
**CITY COUNCIL
REGULAR
MEETING**



**JUNE 28, 2011
7:00 PM**

AGENDA

L. Allan Songstad, Jr., Mayor

**Melody Carruth, Mayor Pro Tempore
Randal Bressette, Council Member**

**Barbara Kogerman, Council Member
Joel Lautenschleger, Council Member**

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

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: Council Member Lautenschleger

ROLL CALL OF CITY COUNCIL MEMBERS

- 1. PRESENTATIONS AND PROCLAMATIONS**
- 2. PUBLIC COMMENTS**

This is the appropriate time for members of the public to make comments regarding items listed on the Consent Calendar and issues not listed on the Agenda. Any person wishing to address the City Council on any matter, whether or not it appears on this Agenda, is asked to complete a "Request to Speak" form available on the table at the back of the Chamber. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. No action will be taken on any items not on the Agenda unless the City Council makes a determination that an emergency exists or that the need to take action on the item arose subsequent to posting of the Agenda.

There will be a time limitation of three minutes per person, an overall time limit of ten minutes for any one subject, and a time limit of thirty minutes for the Public Comments portion of the Agenda.

3. MINUTES**3.1 REGULAR MEETING, JUNE 14, 2011 (0410-50)**

RECOMMENDATION: That the City Council approve the minutes of the June 14, 2011, regular meeting.

4. CONSENT CALENDAR

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

4.1 MOTION TO APPROVE THE READING BY TITLE OF ALL ORDINANCES AND RESOLUTIONS, SAID TITLES, WHICH APPEAR ON THE PUBLIC AGENDA, SHALL BE DETERMINED TO HAVE BEEN READ BY TITLE AND FURTHER READING WAIVED

RECOMMENDATION: That the City Council waive reading of Ordinances and Resolutions.

4.2 APPROVAL OF WARRANT REGISTER FOR PERIOD ENDING JUNE 28, 2011 (0300-30)

RECOMMENDATION: That the City Council approve the Warrant Register in the amount of \$806,911.42.

4.3 RECORDS RETENTION MANAGEMENT (0170-50)

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 CITY CLERK TO NO LONGER RETAIN CERTAIN CITY RECORDS AND DOCUMENTS, WITH A DISPOSAL DATE OF JUNE 29, 2011, PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

4.4 ADOPTION OF ANNUAL APPROPRIATIONS LIMIT FOR FY 2011-2012 (0330-60)

RECOMMENDATION: That the City Council adopt a Resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DETERMINING AND ADOPTING AN APPROPRIATIONS LIMIT

FOR FISCAL YEAR 2011/12 IN ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA, AND SECTION 7910 OF THE GOVERNMENT CODE.

4.5 RENEWED MEASURE M (M2) COMPLIANCE REPORTING TO OCTA (0820-25)

RECOMMENDATION: That the City Council:

1. Approve the M2 Compliance Submittal; and
2. Adopt a Resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, CONCERNING THE CONSISTENCY OF THE CIRCULATION ELEMENT FOR THE CITY OF LAGUNA HILLS WITH THE MASTER PLAN OF ARTERIAL HIGHWAYS.

4.6 FIRST AMENDMENT TO JOINT COOPERATIVE AGREEMENT FOR THE PILOT COMMERCIAL FOOD WASTE DIVERSION PROGRAM (0400-10)

RECOMMENDATION: That the City Council authorize the Mayor to execute the first Amendment to Joint Cooperative Agreement for the Pilot Commercial Food Waste Diversion Program.

4.7 GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 54 COMPLIANCE (0480-60)

RECOMMENDATION: That the City Council adopt a Resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DELEGATING THE AUTHORITY TO ASSIGN AMOUNTS TO BE USED FOR SPECIFIC PURPOSES AS DEFINED IN CITY COUNCIL POLICY NO. 105 FOR THE PURPOSE OF REPORTING THESE AMOUNTS IN THE ANNUAL FINANCIAL STATEMENTS IN COMPLIANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 54.

4.8 CITY VIEWS PUBLICATION CONSULTING SERVICES AGREEMENT WITH FAUBEL PUBLIC AFFAIRS (0400-10)

RECOMMENDATION: That the City Council approve the Consulting Services Agreement with Faubel Public Affairs and authorize the City Manager to execute the Agreement.

4.9 SPORTS COMPLEX SNACK BAR AGREEMENT WITH THE LAGUNA HILLS HIGH SCHOOL MUSIC BOOSTERS (0400-10)

RECOMMENDATION: That the City Council authorize the City Manager to send a letter to the Laguna Hills High School Music Boosters confirming a one-year extension of the Concession Agreement for Snack Bar at the Laguna Hills Sports Complex.

4.10 ORANGE COUNTY TRANSPORTATION AUTHORITY SENIOR MOBILITY PROGRAM FUNDS FOR THE DIAL-A-TAXI TRANSPORTATION PROGRAM FOR SENIORS (0400-10)

RECOMMENDATION: That the City Council authorize the Mayor to execute the Cooperative Agreement C-1-2478 between the Orange County Transportation Authority and the City of Laguna Hills for Senior Mobility Program.

4.11 PROGRESS PAYMENT NO. 3 FOR LA PAZ ROAD WIDENING AT I-5 IMPROVEMENT PROJECT, CIP NO. 159 (0400-10)

RECOMMENDATION: That the City Council approve Contract Change Order Nos. 1 and 2 and Progress Payment No. 3, in the net amount of \$133,699.74, to SEMA Construction, Inc., for the La Paz Road Widening at I-5 Improvement Project, CIP No. 159.

4.12 LICENSE AGREEMENT WITH THE SOUTHERN CALIFORNIA EDISON COMPANY TO ALLOW THE ATTACHMENT OF CITY SIGNS TO STREETLIGHT POLES (0400-10)

RECOMMENDATION: That the City Council approve the License Agreement with the Southern California Edison Company authorizing the City to install non-electrified traffic regulating signs and related equipment on streetlight poles and authorize the Mayor to sign the Agreement and the City Clerk to attest thereto.

4.13 FY 2011-2012 TRAUMA INTERVENTION PROGRAM AGREEMENT (0400-10)

RECOMMENDATION: That the City Council authorize the Mayor to execute the FY 2011-2012 Agreement between the City of Laguna Hills and Trauma Intervention Programs, Inc.

ITEMS REMOVED FROM THE CONSENT CALENDAR

5. PLANNING AGENCY

5.1 ROLL CALL OF PLANNING AGENCY MEMBERS

5.2 PUBLIC COMMENTS

This is the appropriate time for members of the public to make comments regarding issues not listed on the Agenda. Any person wishing to address the Planning Agency on any matter, whether or not it appears on this Agenda, is asked to complete a "Request to Speak" form available on the table at the back of the Chamber. The completed form is to be submitted to the City Clerk prior to an individual being heard by the Planning Agency.

5.3 PLANNING AGENCY MINUTES

RECOMMENDATION: That the Planning Agency approve the minutes of the June 14, 2011, regular meeting as referenced in Item 3.1 beginning on Page 4.

5.4 PLANNING AGENCY PUBLIC HEARINGS

- 5.4.1. CONDITIONAL USE PERMIT APPLICATION NO. 3-11-1915, A REQUEST TO ESTABLISH A K - 2ND GRADE CHARTER SCHOOL AT 25201 PASEO DE ALICIA IN THE (NMU) NEIGHBORHOOD MIXED USE ZONING DISTRICT (0160-55)

RECOMMENDATION: That the Planning Agency continue this agenda item to its regular meeting of July 12, 2011.

PLANNING AGENCY ADJOURNMENT

6. CITY COUNCIL PUBLIC HEARINGS

7. ADMINISTRATIVE REPORTS

7.1 City Manager

7.2 Assistant City Manager

- 7.2.1. FINAL COMPENSATION REPORT (0520-10)

RECOMMENDATION: That the City Council receive and file the Compensation Report from Ralph Anderson & Associates.

7.3 Public Services Director/City Engineer

- 7.3.1. SANTA MARIA AVENUE IMPROVEMENT PROJECT (0860-50)

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

8. OTHER BUSINESS**8.1 COUNCIL MEMBER KOGERMAN****8.1.1. APPOINTMENT OF LABOR NEGOTIATOR(S) (0520-10)**

RECOMMENDATION: That the City Council discuss and potentially renegotiate the terms and conditions of the City Manager's Employment Contract

9. MATTERS PRESENTED BY MAYOR AND COUNCIL MEMBERS**10. CLOSED SESSION**

The City Council shall convene in Closed Session, in the City Hall Conference Room, to consider the following matters:

10.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivisions (b)(1) and (b)(3)(C) of Section 54956.9 of the California Government Code: (1) potential case.

10.2 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivisions (b)(1) and (b)(3)(A) of Section 54956.9 of the California Government Code: (1) potential case.

Reconvene in regular session in the City Council Chamber.

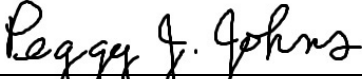
Report on whether any reportable action was taken on matters considered during Closed Session.

ADJOURNMENT

The next Regular Meeting of the City Council will be July 12, 2011, at 7:00 PM, in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, PEGGY J. JOHNS, 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 La Paz Center by June 24, 2011, at 5:00PM.



PEGGY J. JOHNS, CITY CLERK

June 24, 2011**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 OF LAGUNA HILLS, CALIFORNIA
CITY COUNCIL/PLANNING AGENCY REGULAR MEETING
MINUTES
JUNE 14, 2011**

CALL TO ORDER

Mayor Songstad called the Regular Meeting of the City Council of the City of Laguna Hills, California, to order at 7:00 PM in the Laguna Hills City Council Chamber, 24035 El Toro Road, Laguna Hills.

PLEDGE OF ALLEGIANCE: Council Member Kogerman

ROLL CALL OF CITY COUNCIL MEMBERS

Present: Mayor Songstad, Mayor Pro Tempore Carruth, Council Member Bressette, Council Member Kogerman, and Council Member Lautenschleger

STAFF PRESENT: Bruce Channing, City Manager; Donald White, Assistant City Manager; Peggy Johns, City Clerk; Greg Simonian, City Attorney; Ken Rosenfield, Public Services Director/City Engineer; Vern Jones, Community Development Director; Steve Doan, Chief of Police Services; David Reynolds, Deputy City Manager; Melissa Au-Yeung, Senior Management Analyst; Dan Meehan, Community Services Superintendent; and Sandi Mogan, Deputy City Clerk.

1. PRESENTATIONS AND PROCLAMATIONS

1.1 CERTIFICATE OF RECOGNITION, LYNDSEY KAN, LAGUNA HILLS HIGH SCHOOL STUDENT LIAISON FOR THE SPRING 2011 SEMESTER (0930-40)

Mayor Songstad presented a Certificate to Lyndsey Kaan recognizing her service as the Laguna Hills High School Student Liaison.

1.2 APPOINTMENT OF LAGUNA HILLS HIGH SCHOOL STUDENT LIAISON KYLIE WEST AND STUDENT LIAISON ALTERNATE JEENA BONUTTO FOR THE FALL 2011 SEMESTER (0930-40)

City Clerk Johns issued the Oaths of Office to Laguna Hills High School Student Liaison Kylie West and Student Liaison Alternate Jeena Bonutto and Mayor Songstad presented Certificates of Appointment.

1.3 TEN YEAR ANNIVERSARY AWARD (0500-25)

Mayor Songstad recognized Dan Meehan, Community Services Superintendent, for ten years of service to the City of Laguna Hills, and presented a Certificate of Recognition and gift to Dan Meehan.

2. PUBLIC COMMENTS

MUNICIPAL ZONING CODE (0610-10)

Garrin Samil, Laguna Hills, indicated he would like permission to increase his driveway area to allow for additional vehicle parking.

DARK HORSE COMMITTEE (0120-40)

Bob Dickson, Laguna Hills, gave an update on the Dark Horse Committee and the success of the Memorial Day Half Marathon and 5K Run event.

SANTA MARIA AVENUE AND MOULTON PARKWAY STREET MAINTENANCE (0820-15)

Ed Krause, Laguna Hills, inquired about the road improvements on Santa Maria Avenue and Moulton Parkway. Public Services Director Rosenfield indicated that the pavement rehabilitation project was being administered by the City of Laguna Woods, since the majority of the project was located in Laguna Woods. Mr. Krause was also concerned about the pavement rehabilitation that was occurring on Ridge Route Drive. It was the consensus of the City Council to bring this item back to the June 28, 2011, City Council meeting.

LAGUNA HILLS GRAD NIGHT FUND RAISER (930-40)

Meg Gorham, spoke on Laguna Hills Grad Night Fund Raiser, Win-Win-Wednesday.

BIENNIAL BUDGET (0330-30)

Rita Rembold, Laguna Hills, thanked Council Member Kogerman and Mayor Pro Tempore Carruth for their efforts for the term limit initiative. Ms. Rembold indicated that she would like the City Council to consider increasing funding for Senior Services in the budget.

2.1 LAGUNA HILLS HIGH SCHOOL STUDENT LIAISON (0930-40)

The City Council received an oral report from Laguna Hills High School Student Liaison Lyndsey Kaan.

3. MINUTES

3.1 REGULAR MEETING, MAY 24, 2011 (0410-50)

**Motion to approve the minutes of the May 24, 2011, regular meeting, by m/Council Member Lautenschleger, s/Mayor Pro Tempore Carruth.
Approved by a vote of 4-0, with Council Member Kogerman abstaining.**

4. CONSENT CALENDAR

Motion to approve the Consent Calendar, by m/Mayor Pro Tempore Carruth, s/Council Member Bressette.

Approved by a vote of 5-0.

- 4.1 MOTION TO APPROVE THE READING BY TITLE OF ALL ORDINANCES AND RESOLUTIONS, SAID TITLES, WHICH APPEAR ON THE PUBLIC AGENDA, SHALL BE DETERMINED TO HAVE BEEN READ BY TITLE AND FURTHER READING WAIVED

Waived reading of Ordinances and Resolutions.

- 4.2 APPROVAL OF WARRANT REGISTER FOR PERIOD ENDING JUNE 14, 2011 (0300-30)

Approved the Warrant Register in the amount of \$584,820.08.

- 4.3 PROGRESS PAYMENT NO. 3 FOR COMMUNITY CENTER & SPORTS COMPLEX PLAYGROUND RENOVATIONS AND LIGHT REFURBISHMENT, CIP NO. 514, AND COSTEAU PARK PLAYGROUND RENOVATIONS, CIP NO. 239 (0400-10)

Approved Progress Payment No. 3, in the net amount of \$91,528.74, to Signature Contractors, for Community Center & Sports Complex Playground Renovations and Light Refurbishment, CIP No. 514, and Costeau Park Playground Renovations, CIP No. 239.

- 4.4 PROFESSIONAL SERVICES AGREEMENT WITH WOLFE ENGINEERING AND DESIGN, INC., FOR ON-CALL ENGINEERING AND DESIGN AND STAFF SUPPORT SERVICES (0400-10)

Approved the Professional Services Agreement with Wolfe Engineering and Design, Inc., and authorized the City Manager to execute the Agreement.

- 4.5 AMENDMENT NO. 2 TO DISTRICT AGREEMENT NO. 12-520 WITH THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE LA PAZ ROAD WIDENING AT INTERSTATE 5, CIP NO. 159 (0400-10)

Approved Amendment No. 2 to District Agreement No. 12-520, for the La Paz Road Widening at Interstate 5, CIP No. 159, and authorized the Mayor to sign and the City Clerk to attest thereto.

4.6 PROFESSIONAL SERVICES AGREEMENT WITH CHARLES ABBOTT ASSOCIATES, INC., FOR BUILDING AND SAFETY SERVICES (0400-10)

Approved a Professional Services Agreement for Building and Safety Services with Charles Abbott Associates, Inc., and authorized the Mayor to sign the Agreement in a form acceptable to the City Attorney.

4.7 CONSULTING SERVICES AGREEMENT WITH OROS CONSULTING SERVICES FOR COMPUTER DESKTOP AND NETWORK ADMINISTRATION SUPPORT (0400-10)

Directed the City Manager to execute a two-year Consulting Services Agreement with Oros Consulting Services, approved as to form by the City Attorney, for computer desktop and network administration support not to exceed \$110,240.

5. PLANNING AGENCY

Mayor Songstad recessed the City Council meeting and acting in the capacity of Chair, called the regular meeting of the Planning Agency of the City of Laguna Hills, California, to order at 7:39 PM.

5.1 ROLL CALL OF PLANNING AGENCY MEMBERS

Present: Chair Songstad, Vice Chair Carruth, Agency Member Bressette, Agency Member Kogerman, and Agency Member Lautenschleger

5.2 PUBLIC COMMENTS

There were no Public Comments.

5.3 MINUTES OF THE MAY 24, 2011, REGULAR MEETING (0120-10)

Motion to approve the minutes of the May 24, 2011, regular meeting as referenced in Item 3.1 beginning on Page 4, by m/Vice Chair Carruth, s/Agency Member Bressette.

Approved by a vote of 4-0, with Agency Member Kogerman abstaining.

