Surety shall pay for the same, in an aggregate amount not exceeding the sum specified in this bond. In case suit is brought upon this bond, the Surety will pay reasonable attorney's fees to be fixed by the court.
2. This bond shall inure to the benefit of any of the persons named in Section 9100 of the California Civil Code so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

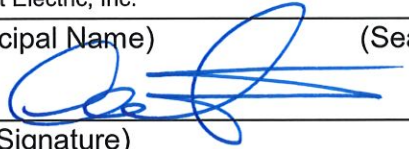
3. The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alterations, additions, omissions or other modifications to the terms of the Contract, or in the work to be performed or the material to be furnished under the Contract, or in the specifications or plans, whether or not made pursuant to the terms of the Contract, shall in any manner release either the Principal or Surety or affect the Surety's obligations on this bond, and it does hereby waive notice of any such changes, extensions, alterations, additions, omissions or other modifications.

**IN WITNESS WHEREOF**, this instrument has been duly executed by the Principal and Surety above named on the 28th day of August, 2020.

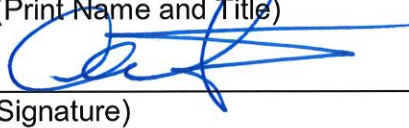
**PRINCIPAL**

Comet Electric, Inc.

(Principal Name) (Seal)

By: 

(Signature)

Adam Saitman, President  
(Print Name and Title)By: 

(Signature)

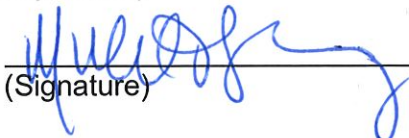
Adam Saitman, Secretary  
(Print Name and Title)

Principal Address and Telephone:

21625 Prairie Street  
Chatsworth, CA 91311  
(818) 340-0965**SURETY**

Hartford Fire Insurance Company

(Surety Name) (Seal)

By: 

(Signature)

Michael D. Stong, Attorney-In-Fact  
(Print Name and Title)

By: \_\_\_\_\_

(Signature)

(Print Name and Title)

Surety Address and Telephone

One Pointe Dr., Suite 325  
Brea, CA 92822  
(714) 674-1200**Affix Corporate Seals****Attach Notary Acknowledgments for All Signatures****Attach Power-of-Attorney if Executed by Attorney-in-Fact**

1256827.1



## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Riverside )

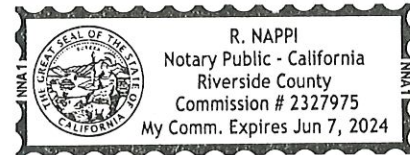
On August 28, 2020 before me, R. Nappi, Notary Public  
(insert name and title of the officer)

personally appeared Michael D. Stong,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature R. Nappi (Seal)



Bond No. 72BCSIG9391

Direct Inquiries/Claims to:

THE HARTFORD

BOND, T-12

One Hartford Plaza

Hartford, Connecticut 06155

Bond.Claims@thehartford.com

call: 888-266-3488 or fax: 860-757-5835

# POWER OF ATTORNEY

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: COMM'L SURETY &amp; BOND INS AGY/BOND

Agency Code: 72-181009

- ☒ **Hartford Fire Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
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- ☐ **Hartford Underwriters Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- ☐ **Twin City Fire Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- ☐ **Hartford Insurance Company of Illinois**, a corporation duly organized under the laws of the State of Illinois
- ☐ **Hartford Insurance Company of the Midwest**, a corporation duly organized under the laws of the State of Indiana
- ☐ **Hartford Insurance Company of the Southeast**, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, **up to the amount of Unlimited** :

Arturo Ayala, Daniel Huckabay, Frank Morones, R. Nappi, Shaunna Rozelle Ostrom, Dwight Reilly, Ben Stong, Michael D. Stong of ORANGE, California

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by ☒, and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**In Witness Whereof**, and as authorized by a Resolution of the Board of Directors of the Companies on May 6, 2015 the Companies have caused these presents to be signed by its Senior Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



*John Gray*

John Gray, Assistant Secretary

*M. Ross Fisher*

M. Ross Fisher, Senior Vice President

STATE OF CONNECTICUT

} ss.

Hartford

COUNTY OF HARTFORD

On this 5th day of January, 2018, before me personally came M. Ross Fisher, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is the Senior Vice President of the Companies, the corporations described in and which executed the above instrument; that he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that he signed his name thereto by like authority.



CERTIFICATE

*Kathleen T. Maynard*

Kathleen T. Maynard  
Notary Public

My Commission Expires July 31, 2021

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of August 28th, 2020

Signed and sealed at the City of Hartford.



*Kevin Heckman*

Kevin Heckman, Assistant Vice President



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

---

**DATE:** September 8, 2020

**TO:** Mayor and Council Members

**FROM:** Kenneth H. Rosenfield P.E.  
Assistant City Manager/Director of Public Services

**ISSUE:** Authorization to Advertise for Bids for Touchless Facility Upgrades at the Civic Center and Community Center Buildings, CIP No. 516

---

**RECOMMENDATION:** That the City Council approve the plans and specifications and authorize the advertisement for bids for Touchless Facility Upgrades at the Civic Center and Community Center Buildings, CIP No. 516.

---

#### **SUMMARY:**

Funding has been provided to facilitate public health improvements as a result of the COVID-19 Pandemic. The City has the ability to utilize this funding to reduce hand touching of facilities and reduce the potential spread of viruses. Restroom plumbing fixtures have been identified as a source of potential virus transmission. Accordingly, Staff has prepared plans and specifications to replace faucet, soap and toilet fixtures with touchless devices at both the Civic Center and Community Center buildings. The City Council is requested to approve the plans and specifications, on file in the office of the City Clerk and present at the Dais, and authorize the advertisement for bids for this project.

#### **BACKGROUND:**

Plans and Specifications meeting federal, state and local procurement standards have been prepared to convert the plumbing fixtures at the Civic Center and Community Center buildings to touchless devices. The plans and specifications are on file with the office of the City Clerk and are present on the Dais. The purpose of this project is to protect and improve public health by reducing touch points and potential COVID-19

---

virus transmission points.

The project funding requires compliance with federal procurement standards and complete expenditure of the funds by December 30, 2020. By authorizing the advertisement for bids at this time, it is anticipated that these requirements can be met.

**CEQA FINDINGS:**

Staff has reviewed the proposed project for compliance with the California Environmental Quality Act (CEQA) and determined that this project is categorically exempt from CEQA pursuant to Section 15301 of Title 14, Chapter 3 of the California Code of Regulations (Class 1 – Existing Facilities). This exemption applies to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The proposed project will modify existing plumbing facilities at the Civic Center and Community Center buildings with no expansion of the existing use. Therefore, the project is exempt from the requirements of CEQA.

**FISCAL IMPACT:**

The estimated project costs for the touchless facility upgrades at the Civic Center and Community Center buildings is \$150,000. Funds for this project are on hand and are provided by federal funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

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**DATE:** September 8, 2020

**TO:** Mayor and Council Members

**FROM:** Jennifer Lee  
Assistant City Clerk

**ISSUE:** Second Reading & Adoption of Proposed Ordinance Amending and Restating Section 2-32.060(B) of the Laguna Hills Municipal Code Regarding the Timeframe for City Council to Review the Necessity for Continuing a Local Emergency

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**RECOMMENDATION:** That the City Council adopt an Ordinance entitled: "An Ordinance of the City Council of the City of Laguna Hills, California, amending and restating Section 2-32.060(B) (Director of Emergency Services - Powers and Duties) of Title 2 (Administration and Personnel) of the Laguna Hills Municipal Code regarding the timeframe for City Council to review the necessity for continuing a local emergency."

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#### **SUMMARY:**

The proposed Ordinance amends the Laguna Hills Municipal Code regarding the timeframe for City Council to review the necessity for continuing a local emergency. The motion to introduce the Ordinance included direction from Council to modify the Ordinance to state that the City Council shall review and confirm the necessity for continuing the local emergency no less frequently than at every subsequent regular meeting of the City Council until the locally declared emergency is terminated.

A copy of the proposed Ordinance and the Staff Report for the introduction of the Ordinance, including attachments, are included as attachments to this report. The City Council introduced the Ordinance by a vote of 4-0-1 (Council Member Sedgwick was absent). It is in order to adopt the Ordinance.

Second Reading & Adoption of Ordinance Amending and Restating Section 2-32.060 (B)  
September 8, 2020  
Page 2

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**ATTACHMENTS:**

- Proposed Ordinance
- August 25, 2020, Introduction of Ordinance Staff Report and Attachments

## ORDINANCE NO. 2020-X

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, AMENDING AND RESTATING SECTION 2-32.060(B) (DIRECTOR OF EMERGENCY SERVICES – POWERS AND DUTIES) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE LAGUNA HILLS MUNICIPAL CODE REGARDING THE TIMEFRAME FOR CITY COUNCIL TO REVIEW THE NECESSITY FOR CONTINUING A LOCAL EMERGENCY

WHEREAS, Laguna Hills Municipal Code Section 2-32.060(B) authorizes the City Manager, acting as the Director of Emergency Services, to proclaim the existence of a local emergency when the City Council is not in session, which proclamation is subject to ratification by the City Council within seven (7) days, and thereafter requires the City Council to review the necessity for continuing the local emergency no less frequently than every fourteen (14) days until the emergency is terminated; and

WHEREAS, Government Code Section 8630(c) requires the City Council to review the need for continuing the local emergency at least once every sixty (60) days until the City Council terminates the local emergency; and

WHEREAS, on March 4, 2020, the Governor proclaimed a State of Emergency relating to the spread of the infectious disease COVID-19 (the “coronavirus”); and

WHEREAS, on March 13, 2020, President Donald J. Trump proclaimed a national emergency to provide disaster funding, speed up the United States response to the crisis created by COVID-19, and to offer maximum flexibility to attack the problem; and

WHEREAS, on March 18, 2020, the City Manager, acting as the Director of Emergency Services, proclaimed a local emergency in order for the City to promptly address, prepare for, and take actions necessary to protect public health, safety, and welfare within the City in response to the anticipated spread of COVID-19, at which time the City Council was not in session; and

WHEREAS, on March 24, 2020, during a special meeting the City Council ratified the existence of the local emergency by adopting Resolution No. 2020-03-24-1: "A Resolution of the City Council of the City of Laguna Hills, California, Ratifying the Existence of a Local Emergency Related to the Anticipated Spread of the Novel COVID-19 Virus;" and

WHEREAS, to date, the City Council has reviewed and confirmed the need for continuing the local emergency no less frequently than every fourteen (14) days, in compliance with Laguna Hills Municipal Code Section 2-32.060(B); and

WHEREAS, Laguna Hills Municipal Code Section 2-32.060(B)'s requirement of a fourteen (14) day review period is much shorter than the maximum allowable review period under state law; and

WHEREAS, most cities have implemented a sixty (60) day review period in compliance with Government Code Section 8630(c); and

WHEREAS, the City Council hereby now finds and determines that the necessity for continuing a local emergency shall be reviewed and confirmed at every subsequent regular meeting of the City Council until the emergency is terminated.