5.4 PLANNING AGENCY PUBLIC HEARINGS

5.4.1. SITE DEVELOPMENT PERMIT (MAJOR) /CONDITIONAL USE PERMIT/PARKING USE PERMIT/MASTER SIGN PROGRAM NO. 11-10-1804, A REQUEST BY NADEL COMMERCIAL, INC., TO AUTHORIZE CERTAIN SITE AND BUILDING IMPROVEMENTS INCLUDING A SIGN PROGRAM, AND TO CREATE JOINT USE OF PARKING FACILITIES FOR THE BUILDINGS AND PROPERTIES AT 23521 PASEO DE VALENCIA AND 24181 RONDA DEL ROSSMOOR (0600-30)

Chair Songstad opened the Public Hearing.

Richard Fragapane, co-applicant of the project stated he was eager to begin construction on the project this summer. Mr. Fragapane indicated he had read and agreed to all of the Conditions of Approval.

Chair Songstad closed the Public Hearing.

**Motion to adopt Resolution No. PA2011-06-14-1, a Resolution of the Planning Agency of the City of Laguna Hills, California, approving Site Development Permit (Major)/Conditional Use Permit/Parking Use Permit/Master Sign Program No. 11-10-1804, a request by Nadel Commercial, Inc., to authorize certain site and building improvements including a Sign Program, and to create joint use parking facilities for the building and properties at 23521 Paseo De Valencia and 24181 Ronda Del Rossmoor, by m/Agency Member Bressette, s/Agency Member Kogerman.
Approved by a vote of 5-0.**

5.4.2. SITE DEVELOPMENT PERMIT/MASTER SIGN PROGRAM NO. 2-11-1881, A REQUEST TO RENOVATE THE MISSION HILLS PLAZA LOCATED AT 25260 LA PAZ ROAD IN THE COMMUNITY COMMERCIAL (CC) ZONING DISTRICT (0600-30)

Chair Songstad opened the Public Hearing.

Ron Bamberger, President of Boardwalk Development, Inc., and speaking on behalf of the applicant, indicated that Mission Hills Shopping Center was in need of upgrading and he was looking forward to working on the project. Mr. Bamberger indicated that he would like to get feedback from the City Council on alternate center identification signs.

Chair Songstad closed the Public Hearing.

**Motion to adopt Resolution No. PA2011-06-14-2, a Resolution of the Planning Agency of the City of Laguna Hills, California, approving Site Development Permit/Master Sign Program No. 2-11-1881, a request to renovate building elevations, parking, landscaping, and signage for Mission Hills Plaza at 25260 La Paz Road in the Community Commercial (CC) Zoning District, by m/Agency Member Kogerman, s/Vice Chair Carruth.
Approved by a vote of 5-0.**

5.5 ADMINISTRATIVE REPORTS

5.5.1. CAPITAL IMPROVEMENT PROGRAM CONFORMITY WITH THE GENERAL PLAN (0630-05)

**Motion to adopt Resolution No. PA2011-06-14-3, a Resolution of the Planning Agency of the City of Laguna Hills, California, determining that the Fiscal Year 2011-2012 and Fiscal Year 2012-2013 Capital Improvement Program (CIP) is consistent with the General Plan, by m/Agency Member Lautenschleger, s/Agency Member Bressette.
Approved by a vote of 5-0.**

PLANNING AGENCY ADJOURNMENT

Mayor Songstad reconvened the City Council meeting at 9:15 PM. All Council Members were present.

6. CITY COUNCIL PUBLIC HEARINGS

6.1 2011-2013 BIENNIAL BUDGET

Mayor Songstad opened the Public Hearing

Bob Dickson, Laguna Hills, believed that City Council should not vote on the budget until after the Compensation Study Report was received.

Mayor Songstad closed the Public Hearing.

**Motion that the City Council postpone action on a Biennial Budget Resolution until a Special meeting can be held next Tuesday, June 21, 2011, or sooner, with Employee Compensation items to be placed on the Special meeting agenda; and after consideration of Employee Compensation items, a final vote on the Biennial Budget be held at either the Special meeting or the next regularly scheduled meeting on June 28, 2011, by m/Council Member Kogerman, s/Council Member Bressette.
Failed by a vote of 2-3 (Council Member Lautenschleger, Mayor Pro Tempore Carruth, and Mayor Songstad voting no).**

Motion to approve Resolution No. 2011-06-14-1, a Resolution of the City Council of the City of Laguna Hills, California, adopting the Operating Budget, Capital Improvement Program, and other appropriations for the City of Laguna Hills for Fiscal Years 2011/2012-2012/2013, by m/Council Member Lautenschleger, s/Mayor Pro Tempore Carruth.

Approved by a vote of 3-2 (Council Member Bressette and Council Member Kogerman voting no).

7. ADMINISTRATIVE REPORTS

7.1 City Manager

The City Manager made no report.

7.2 Deputy City Manager/Community Services

7.2.1. CITY OF LAGUNA HILLS 20-YEAR ANNIVERSARY (0160-60)

That the City Council provide staff with ideas on how to promote and celebrate the City of Laguna Hills' 20 Years of Incorporation on a very limited budget.

8. OTHER BUSINESS

There was no Other Business.

9. MATTERS PRESENTED BY MAYOR AND COUNCIL MEMBERS

COUNCIL MEMBER BRESSETTE

Council Member Bressette thanked staff for a great Memorial Day Half Marathon and 5K Run event.

COUNCIL MEMBER KOGERMAN

Council Member Kogerman thanked Mav Bressette for her help with the children and those Marines participating in the race. Council Member Kogerman also thanked Council Member Bressette and Mayor Pro Tempore Carruth for their determination in adopting the 3/5 Marine Battalion.

Council Member Kogerman asked Assistant City Manager White to report on the International Council of Shopping Centers Convention that he attended.

Mr. White reported that he, Mr. Jones, Ms. Au-Yeung, Mr. Channing, and Mayor Songstad had attended the International Council of Shopping Centers Recon Convention recently held in Las Vegas, Nevada. The City and the Oakbrook Village Shopping Center had co-sponsored a booth at the Convention. Mr. White indicated

that this was the largest retail convention in the country. The City had a number of meetings with major property owners, including Simon Properties and Oakbrook Village. City Representatives met with perspective tenants in order to market the commercial centers in Laguna Hills. Mr. White indicated the convention had been a success and that next year staff had plans to attend similar conventions in San Diego in September and Las Vegas in May.

10. CLOSED SESSION

Mayor Songstad recessed the meeting into Closed Session at 10:33 PM.

10.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9 - 1 potential case.

10.2 CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code § 54956.8

Property: 24031 El Toro Road, Suite No. 320 "B", Laguna Hills

Agency Negotiator: Bruce Channing, City Manager and Don White, Assistant City Manager

Negotiating Parties: City of Laguna Hills and Travis and Julia Knutson

Item Under Negotiation: Terms and Conditions of Lease

Mayor Songstad reconvened the meeting at 11:10 PM. All Council Members were present.

City Attorney Simonian announced the following action taken by the City Council in Closed Session:

10.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9 - 1 potential case.

Motion to approve the following: (1) authority given to the City Manager and the City Attorney's Office, working in conjunction with the County of Orange, to file an unfunded mandates claim on behalf of the City; and (2) authority given for the City Attorney to enter into joint defense agreements with Attorneys representing the County of Orange and other Co-Permittee cities that file similar unfunded state mandate claims related to the Orange County MS4 permits so as to facilitate cooperation in pursuing the unfunded mandate claim and to preserve the privilege and confidentiality of any communications related to this matter, to the fullest extent permitted by law, by m/Mayor Songstad, s/Council Member Lautenschleger.

Approved by a vote of 5-0.

ADJOURNMENT

There being no further business before the City Council at this session, Mayor Songstad declared the meeting adjourned at 11:15 PM.

PEGGY J. JOHNS, CITY CLERK

ATTEST:

L. ALLAN SONGSTAD, JR., MAYOR

APPROVED AT MEETING OF _____

CITY OF LAGUNA HILLS
AGENDA REPORT
ADMINISTRATIVE SERVICES DEPARTMENT

**ISSUE: APPROVAL OF WARRANT REGISTER FOR PERIOD ENDED
 JUNE 28, 2011.**

SUMMARY:

In accordance with Government Code Section 37202, the Finance Manager prepares the attached warrant register, which reflects the disbursements of the City of Laguna Hills for the period reported thereon. The Assistant City Manager certifies that funds are available for the payment thereof. These warrants are hereby submitted to the City Council for approval of payment.

Prepared by:

JANICE MATEO REYES
Finance Manager

Certified:


DONALD J. WHITE
Assistant City Manager

6-22-11
DATE

FISCAL IMPACT:

The warrant register total is \$ 806,911.42

**RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE WARRANT REGISTER
IN THE AMOUNT OF \$ 806,911.42.**

ATTACHMENTS:

1. **Warrant Register**

CITY OF LAGUNA HILLS
WARRANT REGISTER
June 28, 2011

VENDOR	DESCRIPTION	CHECK NO.	AMOUNT
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PREPAID WARRANTS:

BANK OF AMERICA	Departmental Operating Expenditures, May '11	8801455	\$ 14,896.02
EMC DESIGN	Display, City History Timeline, Jun '11	8801473	2,990.31
ENTERPRISE RENT A CAR	Program Expense, 1/2 Marathon and 5K Event, Community Services, May '11	8801456	1,112.70
IRVINE RANCH WATER DISTRICT	Water Usage, Parks, May '11	8801496	183.52
KING POOL DESIGN & CONSULTING	Refund, Pool Bond, CR# 41038	8801498	500.00
MOLLOY, JULIE	Mileage Reimbursement, Planning, Jun '11	8801505	35.70
MONACH, KIMBERLYN	Professional Fees, Public Art Civic Center CIP # 510	8801506	1,890.00
MOULTON NIGUEL WATER DISTRICT	Water Usage, Parks, May '11	8801457	17,007.46
RALPHS GROCERY COMPANY	Program Supplies, Community Services, Apr - May '11	8801458	65.49
REFUND, COMMUNITY SVCS PROGRAM	L. Malone, V# 2002050.002	8801459	124.00
REFUND, FACILITY RENTAL DEPOSIT	M. McNicholas, V# 2002046.002	8801460	500.00
REFUND, FACILITY RENTAL DEPOSIT	M. Mendoza, V# 2002058.002	8801461	500.00
REFUND, FACILITY RENTAL DEPOSIT	E. Neuss, V# 2002060.002	8801462	402.50
REFUND, FACILITY RENTAL DEPOSIT	L. Santos, V# 2002059.002	8801463	500.00
REFUND, FACILITY RENTAL DEPOSIT	R. Valenzuela, V# 2001990.002	8801464	500.00
REFUND, FACILITY RENTAL DEPOSIT	G. Danenhauer, V# 2001973.002	8801516	500.00
REFUND, FACILITY RENTAL DEPOSIT	C. Woodward, V# 2002010.002	8801517	500.00
REFUND, VEHICLE CITATION	M. Castro, V# P648626	8801515	40.00
REVCO SOLAR ENGINEERING, INC.	Refund, Cancellation of Permits, CR# 41712	8801518	102.05
REYES, JANICE MATEO	Petty Cash Replenishment, Jun '11	8801465	785.45
REYNOLDS, DAVID	Cash Drawer Replenishment, Ticket Sales, 4th of July Event, Community Services, Jul '11	8801474	500.00
SAN DIEGO GAS & ELECTRIC	Electric Usage, Street Lights, May '11	8801466	12,359.35
SAN DIEGO GAS & ELECTRIC	Electric Usage, Street Lights, May '11	8801520	53.55
SMART & FINAL	Program Expense & Supplies, 1/2 Marathon and 5K Event, Community Services, May '11	8801467	301.31
SOUTHERN CALIFORNIA EDISON	Electric Usage, Street Lights and Traffic Control, May '11	8801468	480.41

CITY OF LAGUNA HILLS
WARRANT REGISTER
June 28, 2011

VENDOR	DESCRIPTION	CHECK NO.	AMOUNT
SOUTHERN CALIFORNIA EDISON	Electric Usage, Street Lights and Traffic Control, May '11	8801522	9,471.76
STATE WATER RESOURCES CONTROL	Construction Permit Application Fee, Avenida de la Carlota between Paseo de Valencia/El Toro Rd	8801469	200.00
SWAN POOLS	Pool Bond Refund, CR# 41666	8801470	500.00
VERIZON WIRELESS	Communication Expense, May '11	8801527	787.02
WELLS FARGO FINANCIAL LEASING	Lease - Copier, Community Center, Jul '11	8801471	576.90
WHITE, DONALD	Travel Reimbursement, Administrative Services, Jun '11	8801472	28.00
Total Prepaid Warrants:			\$ 68,393.50

REGULAR WARRANTS:

A. C. LANDSCAPE, INC.	Water Management Services, Irrigation Repairs, Jun '11	8801475	\$ 1,137.84
ASSOCIATION OF CA CITIES -OC	Meeting Expense, Administrative Services, May '11	8801476	165.00
BEAR COMMUNICATIONS, INC.	Program Expense, 1/2 Marathon and 5K Event, Community Services, May '11	8801477	464.92
BRAME, MARILYN	Contract Instructor Fee, Drawing Spring Session, Community Services	8801478	350.00
BUCKNAM & ASSOCIATES, INC.	Professional Fees, Pavement Management Update, May '11	8801479	12,139.80
C&D ELECTRIC, INC.	Lighting Repairs, Parks, May - Jun '11	8801480	1,596.18
CALIFORNIA OFFICE SYSTEMS	Usage - Copier, City Hall, May '11	8801481	294.00
CARL WARREN & COMPANY	Processing Fee, Small Claims, Dec '10 - Feb '11	8801482	817.28
CERVANTES, EDWARD	Contract Instructor Fee, Cooking Class Spring Session, Community Services	8801483	147.00
DAVIS, DEREK	Program Expense, 4th of July Event, Community Services, Jul '11	8801484	2,000.00
DUNBAR ARMORED, INC.	Courier Fee, Armored Transport, Jun '11	8801485	304.90
ECONOMICS, INC.	Professional Fees, Recycling Program, May '11	8801486	1,264.57
ENERGOV SOLUTIONS	Software Maintenance, Community Development, Jul - Sep '11	8801487	3,505.00
FAUBEL PUBLIC AFFAIRS	Professional Fees, Combined Issue, City Views/Community Services Summer 2011 Activity Guide	8801488	15,398.73
GOVPARTNER	Hosting Fees, Request Partner, Jun '11	8801490	500.00
GOV'T FINANCE OFFICERS ASSN	Membership, Administrative Services, FY 11/12	8801489	250.00
GRC ASSOCIATES, INC.	Professional Fees, Aliso Meadows Rehabilitation Project, Mar - May '11	8801491	8,038.75

**CITY OF LAGUNA HILLS
WARRANT REGISTER
June 28, 2011**

VENDOR	DESCRIPTION	CHECK NO.	AMOUNT
GREENSPAN, FRANCES	Contract Instructor Fee, How to Sell on eBay Spring Session, Community Services	8801492	165.20
HARTZOG & CRABILL, INC.	Professional Fees, Traffic Engineering, Jun '11	8801493	2,550.00
HDL, COREN & CONE	Professional Fees, Property Tax Audit, Apr - Jun '11	8801494	2,700.00
IRON MOUNTAIN OFFSITE	Off Site Data Storage, May '11	8801495	198.34
JAMEY CLARK, INC.	Miscellaneous Park Repairs, Janitorial Services, Graffiti Removal and Safety Inspections, May - Jun '11	8801497	7,068.64
LUCY, STEVEN	Program Expense, Community Services, Jun '11	8801500	650.00
MEDLOCK, GEORGE	Contract Instructor Fee, Drumming Spring Session, Community Services	8801501	34.30
MERCURY DISPOSAL SYSTEM, INC.	Professional Fees, Recycling Program, Jun '11	8801502	211.69
MITSUBISHI ELECTRIC & ELECTRONIC	Facility Maintenance, Elevator, Community Center, Jun '11	8801503	325.75
MOBILE MINI, INC.	Storage Rental Fee, Community Services, Jun '11	8801504	83.74
NIEVES LANDSCAPE, INC.	Other Assorted Landscape Services, Apr - May '11	8801507	5,703.50
OFFICE SOLUTIONS	Computer, Office and Operating Supplies, Jun '11	8801509	1,596.14
ORANGE COUNTY FIRE AUTHORITY	Remittance, Fire Fees Collected, May '11	8801510	2,183.00
ORANGE COUNTY REGISTER-FREEDOM	Legal Advertising, City Clerk, May '11	8801511	351.00
ORANGE COUNTY TREASURER	Law Enforcement Services, Jun '11	8801499	538,142.33
ORANGE COUNTY TREASURER	Road Maintenance, Apr '11	8801519	97,721.73
PETE'S UPHOLSTERY	Furniture Repair, Community Center, Jun '11	8801512	1,990.00
QUIKSILVER COURIER	Delivery Expense, May '11	8801513	29.64
RAM AIR ENGINEERING, INC.	Facility Maintenance, HVAC System, Community Center, Apr - Jun '11	8801514	496.00
SOUTH COAST WATERS	Facility Maintenance, Water Feature, Community Center, Jun '11	8801521	475.00
STAGE PLUS	Program Expense, 4th of July Event, Community Services, Jul '11	8801523	2,800.00
STONE IMAGERY	Printing Expense, Administrative Services, Jun '11	8801524	2,615.44
SUNSET PROPERTY SERVICES	Street Sweeping, May '11	8801525	10,508.11
THE RITZ COMPANIES	Program Expense, 1/2 Marathon and 5K Event, Community Services, May '11	8801526	239.50
WEST COAST ARBORISTS, INC.	Tree Trimming, May '11	8801528	1,118.80

CITY OF LAGUNA HILLS
WARRANT REGISTER
June 28, 2011

VENDOR	DESCRIPTION	CHECK NO.	AMOUNT
WEST PUBLISHING CORPORATION	Subscription, City Clerk, May '11	8801529	371.97
WILLDAN	Professional Fees, Plan Checking and Building & Safety Services, May '11	8801530	9,637.73
YOUNG REMBRANDTS	Contract Instructor Fee, Drawing Spring Session, Community Services	8801531	176.40
Total Regular Warrants:			\$ 738,517.92
***WARRANT REGISTER TOTAL**			\$ 806,911.42

CITY OF LAGUNA HILLS

AGENDA REPORT CITY CLERK'S DEPARTMENT

ISSUE: RECORDS RETENTION MANAGEMENT

SUMMARY:

In accordance with the City's Records Retention/Disposition Schedule, adopted on December 12, 1995, and amended on September 28, 1999, October 14, 2003, and November 14, 2006, City records are ready for disposal. The City Attorney has reviewed Exhibit "A" to the Resolution listing the files to be disposed of and approved the list of records. Department Heads have also reviewed the records listed and have consented to their disposal.

The records listed on Exhibit "A" to the proposed Resolution meet the requirements for disposal. They are more than two years old, do not affect the title to real property or liens thereon, are not court records, are not required to be kept further by a statute, and are no longer required by the City.

Authority to dispose of these records is requested as provided for by Government Code Section 34090 of the State of California.

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 CITY CLERK TO NO LONGER RETAIN CERTAIN CITY RECORDS AND DOCUMENTS, WITH A DISPOSAL DATE OF JUNE 29, 2011, PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

ATTACHMENTS:

- Resolution

0170-50\CtyClerk\Records\110628Rep Records Retention.Doc

RESOLUTION NO. 2011-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, AUTHORIZING AND DIRECTING THE CITY CLERK TO NO LONGER RETAIN CERTAIN CITY RECORDS AND DOCUMENTS WITH A DISPOSAL DATE OF JUNE 29, 2011, PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA

WHEREAS, Section 34090 of the Government Code of the State of California provides for the disposal of certain City records and documents with the approval of the legislative body by Resolution and the written consent of the City Attorney; and

WHEREAS, in the opinion of the department heads concerned, the City Clerk, and the City Attorney, the records and documents referred to in Exhibit "A" attached are no longer required, are of a classification qualifying for destruction, and are more than two years old.

WHEREAS, the City Attorney has consented to the disposal of such documents and records.

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

SECTION 1. The City Council finds that there is good cause to approve the disposal of the identified records as set forth in Exhibit "A."

SECTION 2. The City Clerk is hereby authorized and directed to cause the disposal of those items listed in the Exhibit "A" attached.

PASSED, APPROVED, AND ADOPTED this 28th day of June 2011.

L. ALLAN SONGSTAD, JR., MAYOR

ATTEST:

PEGGY J. JOHNS, CITY CLERK

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

I, Peggy J. Johns, City Clerk of the City of Laguna Hills, California, DO
HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution
No. 2011- adopted by the City Council of the City of Laguna Hills, California, at a
Regular Meeting thereof held on the 28th day of June 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

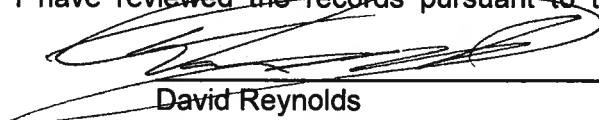
(SEAL)

PEGGY J. JOHNS, CITY CLERK

Destruction of Original Public Records

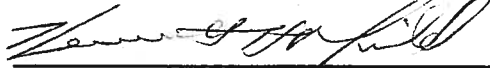
I hereby certify that: the records set forth on the attached list are more than two years old, do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the legislative body of the City or of any City Board or Commission, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the Government Code of California.

Department Head Approval: I have reviewed the records pursuant to the attached list, and I consent to their destruction.


David Reynolds
Deputy City Manager

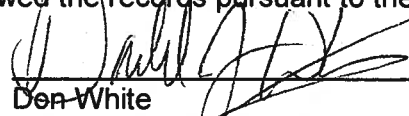
6/21/11
Date

Department Head Approval: I have reviewed the records pursuant to the attached list, and I consent to their destruction.


Kenneth Rosenfield
Director of Public Services/City Engineer

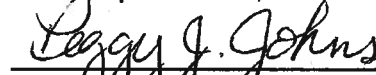
6/21/11
Date

Department Head Approval: I have reviewed the records pursuant to the attached, and I consent to their destruction.


Don White
Assistant City Manager

6/21/11
Date

City Clerk Approval: I have reviewed the records pursuant to the attached list for historical value and for compliance with the established retention requirements, and I consent to their destruction.


Peggy J. Johns, City Clerk

6/21/11
Date

City Attorney Approval: I consent to the destruction of the records pursuant to the attached list:


Greg Simonian, City Attorney

6/21/11
Date

I hereby certify that the destruction of the records pursuant to the attached list was approved by the City Council of the City of Laguna Hills, California, by Resolution No. 2011-06-28-1 at a regular meeting of the City Council held in Laguna Hills, California, on June 28, 2011, and that by said Resolution, the department head or designee was authorized to destroy the records.

City Clerk/Assistant City Clerk Date

I hereby certify that, pursuant to the foregoing authority, the records pursuant to the attached list were destroyed on June 29, 2011.

City Clerk/Assistant City Clerk Date

Laguna Hills City Clerk

Destroy Date From 6/29/2011 To 6/29/2011
Orig. Dept: ALL

Barcode	File No.	Destroy Date	Orig. Dep	First Line	Second Line	Third Line	Current Location
900007532	0100-30	6/29/2011	PUB	GOALS AND OBJECTIVES	ACCOMPLISHMENTS AND GOALS	2007	DESTROY
900009075	0110-40	6/29/2011	PUB	DEPARTMENTAL REPORTS	CAPITAL IMPROVEMENT PROJECTS	STATUS REPORT 2008	DESTROY
900002123	0110-40	6/29/2011	SER	DEPARTMENTAL REPORTS	COMMUNITY SERVICES DEPARTMENT	2005 - 2008	DESTROY
900001958	0120-20	6/29/2011	SER	PARKS & RECREATION COMMISSION	AGENDAS	2005	DESTROY
900004384	0120-20	6/29/2011	SER	PARKS & RECREATION COMMISSION	AGENDAS	2006	DESTROY
900005653	0120-20	6/29/2011	SER	PARKS & RECREATION COMMISSION	AGENDAS	2007	DESTROY
900007735	0120-20	6/29/2011	SER	PARKS & RECREATION COMMISSION	AGENDAS	2008	DESTROY
034408	0120-20	6/29/2011	SER	PARKS & RECREATION COMMISSION	PARK QUALITY CONTROL	2003-2006	DESTROY
034413	0120-20	6/29/2011	SER	PARKS & RECREATION COMMISSION	SPEAKER SLIPS	2003-2006	DESTROY
900007860	0120-30	6/29/2011	PUB	TRAFFIC COMMISSION	REQUEST TO SPEAK	2008	DESTROY
900006630	0130-50	6/29/2011	ADM	HOMEOWNER ASSOCIATIONS	ALISO VIEJO COMMUNITY ASSOC	2007-2008	DESTROY
900007821	0130-50	6/29/2011	PUB	HOMEOWNER ASSOCIATIONS	MOULTON RANCH I HOA	2008	DESTROY
900007820	0130-50	6/29/2011	PUB	HOMEOWNER ASSOCIATIONS	MOULTON RANCH III HOA	2008	DESTROY
900007819	0130-50	6/29/2011	PUB	HOMEOWNER ASSOCIATIONS	NELLIE GAIL RANCH OWNERS ASSOCIATION	2008	DESTROY
900008119	0140-10	6/29/2011	ADM	LEAGUE OF CALIFORNIA CITIES	2008		DESTROY
900009104	0140-10	6/29/2011	ADM	LEAGUE OF CALIFORNIA CITIES	2008 ANNUAL CONFERENCE		DESTROY
900007141	0140-10	6/29/2011	ADM	LEAGUE OF CALIFORNIA CITIES	CITY MANAGERS DEPARTMENT	2006-2008	DESTROY
900007771	0140-10	6/29/2011	ADM	LEAGUE OF CALIFORNIA CITIES	PRIORITY FOCUS	2008	DESTROY

Laguna Hills City Clerk

Destroy Date From 6/29/2011 To 6/29/2011
Orig. Dept: ALL

Barcode	File No.	Destroy Date	Orig. Dept	First Line	Second Line	Third Line	Current Location
900007773	0140-15	6/29/2011	ADM	ORANGE COUNTY LOCC	AGENDAS	2008	DESTROY
900007768	0140-15	6/29/2011	ADM	ORANGE COUNTY LOCC	APPOINTMENTS	2008	DESTROY
900009054	0140-15	6/29/2011	ADM	ORANGE COUNTY LOCC	CITY MANAGERS ASSOCIATION	2008	DESTROY
900007811	0140-15	6/29/2011	ADM	ORANGE COUNTY LOCC	GENERAL	2008	DESTROY
034414	0140-30	6/29/2011	SER	PROFESSIONAL GROUPS	CPRS	2003-2006	DESTROY
900008088	0140-70	6/29/2011	ADM	OTHER	AMERICAN LUNG ASSOCIATION	2007-2008	DESTROY
900008058	0150-10	6/29/2011	ADM	CITIES, OTHER	REORGANIZATIONS	2008	DESTROY
900007102	0150-20	6/29/2011	ADM	ORANGE COUNTY AGENCIES	ASSESSOR	2007-2008	DESTROY
900007767	0150-20	6/29/2011	ADM	ORANGE COUNTY AGENCIES	BOARD OF SUPERVISORS	2008	DESTROY
900008055	0150-20	6/29/2011	ADM	ORANGE COUNTY AGENCIES	GENERAL	2008	DESTROY
900006671	0150-20	6/29/2011	ADM	ORANGE COUNTY AGENCIES	GRAND JURY ORANGE COUNTY	2007-2008	DESTROY
900006297	0150-20	6/29/2011	ADM	ORANGE COUNTY AGENCIES	OC TRANSPORTATION AUTHORITY	2007-2008	DESTROY
900007824	0150-20	6/29/2011	PUB	ORANGE COUNTY AGENCIES	OCTA	2008	DESTROY
032117	0150-40	6/29/2011	ADM	FEDERAL AGENCIES	EL TORO MARINE CORPS AIR STATION	2002 BASE REUSE CAC/LRA	DESTROY
032037	0150-40	6/29/2011	ADM	FEDERAL AGENCIES	EL TORO MARINE CORPS AIR STATION	2002 BASE REUSE GENERAL	DESTROY
032068	0150-40	6/29/2011	ADM	FEDERAL AGENCIES	EL TORO MARINE CORPS AIR STATION	2002 BASE REUSE NEWSPAPER ARTS	DESTROY
032031	0150-40	6/29/2011	ADM	FEDERAL AGENCIES	EL TORO MARINE CORPS AIR STATION	2002 BASE REUSE RESTORATION	DESTROY
032026	0150-40	6/29/2011	ADM	FEDERAL AGENCIES	EL TORO MARINE CORPS AIR STATION	2002 CENTRAL PARK INITIATIVE	DESTROY
900007812	0150-40	6/29/2011	ADM	FEDERAL AGENCIES	GENERAL	2007-2008	DESTROY

Laguna Hills City Clerk

Destroy Date From 6/29/2011 To 6/29/2011
Orig. Dept: ALL

Barcode	File No.	Destroy Date	Orig. Dep	First Line	Second Line	Third Line	Current Location
900005545	0150-73	6/29/2011	ADM	EL TORO WATER DISTRICT	2006-2008		DESTROY
900006402	0150-95	6/29/2011	ADM	TRANSPORTATION CORRIDOR AGENCY	2007-2008		DESTROY
900002323	0180-15	6/29/2011	CC	CLAIMS AGAINST CITY	BROOKS, ASHLEY	C0502	DESTROY
900004545	0180-15	6/29/2011	CC	CLAIMS AGAINST CITY	DONAHEY, KRISTA	C0605	DESTROY
900004076	0180-15	6/29/2011	CC	CLAIMS AGAINST CITY	ERATH, ANDREW	C0514	DESTROY
900004423	0180-15	6/29/2011	CC	CLAIMS AGAINST CITY	KESSLER, MICHAEL	C0601	DESTROY
900003895	0180-15	6/29/2011	CC	CLAIMS AGAINST CITY	LIVINGSTONE, ALISA	C0512	DESTROY
900004455	0180-15	6/29/2011	CC	CLAIMS AGAINST CITY	LYDLE, CRAWFORD AND SANDRA	C0602	DESTROY
900003847	0180-15	6/29/2011	CC	CLAIMS AGAINST CITY	MOEHRLE, KATHERINE	C0511	DESTROY
900002282	0180-15	6/29/2011	CC	CLAIMS AGAINST CITY	NGUYEN, ANH	C0501	DESTROY
900004526	0180-15	6/29/2011	CC	CLAIMS AGAINST CITY	ORTEGA, MARGARITA	C0604	DESTROY
900002694	0180-15	6/29/2011	CC	CLAIMS AGAINST CITY	RAMIREZ, ORALIA	C0505	DESTROY
900003670	0180-15	6/29/2011	CC	CLAIMS AGAINST CITY	SPILLANE, GUADALUPE	C0509	DESTROY
900004525	0180-15	6/29/2011	CC	CLAIMS AGAINST CITY	STRINGHAM, JAMES	C0603	DESTROY
900000648	0180-15	6/29/2011	CC	CLAIMS AGAINST CITY	TONEY, CAROL	C0405	DESTROY
030899	0180-23	6/29/2011	ADM	DAMAGE TO CITY PROPERTY, GENERAL	VARIOUS	2001	DESTROY
035566	0210-10	6/29/2011	ADM	CONSUMER PRICE INDEXES	2004-2006		DESTROY
034101	0230-15	6/29/2011	ADM	AIR QUALITY	SOUTH COAST AQMD	2003-2004	DESTROY
900005791	0230-20	6/29/2011	ADM	WATER QUALITY	ALISO CREEK	2006-2008	DESTROY
012375	0320-10	6/29/2011	ADM	BANKING SERVICES	RFP CORRESPONDENCES	1996-07-09	DESTROY
012374	0320-10	6/29/2011	ADM	BANKING SERVICES	RFP, RESOURCES, EVALUATION, RESO	1996-07-09	DESTROY
900008090	0370-70	6/29/2011	PUB	CONSULTANT INFORMATION	VENDORS	2008	DESTROY

Laguna Hills City Clerk

Destroy Date From 6/29/2011 To 6/29/2011
Orig. Dept: ALL

Barcode	File No.	Destroy Date	Orig. Dep	First Line	Second Line	Third Line	Current Location
900004574	0550-40	6/29/2011	ADM	RECRUITMENT RECORDS	ACCOUNTING CLERK PART TIME	2006	DESTROY
900006102	0550-40	6/29/2011	ADM	RECRUITMENT RECORDS	ADMINISTRATIVE INTERN	2006	DESTROY
900006101	0550-40	6/29/2011	ADM	RECRUITMENT RECORDS	DEPUTY CITY CLERK	2006	DESTROY
900004573	0550-40	6/29/2011	ADM	RECRUITMENT RECORDS	MANAGEMENT ANALYST-COMM SVCS	2006	DESTROY
900004583	0550-40	6/29/2011	ADM	RECRUITMENT RECORDS	PLANNING INTERN	2006	DESTROY
900005704	0550-40	6/29/2011	ADM	RECRUITMENT RECORDS	RECEPTIONIST/SECRETAR Y ADMIN	2006	DESTROY
035574	0550-40	6/29/2011	ADM	RECRUITMENT RECORDS	SENIOR LEADER COMMUNITY SERVICES	2004	DESTROY
900004572	0550-40	6/29/2011	ADM	RECRUITMENT RECORDS	SENIOR LEADER COMMUNITY SERVICES	2006	DESTROY
900001509	0550-50	6/29/2011	ADM	TESTS AND EXAMINATIONS (BLANK)	CPS TESTS	2004-2006	DESTROY
900003903	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2005 ART ROOM		DESTROY
900003904	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2005 CLASSROOM		DESTROY
900003613	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2005 HERITAGE ROOM		DESTROY
900003905	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2005 MEETING ROOMS ABC		DESTROY
900004383	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2006 ART ROOM		DESTROY
900004381	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2006 CLASSROOM		DESTROY
900004379	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2006 HERITAGE ROOM		DESTROY
900004380	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2006 MEETING ROOMS ABC		DESTROY
900006025	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2007 ART ROOM		DESTROY
900006026	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2007 CLASSROOM		DESTROY