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

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

SECTION 2. Code Amendment. Section 2-32.060(B) (Director of Emergency Services – Powers and Duties) of Chapter 2-32 (Disaster Relief System) of Title 2 (Administration and Personnel) of the Laguna Hills Municipal Code is hereby amended and restated in its entirety to read as follows:

**2-32.060 Director of Emergency Services – Powers and Duties.**

B. To request the City Council to proclaim the existence of a local emergency if said council is in session or to issue such proclamation if said council is not in session. Whenever a local emergency is proclaimed by the Director of Emergency Services, the City Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect. The City Council shall review and confirm the necessity for continuing the local emergency no less frequently than at every subsequent regular meeting of the City Council until the locally declared emergency is terminated;

SECTION 3. CEQA. Public Resources Code Section 21065 defines "project" as "an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment." The proposed Ordinance does not have the potential to result in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, as the Ordinance does not call for any change in the existing environmental conditions within the City. The proposed Ordinance merely amends the timeframe by which the City Council must review the necessity for continuing a local emergency from no less frequently than every fourteen (14) days, to no less frequently than at every subsequent regular meeting of the City Council until the emergency is terminated. Accordingly, the Ordinance is not a "project" subject to CEQA. (Public Resources Code Section 21065; CEQA Guidelines Section 15378(a)).

SECTION 4. Adoption. This Ordinance shall take effect the 31st day following the adoption of this Ordinance by the City Council. Upon the effective date of this Ordinance, the provisions hereof shall supersede any inconsistent or conflicting provisions of the Laguna Hills Municipal Code.

SECTION 5. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid or unconstitutional.

SECTION 6. Certification. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be posted at the duly designated posting places within the City and published once within fifteen days after passage and adoption as may be required by law; or, in the alternative, the City Clerk may cause to be published a summary of this Ordinance and a certified copy of the text of this Ordinance shall be posted in the Office of the City Clerk five days prior to the date of adoption of this Ordinance; and, within fifteen days after adoption, the City Clerk shall cause to be published, the aforementioned summary and shall post a certified copy of this Ordinance, together with the vote for and against the same, in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
JANINE HEFT, MAYOR

ATTEST:

\_\_\_\_\_  
JENNIFER LEE, DEPUTY CITY CLERK

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

I, Jennifer Lee, Deputy City Clerk of the City of Laguna Hills, California, DO  
HEREBY CERTIFY that the foregoing Ordinance No. 2020-X was duly introduced and  
placed upon its first reading at a Regular Meeting of the City Council on the 25<sup>th</sup> day of  
August 2020, and that thereafter, said Ordinance was duly adopted and passed at a  
Regular Meeting of the City Council held on the \_\_ day of \_\_\_\_\_ 2020, by the  
following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

\_\_\_\_\_  
JENNIFER LEE, DEPUTY CITY CLERK

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

AFFIDAVIT OF POSTING  
 AND PUBLICATION

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

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

That in compliance with State Laws of the State of California, ORDINANCE NO. 2020-X, being:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, AMENDING AND RESTATING SECTION 2-32.060(B) (DIRECTOR OF EMERGENCY SERVICES – POWERS AND DUTIES) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE LAGUNA HILLS MUNICIPAL CODE REGARDING THE TIMEFRAME FOR CITY COUNCIL TO REVIEW THE NECESSITY FOR CONTINUING A LOCAL EMERGENCY

on the 3<sup>rd</sup> day of September 2020, and on the \_\_\_\_ day of September 2020, was published in summary in the Saddleback Valley News; and was, in compliance with City Resolution No. 2004-05-25-2, by the 3<sup>rd</sup> day of September 2020, and the \_\_\_\_ day of September 2020, caused to be posted in three places in the City of Laguna Hills, to wit:

Laguna Hills City Hall  
 Laguna Hills Community Center  
 La Paz Center

\_\_\_\_\_  
 JENNIFER LEE, DEPUTY CITY CLERK  
 Laguna Hills, California

Attachment: Proposed Ordinance (2207 : Second Reading & Adoption of Ordinance Amending and Restating Section 2-32.060 (B))



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

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**DATE:** August 25, 2020

**TO:** Mayor and Council Members

**FROM:** Donald J. White  
City Manager

**ISSUE:** First Reading and Introduction of an Ordinance Amending and Restating Section 2-32.060(B) of the Laguna Hills Municipal Code Regarding the Timeframe for City Council to Review the Necessity for Continuing a Local Emergency

---

**RECOMMENDATION:** That the City Council introduce for first reading, read by title only, and waive further reading of an Ordinance entitled: "An Ordinance of the City Council of the City of Laguna Hills, California, amending and restating Section 2-32.060(B) (Director of Emergency Services - Powers and Duties) of Title 2 (Administration and Personnel) of the Laguna Hills Municipal Code regarding the timeframe for City Council to review the necessity for continuing a local emergency."

---

#### **SUMMARY:**

The proposed Ordinance amends the timeframe by which the City Council must review the necessity for continuing a local emergency from no less frequently than every fourteen (14) days, to no less frequently than every forty-five (45) days. This amendment complies with Government Code Section 8630(c), which requires that the City Council review the necessity for continuing a local emergency at least once every sixty (60) days.

#### **BACKGROUND:**

On March 4, 2020, the Governor proclaimed a State of Emergency relating to the spread of the infectious disease COVID-19 (the "coronavirus"). By March 13, 2020, President Donald J. Trump also proclaimed a national emergency to provide disaster funding,

## Ordinance Introduction Amending and Restating Section 2-32-060(B)

August 25, 2020

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speed up the United States response to the crisis created by COVID-19, and to offer maximum flexibility to attack the problem.

On March 18, 2020, the City Manager, acting as the Director of Emergency Services, proclaimed a local emergency in order for the City to promptly address, prepare for, and take actions necessary to protect public health, safety, and welfare within the City in response to the anticipated spread of COVID-19, at which time the City Council was not in session. Subsequently, on March 24, 2020, during a special meeting the City Council ratified the local emergency by adopting a resolution entitled "A Resolution of the City Council of the City of Laguna Hills, California, ratifying the existence of a local emergency related to the anticipated spread of the novel COVID-19 virus." To date, the City Council has reviewed and confirmed the need for continuing the local emergency no less frequently than every fourteen (14) days, in compliance with the Municipal Code.

Laguna Hills Municipal Code ("LHMC") Section 2-32.060(B) authorizes the City Manager, acting as the Director of Emergency Services, to proclaim the existence of a local emergency when the City Council is not in session, which proclamation is subject to ratification by the City Council within seven (7) days, and thereafter requires the City Council to review the necessity for continuing the local emergency no less frequently than every fourteen (14) days until the emergency is terminated. Because declaring the existence of a local emergency provides extraordinary powers to the City, Government Code Section 8630(c) requires the City Council to review the need for continuing the local emergency at least once every sixty (60) days until the City Council terminates the local emergency.

The purpose for proclaiming the local emergency is to provide the City with greater flexibility to respond to the novel COVID-19 pandemic, apply for and obtain state and federal funding, and to receive supplemental resources to help alleviate any damages, losses, or hardships created by the pandemic. Although state law requires the City Council to review the need for continuing a local emergency at least once every sixty (60) days, LHMC Section 2-32.060(B) requires a much shorter review period of only fourteen (14) days. Not only does this shorter review period result in the City having to conduct additional and unnecessary City Council meetings, but also most California cities have implemented the maximum sixty (60) day review period in compliance with Government Code Section 8630(c). Furthermore, staff conducted a survey of cities in south Orange County and determined the review period for the majority of those agencies is much longer than fourteen (14) days. In fact, many cities in south Orange County review the need for continuing a local emergency at least once every sixty (60)

## Ordinance Introduction Amending and Restating Section 2-32-060(B)

August 25, 2020

Page 3

days, at least once every thirty (30) days, or adopt a Resolution stating that the local emergency Proclamation is valid until removed.

As such, City staff recommends that LPMC Section 2-32.060(B) be amended to require the periodic review of the necessity of continuing a local emergency to occur no less frequently than every forty-five (45) days, rather than every fourteen (14) days. A forty-five (45) day review period is being recommended for the City Council's consideration as an appropriate and more reasonable middle ground between the current fourteen (14) day requirement and the maximum sixty (60) day requirement.

### **CEQA FINDINGS:**

Public Resources Code Section 21065 defines "project" as "an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment." The proposed Ordinance does not have the potential to result in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, as the Ordinance does not call for any change in the existing environmental conditions within the City. The proposed Ordinance merely amends the timeframe by which the City Council must review the necessity for continuing a local emergency from no less frequently than every fourteen (14) days to no less frequently than every forty-five (45) days. Accordingly, the Ordinance is not a "project" subject to CEQA. (Public Resources Code Section 21065; CEQA Guidelines Section 15378(a)).

### **ATTACHMENTS:**

- Proposed Ordinance
- Survey of Local Emergency Proclamation Review Periods - South Orange County Cities

## ORDINANCE NO. 2020-X

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, AMENDING AND RESTATING SECTION 2-32.060(B) (DIRECTOR OF EMERGENCY SERVICES – POWERS AND DUTIES) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE LAGUNA HILLS MUNICIPAL CODE REGARDING THE TIMEFRAME FOR CITY COUNCIL TO REVIEW THE NECESSITY FOR CONTINUING A LOCAL EMERGENCY.

WHEREAS, Laguna Hills Municipal Code Section 2-32.060(B) authorizes the City Manager, acting as the Director of Emergency Services, to proclaim the existence of a local emergency when the City Council is not in session, which proclamation is subject to ratification by the City Council within seven (7) days, and thereafter requires the City Council to review the necessity for continuing the local emergency no less frequently than every fourteen (14) days until the emergency is terminated; and

WHEREAS, Government Code Section 8630(c) requires the City Council to review the need for continuing the local emergency at least once every sixty (60) days until the City Council terminates the local emergency; and

WHEREAS, on March 4, 2020, the Governor proclaimed a State of Emergency relating to the spread of the infectious disease COVID-19 (the “coronavirus”); and

WHEREAS, on March 13, 2020, President Donald J. Trump proclaimed a national emergency to provide disaster funding, speed up the United States response to the crisis created by COVID-19, and to offer maximum flexibility to attack the problem; and

WHEREAS, on March 18, 2020, the City Manager, acting as the Director of Emergency Services, proclaimed a local emergency in order for the City to promptly address, prepare for, and take actions necessary to protect public health, safety, and welfare within the City in response to the anticipated spread of COVID-19, at which time the City Council was not in session; and

WHEREAS, on March 24, 2020, during a special meeting the City Council ratified the existence of the local emergency by adopting Resolution No. 2020-03-24-1: "A Resolution of the City Council of the City of Laguna Hills, California, Ratifying the Existence of a Local Emergency Related to the Anticipated Spread of the Novel COVID-19 Virus;" and

WHEREAS, to date, the City Council has reviewed and confirmed the need for continuing the local emergency no less frequently than every fourteen (14) days, in compliance with Laguna Hills Municipal Code Section 2-32.060(B); and

WHEREAS, Laguna Hills Municipal Code Section 2-32.060(B)'s requirement of a fourteen (14) day review period is much shorter than the maximum allowable review period under state law; and

WHEREAS, most cities have implemented a sixty (60) day review period in compliance with Government Code Section 8630(c); and

WHEREAS, there is a need to amend Laguna Hills Municipal Code Section 2-32.060(B) to require the periodic review of the necessity of continuing a local emergency to occur no less frequently than every forty-five (45) days, rather than every fourteen (14) days; and

WHEREAS, the City Council hereby finds that a forty-five (45) day review period is an appropriate and more reasonable middle ground between the current fourteen (14) day requirement and the maximum sixty (60) day requirement in order for the City to avoid having to conduct additional and unnecessary City Council meetings.

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

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

SECTION 2. Code Amendment. Section 2-32.060(B) (Director of Emergency Services – Powers and Duties) of Chapter 2-32 (Disaster Relief System) of Title 2 (Administration and Personnel) of the Laguna Hills Municipal Code is hereby amended and restated in its entirety to read as follows:

**2-32.060 Director of Emergency Services – Powers and Duties.**

B. To request the City Council to proclaim the existence of a local emergency if said council is in session or to issue such proclamation if said council is not in session. Whenever a local emergency is proclaimed by the Director of Emergency Services, the City Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect. The City Council shall review the necessity for continuing the local emergency no less frequently than every forty-five (45) days until the emergency is terminated;

SECTION 3. CEQA. Public Resources Code Section 21065 defines "project" as "an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment." The proposed Ordinance does not have the potential to result in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, as the Ordinance does not call for any change in the existing environmental conditions within the City. The proposed Ordinance merely amends the timeframe by which the City Council must review the necessity for continuing a local emergency from no less

frequently than every fourteen (14) days to no less frequently than every forty-five (45) days. Accordingly, the Ordinance is not a "project" subject to CEQA. (Public Resources Code Section 21065; CEQA Guidelines Section 15378(a)).

SECTION 4. Adoption. This Ordinance shall take effect the 31st day following the adoption of this Ordinance by the City Council. Upon the effective date of this Ordinance, the provisions hereof shall supersede any inconsistent or conflicting provisions of the Laguna Hills Municipal Code.

SECTION 5. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid or unconstitutional.

SECTION 6. Certification. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be posted at the duly designated posting places within the City and published once within fifteen days after passage and adoption as may be required by law; or, in the alternative, the City Clerk may cause to be published a summary of this Ordinance and a certified copy of the text of this Ordinance shall be posted in the Office of the City Clerk five days prior to the date of adoption of this Ordinance; and, within fifteen days after adoption, the City Clerk shall cause to be published, the aforementioned summary and shall post a certified copy of this Ordinance, together with the vote for and against the same, in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
JANINE HEFT, MAYOR

ATTEST:

\_\_\_\_\_  
MELISSA AU-YEUNG, CITY CLERK

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

I, Melissa Au-Yeung, City Clerk of the City of Laguna Hills, California, DO  
HEREBY CERTIFY that the foregoing Ordinance No. 2020-X was duly introduced and  
placed upon its first reading at a Regular Meeting of the City Council on the \_\_\_\_ day of  
\_\_\_\_\_ 2020, and that thereafter, said Ordinance was duly adopted and passed at  
a Regular Meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_ 2020, by the  
following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

\_\_\_\_\_  
MELISSA AU-YEUNG, CITY CLERK

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

AFFIDAVIT OF POSTING  
AND PUBLICATION

MELISSA AU-YEUNG, being first duly sworn, deposes and says:

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

That in compliance with State Laws of the State of California, ORDINANCE NO. 2020-X, being:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, AMENDING AND RESTATING SECTION 2-32.060(B) (DIRECTOR OF EMERGENCY SERVICES – POWERS AND DUTIES) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE LAGUNA HILLS MUNICIPAL CODE REGARDING THE TIMEFRAME FOR CITY COUNCIL TO REVIEW THE NECESSITY FOR CONTINUING A LOCAL EMERGENCY

on the \_\_\_\_ day of \_\_\_\_\_ 2020, was published in the Saddleback Valley News; and was, in compliance with City Resolution No. 2004-05-25-2, on the \_\_\_\_ day of \_\_\_\_\_ 2020, caused to be posted in three places in the City of Laguna Hills, to wit:

Laguna Hills City Hall  
Laguna Hills Community Center  
La Paz Center

\_\_\_\_\_  
MELISSA AU-YEUNG, CITY CLERK  
Laguna Hills, California

*Proclamation of Local Emergency Review Period  
A Survey of South Orange County Cities*

| City                   | Proclamation Review Period                                               |
|------------------------|--------------------------------------------------------------------------|
| Laguna Beach           | 60-Days                                                                  |
| Laguna Woods           | 60-Days                                                                  |
| Rancho Santa Margarita | 60-Days                                                                  |
| San Clemente           | 60-Days                                                                  |
| Mission Viejo          | Currently set to expire on September 1, 2020.                            |
| Dana Point             | 30-Days                                                                  |
| Laguna Niguel          | Never Renewed; Resolution declares the Proclamation valid until removed. |
| Lake Forest            | Never Renewed; Resolution declares the Proclamation valid until removed. |
| Aliso Viejo            | Never Renewed; Resolution declares the Proclamation valid until removed. |
| San Juan Capistrano    | Did not respond.                                                         |



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

**DATE:** September 8, 2020

**TO:** Mayor and Council Members

**FROM:** Donald J. White  
City Manager

**ISSUE:** Designation of Voting Delegate for League of California Cities Annual Conference

**RECOMMENDATION:** That the City Council appoint Mayor Heft as the Voting Delegate and appoint Mayor Pro Tempore Pezold as the Voting Delegate Alternate for the League of California Cities Annual Conference.

#### **SUMMARY:**

The Annual Conference for the League of California Cities (League) is scheduled for Wednesday, October 7, 2020, through Friday, October 9, 2020, in Long Beach. An important part of the Annual Conference is the Annual Business Meeting scheduled for 12:30 pm on Friday, October 9, 2019. At this meeting, the League membership will consider and take actions on resolutions that establish League policy. The attached Memorandum from the League describes the process and provides procedures for voting at the Annual Conference. Please note that at this time, the procedures assume an in-person conference.

In order to vote at the Annual Business Meeting, the City Council must designate a Voting Delegate and, if so desired, a Voting Delegate Alternate. The Voting Delegate Form must be returned to the League no later than Wednesday, September 30, 2020. The League by-laws provide that each City is entitled to one vote in matters affecting municipal or League policy. At the meeting on January 14, 2020, the City Council reconfirmed the appointment of the Mayor as the Voting Delegate and the Mayor Pro Tempore as the alternate. It is appropriate to appoint Mayor Heft as the Voting

Voting Delegates for LOCC

September 8, 2020

Page 2

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Delegate and Mayor Pro Tempore Pezold as the Voting Delegate Alternate.

**ATTACHMENTS:**

- LOCC Voting Delegate Packet



**Council Action Advised by August 31, 2020**

June 30, 2020

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference & Expo – October 7 – 9, 2020**

The League's 2020 Annual Conference & Expo is scheduled for October 7 – 9. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, October 9. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Wednesday, September 30. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting. These procedures assume that the conference will be held in-person at the Long Beach Convention Center as planned. Should COVID-19 conditions and restrictions prohibit the League from holding an in-person conference, new procedures will be provided.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open by the end of July at [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the

Attachment: LOCC Voting Delegate Packet (2153 : Voting Delegates for LOCC)

special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, October 7, 8:00 a.m. – 6:00 p.m.; Thursday, October 8, 7:00 a.m. – 4:00 p.m.; and Friday, October 9, 7:30 a.m.–11:30 a.m.. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Wednesday, September 30. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



CITY: \_\_\_\_\_

**2020 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to the League office by Wednesday, September 30, 2020. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.**

**OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_  
(circle one) (signature)

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please complete and return by Wednesday, September 30, 2020**

League of California Cities  
**ATTN: Darla Yacub**  
1400 K Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

**FAX: (916) 658-8240**  
E-mail: [dyacub@cacities.org](mailto:dyacub@cacities.org)  
(916) 658-8254

Attachment: LOCC Voting Delegate Packet (2153 : Voting Delegates for LOCC)



## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

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**DATE:** September 8, 2020  
**TO:** Chair and Agency Members  
**FROM:** Jennifer Lee  
Assistant City Clerk  
**ISSUE:** Approval of Minutes for August 25, 2020, Regular Meeting

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**RECOMMENDATION:** That the Planning Agency approve the Minutes for the August 25, 2020, Regular Meeting.

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**ATTACHMENTS:**

- 200825 PA Minutes

**ITEMS REMOVED FROM THE CONSENT CALENDAR****3.13 Withdrawal from the Orange County Housing Finance Trust**

Mayor Heft removed Item No. 3.13 from the Consent Calendar to oppose the item.

**Recommendation:** That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, authorizing and directing the voluntary withdrawal of the City of Laguna Hills from the Orange County Housing Finance Trust and the Joint Exercise of Powers Agreement."

|                  |                                                                        |
|------------------|------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>NO ACTION TAKEN [2 TO 2]</b>                                        |
| <b>MOVER:</b>    | Erica Pezold, Mayor Pro Tempore                                        |
| <b>SECONDER:</b> | Dore J. Gilbert, M.D., Council Member                                  |
| <b>AYES:</b>     | Erica Pezold, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member |
| <b>NAYS:</b>     | Janine Heft, Mayor; Dave Wheeler, Council Member                       |
| <b>ABSENT:</b>   | Don Sedgwick, Council Member                                           |

**4. PLANNING AGENCY**

Mayor Heft recessed the City Council Meeting, and acting in capacity as Chair, called the Regular Meeting of the Planning Agency of the City of Laguna Hills, California, to order at 7:23 p.m.

**4.1. ROLL CALL OF PLANNING AGENCY MEMBERS**

| Attendee Name         | Title         | Status  | Arrived |
|-----------------------|---------------|---------|---------|
| Janine Heft           | Chair         | Remote  |         |
| Erica Pezold          | Vice Chair    | Present |         |
| Dore J. Gilbert, M.D. | Agency Member | Remote  |         |
| Don Sedgwick          | Agency Member | Absent  |         |
| Dave Wheeler          | Agency Member | Remote  |         |

**4.2. PUBLIC COMMENTS**

There were no Planning Agency public comments.

**4.3. APPROVAL OF MINUTES****4.3.1 Approval of Minutes for July 14, 2020, Regular Meeting**

**Recommendation:** That the Planning Agency approve the Minutes for the July 14, 2020, Regular Meeting.

|                  |                                                                                                                 |
|------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                     |
| <b>MOVER:</b>    | Dore J. Gilbert, M.D., Agency Member                                                                            |
| <b>SECONDER:</b> | Dave Wheeler, Agency Member                                                                                     |
| <b>AYES:</b>     | Janine Heft, Chair; Erica Pezold, Vice Chair; Dore J. Gilbert, M.D., Agency Member; Dave Wheeler, Agency Member |
| <b>ABSENT:</b>   | Don Sedgwick, Agency Member                                                                                     |

#### 4.4. ADMINISTRATIVE REPORTS

There were no Planning Agency administrative reports.