6/22/2011

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Laguna Hills City Clerk

Destroy Date From 6/29/2011 To 6/29/2011
Orig. Dept: ALL

Barcode	File No.	Destroy Date	Orig. Dep	First Line	Second Line	Third Line	Current Location
900006028	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2007 HERITAGE ROOM		DESTROY
900006027	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2007 MEETING ROOMS ABC		DESTROY
900006030	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2007 PHYSICAL ACTIVITY ROOM		DESTROY
900007728	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2008 ART ROOM		DESTROY
900007729	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2008 CLASSROOM		DESTROY
900007727	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2008 HERITAGE ROOM		DESTROY
900008929	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2008 HERITAGE ROOM		DESTROY
900007730	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2008 MEETING ROOMS ABC	V001	DESTROY
900008928	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2008 MEETING ROOMS ABC	V002	DESTROY
900007731	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	2008 PHYSICAL ACTIVITY ROOM		DESTROY
030397	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	ATHLETIC FACILITY PERMITS	2001-2005	DESTROY
900002394	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	ATHLETIC FACILITY PERMITS	2005	DESTROY
900004377	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	ATHLETIC FACILITY PERMITS	2006	DESTROY
900006031	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	ATHLETIC FACILITY PERMITS	2007	DESTROY
900002395	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	PICNIC SHELTERS	2005	DESTROY
900004378	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	PICNIC SHELTERS	2006	DESTROY
900006029	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	PICNIC SHELTERS	2007	DESTROY
900007734	0700-30	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	PICNIC SHELTERS	2008	DESTROY

Laguna Hills City Clerk

Destroy Date From 6/29/2011 To 6/29/2011
Orig. Dept: ALL

Barcode	File No.	Destroy Date	Orig. Dep	First Line	Second Line	Third Line	Current Location
900007733	0700-300	6/29/2011	SER	FACILITY USE PERMITS/INS BINDERS	ATHLETIC FACILITY PERMITS	2008	DESTROY
900003776	0820-18	6/29/2011	PUB	CIP CERTIFIED PAYROLL	C. S. LEGACY CONSTRUCTION	MANDEVILLE PARK CIP NO 228	DESTROY
900003508	0820-18	6/29/2011	PUB	CIP CERTIFIED PAYROLL	TRAFFIC SIGNAL MODIFICATIONS	CIP 160 A & 160B	DESTROY
900005200	0850-05	6/29/2011	PUB	STORM DRAINAGE/FLOOD CONTROL	CANADA CHANNEL F23	2006	DESTROY
900007822	0860-05	6/29/2011	PUB	TRAFFIC ENGINEERING	RADAR TRAILER SCHEDULE	2008	DESTROY
034417	0900-20	6/29/2011	SER	CORRESPONDENCE	GENERAL	2003-2005	DESTROY
900002307	0910-50	6/29/2011	SER	SPECIAL EVENTS	FOURTH OF JULY	2005	DESTROY
900007071	0910-50	6/29/2011	SER	SPECIAL EVENTS	FOURTH OF JULY	2007	DESTROY
900007750	0910-50	6/29/2011	SER	SPECIAL EVENTS	FOURTH OF JULY	2008	DESTROY
900002308	0910-50	6/29/2011	SER	SPECIAL EVENTS	KOCE TV BUTTERFLY INITIATIVE	2005	DESTROY
900007219	0930-40	6/29/2011	PUB	PUBLIC SCHOOLS	LAGUNA HILLS HIGH SCHOOL	2007	DESTROY
900004654	0930-50	6/29/2011	SER	SPECIAL PROGRAMS	HEALTH FUNDERS PARTNERSHIP GRANT	SCOPE OF WORK	DESTROY
900006337	0940-30	6/29/2011	PUB	YOUTH SPORTS ACTIVITIES	LAGUNA HILLS LITTLE LEAGUE	2007	DESTROY
034407	0950-05	6/29/2011	SER	RECREATION ACTIVITIES	CERTIFICATES OF LIABILITY INSURA	2003-2006	DESTROY
900003537	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	FALL	2005	DESTROY
900004389	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	FALL	2006	DESTROY
900005657	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	FALL	2007	DESTROY
900009593	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	FALL	2008	DESTROY
900009327	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	GET FIT CAMPAIGN		DESTROY

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Barcode	File No.	Destroy Date	Orig. Dept	First Line	Second Line	Third Line	Current Location
900002306	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	SPRING	2005	DESTROY
900004387	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	SPRING	2006	DESTROY
900005655	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	SPRING	2007	DESTROY
900007738	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	SPRING	2008	DESTROY
900003811	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	SUMMER	2005	DESTROY
900004388	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	SUMMER	2006	DESTROY
900005656	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	SUMMER	2007	DESTROY
900007739	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	SUMMER	2008	DESTROY
900001671	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	WINTER	2005	DESTROY
900004386	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	WINTER	2006	DESTROY
900005654	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	WINTER	2007	DESTROY
900007737	0950-20	6/29/2011	SER	ACTIVITIES/SPECIAL PROGRAMS	WINTER	2008	DESTROY
900006422	0950-25	6/29/2011	PUB	VOLUNTEER PROGRAMS	ARBOR DAY	2007	DESTROY
034454	0950-25	6/29/2011	SER	VOLUNTEER PROGRAMS	VOLUNTEER CONNECTION DAY	2004-2007	DESTROY
900002921	0950-30	6/29/2011	SER	REGISTRATION FORMS	2005 SPRING	A-L	DESTROY
900002922	0950-30	6/29/2011	SER	REGISTRATION FORMS	2005 SPRING	M-Z	DESTROY
900002919	0950-30	6/29/2011	SER	REGISTRATION FORMS	2005 SUMMER	A-L	DESTROY
900002920	0950-30	6/29/2011	SER	REGISTRATION FORMS	2005 SUMMER	M-Z	DESTROY
900001719	0950-30	6/29/2011	SER	REGISTRATION FORMS	2005 WINTER	A-L	DESTROY
900001720	0950-30	6/29/2011	SER	REGISTRATION FORMS	2005 WINTER	M-Z	DESTROY

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Orig. Dept: ALL

Barcode	File No.	Destroy Date	Orig. Dept	First Line	Second Line	Third Line	Current Location
900006033	0950-30	6/29/2011	SER	REGISTRATION FORMS	2006 FALL	A-L	DESTROY
900006034	0950-30	6/29/2011	SER	REGISTRATION FORMS	2006 FALL	M-Z	DESTROY
900004394	0950-30	6/29/2011	SER	REGISTRATION FORMS	2006 SPRING	A-L	DESTROY
900004395	0950-30	6/29/2011	SER	REGISTRATION FORMS	2006 SPRING	M-Z	DESTROY
900004396	0950-30	6/29/2011	SER	REGISTRATION FORMS	2006 SUMMER	A-L	DESTROY
900004397	0950-30	6/29/2011	SER	REGISTRATION FORMS	2006 SUMMER	M-Z	DESTROY
900004390	0950-30	6/29/2011	SER	REGISTRATION FORMS	2006 WINTER	A-L	DESTROY
900004391	0950-30	6/29/2011	SER	REGISTRATION FORMS	2006 WINTER	M-Z	DESTROY
033353	1060-05	6/29/2011	SER	SOLID WASTE MANAGEMENT	NEWS ARTICLES	FY2002-2003	DESTROY
033355	1060-05	6/29/2011	SER	SOLID WASTE MANAGEMENT	OC INTEGRATED WASTE MANAGEMENT	FY2001-2003	DESTROY
900004127	1060-05	6/29/2011	SER	SOLID WASTE MANAGEMENT	OC INTEGRATED WASTE MANAGEMENT	FY2005-2007	DESTROY
023565	1060-20	6/29/2011	SER	LANDFILL/RECOVERY FACILITIES	LA COUNTY	FY1999-2001 DISPOSAL REPORTS	DESTROY
033347	1060-20	6/29/2011	SER	LANDFILL/RECOVERY FACILITIES	ORANGE COUNTY	2000-2001 GREENWASTE	DESTROY
023505	1060-20	6/29/2011	SER	LANDFILL/RECOVERY FACILITIES	ORANGE COUNTY	FY1999-2001 DISPOSAL REPORTS	DESTROY
023504	1060-20	6/29/2011	SER	LANDFILL/RECOVERY FACILITIES	ORANGE COUNTY	FY1999-2001 HAULER DATA	DESTROY
023584	1060-20	6/29/2011	SER	LANDFILL/RECOVERY FACILITIES	OTHER COUNTIES	FY1999-2001 DISPOSAL REPORTS	DESTROY
035561	1060-35	6/29/2011	SER	FRANCHISE ADMINISTRATION	C&D CERT RECYCLING FACILITIES	2004	DESTROY
900003864	1060-35	6/29/2011	SER	FRANCHISE ADMINISTRATION	CR&R	FY2004-2005 ANNUAL REPORTS	DESTROY
034117	1060-35	6/29/2011	SER	FRANCHISE ADMINISTRATION	CR&R RATE ADJUSTMENT	2003-07-01	DESTROY
900000518	1060-35	6/29/2011	SER	FRANCHISE ADMINISTRATION	CR&R RATE ADJUSTMENT	2004-07-01	DESTROY

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Barcode	File No.	Destroy Date	Orig. Dep	First Line	Second Line	Third Line	Current Location
900001503	1060-35	6/29/2011	SER	FRANCHISE ADMINISTRATION	OC RATE & SERVICES SURVEY	2004	DESTROY
026973	1060-35	6/29/2011	SER	FRANCHISE ADMINISTRATION	SOLAG/CR&R	FY1999-2001 ANNUAL REPORTS	DESTROY
032057	1060-35	6/29/2011	SER	FRANCHISE ADMINISTRATION	SOLAG/CR&R	FY2001-2003	DESTROY
033342	1060-35	6/29/2011	SER	FRANCHISE ADMINISTRATION	SOLAG/CR&R	FY2001-2003 MONTHLY RECYCLING	DESTROY
021429	1060-35	6/29/2011	SER	FRANCHISE ADMINISTRATION	TIERRA VERDE/GREENWASTE	FY1999-2001 DISPOSAL REPORTS	DESTROY
900002172	1060-35	6/29/2011	SER	FRANCHISE ADMINISTRATION	TIERRA VERDE/GREENWASTE	FY2003-2005 DISPOSAL REPORTS	DESTROY
021486	1060-35	6/29/2011	SER	FRANCHISE ADMINISTRATION	WASTE MANAGEMENT	1999-2001 MONTHLY REPORTS	DESTROY
026948	1060-35	6/29/2011	SER	FRANCHISE ADMINISTRATION	WASTE MANAGEMENT	FY1999-2001	DESTROY
031072	1060-35	6/29/2011	SER	FRANCHISE ADMINISTRATION	WASTE MANAGEMENT	FY1999-2001 ANNUAL REPORTS	DESTROY
023494	1060-40	6/29/2011	SER	COUNTY MASTER PLANS	OC INTEGRATED WASTE MANAGEMENT	FY1996-2001 FIVE YEAR PLAN	DESTROY
023589	1060-50	6/29/2011	SER	HOUSEHOLD HAZARDOUS WASTE	USED OIL	BLOCK GRANT-6TH CYCLE	DESTROY
032079	1080-05	6/29/2011	SER	WATER MANAGEMENT	2001-2003		DESTROY
900001935	1080-05	6/29/2011	SER	WATER MANAGEMENT	2004-2006		DESTROY

Record Count: 168

CITY OF LAGUNA HILLS

AGENDA REPORT ADMINISTRATIVE SERVICES DEPARTMENT

ISSUE: ADOPTION OF ANNUAL APPROPRIATIONS LIMIT FOR FY 2011/12

SUMMARY:

In accordance with Article XIII B of the California Constitution, which placed limits on the amounts of revenue that can be spent by public entities from proceeds of taxes, staff has determined that the City will be under the limit by \$18,686,052 for the budget year 2011/12. The accompanying schedules and appropriation summary page show how this limit was calculated. A Resolution establishing the limit for FY 2011/12 is attached to this report.

BACKGROUND:

As required by law, the voters approved an Appropriations Limit of \$9,102,336 for FY 1993/94; the City's first full fiscal year of operation. This Limit serves as the "Base Year" and is adjusted annually based on population and inflation factors. In FY 1996/97, the limit was adjusted by \$2,032,217 in order to account for the anticipated increase in revenues due to the annexation of North Laguna Hills. This amount was based on the information available from the County. Subsequently, actual revenues exceeded the initial forecast, thus an additional revenue amendment of \$1,858,438 was factored into the FY 1999/00 limit calculation. In FY2001/02, the limit was amended in order to use the City's actual population change to reflect the increase in the City's population as a result of the Westside annexation.

Applying the allowable population and per capita income growth factors, the Appropriations Limit for the City of Laguna Hills for FY 2011/12 is calculated to be \$29,022,451. This calculation must be made available to the public for 15 days prior to adoption. This requirement has been satisfied.

RECOMMENDATION: THAT THE CITY COUNCIL ADOPT A RESOLUTION ENTITLED: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DETERMINING AND ADOPTING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2011/12 IN ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA, AND SECTION 7910 OF THE GOVERNMENT CODE."

Pursuant to State Law, the City may not appropriate any proceeds of taxes it receives in excess of \$29,022,451 for FY 2011/12. The anticipated proceeds of taxes minus the capital outlays and other qualified exclusions for this fiscal year resulted in an amount of \$10,336,399 subject to the limit, which is well below the legal limit by \$18,686,052. The following calculation shows the amount under the limit for FY 2011/12:

Appropriations Limit

Total FY 2011/12 Appropriations Limit	\$29,022,451
Less: Total Subject to Appropriations Limit	<u>10,336,399</u>
Amount Under the Appropriations Limit	<u>\$ 18,686,052</u>

State law also requires that the annual calculation of the Limit be reviewed as part of an annual financial audit. This annual review evaluates the accuracy of the computations and the adequacy of documentation. In compliance with the requirements of Section 1.5 of Article XIII B of the California Constitution, an agreed upon procedures engagement is performed by the City's auditors as part of the annual financial audit each fiscal year.

RECOMMENDATION: THAT THE CITY COUNCIL ADOPT A RESOLUTION ENTITLED: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DETERMINING AND ADOPTING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2011/12 IN ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA, AND SECTION 7910 OF THE GOVERNMENT CODE."

ATTACHMENTS:

- Resolution
- Schedules Calculating the Appropriation Limit

RESOLUTION NO. 2011-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DETERMINING AND ADOPTING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2011/12 IN ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA, AND SECTION 7910 OF THE GOVERNMENT CODE

WHEREAS, Article XIII B requires public entities in the State of California to set an annual Appropriations Limit; and

WHEREAS, the league of California Cities issued in March 1991 uniform guidelines for the implementation of the provision of Article XIII B of the California Constitution; and

WHEREAS, Government Code Section 7910 calls for the adoption of the annual Limit prior to the beginning of the FY 2011/12; and

WHEREAS, Article XIII B requires the City Council to select the population and inflation factors for the year's Appropriations Limit calculation; and

WHEREAS, the Appropriations Limit must be adhered to in adopting the City's Biennial Budget.

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

SECTION 1. That in accordance with Article XIII B of the Constitution of the State of California and Section 7910 of the Government Code and as set forth in detail in the attached Exhibit "A" the Appropriations Limit beginning July 1, 2011, is established at \$29,022,451.

SECTION 2. That the inflation factor being utilized to calculate the FY 2011/12 is based on the California per capita income.

SECTION 3. That the population factor being utilized to calculate FY 2011/12 Appropriations Limit is the population growth for the County of Orange.

SECTION 4. That the Appropriations Limit shall not be exceeded in the adopted budget nor by any proposed amendment to the budget.

PASSED, APPROVED, AND ADOPTED this 28th day of June, 2011.

L. ALLAN SONGSTAD, JR., MAYOR

ATTEST:

PEGGY J. JOHNS, CITY CLERK

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

I, Peggy J. Johns, City Clerk of the City of Laguna Hills, California, DO
HEREBY CERTIFY that the foregoing is a true and correct copy of
Resolution No. 2011- adopted by the City Council of the City of Laguna Hills,
California, at a Regular Meeting thereof held on the 28th day of June 2011, by the
following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

PEGGY J. JOHNS, CITY CLERK

Exhibit A
CITY OF LAGUNA HILLS
Appropriations Limit Summary

In November 1979, the voters of the State of California approved Proposition 4, commonly known as the "Gann Initiative." The Proposition created Article XIII B of the State Constitution placing limits on the amount of revenue, which can be spent by all entities of government from the "proceeds of taxes." Proposition 4 became effective for the 1980-81 fiscal year, but the formula for calculating the limit was based on the 1978-79 "base year" revenues.

Section 9710 of the California Government Code, added in 1980 by the State Legislature, provides that "each year, the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following year..."

In order to address the increasing number of complaints by agencies about the restrictions of Proposition 4, and to provide guidelines for local governments in adopting their limits, the voters approved Proposition 111 in June 1990. Among other things, Proposition 111 provided new adjustment formulas, which make the Appropriations Limit more responsive to local growth issues. Proposition 111 also established a requirement for an annual review of Limit calculations.

Comparing the FY2011/12 Appropriations Limit of \$29,022,451 and the Appropriations Subject to the Limit of \$10,336,399 indicates that the City will be well below its Appropriations Limit. The City's budgeted revenues for FY2011/12 subject to limitation will be below its legal limit by \$18,686,052.