#### 4.5. PLANNING AGENCY PUBLIC HEARINGS

There were no Planning Agency public hearings.

#### PLANNING AGENCY ADJOURNMENT

Mayor Heft reconvened the City Council Meeting at 7:24 p.m. Mayor Pro Tempore Pezold was present. Mayor Heft, Council Member Gilbert, and Council Member Wheeler were present via teleconference. Council Member Sedgwick was absent.

#### 5. CITY COUNCIL PUBLIC HEARINGS

There were no City Council public hearings.

#### 6. ADMINISTRATIVE REPORTS

##### 6.1. City Manager/Director of Emergency Services

##### **6.1.1 First Reading and Introduction of an Ordinance Amending and Restating Section 2-32.060(B) of the Laguna Hills Municipal Code Regarding the Timeframe for City Council to Review the Necessity for Continuing a Local Emergency**

City Manager White reviewed the information provided in the staff report and responded to council requests for additional information.

**Recommendation:** That the City Council introduce for first reading, read by title only, and waive further reading of an Ordinance entitled: "An Ordinance of the City Council of the City of Laguna Hills, California,



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

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**DATE:** September 8, 2020

**TO:** Mayor and Council Members

**FROM:** Donald J. White  
Director of Emergency Services/City Manager

**ISSUE:** Online City Council Meetings During the COVID-19 Pandemic State of Emergency

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**RECOMMENDATION:** That the City Council select Option 1 and continue utilizing the existing teleconference system.

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#### **SUMMARY:**

At the July 28, 2020, City Council meeting, the City Council directed staff to explore the use of online meeting platforms to conduct City Council meetings online, including the utilization of software platforms such as ClickMeeting, GoToMeeting, and Zoom. In an effort to maintain the current practice of keeping the City Council chambers open for in-person, public comments, staff has identified three options for the City Council's consideration.

#### **BACKGROUND:**

At the July 28, 2020, City Council meeting, the City Council directed staff to explore the use of online meeting platforms for City Council meetings. Consequently, staff explored the possibility of utilizing various software programs to conduct City Council meetings, including Zoom, GoToMeeting, and ClickMeeting. Before discussing the various options, however, a quick review of the updated Brown Act requirements for teleconferencing and/or online-virtual City Council meetings during the COVID-19 Pandemic State of Emergency seems prudent.

Legal Assumptions

Under normal circumstances, should the City Council utilize teleconference for a public meeting, the following requirements must be met:

- Each teleconference location would have to be specifically identified in the notice and agenda of the meeting;
- Each teleconferencing location would have to be accessible to the public;
- At least a quorum would have to participate in the meeting from locations within the boundaries of the City's jurisdiction; and
- Members of the public would have to be allowed to address the City Council directly at each teleconferencing location.

However, pursuant to the Governor's Executive Order N-25-20, those requirements are temporarily suspended for the period of the emergency declaration.

Consistent with the Governor's Executive Order and within the legal parameters outlined above, staff recommends online City Council meetings be conducted in accordance with the following considerations:

1. City Councilmembers may call-in or Zoom-in to the City Council meeting remotely from their home or office, and such location does not need to be posted or accessible to the public;
2. The City must give timely notice of the meeting pursuant to the provisions of the Brown Act;
3. The City should provide at least one location within the City (e.g., the City Council Chambers) from which members of the public shall have the right to observe the meeting and to provide public comments; and
4. The City Council should provide a process by which members of the public can make public comments during the City Council meeting, such as by being allowed to speak from the podium at a microphone inside the City Council Chambers during the public comment portion of the City Council meeting or during an agenda item.

---

**Option 1: Continue utilizing the existing teleconference system**

The City is currently utilizing a teleconference system whereby Council members and staff that are unable to attend the City Council meeting in the Chambers, in person, are able to call into a teleconference bridge. The audio from the teleconference phone is picked up by the microphones in the City Council chamber and the audio is included in the streaming of the City Council meeting through the existing software. While Council members are unable to view each other, this system does allow for Council members and staff to call in and participate in the call, simultaneously allowing for the Council chamber to remain open for in-person, public participation in the meeting. This practice gives individual Council Members the option of physically attending the meeting, or calling in.

**Option 2: Software upgrades to the audio-video system in Council chambers**

The current audio-video system in the Council chamber was originally installed in 2005 and was subsequently upgraded from analog to digital. There are, however, existing limitations to the audio-visual system located in the City Council Chamber that should be taken into consideration, as the system was not designed to function entirely remotely. The current audio-video system in the City Council Chamber is unable to directly integrate with GoToMeeting or other online meeting platforms due to hardware and proprietary software limitations. This integration could be accomplished with an upgrade to the system hardware and software at a cost of approximately \$15,000. Generally, the upgrades would include:

- The installation of a secondary video feed from the cameras via USB, including necessary cabling;
- The installation of a secondary audio feed from the microphones via USB, including necessary cabling;
- The purchase and installation of an audio processor capable of transmitting and receiving multiple USB signals; and
- An update to the control system located in the City Council Chambers and related software programming.

These upgrades would address the limitations in the current audio-video system and allow for integration, which would result in a completely virtual meeting, with the

exception keeping the Council Chamber open for public comment.

### **Option 3: Conduct City Council meetings on an online meeting platform**

Although it is not possible to integrate an online meeting platform with the audio-video system in its current form, the City could conduct an online City Council meeting entirely through the GoToMeeting platform or another online meeting provider while adhering to the aforementioned legal assumptions. Importantly, it should be noted that the City has an existing GoToMeeting account with the capability of conducting virtual City Council meetings. Furthermore, staff tested the functionality of other online meeting platforms, namely Zoom and ClickMeeting. While each platform has a unique user experience and slightly different features, they all share the same general function and could each be used to conduct online City Council meetings.

Given the existing limitations of the audio-video system, should the City Council wish to proceed with utilizing GoToMeeting to hold City Council meetings online, each meeting would be conducted according to the following procedures:

- **Noticing:** The City Clerk would provide appropriate notice of the meeting and an agenda. Each Council member would be given a participation link for a video conference meeting; however, the City Clerk would not have to notice those remote locations.
- **Public Comment:** The City would notice a single location that is ADA accessible where the public could observe and offer public comment, such as the City Council chambers. The City will provide a microphone-equipped laptop connected to the online video conference meeting where members of the public can make public comments during the public comment portion of the meeting or during an agenda item.
- **City Council Chambers:** The City Council Chambers would be open to members of the public to observe the online meeting on the projectors and make public comments at the podium with a microphone-equipped laptop connected to the online video conference meeting. Council members and staff would be prohibited from participating in the City Council meeting in the City Council Chambers to prevent the occurrence of audio feedback loops.

It should be noted that there are a few drawbacks to this option. Because of the location of the microphone-equipped laptop to adequately capture public comments, the

Online City Council Meetings During the COVID-19 Pandemic State of Emergency  
September 8, 2020  
Page 5

Deputy City Manager/City Clerk is unable to access the laptop to read the roll call for attendance and take the roll call for votes. As such, this duty would fall on the Mayor. Additionally, because the Deputy City Manager/City Clerk is recording the meeting and the actions of the City Council, an additional staff member would be required to attend the meeting to assist with the process. This would result in additional overtime costs for the City.

Conclusion:

There are several legal assumptions and audio-video system limitations that should be taken into account. Staff examined the following three options:

1. Continue utilizing the existing teleconference system
2. Software upgrades to the audio-video system in Council chambers
3. Conduct City Council meetings on an online meeting platform

Due to the current limitations in the audio-video system associated with option 2, and the complexities of option 3, staff is recommending the City Council continue utilizing the existing teleconference system.

**FISCAL IMPACT:**

*Option 1 - Continue utilizing the existing teleconference system*

As the City is currently utilizing this system, there are no additional costs associated with this option.

*Option 2- Software upgrades to the audio-video system in Council chambers*

Staff has received an initial proposal for the work in the amount of \$15,000. This amount is not currently included in the FY 2020/2021 budget.

*Option 3 - Conduct City Council meetings on an online meeting platform*

The City currently utilizes the GoToMeeting platform for various internal meetings. As such, there is no additional cost to City at this time related to the software platform. It should be noted, however, that this option would require a minimum of one additional staff member to attend City Council meetings to assist in the process, resulted in unbudgeted overtime costs. The overtime costs will vary dependent on the number and length of City Council meetings.



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

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**DATE:** September 8, 2020  
**TO:** Mayor and Council Members  
**FROM:** David Chantarangsu  
Community Development Director  
**ISSUE:** Appeal of the City's RHNA for the Sixth Cycle Housing Element

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**RECOMMENDATION:** That the City Council take no action concerning an appeal of the City's Draft Regional Housing Needs Assessment (RHNA) for the Sixth Cycle Housing Element.

---

#### **SUMMARY:**

The City is required by state law to maintain a General Plan which provides a “blueprint” for how the community will accommodate growth and development. One of the required topics for the City’s General Plan is a Housing Element, which identifies the amount of new housing the City must plan for during a defined period, typically covering a seven (7) year period. The Southern California Association of Governments (SCAG) is authorized by state law to allocate to cities and counties in the SCAG Region a projected need for new housing units through a process known as the Regional Housing Needs Assessment (RHNA). The number of new housing units allocated to the City in this process will be used to update the City’s Housing Element in the upcoming Sixth Cycle Housing Element planning period commencing in October 2021. The City’s draft RHNA allocation is 1,980 units which is separated into several categories based on household income. Attachment 6.2.1a includes the RHNA for the City of Laguna Hills along with the entire SCAG region.

Included in the RHNA process is the ability for local agencies (cities and counties) to appeal their draft RHNA allocation before it becomes final. Staff anticipates the appeal period will commence on September 4, 2020, and end on October 19, 2020. RHNA

## Appeal of the City's RHNA for the Sixth Cycle Housing Element

September 8, 2020

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appeals must be based on factors identified in state law as described below. To accommodate a possible appeal staff solicited a proposal (Attachment 6.2.1b) from a professional planning consultant firm (Moore, Iacofono, Goltsman, Inc. – MIG), which has expertise in the preparation of Housing Elements, to appeal the City's proposed RHNA. The cost of preparing an appeal is \$15,000 and is not budgeted.

Staff notes the success rate of appeals has historically been extremely low. Typically, SCAG adjusts allocations based on local input in the interest of avoiding appeals. Further, staff reviewed the records of appeals from the Fifth Cycle RHNA (2009-2014) and found that no appeals were granted to any of the 12 jurisdictions that filed RHNA appeals. Despite the low success rate of RHNA appeals in general, having a firm with expertise in preparing Housing Elements review the City's RHNA allocation is beneficial to identify information staff may have overlooked that could support an appeal.

Pursuant to Government Code Section 65584.05 a jurisdiction may appeal its RHNA allocation based on the following:

- SCAG failed to consider information submitted by jurisdictions relating to local factors, and information on affirmatively furthering fair housing;
- Significant and unforeseen changes in circumstances that warrant revisions to previously submitted local factors;
- SCAG failed to determine a jurisdiction's allocation based on approved allocation methodology.

The proposed Scope of Work for the RHNA appeal is attached for the City Council's reference.

Given the low prospects for success, and the current financial situation from the pandemic, staff recommends that the City pass on appealing its RHNA number. Should the City Council wish to proceed with an appeal, it would be in order to authorize the City Manager to engage the services of MIG.

### **FISCAL IMPACT:**

If the City Council decides to appeal the City's RHNA allocation, a budget amendment will be required since no funds are budgeted for this item.

### **ATTACHMENTS:**

- Attachment 6.2.1.a - Proposed SCAG Regional Housing Allocation
- Attachment 6.2.1.b - MIG Proposal



Attachment 6.2.1.a  
Proposed SCAG  
Regional Housing Allocation

**SCAG 6TH CYCLE DRAFT RHNA ALLOCATION BASED ON FINAL RHNA METHODOLOGY AND PENDING REGIONAL COUNCIL  
ADOPTION OF THE FINAL CONNECT SOCIAL PLAN ON SEPTEMBER 3, 2020**

**ALLOCATION BY COUNTY**

|                | Total            | Very-low<br>income | Low income     | Moderate<br>income | Above<br>moderate<br>income |
|----------------|------------------|--------------------|----------------|--------------------|-----------------------------|
| Imperial       | 15,956           | 4,659              | 2,352          | 2,194              | 6,751                       |
| Los Angeles    | 813,082          | 217,565            | 123,171        | 131,532            | 340,814                     |
| Orange         | 183,430          | 46,295             | 29,176         | 32,482             | 75,477                      |
| Riverside      | 167,177          | 41,943             | 26,450         | 29,146             | 69,638                      |
| San Bernardino | 137,786          | 35,575             | 21,855         | 24,087             | 56,269                      |
| Ventura        | 24,396           | 5,759              | 3,803          | 4,516              | 10,318                      |
| <b>TOTAL</b>   | <b>1,341,827</b> | <b>351,796</b>     | <b>206,807</b> | <b>223,957</b>     | <b>559,267</b>              |

**ALLOCATION BY SUBREGION**

|                     | Total   | Very-low<br>income | Low income | Moderate<br>income | Above<br>moderate<br>income |
|---------------------|---------|--------------------|------------|--------------------|-----------------------------|
| Arroyo Verdugo      | 22,143  | 5,976              | 3,573      | 3,650              | 8,945                       |
| CVAG                | 31,558  | 6,188              | 4,653      | 5,550              | 15,153                      |
| Gateway             | 74,418  | 20,828             | 10,785     | 11,223             | 31,590                      |
| Imperial            | 11,659  | 3,459              | 1,757      | 1,615              | 4,833                       |
| Las Virgenes Malibu | 931     | 360                | 199        | 183                | 189                         |
| Los Angeles City    | 455,564 | 115,680            | 68,593     | 74,936             | 196,368                     |
| North LA County     | 27,429  | 7,840              | 4,128      | 4,278              | 11,180                      |
| OCCOG               | 173,047 | 43,164             | 27,314     | 30,447             | 72,124                      |
| SBCTA/SBCOG         | 128,977 | 33,401             | 20,498     | 22,567             | 52,507                      |
| SGVCOG              | 89,404  | 25,143             | 13,370     | 14,047             | 36,850                      |
| South Bay Cities    | 34,099  | 10,196             | 5,226      | 5,525              | 13,153                      |
| Unincorporated      | 155,364 | 42,804             | 24,348     | 25,905             | 62,298                      |
| Ventura             | 23,139  | 5,441              | 3,578      | 4,267              | 9,851                       |
| Westside Cities     | 19,225  | 5,960              | 3,636      | 3,539              | 6,091                       |
| WRCOG               | 94,870  | 25,356             | 15,149     | 16,225             | 38,135                      |

**ALLOCATION BY LOCAL JURISDICTION**

|                   | County         | Total | Very-low<br>income | Low income | Moderate<br>income | Above-<br>moderate<br>income |
|-------------------|----------------|-------|--------------------|------------|--------------------|------------------------------|
| Adelanto city     | San Bernardino | 3756  | 394                | 565        | 650                | 2147                         |
| Agoura Hills city | Los Angeles    | 318   | 127                | 72         | 55                 | 64                           |
| Alhambra city     | Los Angeles    | 6808  | 1769               | 1033       | 1077               | 2929                         |
| Aliso Viejo city  | Orange         | 1193  | 389                | 214        | 205                | 385                          |
| Anaheim city      | Orange         | 17411 | 3757               | 2391       | 2939               | 8324                         |
| Apple Valley town | San Bernardino | 4280  | 1083               | 599        | 745                | 1853                         |
| Arcadia city      | Los Angeles    | 3206  | 1099               | 569        | 604                | 934                          |
| Artesia city      | Los Angeles    | 1067  | 311                | 168        | 128                | 460                          |
| Avalon city       | Los Angeles    | 27    | 8                  | 5          | 3                  | 11                           |
| Azusa city        | Los Angeles    | 2646  | 759                | 367        | 382                | 1138                         |
| Baldwin Park city | Los Angeles    | 1996  | 574                | 275        | 262                | 885                          |
| Banning city      | Riverside      | 1668  | 316                | 192        | 279                | 881                          |

ALLOCATION BY LOCAL JURISDICTION

|                         | County         | Total | Very-low<br>income | Low income | Moderate<br>income | Above-<br>moderate<br>income |
|-------------------------|----------------|-------|--------------------|------------|--------------------|------------------------------|
| Barstow city            | San Bernardino | 1516  | 172                | 227        | 299                | 818                          |
| Beaumont city           | Riverside      | 4202  | 1226               | 720        | 722                | 1534                         |
| Bell city               | Los Angeles    | 228   | 43                 | 23         | 29                 | 133                          |
| Bell Gardens city       | Los Angeles    | 501   | 99                 | 29         | 72                 | 301                          |
| Bellflower city         | Los Angeles    | 3726  | 1012               | 487        | 552                | 1675                         |
| Beverly Hills city      | Los Angeles    | 3096  | 1005               | 678        | 601                | 812                          |
| Big Bear Lake city      | San Bernardino | 212   | 50                 | 33         | 37                 | 92                           |
| Blythe city             | Riverside      | 493   | 82                 | 71         | 96                 | 244                          |
| Bradbury city           | Los Angeles    | 41    | 16                 | 9          | 9                  | 7                            |
| Brawley city            | Imperial       | 1423  | 398                | 210        | 202                | 613                          |
| Brea city               | Orange         | 2360  | 667                | 393        | 402                | 898                          |
| Buena Park city         | Orange         | 8899  | 2114               | 1340       | 1570               | 3875                         |
| Burbank city            | Los Angeles    | 8751  | 2546               | 1415       | 1406               | 3384                         |
| Calabasas city          | Los Angeles    | 353   | 131                | 71         | 70                 | 81                           |
| Calexico city           | Imperial       | 4856  | 1276               | 653        | 612                | 2315                         |
| Calimesa city           | Riverside      | 2013  | 494                | 275        | 378                | 866                          |
| Calipatria city         | Imperial       | 151   | 36                 | 21         | 16                 | 78                           |
| Camarillo city          | Ventura        | 1373  | 352                | 244        | 270                | 507                          |
| Canyon Lake city        | Riverside      | 128   | 43                 | 24         | 24                 | 37                           |
| Carson city             | Los Angeles    | 5605  | 1766               | 911        | 873                | 2055                         |
| Cathedral City city     | Riverside      | 2542  | 538                | 352        | 456                | 1196                         |
| Cerritos city           | Los Angeles    | 1903  | 678                | 344        | 331                | 550                          |
| Chino city              | San Bernardino | 6961  | 2107               | 1281       | 1201               | 2372                         |
| Chino Hills city        | San Bernardino | 3720  | 1384               | 819        | 787                | 730                          |
| Claremont city          | Los Angeles    | 1707  | 554                | 309        | 297                | 547                          |
| Coachella city          | Riverside      | 7867  | 1030               | 997        | 1364               | 4476                         |
| Colton city             | San Bernardino | 5420  | 1314               | 666        | 904                | 2536                         |
| Commerce city           | Los Angeles    | 246   | 55                 | 22         | 38                 | 131                          |
| Compton city            | Los Angeles    | 1001  | 235                | 121        | 130                | 515                          |
| Corona city             | Riverside      | 6075  | 1748               | 1038       | 1094               | 2195                         |
| Costa Mesa city         | Orange         | 11733 | 2912               | 1790       | 2084               | 4947                         |
| Covina city             | Los Angeles    | 1905  | 612                | 267        | 281                | 745                          |
| Cudahy city             | Los Angeles    | 392   | 80                 | 36         | 53                 | 223                          |
| Culver City city        | Los Angeles    | 3333  | 1105               | 603        | 559                | 1066                         |
| Cypress city            | Orange         | 3927  | 1147               | 656        | 622                | 1502                         |
| Dana Point city         | Orange         | 530   | 147                | 84         | 101                | 198                          |
| Desert Hot Springs city | Riverside      | 3865  | 568                | 534        | 687                | 2076                         |
| Diamond Bar city        | Los Angeles    | 2516  | 842                | 433        | 436                | 805                          |
| Downey city             | Los Angeles    | 6510  | 2074               | 944        | 913                | 2579                         |
| Duarte city             | Los Angeles    | 886   | 268                | 144        | 137                | 337                          |
| Eastvale City           | Riverside      | 3022  | 1142               | 671        | 634                | 575                          |
| El Centro city          | Imperial       | 3433  | 998                | 489        | 461                | 1485                         |
| El Monte city           | Los Angeles    | 8481  | 1792               | 851        | 1230               | 4608                         |
| El Segundo city         | Los Angeles    | 491   | 189                | 88         | 83                 | 131                          |
| Fillmore city           | Ventura        | 413   | 72                 | 61         | 72                 | 208                          |
| Fontana city            | San Bernardino | 17477 | 5096               | 2943       | 3029               | 6409                         |
| Fountain Valley city    | Orange         | 4827  | 1304               | 784        | 832                | 1907                         |

Attachment: Attachment 6.2.1.a - Proposed SCAG Regional Housing Allocation (2217 : Appeal of the City's RHNA for the Sixth Cycle Housing