2010/11 Appropriations Limit

2010/11 change in Per Capita Ratio	-2.54%	
2010/11 change in County population	1.0101%	
\$28,559,303 x .9746 x 1.0101		\$ 28,115,019

2011/12 Appropriations Limit

2011/12 change in Per Capita Ratio	2.51%	
2011/12 change in County population	1.0070%	
\$28,115,019 x 1.0251 x 1.0070		\$ 29,022,451

City of Laguna Hills



Fiscal Year 2011/12 Appropriations Limit

Fiscal Year Appropriation Limit	Cost of Living % Change ^(f) Factor	Population % Change ^(a) Factor	Total Growth Factor	Appropriations Limit ^(b)	Adjustment for Annexation	Adjusted Appropriations Limit
1992-93						
1993-94	1.0272	1.0215	1.04928	\$9,102,336		
1994-95	1.0071	1.0164	1.02362	\$9,317,301		
1995-96	1.0472	1.0172	1.06521	\$9,924,899		
1996-97	1.0467	1.0105	1.05772	\$10,497,813	\$2,032,217 ^c	\$12,530,029.82
1997-98	1.0467	1.0107	1.05791	\$13,255,633		\$13,255,632.70
1998-99	1.0415	1.0169	1.05915	\$14,039,638		\$14,039,638.33
1999-00	1.0453	1.0177	1.06380	\$14,935,393	\$1,858,438 ^d	\$16,793,830.69
2000-01	1.0491	1.0156	1.06547	\$17,893,255		\$17,893,254.94
2001-02	1.0782	1.0817	1.16629	\$20,868,705		\$20,868,705.34
2002-03	0.9873	1.0113	0.99846	\$20,836,494		\$20,836,494.28
2003-04 ^e	1.0231	1.0096 ^e	1.03292 ^e	\$21,522,468 ^e		\$21,522,468.35 ^e
2003-04 ^e	1.0231	1.0165 ^e	1.03998 ^e	\$21,669,561 ^e		\$21,669,561.29 ^e
2004-05	1.0328	1.0142	1.04747	\$22,698,123		\$22,698,123.48
2005-06	1.0526	1.0113	1.06449	\$24,162,025		\$24,162,024.88
2006-07	1.0396	1.0083	1.04823	\$25,327,327		\$25,327,327.45
2007-08	1.0442	1.0084	1.05297	\$26,668,948		\$26,668,948.40
2008-09	1.0429	1.0102	1.05354	\$28,096,739		\$28,096,739.36
2009-10	1.0062	1.0102	1.01646	\$28,559,303		\$28,559,302.72
2010-11	0.9746	1.0101	0.98444	\$28,115,019		\$28,115,018.79
2011-12	1.0251	1.0070	1.03228	\$29,022,451		\$29,022,450.70

^(a) Source: California Department of Finance

^(b) Permanent Limit of \$9,102,336 was adopted following the first fiscal year of operations. The Limit was approved by voters on November 8, 1994 adopted by Resolution 94-06-28-3.

^(c) The Appropriations limit is increased by the transfer of revenues from the County following the annexation effective July 1, 1996.

^(d) The Appropriations limit is adjusted by amending the revenues attributable to annexation, based on actual receipts for FY96/97 & FY97/98.

^(e) Amended Appropriation Limit using the annual percentage change in the County population.

^(f) Subdivision (e) of Section 8 of Article XIII B of the California Constitution defines "change in the cost of living" as either (1) the percentage change in California per capital personal income from the preceding year or (2) the percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local nonresidential new construction.

May 2011

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2011, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2011-2012. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2011-2012 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county's and incorporated area's summed population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228 for further information regarding the appropriation limit. You can access the Code from the following website: "<http://www.leginfo.ca.gov/calaw.html>" check box: "Revenue and Taxation Code" and enter 2228 for the search term to learn more about the various population change factors available to special districts to calculate their appropriations limit. Article XIII B, Section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Consult the following website: "http://www.leginfo.ca.gov/const/article_13B" for additional information. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No State agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. The Federal 2010 Census population counts for cities and counties have been certified to the State Controller's Office. Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2011.**

Please Note: The population estimates provided in this report incorporate 2010 Census numbers as benchmarks. Therefore, the population estimates for 2010 and 2011 published in this report for your jurisdiction may be noticeably different from the previous year estimates.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

May 2011

Enclosure I

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2011-2012 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2011-2012	2.51

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2011-2012 appropriation limit.

2011-2012:

Per Capita Cost of Living Change = 2.51 percent
Population Change = 0.77 percent

Per Capita Cost of Living converted to a ratio: $\frac{2.51 + 100}{100} = 1.0251$

Population converted to a ratio: $\frac{0.77 + 100}{100} = 1.0077$

Calculation of factor for FY 2011-2012: $1.0251 \times 1.0077 = 1.0330$

Enclosure II
Annual Percent Change in Population Minus Exclusions
January 1, 2010 to January 1, 2011 and Total Population, January 1, 2011

County	Percent Change	--- Population Minus Exclusions ---		Total
City	2010-2011	1-1-10	1-1-11	Population
Orange				
Aliso Viejo	1.06	47,814	48,320	48,320
Anaheim	1.45	336,149	341,034	341,034
Brea	2.00	39,279	40,065	40,065
Buena Park	0.48	80,484	80,868	80,868
Costa Mesa	0.22	109,491	109,734	110,146
Cypress	0.34	47,745	47,907	47,907
Dana Point	0.28	33,336	33,429	33,429
Fountain Valley	0.31	55,251	55,423	55,423
Fullerton	0.32	135,146	135,574	135,574
Garden Grove	0.32	170,773	171,327	171,327
Huntington Beach	0.21	189,977	190,377	190,377
Irvine	3.31	212,126	219,156	219,156
Laguna Beach	0.33	22,718	22,792	22,792
Laguna Hills	0.23	30,341	30,410	30,410
Laguna Niguel	0.44	62,953	63,228	63,228
Laguna Woods	0.20	16,191	16,224	16,224
La Habra	0.33	60,231	60,432	60,432
Lake Forest	0.30	77,257	77,490	77,490
La Palma	0.24	15,558	15,596	15,596
Los Alamitos	0.23	11,448	11,474	11,474
Mission Viejo	0.20	93,297	93,483	93,483
Newport Beach	0.23	85,180	85,376	85,376
Orange	0.54	136,256	136,995	136,995
Placentia	0.27	50,529	50,665	50,665
Rancho Santa Margarita	0.20	47,849	47,947	47,947
San Clemente	0.39	63,494	63,743	63,743
San Juan Capistrano	0.48	34,567	34,734	34,734
Santa Ana	0.23	324,483	325,228	325,228
Seal Beach	0.21	24,125	24,176	24,215
Stanton	0.39	38,170	38,317	38,317
Tustin	0.39	75,488	75,781	75,781
Villa Park	0.21	5,811	5,823	5,823
Westminster	0.29	89,677	89,937	89,937
Yorba Linda	1.24	64,061	64,855	64,855
Unincorporated	0.32	121,101	121,488	121,488
County Total	0.70	3,008,356	3,029,408	3,029,859

(*) Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

CITY OF LAGUNA HILLS
CALCULATION OF ESTIMATED APPROPRIATIONS APPLIED TOWARD LIMIT
FY 2009/10 - 2011/12

	ACTUAL FISCAL YEAR 2009/10	BUDGET FISCAL YEAR 2010/11	YEAR END ESTIMATE 2010/11	BUDGET FISCAL YEAR 2011/12
Proceeds of Taxes				
Property Taxes	8,490,682	9,165,896	8,316,694	8,443,720
Sales Taxes	4,970,647	6,378,750	5,313,001	5,490,497
Transient Occupancy Tax	752,479	1,055,750	900,000	950,000
From State				
Motor Vehicle In Lieu	99,167	120,000	124,040	125,439
Off-Highway Motor Vehicle				
Locally Raised				
Rental Fees	48,000	48,000	48,000	48,000
Proceeds of Taxes Before Interest	14,360,975	16,768,396	14,701,735	15,057,656
Less: Exclusions				
Federal Mandates				
National Pollutant Discharge Elimination System	103,717	150,000	171,000	200,000
Medicare	45,254	51,041	48,236	49,504
Social Security and in Lieu Retirement	648,048	801,136	768,293	772,351
FLSA Requirements	47,817	55,721	69,172	76,911
Planning	518,013	534,258	501,979	593,149
Highways -Traffic Engineering/Signals Maintenance	860,082	950,850	886,977	945,000
Air and Water Pollution	0	50,000	0	65,000
Qualified Capital Outlays	1,777,861	1,900,825	1,908,900	2,043,387
Total Exclusions	4,000,792	4,493,831	4,354,557	4,745,302
Total Proceeds Less Exclusions	10,360,183	12,274,565	10,347,178	10,312,354
Net Invested Taxes	10,360,183	12,274,565	10,347,178	10,312,354
Ratio of Net Invested Taxes to Proceeds of Taxes before Interest	72.14%	73.20%	70.38%	68.49%
General Fund Interest Earnings	20,070	61,441	24,577	35,109
Total Interest Earned from Taxes	14,479	44,975	17,297	24,045
Total Subject to Limit Appropriations	10,374,662	12,319,540	10,364,475	10,336,399
Appropriations Limit	28,559,303	28,115,019	28,115,019	29,022,451
Over/(Under) the Limit	(18,184,641)	(15,795,478)	(17,750,544)	(18,686,052)

ADA FEDERAL MANDATES
GANN LIMIT CALCULATION

DESCRIPTION	ACTUAL FISCAL YEAR 2009/10	BUDGET FISCAL YEAR 2010/11	YE ESTIMATE 2010/11	BUDGET FISCAL YEAR 2011/12
National Pollutant Discharge Elimination System	103,717	150,000	171,000	200,000
Medicare	45,254	51,041	48,236	49,504
Social Security and in Lieu Retirement	648,048	801,136	768,293	772,351
FLSA Requirements	47,817	55,721	69,172	76,911
Planning	518,013	534,258	501,979	593,149
Highways -Traf Engr/Signals Maintenance ⁽¹⁾	860,082	950,850	886,977	945,000
Air and Water Pollution ⁽²⁾	0	50,000	0	65,000
	2,222,931	2,593,006	2,445,657	2,701,915
Traffic Engineer	60,235	58,350	69,604	60,000
County EMA - Street Maintenance	497,711	652,500	599,018	640,000
Street Sweeping	124,701	120,000	120,305	125,000
Traffic Signal	177,435	120,000	98,050	120,000
Highways -Traf Engr/Signals Maintenance ⁽¹⁾	860,082	950,850	886,977	945,000
Storm Drain Inventory				
Storm Drain/Slope Repairs		50,000		
Water Quality Improvement				65,000
Air and Water Pollution ⁽²⁾	0	50,000	0	65,000

SCHEDULE B
 QUALIFIED CAPITAL PROJECTS
 GANN LIMIT CALCULATION

DESCRIPTION	PROJECT NO.	ACTUAL FISCAL YEAR 2009/10	BUDGET FISCAL YEAR 2010/11	YE ESTIMATE 2010/11	BUDGET FISCAL YEAR 2011/12
Streets, Signals and Lighting					
Annual Street Maintenance	101		1,490,000	1,650,000	
Moulton Widening @ Sta Maria	137	2,587		25,000	
La Paz Widening @ I-5	159	327,478	5,021,545	6,000,000	
Cabot Pavement Resurfacing	161	26,293			
La Paz at Appaloosa Traffic Signal	163				
Ave Carlota Widening @ El Toro Rd	164		2,216,000	2,171,000	
Moulton Pavement Resurf- LH Dr to Via Lomas	166	30,777			
Moulton Pavement Resurface- Glenwood to LH Dr.	167	30,395			
Laguna Hills Drive Pavement Resurfacing Moulton-PDV	169	696,083			
Alicia Pkwy Signal Synchronization	173	255,902			
La Paz Road Signal Synchronization	174	135,587		260,000	
El Toro Pavement Rehabilitation	179		20,000		
Sub-total		1,505,101	8,747,545	10,106,000	-
Parks					
Beckenham Park	229	669			
Community Ctr & Sports Complex Field Renovations	238		150,000	144,075	
Costeau Park & Stockport Park Playground Renovation	239	21,090	220,000	190,000	
Renovation of Stockport Park Playground	239B				200,000
Sub-total		21,759	370,000	334,075	200,000
Streetscape					
Entry Monuments	307	3,876		22,124	
El Toro Median Island Rehab	313	75,877			
Aliso Hills Area Open Spac	316	13,234			
Urban Village/N. Laguna Hills Wayfinding Program	329			29,000	
Urban Reforestation	320				100,000
Sub-total		92,987	-	51,124	100,000
Flood Control					
Storm Drain/Slope Repairs	403		50,000		
Citywide Storm Drain Inventory	408				
Water Quality Improvements	409				
NPDES	410	103,717	150,000	171,000	200,000
Water Quality Improvements	412				65,000
Sub-total		103,717	200,000	171,000	265,000
Public Facilities					
Public Art Program	510	89,837		11,000	
Community Center Renovation	513		285,000		200,000
Sports Complex Renovation	514	22,271	271,000	150,000	
Sub-total		112,108	556,000	161,000	200,000
Trails and Open Space					
Oso Pkwy Northside	603	86,840			
Oso Pkwy Southside	604	69,549		600	
La Paz Open Space Riparian Habitat	615		100,000		
Sub-total		156,389	100,000	600	-

SCHEDULE B
QUALIFIED CAPITAL PROJECTS
GANN LIMIT CALCULATION

DESCRIPTION	PROJECT No.	ACTUAL FISCAL YEAR 2009/10	BUDGET FISCAL YEAR 2010/11	YE ESTIMATE 2010/11	BUDGET FISCAL YEAR 2011/12
Total Capital Outlays		1,992,060	9,973,545	10,823,799	765,000
Less:					
Air and Water Pollution		103,717	200,000	171,000	265,000
Aggregate Capital Outlay <\$100,000 ⁽¹⁾		364,184	20,000	87,724	-
Other Capital Funding		1,638,298	9,653,545	10,457,000	255,000
Sub-total		2,106,199	9,873,545	10,715,724	520,000
Add:					
Annual Debt Service		1,892,000	1,800,825	1,800,825	1,798,387
Sub-total		1,892,000	1,800,825	1,800,825	1,798,387
Qualified Capital Outlay		1,777,861	1,900,825	1,908,900	2,043,387

(1) Includes qualifying capital improvement projects purchased with tax proceeds
with a useful life of 10 years or more and a value which equals or exceeds \$100,000.

CITY OF LAGUNA HILLS

AGENDA REPORT PUBLIC SERVICES DEPARTMENT

ISSUE: RENEWED MEASURE M (M2) COMPLIANCE REPORTING TO OCTA

SUMMARY:

On November 7, 2006, Orange County voters approved Ordinance No. 3, Renewed Measure M (M2), the extension of the original Measure M. As part of the M2 program, Orange County local agencies must meet eligibility requirements in order to receive M2 funds. The eligibility compliance documents are due to the Orange County Transportation Authority (OCTA) by June 30th of each calendar year. The City is in compliance with M2 and City Council is requested to review and approve the compliance submittal documents along with the attached Resolution.

BACKGROUND:

Annually, OCTA determines if local jurisdictions are eligible to receive Measure M turnback funds and competitive funds. Under M2, local jurisdictions must satisfy several requirements as outlined in the Renewed Measure M Eligibility Guidelines in order to remain eligible for these funds as follows:

- Complete the Measure M Eligibility Checklist.
- Complete the Congestion Management Program Checklist.
- Demonstrate continued funding of street maintenance at the Maintenance of Effort level determined by the City.
- Adopt, fund, and update a local Pavement Management Plan.
- Adopt a General Plan Circulation Element consistent with the Master Plan of Arterial Highways.
- Follow procedural guidelines for the expenditure and accounting of Measure M funds.

RECOMMENDATION: THAT THE CITY COUNCIL: (1) APPROVE THE M2 COMPLIANCE SUBMITTAL; AND (2) ADOPT A RESOLUTION ENTITLED: “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, CONCERNING THE CONSISTENCY OF THE CIRCULATION ELEMENT FOR THE CITY OF LAGUNA HILLS WITH THE MASTER PLAN OF ARTERIAL HIGHWAYS.”

- Adopt a City Council Resolution attesting that no unilateral reduction in lanes has been made on any Master Plan of Arterial Highway roadways.
- Provide an adopted Seven-Year Capital Improvement Program.

Submitted for City Council approval are the M2 compliance documents.

FISCAL IMPACT:

The City anticipates receiving approximately \$500,000 of annual revenues under the Measure M Local Fair Share Program through Fiscal Year 2015/2016. Failure to remain eligible for Measure M funds would put these funds in jeopardy.

RECOMMENDATION: THAT THE CITY COUNCIL: (1) APPROVE THE M2 COMPLIANCE SUBMITTAL; AND (2) ADOPT A RESOLUTION ENTITLED: “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, CONCERNING THE CONSISTENCY OF THE CIRCULATION ELEMENT FOR THE CITY OF LAGUNA HILLS WITH THE MASTER PLAN OF ARTERIAL HIGHWAYS.”