ALLOCATION BY LOCAL JURISDICTION

|                           | County         | Total  | Very-low<br>income | Low income | Moderate<br>income | Above-<br>moderate<br>income |
|---------------------------|----------------|--------|--------------------|------------|--------------------|------------------------------|
| Fullerton city            | Orange         | 13180  | 3190               | 1985       | 2267               | 5738                         |
| Garden Grove city         | Orange         | 19122  | 4155               | 2795       | 3204               | 8968                         |
| Gardena city              | Los Angeles    | 5721   | 1481               | 759        | 892                | 2589                         |
| Glendale city             | Los Angeles    | 13393  | 3430               | 2158       | 2244               | 5561                         |
| Glendora city             | Los Angeles    | 2270   | 733                | 385        | 387                | 765                          |
| Grand Terrace city        | San Bernardino | 628    | 188                | 92         | 106                | 242                          |
| Hawaiian Gardens city     | Los Angeles    | 331    | 61                 | 44         | 46                 | 180                          |
| Hawthorne city            | Los Angeles    | 1731   | 444                | 204        | 249                | 834                          |
| Hemet city                | Riverside      | 6450   | 810                | 730        | 1171               | 3739                         |
| Hermosa Beach city        | Los Angeles    | 556    | 231                | 127        | 105                | 93                           |
| Hesperia city             | San Bernardino | 8135   | 1916               | 1228       | 1406               | 3585                         |
| Hidden Hills city         | Los Angeles    | 40     | 17                 | 8          | 9                  | 6                            |
| Highland city             | San Bernardino | 2508   | 618                | 408        | 470                | 1012                         |
| Holtville city            | Imperial       | 171    | 41                 | 33         | 26                 | 71                           |
| Huntington Beach city     | Orange         | 13337  | 3652               | 2179       | 2303               | 5203                         |
| Huntington Park city      | Los Angeles    | 1601   | 263                | 196        | 242                | 900                          |
| Imperial city             | Imperial       | 1597   | 702                | 345        | 294                | 256                          |
| Indian Wells city         | Riverside      | 382    | 117                | 81         | 91                 | 93                           |
| Indio city                | Riverside      | 7793   | 1788               | 1167       | 1312               | 3526                         |
| Industry city             | Los Angeles    | 17     | 6                  | 4          | 2                  | 5                            |
| Inglewood city            | Los Angeles    | 7422   | 1808               | 953        | 1110               | 3551                         |
| Irvine city               | Orange         | 23554  | 6379               | 4225       | 4299               | 8651                         |
| Irwindale city            | Los Angeles    | 118    | 36                 | 11         | 16                 | 55                           |
| Jurupa Valley City        | Riverside      | 4485   | 1204               | 747        | 729                | 1805                         |
| La Cañada Flintridge city | Los Angeles    | 610    | 251                | 135        | 139                | 85                           |
| La Habra city             | Orange         | 803    | 192                | 116        | 130                | 365                          |
| La Habra Heights city     | Los Angeles    | 172    | 78                 | 35         | 31                 | 28                           |
| La Mirada city            | Los Angeles    | 1957   | 633                | 341        | 319                | 664                          |
| La Palma city             | Orange         | 800    | 223                | 140        | 137                | 300                          |
| La Puente city            | Los Angeles    | 1924   | 542                | 275        | 274                | 833                          |
| La Quinta city            | Riverside      | 1526   | 419                | 268        | 296                | 543                          |
| La Verne city             | Los Angeles    | 1343   | 413                | 238        | 223                | 469                          |
| Laguna Beach city         | Orange         | 393    | 117                | 80         | 79                 | 117                          |
| Laguna Hills city         | Orange         | 1980   | 566                | 353        | 353                | 708                          |
| Laguna Niguel city        | Orange         | 1204   | 347                | 201        | 223                | 433                          |
| Laguna Woods city         | Orange         | 993    | 126                | 135        | 191                | 541                          |
| Lake Elsinore city        | Riverside      | 6666   | 1874               | 1097       | 1131               | 2564                         |
| Lake Forest city          | Orange         | 3228   | 954                | 541        | 558                | 1175                         |
| Lakewood city             | Los Angeles    | 3914   | 1293               | 636        | 652                | 1333                         |
| Lancaster city            | Los Angeles    | 9002   | 2218               | 1192       | 1325               | 4267                         |
| Lawndale city             | Los Angeles    | 2491   | 730                | 310        | 370                | 1081                         |
| Loma Linda city           | San Bernardino | 2048   | 522                | 311        | 352                | 863                          |
| Lomita city               | Los Angeles    | 827    | 238                | 124        | 127                | 338                          |
| Long Beach city           | Los Angeles    | 26440  | 7123               | 4038       | 4149               | 11130                        |
| Los Alamitos city         | Orange         | 767    | 193                | 118        | 145                | 311                          |
| Los Angeles city          | Los Angeles    | 455577 | 115680             | 68593      | 74936              | 196368                       |
| Lynwood city              | Los Angeles    | 1555   | 376                | 139        | 235                | 805                          |

Attachment: Attachment 6.2.1.a - Proposed SCAG Regional Housing Allocation (2217 : Appeal of the City's RHNA for the Sixth Cycle Housing

ALLOCATION BY LOCAL JURISDICTION

|                                 | County         | Total | Very-low<br>income | Low income | Moderate<br>income | Above-<br>moderate<br>income |
|---------------------------------|----------------|-------|--------------------|------------|--------------------|------------------------------|
| Malibu city                     | Los Angeles    | 78    | 27                 | 19         | 17                 | 15                           |
| Manhattan Beach city            | Los Angeles    | 773   | 322                | 164        | 155                | 132                          |
| Maywood city                    | Los Angeles    | 363   | 54                 | 47         | 55                 | 207                          |
| Menifee city                    | Riverside      | 6594  | 1756               | 1049       | 1104               | 2685                         |
| Mission Viejo city              | Orange         | 2211  | 672                | 400        | 396                | 743                          |
| Monrovia city                   | Los Angeles    | 1665  | 518                | 261        | 253                | 633                          |
| Montclair city                  | San Bernardino | 2586  | 696                | 382        | 398                | 1110                         |
| Montebello city                 | Los Angeles    | 5174  | 1311               | 705        | 775                | 2383                         |
| Monterey Park city              | Los Angeles    | 5245  | 1321               | 820        | 846                | 2258                         |
| Moorpark city                   | Ventura        | 1288  | 377                | 233        | 245                | 433                          |
| Moreno Valley city              | Riverside      | 13596 | 3769               | 2047       | 2161               | 5619                         |
| Murrieta city                   | Riverside      | 3034  | 1006               | 581        | 543                | 904                          |
| Needles city                    | San Bernardino | 87    | 10                 | 11         | 16                 | 50                           |
| Newport Beach city              | Orange         | 4834  | 1453               | 928        | 1048               | 1405                         |
| Norco city                      | Riverside      | 454   | 145                | 85         | 82                 | 142                          |
| Norwalk city                    | Los Angeles    | 5022  | 1542               | 757        | 657                | 2066                         |
| Ojai city                       | Ventura        | 53    | 13                 | 9          | 10                 | 21                           |
| Ontario city                    | San Bernardino | 20805 | 5625               | 3279       | 3322               | 8579                         |
| Orange city                     | Orange         | 3927  | 1064               | 603        | 676                | 1584                         |
| Oxnard city                     | Ventura        | 8528  | 1835               | 1068       | 1535               | 4090                         |
| Palm Desert city                | Riverside      | 2783  | 673                | 459        | 460                | 1191                         |
| Palm Springs city               | Riverside      | 2552  | 544                | 407        | 461                | 1140                         |
| Palmdale city                   | Los Angeles    | 6625  | 1773               | 933        | 1002               | 2917                         |
| Palos Verdes Estates city       | Los Angeles    | 198   | 82                 | 44         | 47                 | 25                           |
| Paramount city                  | Los Angeles    | 362   | 91                 | 43         | 48                 | 180                          |
| Pasadena city                   | Los Angeles    | 9408  | 2740               | 1659       | 1562               | 3447                         |
| Perris city                     | Riverside      | 7786  | 2025               | 1124       | 1271               | 3366                         |
| Pico Rivera city                | Los Angeles    | 3939  | 1149               | 562        | 572                | 1656                         |
| Placentia city                  | Orange         | 4365  | 1228               | 679        | 769                | 1689                         |
| Pomona city                     | Los Angeles    | 10534 | 2792               | 1336       | 1507               | 4899                         |
| Port Hueneme city               | Ventura        | 125   | 26                 | 16         | 18                 | 65                           |
| Rancho Cucamonga city           | San Bernardino | 10501 | 3237               | 1916       | 2033               | 3315                         |
| Rancho Mirage city              | Riverside      | 1741  | 429                | 317        | 327                | 668                          |
| Rancho Palos Verdes city        | Los Angeles    | 638   | 253                | 139        | 125                | 121                          |
| Rancho Santa Margarita city     | Orange         | 680   | 209                | 120        | 125                | 226                          |
| Redlands city                   | San Bernardino | 3507  | 964                | 614        | 650                | 1279                         |
| Redondo Beach city              | Los Angeles    | 2483  | 933                | 507        | 489                | 554                          |
| Rialto city                     | San Bernardino | 8252  | 2212               | 1203       | 1368               | 3469                         |
| Riverside city                  | Riverside      | 18415 | 4849               | 3057       | 3133               | 7376                         |
| Rolling Hills city              | Los Angeles    | 45    | 20                 | 9          | 11                 | 5                            |
| Rolling Hills Estates city      | Los Angeles    | 191   | 82                 | 42         | 38                 | 29                           |
| Rosemead city                   | Los Angeles    | 4601  | 1151               | 636        | 685                | 2129                         |
| San Bernardino city             | San Bernardino | 8104  | 1411               | 1095       | 1445               | 4153                         |
| San Buenaventura (Ventura) city | Ventura        | 5300  | 1184               | 863        | 948                | 2305                         |
| San Clemente city               | Orange         | 978   | 281                | 163        | 187                | 347                          |
| San Dimas city                  | Los Angeles    | 1245  | 383                | 219        | 206                | 437                          |
| San Fernando city               | Los Angeles    | 1791  | 460                | 273        | 283                | 775                          |

Attachment: Attachment 6.2.1.a - Proposed SCAG Regional Housing Allocation (2217 : Appeal of the City's RHNA for the Sixth Cycle Housing