ATTACHMENTS:

- Resolution
- Seven Year Capital Improvement Program
- Maintenance of Effort Reporting Form
- Measure M Eligibility Checklist
- CMP Checklist
- Local Pavement Management Plan Certification

RESOLUTION NO. 2011-06-28-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, CONCERNING THE CONSISTENCY OF THE CIRCULATION ELEMENT FOR THE CITY OF LAGUNA HILLS WITH THE MASTER PLAN OF ARTERIAL HIGHWAYS

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

WHEREAS, the City of Laguna Hills desires to maintain and improve the streets within its jurisdiction, including those arterials contained in the Master Plan of Arterial Highways (MPAH); and

WHEREAS, the City of Laguna Hills has endorsed a definition of, and a purpose for, determining consistency of the City's General Plan Circulation Element with the MPAH; and

WHEREAS, the City has adopted a General Plan Circulation Element which does not preclude implementation of the MPAH within its jurisdiction; and

WHEREAS, the City has adopted a Resolution informing the Orange County Transportation Authority (OCTA) that the City's Circulation Element is in conformance with the MPAH and whether any changes to any arterial highways of said Circulation Element have been adopted by the City during Fiscal Year 2010/2011; and

WHEREAS, the City is required to send annually to OCTA all recommended changes to the City's Circulation Element and the MPAH for the purpose of re-qualifying for participation in Measure M Street and Road Programs.

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

SECTION 1. The arterial highway portion of the City's Circulation Element of the City is in conformance with the MPAH.

SECTION 2. The City attests that no unilateral reduction in through lanes has been made on any MPAH arterials during Fiscal Year 2010/2011.

SECTION 3. The City has adopted a uniform setback ordinance providing for the preservation of right-of-way consistent with the MPAH arterial highway classification.

SECTION 4. The City has adopted provisions for the limitation of access to arterial highways in order to protect the integrity of the system.

PASSED, APPROVED, AND ADOPTED this 28th day of June 2011.

L. ALLAN SONGSTAD, JR., MAYOR

ATTEST:

PEGGY J. JOHNS, CITY CLERK

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

I, Peggy J. Johns, City Clerk of the City of Laguna Hills, California, DO
HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution
No. 2011-06-28- adopted by the City Council of the City of Laguna Hills, California, at a
Regular Meeting thereof held on the 28th day of June 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

PEGGY J. JOHNS, CITY CLERK

Measure M and Renewed Measure M (M2)

Seven Year Capital Improvement Program (Sorted by Name)
Fiscal Years 2011/2012 through 2017/2018

Agency : Laguna Hills

Project Number : n/a

Project Name : Annual Street Maintenance FY 12/13

Project Limits/Loc : Citywide street maintenance pursuant to the Pavement Management Plan.

Type Of Work : Road Maintenance

Additional TOW: rehabilitation of roadway

Project Description: Bi-annual roadway maintenance program.

Fund Name	Percent	Estimated Cost	Projected Cost	ExplainOther
Gas Tax	100.00%	1,842,000	1,897,552	
Other	0.00%	0	0	
	100.00%	\$1,842,000	\$1,897,552	

Project Cost :	Project Phase	FY 1 Cost	FY 2 Cost	FY 3 Cost	FY 4 Cost	FY 5 Cost	FY 6 Cost	FY 7 Cost	Estimated Cost	Projected Cost
		11/12	12/13	13/14	14/15	15/16	16/17	17/18		
C		0	1,792,000	0	0	0	0	0	1,792,000	1,847,552
E		0	50,000	0	0	0	0	0	50,000	50,000
		\$0	\$1,842,000	\$0	\$0	\$0	\$0	\$0	\$1,842,000	\$1,897,552

Agency : Laguna Hills

Project Number : n/a

Project Name : Annual Street Maintenance FY 14-15

Project Limits/Loc : Citywide street maintenance pursuant to the Pavement Management Plan.

Type Of Work : Road Maintenance

Additional TOW: rehabilitation of roadway

Project Description: Bi-annual roadway maintenance program.

Fund Name	Percent	Estimated Cost	Projected Cost	ExplainOther
Gas Tax	100.00%	1,945,000	2,126,440	
Other	0.00%	0	0	
	100.00%	\$1,945,000	\$2,126,440	

Project Cost :	Project Phase	FY 1 Cost	FY 2 Cost	FY 3 Cost	FY 4 Cost	FY 5 Cost	FY 6 Cost	FY 7 Cost	Estimated Cost	Projected Cost
		11/12	12/13	13/14	14/15	15/16	16/17	17/18		
C		0	0	0	1,890,000	0	0	0	1,890,000	2,071,440
E		0	0	0	55,000	0	0	0	55,000	55,000
		\$0	\$0	\$0	\$1,945,000	\$0	\$0	\$0	\$1,945,000	\$2,126,440

21-Jun-11

Measure M and Renewed Measure M (M2)

2

Seven Year Capital Improvement Program (Sorted by Name)
Fiscal Years 2011/2012 through 2017/2018

Agency : Laguna Hills

Project Number : n/a

Project Name : Annual Street Maintenance FY 16-17

Project Limits/Loc : Citywide street maintenance pursuant to the Pavement Management Plan.

Type Of Work : Road Maintenance

Additional TOW: rehabilitation of roadway

Project Description: Bi-annual roadway maintenance program.

Fund Name	Percent	Estimated Cost	Projected Cost	ExplainOther
Gas Tax	100.00%	2,064,000	2,394,660	
	100.00%	\$2,064,000	\$2,394,660	

Project Cost :	Project Phase	FY 1 Cost	FY 2 Cost	FY 3 Cost	FY 4 Cost	FY 5 Cost	FY 6 Cost	FY 7 Cost	Estimated Cost	Projected Cost
		11/12	12/13	13/14	14/15	15/16	16/17	17/18		
	C	0	0	0	0	0	2,004,000	0	2,004,000	2,334,660
	E	0	0	0	0	0	60,000	0	60,000	60,000
		\$0	\$0	\$0	\$0	\$0	\$2,064,000	\$0	\$2,064,000	\$2,394,660

Agency : Laguna Hills

Project Number : n/a

Project Name : El Toro Road Pavement Rehabilitation

Project Limits/Loc : Paseo De Valencia to I-5 freeway

Type Of Work : Road Maintenance

Additional TOW: rehabilitation of roadway

Project Description: Pavement rxr, curb and gutter repairs, access ramp construction, AC overlay, striping and traffic loops. CIP

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Fund Name	Percent	Estimated Cost	Projected Cost	ExplainOther
General	86.36%	475,000	532,820	
Other	13.64%	75,000	84,130	City of Lake Forest
	100.00%	\$550,000	\$616,950	

Project Cost :	Project Phase	FY 1 Cost	FY 2 Cost	FY 3 Cost	FY 4 Cost	FY 5 Cost	FY 6 Cost	FY 7 Cost	Estimated Cost	Projected Cost
		11/12	12/13	13/14	14/15	15/16	16/17	17/18		
	C	0	0	0	0	515,000	0	0	515,000	581,950
	E	0	0	0	0	35,000	0	0	35,000	35,000
		\$0	\$0	\$0	\$0	\$550,000	\$0	\$0	\$550,000	\$616,950

Measure M and Renewed Measure M (M2)

Seven Year Capital Improvement Program (Sorted by Name)
Fiscal Years 2011/2012 through 2017/2018

Agency : Laguna Hills

Project Number : n/a

Project Name : La Paz Road Sidewalk Widening

Project Limits/Loc : Northerly side of La Paz Road from Paseo De Valencia to Grissom Road.

Type Of Work : Pedestrian

Additional TOW: reconstruction or rehabilitation of sidewalk

Project Description: This project includes the construction of a standard width arterial highway sidewalk along the northerly side of La Paz Road from Paseo De Valencia to Grissom Road. This is to improve pedestrian access along La Paz Road to ADA standards. CIP 171

Project Cost :

Project Phase	FY 1 Cost	FY 2 Cost	FY 3 Cost	FY 4 Cost	FY 5 Cost	FY 6 Cost	FY 7 Cost	Estimated Cost	Projected Cost	Explain Other
	11/12	12/13	13/14	14/15	15/16	16/17	17/18			
C	0	0	0	0	130,000	0	0	130,000	146,900	
E	0	0	0	0	45,000	0	0	45,000	45,000	
R	0	0	0	0	100,000	0	0	100,000	113,000	
	\$0	\$0	\$0	\$0	\$275,000	\$0	\$0	\$275,000	\$304,900	

Agency : Laguna Hills

Project Number : n/a

Project Name : Ridge Route Dr Pavement Rehabilitation

Project Limits/Loc : Moulton Parkway to Avenida de la Carlota

Type Of Work : Road Maintenance

Additional TOW: rehabilitation of roadway

Project Description: Pavement rxi, curb and gutter repairs, access ramp construction, ac overlay, striping and traffic loops. CIP 172

Project Cost :

Project Phase	FY 1 Cost	FY 2 Cost	FY 3 Cost	FY 4 Cost	FY 5 Cost	FY 6 Cost	FY 7 Cost	Estimated Cost	Projected Cost	Explain Other
	11/12	12/13	13/14	14/15	15/16	16/17	17/18			
C	0	0	490,000	0	0	0	0	490,000	0	
E	0	25,000	0	0	0	0	0	25,000	25,000	
	\$0	\$25,000	\$490,000	\$0	\$0	\$0	\$0	\$515,000	\$515,000	

21-Jun-11

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Measure M and Renewed Measure M (M2)

Seven Year Capital Improvement Program (Sorted by Name)

Fiscal Years 2011/2012 through 2017/2018

Agency : Laguna Hills

Project Number : n/a

Project Name : Santa Maria Ave Pavement Rehabilitation

Project Limits/Loc : Santa Maria Ave from Via Vista to ~900 feet westerly.

Type Of Work : Road Maintenance

Additional TOW : rehabilitation of roadway

Project Description: This project is to include pavement removals/rehabilitation, asphalt concrete overlay, and striping. The City of Laguna Woods is the lead agency for this project that included the pavement rehabilitation of the full length of Santa Maria Avenue.

Project Cost :	Project Phase	FY 1 Cost	FY 2 Cost	FY 3 Cost	FY 4 Cost	FY 5 Cost	FY 6 Cost	FY 7 Cost	Estimated Cost	Projected Cost	ExplainOther	Projected Cost
		11/12	12/13	13/14	14/15	15/16	16/17	17/18				
C		0	200,000	0	0	0	0	0	200,000	0		0
		\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0		\$0

Agency : Laguna Hills

Project Number : n/a

Project Name : Traffic Signal Improvements/Coordination Projects

Project Limits/Loc : Various locations

Type Of Work : Traffic Signals

Additional TOW: interconnect traffic signals to improve coordination and communication

Project Description: This project will interconnect traffic signals, provide for timing/coordination plans, and connect the systems to a central control. CIP 168

Project Cost :	Project Phase	FY 1 Cost	FY 2 Cost	FY 3 Cost	FY 4 Cost	FY 5 Cost	FY 6 Cost	FY 7 Cost	Estimated Cost	Projected Cost	ExplainOther	Projected Cost
		11/12	12/13	13/14	14/15	15/16	16/17	17/18				
C		0	0	0	550,000	0	0	0	550,000	0		602,800
E		0	0	0	50,000	0	0	0	50,000	0		50,000
		\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$600,000	\$652,800		\$652,800

Total for Laguna Hills

\$0	\$2,067,000	\$490,000	\$2,545,000	\$825,000	\$2,064,000	\$0	\$7,991,000	\$8,018,302
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**MAINTENANCE OF EFFORT
REPORTING FORM
Fiscal Year 2011-12**

Attachment B

Reporting Jurisdiction: CITY OF LAGUNA HILLS

Type of GENERAL FUND Transportation Expenditures:

(Please attach supporting budget documentation for each line item listed below)

		Total Expenditure
MAINTENANCE		
Street Maintenance Contract	\$	640,000
Street Sweeping		125,000
Signal Maintenance Contract		120,000
Utilities		390,000
Personnel		561,639
Miscellaneous contract and other maintenance		215,500
Sub-total Maintenance		\$ 2,052,139

CONSTRUCTION

Streets, Signals and Lighting		
Per Attached Schedule	\$ 365,000	
Streets, Signals and Lighting		\$ 365,000
Sub-total Construction		\$ 365,000

OTHER

Operating Expenditures	\$	24,150
Sub-total Other		\$ 24,150

Total General Fund Transportation Expenditures	\$	2,441,289
(less Total MOE Exclusions *)	(-)	120,000
MOE Expenditures	\$	2,321,289

MOE Benchmark Requirement 268,106

(Shortfall) / Surplus \$ 2,053,183

Certification:

I hereby certify that the City of Laguna Hills has budgeted and will meet the Maintenance of Effort requirement for Fiscal Year 2011-12.

Signature

Assistant City Manager

Title

Date

June 20, 2011

*Funding sources include federal, state, redevelopment, and bond financing

MAINTENANCE OF EFFORT REPORTING FORM

Attachment - Construction Schedule

Fiscal Year 2011-12

CONSTRUCTION

Streets, Signals and Lighting

101 Annual Street Maintenance

\$	0	\$	0	\$	0	\$	0
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Streetscape

320 Urban Reforestation

\$	100,000	\$	25,000	\$	0	\$	75,000
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Flood Control

410 NPDES / Water Quality Program

\$	200,000	\$	200,000	\$		\$	0
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412 Water Quality (2) Improvements

	65,000		20,000		45,000		0
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\$	<u>365,000</u>	\$	<u>245,000</u>	\$	<u>45,000</u>	\$	<u>75,000</u>
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MOE Exclusion

MOE Exclusion

MOE Exclusions

\$	<u>120,000</u>
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**CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FISCAL YEAR 2011/12 - 2012/13**

		DESCRIPTION			CODE NO.	
FUND:		General Fund			100	
DEPARTMENT:		Public Works			250	
		PRIOR YEAR'S ACTUAL FY 09/10	AMENDED BUDGET FY 10/11	YEAR END ESTIMATE FY 10/11	PROPOSED BUDGET	
					FY 11/12	FY 12/13
PERSONNEL						
510.000	SALARIES - FULL TIME	195,051	198,997	193,293	192,002	196,226
518.000	AUTO ALLOWANCE	3,510	3,510	3,510	3,510	3,510
520.000	MEDICARE	2,752	2,936	2,854	2,834	2,896
521.000	RETIREMENT	54,736	57,149	55,132	58,013	59,971
530.000	HEALTH INSURANCE	40,508	45,051	39,956	27,070	29,166
530.200	GROUP LIFE	444	517	470	470	494
540.000	WORKERS COMP & SUI	1,027	1,136	1,022	1,340	1,407
542.000	DISABILITY INSURANCE	1,156	1,561	1,210	1,210	1,270
	Sub-total	299,184	310,857	297,447	286,449	294,940
MAINTENANCE AND OPERATIONS						
610.000	MEMBERSHIPS AND DUES	247	360	273	300	300
611.000	TRAINING AND EDUCATION	901	2,430	0	1,500	1,500
613.000	MILEAGE REIMBURSEMENT	435	450	264	400	400
613.100	VEHICLE - FUEL	5,270	3,960	5,451	5,500	5,500
621.000	COMPUTER SUPPLIES	1,293	2,500	727	1,500	1,500
622.000	OPERATING SUPPLIES	1,908	1,260	786	500	1,000
630.000	TELEPHONE & COMMUNICATION	3,249	5,000	3,069	4,000	4,000
631.400	ELECTRIC - ST. LIGHTS/SIG.	387,660	380,000	373,928	390,000	400,000
640.000	RENT/LEASE - FACILITY	3,132	3,500	3,116	3,600	4,100
646.100	MAINTENANCE & REPAIR- VEHICLE	1,714	1,170	1,867	1,500	1,800
	Sub-total	405,809	400,630	389,481	408,800	420,100
CONTRACTUAL SERVICES						
720.400	COUNTY EMA - STREET MAINT.	497,711	652,500	599,018	640,000	650,000
720.410	STREET SWEEPING	124,701	120,000	120,305	125,000	130,000
720.420	TRAFFIC SIGNAL MAINT.	177,435	120,000	98,050	120,000	125,000
720.730	ANN. WEED ABATEMENT PRO.	33,044	40,000	40,476	40,000	40,000
	Sub-total	832,891	932,500	857,849	925,000	945,000
CAPITAL OUTLAY						
900.000	VEHICLES	0	0	0	0	25,000
	Sub-total	0	0	0	0	25,000
	TOTAL	1,537,884	1,643,987	1,544,777	1,620,249	1,685,040

**CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FISCAL YEAR 2011/12 - 2012/13**

		DESCRIPTION			CODE NO.	
FUND:		General Fund			100	
DEPARTMENT:		Engineering			210	
		PRIOR YEAR'S ACTUAL FY 09/10	AMENDED BUDGET FY 10/11	YEAR END ESTIMATE FY 10/11	PROPOSED BUDGET	
					FY 11/12	FY 12/13
PERSONNEL						
510.000	SALARIES - FULL TIME	191,814	198,416	192,585	192,601	196,839
518.000	AUTO ALLOWANCE	3,510	3,510	3,510	3,510	3,510
520.000	MEDICARE	2,803	2,928	2,844	2,844	2,905
521.000	RETIREMENT	43,466	45,163	44,186	46,142	47,950
530.000	HEALTH INSURANCE	26,980	27,191	25,384	27,068	29,167
530.200	GROUP LIFE	484	496	473	473	496
540.000	WORKERS COMP & SUI	1,026	1,136	1,022	1,340	1,407
542.000	DISABILITY INSURANCE	1,238	1,502	1,212	1,212	1,272
	Sub-total	271,321	280,342	271,216	275,190	283,546
MAINTENANCE AND OPERATIONS						
610.000	MEMBERSHIPS AND DUES	837	900	857	900	900
611.000	TRAINING AND EDUCATION	5,254	4,410	3,684	3,800	3,800
622.000	OPERATING SUPPLIES	165	0	0	0	0
623.000	PRINTING	373	2,000	300	500	500
626.000	SUBSCRIPTIONS & BOOKS	159	270	54	150	150
	Sub-total	6,788	7,580	4,895	5,350	5,350
CONTRACTUAL SERVICES						
700.090	COMPUTER CONSULTING SERVICES	8,970	25,000	25,000	10,000	10,000
700.100	CITY ENGINEER	95,130	78,300	40,845	43,000	63,000
700.101	TRAFFIC ENGINEER	60,235	58,350	69,604	60,000	75,000
700.250	ON-CALL ENGINEER	0	18,650	5,000	7,500	7,500
700.255	IMPROVEMENT INSPECTION	65,000	43,200	60,000	55,000	55,000
	Sub-total	229,335	223,500	200,449	175,500	210,500
CAPITAL OUTLAY						
	Sub-total	0	0	0	0	0
TOTAL		507,444	511,422	476,560	456,040	499,396

**CITY OF LAGUNA HILLS
YEAR FISCAL 2011/12
SOURCES OF FUNDS
CAPITAL PROGRAM**

PROJECT NO.	PROJECT	FISCAL YEAR 2011/12	GENERAL FUND	GAS TAX	MEASURE M (TB & COMP)	CAPITAL RESERVES FUND	OTHER
STREETSCAPE (300)							
320	Urban Reforestation	100,000	25,000	-	-	-	75,000
		\$ 100,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 75,000
FLOOD CONTROL & WATER QUALITY (400)							
410	NPDES / Water Quality Program	200,000	200,000	-	-	-	-
412	Water Quality (2) Improvements	65,000	20,000	-	45,000	-	-
		\$ 265,000	\$ 220,000	\$ -	\$ 45,000	\$ -	\$ -
PARKS (200)							
239b	Renovation of Stockport Park Playground	200,000	-	-	-	200,000	-
		\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	\$ -
PUBLIC FACILITIES (500)							
513	Community Center Renovation	200,000	-	-	-	200,000	-
		\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	\$ -
	Grand Total	\$ 765,000	\$ 245,000	\$ -	\$ 45,000	\$ 400,000	\$ 75,000

Project Name: Annual Street Maintenance
Project Number: 101

Site Map



Project Costs and Project Funding

	2011-12	2012-13	2013-14	2014-15	2015-16	2016-2017	Future	Total
Project Costs:								
Planning/Design		50,000		55,000		60,000		165,000
Admin/Inspection		100,000		110,000		120,000		330,000
Land Acquisition								-
Construction		1,692,000		1,780,000		1,884,000		5,356,000
Equipment								-
Total Cost	-	1,842,000	-	1,945,000	-	2,064,000	-	5,851,000
Project Funding:								
General Fund								-
Gas Tax		1,842,000		1,945,000		2,064,000		5,851,000
Measure M (Turn-back)								-
MEASURE M (Comp)								-
Proposition 42								-
CARITS								-
Capital Reserve Funds								-
STIP Federal Grant								-
Other								-
Other								-
Unfunded								-
Total Funding	-	1,842,000	-	1,945,000	-	2,064,000	-	5,851,000

**CITY OF LAGUNA HILLS
SIX YEAR CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY**

PROJECT No.	PROJECT	PAGE No.	TOTAL COST	FISCAL YEAR 2011/12	FISCAL YEAR 2012/13	FISCAL YEAR 2013/14	FISCAL YEAR 2014/15	FISCAL YEAR 2015/16	FISCAL YEAR 2016/17	FUTURE
STREET, SIGNALS AND LIGHTING										
101	Annual Street Maintenance	V - 9	\$ 5,851,000	\$ -	\$ 1,842,000	\$ -	\$ 1,945,000	\$ -	\$ 2,064,000	\$ -
112	Traffic Signals	V - 11	250,000	-	-	-	-	-	-	250,000
139	Cabot Widening - La Paz to Paseo de Valencia	V - 13	3,700,000	-	-	-	-	-	-	3,700,000
145	Paseo de Valencia Widening	V - 15	7,600,000	-	-	-	-	-	-	7,600,000
168	Traffic Signal Improvements/Coordination Projects	V - 17	600,000	-	-	-	600,000	-	-	-
170	Access Ramp Construction	V - 19	1,600,000	-	-	-	-	-	-	1,600,000
171	La Paz Road Sidewalk Widening	V - 21	275,000	-	-	-	-	275,000	-	-
172	Ridge Route Drive Pavement Rehabilitation (Ave Carlota to Sta Vittoria)	V - 23	1,215,000	-	25,000	490,000	-	-	-	700,000
175	Los Alisos Blvd. Pavement Rehabilitation (ECL to Paseo de Valencia)	V - 25	600,000	-	-	-	-	-	-	600,000
176	Paseo de Valencia Pavement Rehabilitation (La Paz To Cabot)	V - 27	575,000	-	-	-	-	-	-	575,000
178	South Moulton Pavement Rehabilitation (VIA Lomas to SCL)	V - 29	1,200,000	-	-	-	-	-	-	1,200,000
179	El Toro Road Pavement Rehabilitation (WCL to ECL)	V - 31	550,000	-	-	-	-	550,000	-	-
180	Santa Maria Avenue Pavement Rehabilitation (ECL to WCL)	V - 33	200,000	-	200,000	-	-	-	-	-
181	Oso Parkway Pavement Rehabilitation (Cabot to WCL)	V - 35	1,750,000	-	-	-	-	-	-	1,750,000
182	Lake Forest Drive Pavement Rehabilitation (ECL to WCL)	V - 37	1,200,000	-	-	-	-	-	-	1,200,000
183	Avenida Carlota Pavement Rehabilitation (El Toro Rd to Los Alisos Blvd)	V - 39	825,000	-	-	-	-	-	-	825,000
184	La Paz Road Widening (McIntyre to Cabot)	V - 41	1,457,000	-	107,000	-	-	-	-	1,350,000
Sub-Total			\$ 29,448,000	\$ -	\$ 2,174,000	\$ 490,000	\$ 2,545,000	\$ 825,000	\$ 2,064,000	\$ 21,350,000

**CITY OF LAGUNA HILLS
SIX YEAR CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY**

PROJECT NO.	PROJECT	PAGE NO.	TOTAL COST	FISCAL YEAR 2011/12	FISCAL YEAR 2012/13	FISCAL YEAR 2013/14	FISCAL YEAR 2014/15	FISCAL YEAR 2015/16	FISCAL YEAR 2016/17	FUTURE
STREETSCAPE										
301	Alicia Parkway Median Islands Landscape Rehabilitation	V - 43	\$ 985,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	985,000
305	La Paz Median Islands	V - 45	3,890,000	-	-	-	-	-	-	3,890,000
307	Entry Monuments	V - 47	650,000	-	-	-	-	-	-	650,000
312	Paseo de Valencia Median Island Rehabilitation	V - 49	3,375,000	-	-	-	-	-	-	3,375,000
314	Paseo de Valencia Median Islands	V - 51	1,425,000	-	-	-	-	-	-	1,425,000
315	Rehabilitation of Oso Median Islands	V - 53	2,450,000	-	-	-	-	-	-	2,450,000
319	Alicia Parkway South Side Slope	V - 55	1,150,000	-	-	-	-	-	-	1,150,000
320	Urban Reforestation	V - 57	300,000	100,000	-	-	-	-	-	200,000
321	Paseo de Valencia East Side Slope	V - 59	825,000	-	-	-	-	-	-	825,000
322	Rehabilitation of Moulton Median Island	V - 61	1,650,000	-	-	-	-	-	-	1,650,000
323	Rehabilitation of Laguna Hills Drive Median Island	V - 63	675,000	-	-	-	-	-	-	675,000
324	Rehabilitation of La Paz Median Island	V - 65	525,000	-	-	-	-	-	-	525,000
325	Ridge Route Median Islands - Santa Vittoria to Moulton Pkwy	V - 67	1,175,000	-	-	-	-	-	-	1,175,000
326	Laguna Hills Drive Median Islands	V - 69	780,000	-	-	-	-	480,000	300,000	-
330	Alicia Pkwy & Paseo de Valencia Street Tree Program	V - 71	525,000	-	-	-	-	-	-	525,000
331	Synthetic Landscape Turf Median Islands	V - 73	815,000	-	-	-	-	-	-	815,000
332	I-5 Fwy/North Aliso Creek Soundwall North	V - 75	1,725,000	-	-	-	-	-	-	1,725,000
333	Ridge Route Medians - Moulton Pkwy to Avenida de la Carlota	V - 77	1,700,000	-	-	-	-	-	-	1,700,000
334	Aliso Hills Drive North Down Slope	V - 79	825,000	-	-	-	-	-	-	825,000
335	La Paz Road South Side Slope Renovation	V - 81	3,200,000	-	-	-	-	-	-	3,200,000
336	Palermo and Taranto Slope Renovation	V - 83	200,000	-	-	-	-	-	-	200,000
337	San Remo Drive Slope Renovation	V - 85	600,000	-	-	-	-	-	-	600,000
338	Paseo De Valencia East and West Parkway Renovation	V - 87	1,200,000	-	-	-	-	-	-	1,200,000
339	Paseo de Valencia Southwest Parkway Renovation	V - 89	500,000	-	-	-	-	-	-	500,000
Sub-Total			\$ 31,145,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 480,000	\$ 300,000	\$ 30,265,000

**CITY OF LAGUNA HILLS
SIX YEAR CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY**

PROJECT NO.	PROJECT	PAGE NO.	TOTAL COST	FISCAL YEAR 2011/12	FISCAL YEAR 2012/13	FISCAL YEAR 2013/14	FISCAL YEAR 2014/15	FISCAL YEAR 2015/16	FISCAL YEAR 2016/17	FUTURE
TRAILS AND OPEN SPACE										
601	Trails Master Plan - Other Projects	V - 129	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,000,000
606	Trail Head Plazas	V - 131	1,200,000	-	-	-	-	-	-	1,200,000
607	Aliso Hills Channel Pedestrian Crossing JOSPO3	V - 133	315,000	-	-	-	-	-	-	315,000
608	Multi-use Trail - Alicia to La Paz	V - 135	4,200,000	-	-	-	-	-	-	4,200,000
609	Multi-use Trail - Community Center to Indian Hill	V - 137	600,000	-	-	-	-	600,000	-	-
610	Loop Trails in Alicia Open Space	V - 139	400,000	-	-	-	-	-	-	400,000
611	La Paz Multi-use Trail - Moulton to Paseo de Valencia	V - 141	1,250,000	-	-	-	-	-	-	1,250,000
612	Alicia Pedestrian Bridge at Trail	V - 143	1,000,000	-	-	-	-	-	-	1,000,000
613	Trail along SJHTC	V - 145	300,000	-	-	-	-	-	-	300,000
614	Alicia Open Space Landscaping	V - 147	11,000,000	-	-	-	-	-	-	11,000,000
615	La Paz Open Space Riparian Habitat	V - 149	6,650,000	-	-	175,000	1,575,000	-	-	4,900,000
616	Aliso Hills Area Open Space	V - 151	4,700,000	-	-	-	-	-	-	4,700,000
617	Oso Parkway Open Space Landscape	V - 153	8,600,000	-	-	-	-	-	-	8,600,000
618	Ridge Route Open Space	V - 155	800,000	-	-	-	-	-	-	800,000
619	Slope Renovation South of Aliso Creek	V - 157	600,000	-	-	-	-	-	-	600,000
620	Miscellaneous Landscape Renovations - Various Areas	V - 159	1,750,000	-	-	-	-	-	-	1,750,000
621	Recycled Water Conversions	V - 161	1,050,000	-	-	-	-	-	-	1,050,000
Sub-Total			\$ 47,415,000	\$ -	\$ -	\$ 175,000	\$ 1,575,000	\$ 600,000	\$ -	\$ 45,065,000
Grand Total			\$ 120,882,000	\$ 765,000	\$ 2,889,000	\$ 1,369,000	\$ 4,973,000	\$ 2,420,000	\$ 3,511,000	\$ 104,955,000

MEASURE M ELIGIBILITY CHECKLIST
--

Responsibility: Cities, County

MEASURE M CHECKLIST

YES NO

Capital Improvement Program

- | | | | |
|---|-------------------------------------|--------------------------|--|
| 1. Did you submit your draft Measure M seven-year Capital Improvement Program (CIP) to OCTA by June 30? | | | |
| a. Did you utilize the required CIP development software? | ☒ | ☐ | |
| b. Have you indicated what percentage of funding will come from each source for each of the projects? | ☒ | ☐ | |
| c. Have you listed projects in current year dollars? | ☒ | ☐ | |
| d. Did you include all projects that are partially, fully or potentially funded by Measure M? | ☒ | ☐ | |
| e. Have you established an estimated target date prior to August for submitting your final, adopted Measure M seven-year CIP to OCTA? | ☒ | ☐ | |

Maintenance of Effort

- | | | | |
|--|-------------------------------------|--------------------------|--|
| 2. Did you submit your Maintenance of Effort certification and supporting budget documentation to OCTA by June 30? | | | |
| a. Did you use the Maintenance of Effort Reporting Form included in the GMP Preparation Manual? | ☒ | ☐ | |

Pavement Management Program

- | | | | |
|--|--------------------------|--------------------------|--|
| 3. Did you submit a Pavement Management Program (PMP) Update to OCTA for this eligibility cycle? | | | |
| 4. If you answered "no" to question #3, did you submit a PMP Update to OCTA through the previous eligibility cycle by June 30? | ☐ | ☐ | |
| a. Did you use the current PMP Certification form? | ☐ | ☐ | |
| b. Is the PMP consistent with the OCTA Countywide Pavement Management Program? | ☐ | ☐ | |

Resolution of Master Plan of Arterial Highways (MPAH) Consistency

- | | | | |
|---|-------------------------------------|--------------------------|--|
| 5. Did you submit a resolution demonstrating consistency with the MPAH in the previous cycle? | | | |
| a. If not, did you submit an MPAH consistency resolution to OCTA by June 30? | ☒ | ☐ | |

6. Have you enclosed a figure representing your most current circulation element? ☒ ☐
7. Do you have a current Local Signal Synchronization Plan that is consistent to the Regional Traffic Signal Synchronization Master Plan? ☒ ☐

Mitigation Fee Program

8. Does your jurisdiction currently have a defined development impact mitigation fee program in place? ☒ ☐
- a. If you answered yes to #8, have you included a copy of your current impact fee schedule; or ☐ ☐
- b. If you answered yes to #8, have you provided OCTA with a copy of your mitigation fee nexus study; or ☒ ☐
- c. If you answered yes to #8, have you included a copy of your council approved policy; or ☐ ☐
- d. If you answered yes to #8, have you provided OCTA with a copy of your council resolution approving the mitigation fee program? ☐ ☐

Time Limits For Use of Net Revenues

9. Has your jurisdiction observed the time limits for the use of net revenues over the last year per the requirements outlined in the ordinance? ☒ ☐

Supplanting of Developer Commitments

10. Has your jurisdiction insured they have not supplanted developer commitments for transportation projects and funding with Measure M funds? ☒ ☐

Planning Strategies

11. Does your jurisdiction consider as part of its General Plan, land use planning strategies that accommodate transit and non-motorized transportation? ☒ ☐
12. Have you provided a letter identifying land use planning strategies that accommodate transit and non-motorized transportation consideration in the general plan? *SEE MOBILITY ELEMENT.* ☒ ☐

Traffic Forums

13. Did representatives of your jurisdiction participate in the regional traffic forum(s)? ☒ ☐

Congestion Management Program

14. Has your jurisdiction completed the required CMP checklist? ☒ ☐

Submitted By:

KENNETH H ROSENFELD *Kenneth H Rosenfeld* 6/21/11
Name (Print) Signature Date

CITY OF LAGUNA HILLS (949) 767-2650
Jurisdiction Phone Number Date

CMP MONITORING CHECKLIST LEVEL OF SERVICE
--

Responsibility: Cities, County

CMP CHECKLIST

YES NO

1. Factoring out statutorily-exempt impacts, are all CMPHS intersections within your jurisdiction operating at LOS E (or the baseline level, if worse than E) or better?

☒ ☐

NOTE: Only those agencies that checked "No" for Question 1 need to answer the remaining questions.

2. If not, which intersections, if any, are operating below the traffic LOS standards?

3. Will the LOS at those intersections be improved by mitigation measures that will be implemented in the next 18 months or improvements programmed in the first year of any recent funding program (i.e., local agency CIP, CMP CIP, Measure M CIP)?

☐ ☐

- a. If not, has a deficiency plan been developed for each intersection that will be operating below the traffic LOS standards?

☐ ☐

*Submitting jurisdiction is encouraged to provide a brief explanation of those questions for which a "No" reply was given.