ALLOCATION BY LOCAL JURISDICTION

|                                   | County         | Total | Very-low<br>income | Low income | Moderate<br>income | Above-<br>moderate<br>income |
|-----------------------------------|----------------|-------|--------------------|------------|--------------------|------------------------------|
| San Gabriel city                  | Los Angeles    | 3017  | 844                | 415        | 465                | 1293                         |
| San Jacinto city                  | Riverside      | 3385  | 798                | 464        | 559                | 1564                         |
| San Juan Capistrano city          | Orange         | 1051  | 269                | 172        | 183                | 427                          |
| San Marino city                   | Los Angeles    | 397   | 149                | 91         | 91                 | 66                           |
| Santa Ana city                    | Orange         | 3087  | 584                | 361        | 522                | 1620                         |
| Santa Clarita city                | Los Angeles    | 10008 | 3389               | 1730       | 1668               | 3221                         |
| Santa Fe Springs city             | Los Angeles    | 950   | 252                | 159        | 152                | 387                          |
| Santa Monica city                 | Los Angeles    | 8873  | 2787               | 1668       | 1698               | 2720                         |
| Santa Paula city                  | Ventura        | 656   | 102                | 99         | 121                | 334                          |
| Seal Beach city                   | Orange         | 1239  | 257                | 201        | 238                | 543                          |
| Sierra Madre city                 | Los Angeles    | 204   | 79                 | 39         | 35                 | 51                           |
| Signal Hill city                  | Los Angeles    | 516   | 160                | 78         | 90                 | 188                          |
| Simi Valley city                  | Ventura        | 2786  | 747                | 492        | 517                | 1030                         |
| South El Monte city               | Los Angeles    | 576   | 131                | 64         | 70                 | 311                          |
| South Gate city                   | Los Angeles    | 8263  | 2131               | 991        | 1171               | 3970                         |
| South Pasadena city               | Los Angeles    | 2062  | 755                | 397        | 333                | 577                          |
| Stanton city                      | Orange         | 1227  | 164                | 144        | 231                | 688                          |
| Temecula city                     | Riverside      | 4183  | 1355               | 799        | 777                | 1252                         |
| Temple City city                  | Los Angeles    | 2182  | 628                | 350        | 369                | 835                          |
| Thousand Oaks city                | Ventura        | 2615  | 733                | 493        | 531                | 858                          |
| Torrance city                     | Los Angeles    | 4928  | 1617               | 845        | 851                | 1615                         |
| Tustin city                       | Orange         | 6765  | 1720               | 1043       | 1129               | 2873                         |
| Twentynine Palms city             | San Bernardino | 1044  | 230                | 127        | 184                | 503                          |
| Unincorporated Imperial Co.       | Imperial       | 4292  | 1200               | 595        | 579                | 1918                         |
| Unincorporated Los Angeles Co.    | Los Angeles    | 89842 | 25582              | 13661      | 14151              | 36448                        |
| Unincorporated Orange Co.         | Orange         | 10381 | 3131               | 1862       | 2035               | 3353                         |
| Unincorporated Riverside Co.      | Riverside      | 40768 | 10399              | 6648       | 7371               | 16350                        |
| Unincorporated San Bernardino Co. | San Bernardino | 8813  | 2174               | 1357       | 1520               | 3762                         |
| Unincorporated Ventura Co.        | Ventura        | 1259  | 318                | 225        | 249                | 467                          |
| Upland city                       | San Bernardino | 5673  | 1580               | 957        | 1011               | 2125                         |
| Vernon city                       | Los Angeles    | 9     | 5                  | 4          | 0                  | 0                            |
| Victorville city                  | San Bernardino | 8146  | 1731               | 1134       | 1500               | 3781                         |
| Villa Park city                   | Orange         | 296   | 93                 | 60         | 61                 | 82                           |
| Walnut city                       | Los Angeles    | 1292  | 426                | 225        | 231                | 410                          |
| West Covina city                  | Los Angeles    | 5334  | 1649               | 848        | 863                | 1974                         |
| West Hollywood city               | Los Angeles    | 3924  | 1063               | 687        | 681                | 1493                         |
| Westlake Village city             | Los Angeles    | 142   | 58                 | 29         | 32                 | 23                           |
| Westminster city                  | Orange         | 9737  | 1876               | 1470       | 1781               | 4610                         |
| Westmorland city                  | Imperial       | 33    | 8                  | 6          | 4                  | 15                           |
| Whittier city                     | Los Angeles    | 3431  | 1022               | 536        | 555                | 1318                         |
| Wildomar city                     | Riverside      | 2709  | 796                | 449        | 433                | 1031                         |
| Yorba Linda city                  | Orange         | 2411  | 763                | 450        | 457                | 741                          |
| Yucaipa city                      | San Bernardino | 2859  | 706                | 492        | 509                | 1152                         |
| Yucca Valley town                 | San Bernardino | 748   | 155                | 116        | 145                | 332                          |



Attachment 6.2.1.b  
MIG Proposal



March 18, 2020

David Chantarangsu, AICP  
Community Development Director  
City of Laguna Hills  
24035 El Toro Road  
Laguna Hills, CA 92653

**Subject: City of Laguna Hills RHNA Appeal**

Dear David:

MIG, Inc. is pleased to submit this proposal to assess and develop a RHNA Appeal based on the scope of work provided by the City.

We understand that the work will consist of evaluating the set of factors provided by the City which may affect the Southern California Association of Governments' (SCAG) methodology for determining the sixth cycle RHNA allocation. This will include analysis of the data and methods for inconsistencies, and a determination of how any updates to data or calculations may have an impact on the City's allocation estimate. It will also include consideration of the viability of each of these factors as arguments to include in an application for appeal to SCAG.

We appreciate the City of Laguna Hills's commitment to act to advance the broader housing needs of the region and the state, while also thinking realistically about what the City will likely be able to do within its boundaries. Our proposal offers a work program with a tight focus on completing key tasks in a timely and efficient manner to reach the goal of determining whether to proceed with an appeal of the RHNA allocation. We also provide an optional task of appeal preparation that may be included for an additional fee.

If you have any questions as you read through our proposal, please call me at the office (626) 744-9872 or via cell at (818) 388-4286.

Sincerely,

Laura Stetson, AICP  
Principal

## Scope of Work

We have prepared this Scope of Work which addresses the issues provided by the City and offers extensive analysis of the basis of each factor for an appeal of the sixth cycle RHNA. Optional tasks related to the development of an RHNA appeal are also included. The scope can be expanded, contracted, or otherwise modified.

If certain tasks in this Scope of Work require more effort than originally anticipated, MIG—in consultation with City staff—may revise or remove scope and budget from other tasks within this scope of services.

### ***Project Understanding***

The City of Laguna Hills is looking for assistance to file an appeal of its sixth cycle Regional Housing Needs Assessment (RHNA), which is currently estimated to be 1,979 units. City staff has determined that several factors used in SCAG's allocation methodology may have underlying issues and because of this, SCAG may have generated an unrealistic housing estimate calculation. The City is seeking services to analyze these factors and issues and determine their viability for an appeal of SCAG's RHNA allocation.

MIG has prepared a set of tasks which respond to the suggested scope provided by the City. We will provide one consolidated memo detailing our analysis and work from each of the six tasks below. This is explained following Task 6.

#### **Task 1: MIG shall review and analyze SCAG's data set for the City of Laguna Hills pertaining to the proposed RHNA Methodology.**

MIG will review the sixth cycle "Staff Recommended FINAL RHNA Allocation Methodology" from SCAG and related data. MIG will also review to look relevant critiques to SCAG's RHNA Methodology, such as the proposal from the City of Cerritos and other Southeast LA County and Orange County cities, and provide details of these arguments, any related SCAG response, and MIG analysis of how any change in factors might affect the City of Laguna Hills sixth cycle RHNA.

#### **Task 2: MIG shall evaluate the impact of the elimination of Interstate 5 as a High Quality Transit Area (HQTA) on the City's RHNA. MIG shall estimate the number of units to be deducted from the City's current estimated RHNA by eliminating all housing and employment factors affected as a result of the elimination of the I-5 HQTA as an element in SCAG's RHNA methodology for the City.**

The City of Laguna Hills proposes that SCAG's current methodology for using HQTA as part of the RHNA allocation did not properly update regions within the City where an HQTA designation was initially given due to proximity to the I-5 transportation corridor.

**2.A.** MIG will analyze SCAG's HQTA criteria, methodology, and datasets to determine whether the impact of eliminating I-5 criteria would call for a change in the City of Laguna Hills sixth cycle RHNA

allocation. MIG will provide the City our findings and analysis, including whether this argument can be included in an appeal. It will also include, if justified, an estimated number of units to be deducted from the City's RHNA allocation.

**2.B** This task may involve contact with SCAG's planning office to determine changes to its HQTAs (i.e., removal of transportation corridors to focus on transit corridors), as well as its dataset updates in February 2020 which places some of the northern neighborhoods of Laguna Hills around the Laguna Hills mall within a HQTAs.

**Task 3: MIG shall evaluate "existing housing unit" data for the City within the Final RHNA Methodology Data Appendix, and compare the data to existing Department of Finance (DOF), Census, and American Community Survey (ACS) data. MIG shall advise the City as to the impact of requesting that SCAG increase the City's "existing housing unit" data on the City's estimated RHNA. To the best of its ability, MIG shall advise the City if an increase in the number of the City's existing housing units will add or reduce the City's estimated RHNA.**

The City of Laguna Hills found discrepancies in the "existing housing" data used by SCAG in developing its RHNA Methodology which are different than the household unit figures issued by the California DOF and those provided by the ACS. MIG will analyze and compare the SCAG housing unit data to DOF, Census, and ACS sources. MIG will describe this analysis and the impacts of City requests to SCAG to adjust "existing housing units" on the City's current RHNA allocation. MIG's consolidated project memo will include a determination of whether this increase warrants a change in the RHNA allocation for the City.

**Task 4: MIG shall work with City staff to identify the potential reduction in employment in the City as a result of the conversion of non-residential land uses to residential uses to meet the City's estimated RHNA, and to what degree a lower employment figure would lower the City's RHNA.**

The City of Laguna Hills proposes that there may be a reduction in employment as a result of the conversion of non-residential land uses to residential uses. MIG will analyze the affect that land use conversions from non-residential to residential will have on employment in Laguna Hills. We will provide a review to the City detailing this analysis and any related change to the City's RHNA allocation. This task requires that the City to provide a list of potential conversion sites, as well as the types of employment which may be at risk of loss due to these changes.

**Task 5: MIG shall generally advise the City on factors the City could use concerning the availability of land as a basis for lowering its estimated RHNA.**

MIG will review the availability of land in Laguna Hills and provide a section in our consolidated memo which advises on relevant factors which may be used in an RHNA appeal.

**Task 6: MIG shall provide the City with a revised estimated RHNA once all analyses described above have been completed, identifying total units by income category (Very Low/ Low/Moderate/ Above Moderate).**

Once the above analyses are complete, MIG will provide the City with an overall analysis and evaluation of the validity of the bases of appeals, including the I-5 HQTAs, housing unit data, employment reductions and land availability arguments, and any other factors MIG determines may be relevant. After evaluating the viability for an appeal, MIG will provide a revised RHNA allocation estimate, totaling units by income category.

*Deliverables: MIG will provide one **Memo** to the City of Laguna Hills detailing our work in tasks 1 to 6 above.*

### **Optional Tasks**

Included in this proposal is the optional task of preparing the City of Laguna Hills RHNA Appeal Request, if it is deemed viable through the above analysis and requested by the City.

**Optional Task A: MIG will prepare the City of Laguna Hills RHNA Appeal request by completing the SCAG sixth cycle appeal form (approved on March 5, 2020) and will prepare relevant data and analysis for City staff which will be needed for the appeal application and hearing.**

MIG will prepare the City of Laguna Hills RHNA Appeal request application, which needs to be filed by May 20, 2020 with SCAG. MIG will use the arguments and analysis laid out in Task 6 above and any additional analysis provided by the City during review of MIG's deliverables.

*Deliverables: **Application** for RHNA Appeal Request and accompanying **memo**, which include the relevant data and analysis from MIG's revised allocation analysis for City of Laguna Hills (Task 6 above). The memo will also include the relevant arguments that city staff can use to prepare for the appeal hearing to take place Summer 2020.*

If requested, MIG will attend SCAG's public hearing regarding the allocation appeal to assist in answering any questions from SCAG staff and officials about the revised analysis. Any time required will be billed on a time-and-materials basis with prior approval by the City.

## Schedule

MIG proposes the following calendar and time frame for each of the above tasks.

| Task                                                                                                                                            | Target Completion Date |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Project Initiation</b>                                                                                                                       | April 1, 2020          |
| SCAG Initiates RHNA Appeals Process                                                                                                             | April 10, 2020         |
| RHNA Appeal Memo: includes analysis from Tasks 1 to 6                                                                                           | May 1, 2020            |
| <b>Optional Task 7:</b><br>7.A RHNA Appeal Application for City of Laguna Hills Review<br>Memo: argument for appeal<br>Related data spreadsheet | May 8, 2020            |
| City of Laguna Hills RHNA Appeal Application submission to SCAG                                                                                 | May 15, 2020           |
| SCAG Ends RHNA Appeals Process                                                                                                                  | May 25, 2020           |

**Project Fee**

We have structured the work program to work within a not-to-exceed budget of \$12,000 and focused on tasks 1-6 outlined in the proposed scope of work. An additional not-to-exceed budget of \$3,000 will cover Optional Task 7. While the work program is based on the support needs the City has requested, it is flexible and can be adjusted to meet your particular needs. MIG will devote the staff resources necessary to keep the program on schedule. City staff will review draft documents, provide a single comment document related to revisions, and provide requested information in a timely fashion consistent with the schedule. Billing procedures will involve monthly invoices based on a percent complete basis of a not-to-exceed amount, divided into tasks. The invoices, identifying the percent complete, also serve as progress reports for City staff to gauge project progress.



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

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**DATE:** September 8, 2020  
**TO:** Mayor and Council Members  
**FROM:** Matt Durham  
Recreation Coordinator  
**ISSUE:** Website Redesign Photo Contest

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**RECOMMENDATION:** That the City Council direct staff to proceed with a Website Redesign Community Photo Contest as described in this report.

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#### **SUMMARY:**

As a part of our contract with CivicPlus the City is entitled to a website re-design which will require the City to supply CivicPlus with approximately 20 new photos for use with the re-design efforts. Staff suggests conducting a photo contest to help generate photos for the new website. A contest will provide an opportunity for community engagement during the COVID-19 pandemic. The contest will be conducted on the City's Facebook page, and advertised across all social media platforms and the website. Staff recommends that the Ad Hoc Committee on Community Engagement and Enrichment select the winning photographs for the website.

#### **BACKGROUND:**

The City's website was created and is supported by CivicPlus. As part of our contract with CivicPlus, the City is entitled to a Website Re-Design ("Project") every four years at no additional cost. This allows us to periodically update the layout, organization, and aesthetics of the website to create a new "look and feel" of the City's website.

Staff has initiated the project with CivicPlus. One of the first steps of the Project is to supply CivicPlus with approximately 20 photos that CivicPlus can use in the redesign efforts. To assist with the generation of new photos, staff recommends conducting a

Photo Contest  
September 8, 2020  
Page 2

photo contest in which the public will submit photos. This type of contest will be an opportunity to elicit input from Laguna Hills residents and businesses on their perspectives of the City, and also an opportunity for community engagement during the COVID-19 pandemic. Under the contest rules (see below), the public will submit original photos that they feel represent the City of Laguna Hills. The subject matter can be people and activities, parks, landscapes and cityscapes, culture and art, nature and animals, and city landmarks.

The photo contest will be hosted on the “City of Laguna Hills” Facebook page utilizing the Facebook Contest Application. This application allows staff to publish rules as well as serve as a place to submit and host the photos. It is important to note that this contest will follow the guidelines of the City’s Public Use Social Media Policy which is attached to this staff report for reference. Staff will advertise the contest across all the City’s social media platforms (i.e. Facebook, Instagram, Twitter, City Website).

Staff recommends that the selection of the photos to include as part of the Project will be made by the Ad Hoc Committee on Community Engagement and Enrichment since the photo contest falls squarely within the scope of the committee’s work. Staff recommends that a start date for the photo contest occur by October 12<sup>th</sup> of this year and run through November (see Table 1 below).

**Table 1. Proposed Photo Contest Schedule**

|                                            |                         |
|--------------------------------------------|-------------------------|
| Pre-contest meeting with Ad Hoc Committee. | By September 30th, 2020 |
| Begin Advertising for Photo Contest        | October 1st, 2020       |
| Start Photo Contest                        | October 12th            |
| End Photo Contest                          | November 30th           |
| Ad Hoc Committee Judges Contest            | December 2020           |
| Announcement of Winner                     | January 2021            |

Listed below is a summary of the suggested rules for the photo contest:

- Participants will be limited to current Laguna Hills residents and businesses.
- Participants will submit their photos at “City of Laguna Hills” Facebook page under contests.
- The photos should represent the City of Laguna Hills. The subject matter can be people and activities, parks, landscapes and cityscapes, culture and art, nature and animals, and city landmarks. Historical photos, or past photos, can be submitted.

Photo Contest  
September 8, 2020  
Page 3

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- The contest will begin on October 12<sup>th</sup>, 2020 and end on November 30<sup>th</sup>, 2020. Winners will be announced during the month of January 2021.
  - There will be a limit of five photo submissions per contestant.
  - Awards will consist of a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> prize, with an “Honorable Mention” for all photos that are selected for use on the City website.
  - By entering the contest, entrants agree that the City takes use of the photos, without charge, and may be used in advertisement or other related purposes.
  - The Contest will follow the guidelines of the Public Use Social Media Policy (see attachment).

**FISCAL IMPACT:**

The website upgrade project is included in our contract at no additional charge. The photo contest will incur nominal costs for staff to setup and administer. If prizes are awarded to contestants, there may be a nominal cost associated with the purchase of them. Staff may also look to solicit a donation from local businesses for the prizes. This could be discussed and finalized with the Ad Hoc Committee.

**ATTACHMENTS:**

- Public Use Social Media Policy

**CITY OF LAGUNA HILLS****ADMINISTRATIVE ORDER NO. 26  
EFFECTIVE DATE: FEBRUARY 21, 2017****General Subject:           Miscellaneous Policies****Specific Subject:         Public Use Social Media Policy**

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**Purpose:**

This Policy governs the use of the City's social media sites as a means of furthering communication between the City and members of the public. The purpose of this Policy is to establish a limited public forum and to set forth viewpoint neutral and reasonable standards for the posting of comments by members of the public on the City's social media sites.

**Statement of Policy:**

This Policy applies to all users and visitors to the City's social media sites. This Policy must be readily accessible to users and visitors to the City's social media sites and made available by display on each individual site or by a prominently displayed hyperlink on each site. By interacting with the City through any and all of the City's social media sites, all users and visitors agree to the terms and conditions set forth in this Policy. The City reserves the right to remove any content that is posted on a City social media site in violation of this Policy, the terms of use of the social media site's host, or any applicable law. A posting or any other submission on a City social media site constitutes acceptance of these terms.

**Postings Prohibited:** Content submitted on any and all City social media sites that contain any of the following is prohibited:

- a) Content not typically related to the purpose of the particular social media site or article commented on;
- b) Content that defames, abuses, harasses, stalks, threatens or violates the legal rights of others;
- c) Content that includes sexual content, profanity, vulgarity, obscenity, racism, hatred, slander, threats and/or violence;
- d) Content that promotes, fosters, or perpetuates discrimination or personal attacks on the basis of race, creed, color, age, religion, gender, marital status, status with

regard to public assistance, national origin, physical or mental disability or sexual orientation;

- e) Content that contains personal information about another person or that violates a person's privacy;
- f) Content that contains sexual content or links to sexual content;
- g) Content that promotes specific commercial entities, causes, products, candidates for office, ballot measures or political organizations;
- h) Content that contains spam or advertisements;
- i) Content that promotes, advocates, or encourages illegal activity or encouragement of illegal activity;
- j) Content that contains information that may compromise the safety or security of the public or public systems; or
- k) Content that violates a legal ownership interest of any other party.

The City will apply these restrictions in a manner that is viewpoint neutral and is consistent over time. Any content removed based on these requirements must be retained including the time, date, and identity of the poster when available.

#### **Records Management and Privacy:**

Any comment or other content posted on a City social media site may be subject to disclosure pursuant to the California Public Records Act (Cal. Gov't Code Section 6250 *et seq.*). Commenters are urged to protect their privacy and should consider refraining from posting personal identifying information including but not limited to: last name, address, age, and phone number.

#### **Responsibility for Content:**

A comment posted by a member of the public on any City social media site expresses the views of the commenter only and publication of a comment does not imply endorsement of, or agreement by, the City, nor do such comments necessarily reflect the opinions or policies of the City.

#### **Disclaimer of Notice:**

Communications made through any City social media site shall in no way be deemed to constitute legal notice to the City or any of its departments, officers, employees, agents, or representatives with respect to any existing or potential claim or cause of action against the City or any of its departments, officers, employees, agents, or

representatives where notice to the City is required by any federal, state or local law, rule, or regulation.

**Terms of Service of Social Media Networking Sites:**

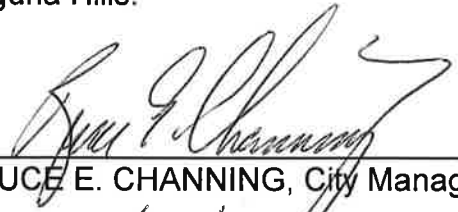
Each social networking source used by the City maintains a Terms of Service ("Terms") Agreement. In addition to being bound by the provisions of this policy, all users of any City social media site are bound by these Terms, and the City reserves the right to report any user violation.

**Interpretation of Policy and Revisions:**

The City Manager or designee is responsible for interpreting and enforcing this Policy, monitoring its implementation, and recommending changes to this Policy. The City reserves the right to modify this Policy at any time.

**Approval:**

Administrative Order No. 26 shall be effective on the date set forth above for the City of Laguna Hills.

  
\_\_\_\_\_  
BRUCE E. CHANNING, City Manager

3/13/17  
\_\_\_\_\_  
Date of Issue

Approved as to Form:

  
\_\_\_\_\_  
GREGORY E. SIMONIAN, City Attorney

3/8/17  
\_\_\_\_\_  
Date of Issue



# City of Laguna Hills

## City Council/Planning Agency

### Staff Report

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**DATE:** September 8, 2020  
**TO:** Mayor and Council Members  
**FROM:** Erica Pezold  
Mayor Pro Tempore  
**ISSUE:** Online City Council Community Messages

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**RECOMMENDATION:** Mayor Pro Tempore Pezold recommends that the City Council direct staff to develop a policy and program for online community messaging from City Council Members during holidays and times of emergency.

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