CMP MONITORING CHECKLIST CAPITAL IMPROVEMENT PROGRAM

Responsibility: Cities, County, Caltrans, transit operators

CMP CHECKLIST

YES NO

- | | | |
|---|-------------------------------------|--------------------------|
| <p>1. Did you submit a seven-year Capital Improvement Program (CIP) to OCTA by June 30?</p> | ☒ | ☐ |
| <p>a. Have all improvement projects that are receiving Proposition 111 funds and/or are on the CMPHS (including capacity expansion, safety, maintenance, and rehabilitation) been included and identified as CMP projects? N/A</p> | ☐ | ☐ |
| <p>b. Have projects included as part of a deficiency plan been identified as such in the CIP and incorporated within 12 months of the OCTA Board's acceptance? N/A</p> | ☐ | ☐ |
| <p>c. Is it consistent with air quality mitigation measures for transportation-related vehicle emissions?</p> | ☒ | ☐ |
| <p>d. Was the CIP database computer application used to prepare the CMP CIP?</p> | ☒ | ☐ |

CMP MONITORING CHECKLIST LAND USE COORDINATION

Responsibility: Cities, County

CMP CHECKLIST

YES NO*

CMP Traffic Impact Analysis:

1. Have you maintained the CMP traffic impact analysis (TIA) process you selected for the previous CMP? ☒ ☐
- a. If not, have you submitted documentation of the revised TIA approach and methodology to OCTA for review and approval? ☐ ☐
2. Was your CMP TIA process applied to all applicable, non-exempt development projects in review during this CMP cycle? ☐ ☐
- a. How many approved development projects were required to conduct a CMP TIA? 0
- b. Were CMP links & intersections projected to perform at LOS E (or the baseline level, if worse than E) or better? ☒ ☐
- i. If not, were mitigation measures and costs identified for CMP links & intersections exceeding LOS standards? If not, please list these intersections. ☐ ☐
- c. Were all CMP intersections that were projected to exceed LOS standards located within your jurisdiction? ☒ ☐
- i. If not, did your agency participate in inter-jurisdictional discussions with other affected jurisdictions to develop a mitigation strategy for each impacted link & intersection? Please list the CMPHS links & intersections that were outside? ☐ ☐

CMP CHECKLIST (cont.)

YES NO

3. Did you use, or do you anticipate using, a local model for your traffic impact analysis on any projects initiated during this CMP cycle?

☒ ☐

a. If so, did you follow the data and modeling consistency requirements as described in the Data and Modeling Consistency Requirements (see CMP Preparation Manual online at <http://www.octa.net>)?

☒ ☐

* Submitting jurisdiction is encouraged to provide a brief explanation of those questions for which a "No" reply was given.

CMP MONITORING CHECKLIST DEFICIENCY PLANS
--

Responsibility: Cities, County

YES NO*

CMP CHECKLIST

1. Were all CMPHS intersections operating at LOS E (or baseline, if worse than E) or better, factoring out statutorily-exempt activities?

☒ ☐

a. If not, which?

2. Will the deficiencies at these locations be corrected by improvements scheduled for completion during the next 18 months or programmed in the first year of the CIP? *N/A*

☐ ☐

NOTE: Only those agencies that checked "No" for Question # 2 need to answer the remaining questions.

3. Has a deficiency plan or a schedule for preparing a deficiency plan been submitted to OCTA?

☐ ☐

4. Does the deficiency plan fulfill the following statutory requirements:

a. include an analysis of the causes of the deficiency?

☐ ☐

b. include a list of improvements necessary to maintain minimum LOS standards on the CMPHS and the estimated costs of the improvements?

☐ ☐

c. include a list of improvements, programs, or actions, and estimates of their costs, which will improve LOS on the CMPHS and improve air quality?

☐ ☐

i. do the improvements, programs, or actions meet the criteria established by SCAQMD (see the CMP Preparation Manual)?

☐ ☐

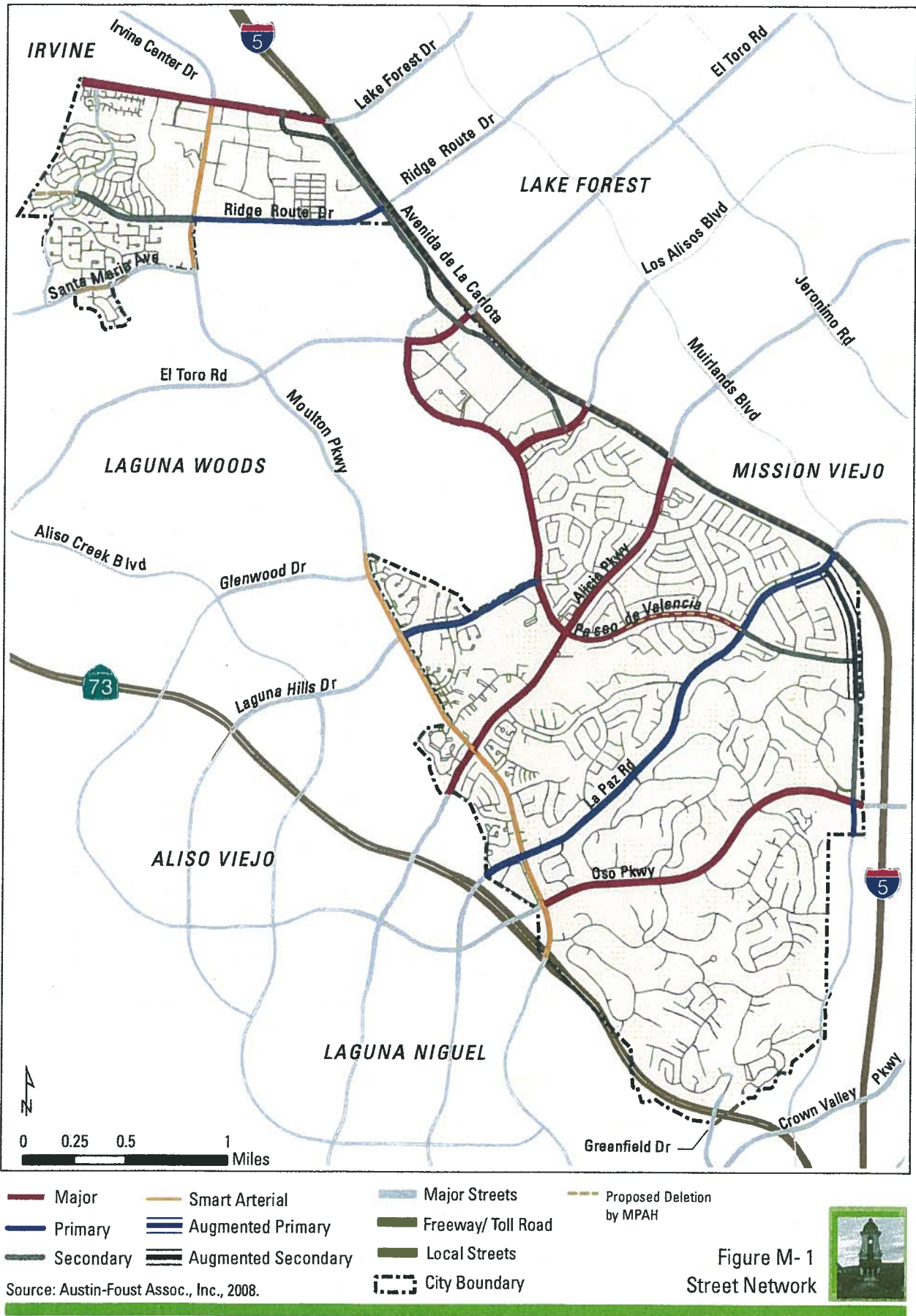
d. include an action plan and implementation schedule?

☐ ☐

CMP CHECKLIST (cont.)**YES NO**

5. Are the capital improvements identified in the deficiency plan programmed in your seven-year CMP CIP? ☐ ☐
6. Does the deficiency plan include a monitoring program that will ensure its implementation? ☐ ☐
7. Does the deficiency plan include a process to allow some level of development to proceed pending correction of the deficiency? ☐ ☐
8. Has necessary inter-jurisdictional coordination occurred? ☐ ☐
9. Please describe any innovative programs included in the deficiency plan:

*Submitting jurisdiction is encouraged to provide a brief explanation of those questions for which a "No" reply was given.



**2011 Citywide Pavement Management Program – OCTA Submittal
Final Report – June 14, 2011**

Pavement Management Program Certification

Date 6-14-2011

**RENEWED MEASURE M
LOCAL PAVEMENT MANAGEMENT PLAN CERTIFICATION**

The City/County of Laguna Hills certifies that it has a Pavement Management Plan in conformance with the criteria stated in the Orange County Local Transportation Authority Ordinance No. 3. This resolution requires that a Local Pavement Management Plan be in place and maintained to qualify for allocation of revenues generated from Measure M.

The system was developed by Bucknam & Associates * using the MicroPaver pavement management system, and contains, at a minimum, the following elements:

- Inventory of MPAH and local routes reviewed and updated biennially. The last update of the inventory was completed MPAH 2011, Locals 2011
- Assessment of pavement condition for all routes in the system, updated biennially. The last field review of pavement condition was completed MPAH 2011, Locals 2011
- Percentage of all sections of pavement needing:
Rehabilitation 22% Replacement 1%
- Budget needs for preventative maintenance, rehabilitation and/or reconstruction of deficient sections of pavement for:
Current biennial period \$1.85 M Following biennial period \$1.95 M
- The Local Pavement Management Plan is consistent with countywide pavement condition assessment standards as described in the OCTA Countywide Pavement Management Program Guidelines adopted by the OCTA Board of Directors on May 24, 2010.

* An electronic copy of the Local Pavement Management Plan with Micro Paver compatible files must be submitted with the certification statement.

A copy of this certification is being provided to the Orange County Transportation Authority.

Submitted by:

CITY OF LAGUNA HILLS

Local Jurisdiction

KENNETH H. ROSENFELD

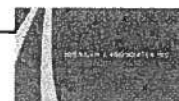
Name (Print)



Signed

DIRECTOR OF PUBLIC SERVICES

Title



CITY OF LAGUNA HILLS
CITY COUNCIL
AGENDA REPORT
COMMUNITY SERVICES DEPARTMENT

**ISSUE: FIRST AMENDMENT TO JOINT COOPERATIVE AGREEMENT FOR
 THE PILOT COMMERCIAL FOOD WASTE DIVERSION PROGRAM**

SUMMARY:

The City Council authorized the Mayor to sign the Joint Cooperative Agreement for the Pilot Commercial Food Waste Diversion Program on November 24, 2009. This program provides for the collection and processing of food waste for certain businesses in the City at no charge. Grant funds received from the County of Orange fund this pilot food waste program. The Joint Cooperative Agreement will expire on June 30, 2011, and funds are still available from the grant received by Orange County to carry this program through this calendar year. The attached First Amendment to Joint Cooperative Agreement for the Pilot Food Waste Diversion Program will extend this program's timeline so that all the grant funds can be expended.

BACKGROUND:

On November 24, 2009, the City Council authorized the Mayor to sign the Joint Cooperative Agreement for the Pilot Commercial Food Waste Diversion Program ("Agreement") that formalized a partnership between the City of San Clemente (as lead agency) and seven other cities¹ to conduct a pilot commercial food waste collection and diversion program. This Agreement will expire June 30, 2011. The goal of this pilot program is to evaluate the process of diverting commercial food waste from landfill disposal to help develop a permanent solution for this waste stream. The one-year pilot program was funded by a \$400,000 grant from the County of Orange and was anticipated to be completed by mid-2011. However, program operating costs have been less than expected which will allow the pilot program to continue until the end of 2011. County staff and CR&R have approved this extension, but the Agreement must be amended to reflect the extended pilot program timeline.

¹ The partner cities include the cities of Aliso Viejo, Dana Point, Laguna Hills, Laguna Niguel, Rancho Santa Margarita, San Juan Capistrano, and Tustin. CR&R Incorporated provides collection, transfer/hauling, and training/outreach services.

**RECOMMENDATION: THAT THE CITY COUNCIL AUTHORIZE THE MAYOR TO
EXECUTE THE FIRST AMENDMENT TO JOINT COOPERATIVE AGREEMENT FOR
THE PILOT COMMERCIAL FOOD WASTE DIVERSION PROGRAM.**

Agenda Report
First Amendment Food Waste Agreement
Page 2

Since the beginning of this diversion program in April 2010, the partner cities have collected a total of 1,319 tons of food waste within one year's timeframe. The food waste collected in the City of Laguna Hills during this same time period was 143 tons. Currently, the following food waste producers are participating in this pilot food waste program.

- King's Fish House
- Saddleback Memorial Medical Center
- In-N-Out Burger
- Farmer's Market at Laguna Hills Mall (Fridays)

The attached First Amendment changes only the term of the original Agreement by extending the term of the Agreement to the earlier of the following: 1) County acceptance of the Final Project Report; or 2) June 30, 2012. All other terms and conditions of the Agreement remain unchanged. On June 21, 2011, the City of Council of San Clemente approved the attached First Amendment.

The City Council will need to consider in the near future if a commercial food waste program should continue forward and how it will be funded when the grant funds expire. Currently, the participating restaurants and other food waste producers are not charged for CR&R's food waste collection service. Staff has received a proposal from CR&R on a potential rate structure for commercial food waste collection and processing and it is staff's intent to bring this proposal and recommendations to the City Council at a later date.

FISCAL IMPACT:

There is no fiscal impact to the City for the pilot commercial food waste program.

RECOMMENDATION: THAT THE CITY COUNCIL AUTHORIZE THE MAYOR TO EXECUTE THE FIRST AMENDMENT TO JOINT COOPERATIVE AGREEMENT FOR THE PILOT COMMERCIAL FOOD WASTE DIVERSION PROGRAM.

ATTACHMENTS:

1. First Amendment to Joint Cooperative Agreement for the Pilot Commercial Food Waste Diversion Program
2. Joint Cooperative Agreement for the Pilot Commercial Food Waste Diversion Program (*without exhibits*)

**FIRST AMENDMENT TO
JOINT COOPERATIVE AGREEMENT
FOR THE PILOT COMMERCIAL FOOD WASTE DIVERSION PROGRAM**

**BETWEEN THE
CITY OF SAN CLEMENTE;
CITY OF ALISO VIEJO;
CITY OF DANA POINT;
CITY OF LAGUNA HILLS;
CITY OF LAGUNA NIGUEL;
CITY OF RANCHO SANTA MARGARITA
CITY OF SAN JUAN CAPISTRANO; and
CITY OF TUSTIN**

This First Amendment to Joint Cooperative Agreement for the Pilot Commercial Food Waste Diversion Program (this "First Amendment") is made and entered into on this ____ day of _____, 2011, by and between the City of San Clemente ("San Clemente"), the City of Aliso Viejo ("Aliso Viejo"), the City of Dana Point ("Dana Point"), the City of Laguna Hills ("Laguna Hills"), the City of Laguna Niguel ("Laguna Niguel"), the City of Rancho Santa Margarita ("Rancho Santa Margarita"), the City of San Juan Capistrano ("San Juan Capistrano"), and the City of Tustin ("Tustin"), which hereinafter are sometimes referred to individually as the "Party" or collectively as the "Parties."

RECITALS

- A. The Parties entered into a Joint Cooperative Agreement for the Pilot Commercial Food Waste Diversion Program (the "Agreement") on November 17, 2009.
- B. The Parties wish to amend the Agreement in the manner provided herein.

COVENANTS

Section 1: Section 4 of the Agreement is hereby amended by extending the term of the Agreement to the earlier of the following: 1) County acceptance of the Final Project Report as noted in the Pilot Commercial Food Waste Diversion Program Proposal, provided as Exhibit A to the Agreement; or 2) June 30, 2012.

Section 2: Except as expressly amended by this First Amendment, the remaining portions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this First Amendment to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE
100 Avenida Presidio
San Clemente, CA 92672

CITY OF ALISO VIEJO
12 Journey, Suite 100
Aliso Viejo, CA 92656

By: _____
Mayor

By: _____
Mayor

Attest:

Attest:

By: _____
City Clerk

By: _____
City Clerk

Approved as to Form:

Approved as to Form:

By: _____
City Attorney

By: _____
City Attorney

CITY OF DANA POINT
33282 Golden Lantern
Dana Point, CA 92629

CITY OF LAGUNA HILLS
24035 El Toro Road
Laguna Hills, CA 92653

By: _____
Mayor or Designee

By: _____
Mayor

Attest:

Attest:

By: _____
City Clerk

By: _____
City Clerk

Approved as to Form:

Approved as to Form:

By: _____
City Attorney

By: _____
City Attorney

CITY OF LAGUNA NIGUEL
27801 La Paz Road
Laguna Niguel, CA 92677

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF SAN JUAN CAPISTRANO
32400 Paseo Adelanto
San Juan Capistrano, CA 92675

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF RANCHO SANTA MARGARITA
22112 El Paseo
Rancho Santa Margarita, CA 92688

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF TUSTIN
300 Centennial Way
Tustin, CA 92780

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

**JOINT COOPERATIVE AGREEMENT
FOR THE PILOT COMMERCIAL FOOD WASTE DIVERSION PROGRAM**

**BETWEEN THE
CITY OF SAN CLEMENTE;
CITY OF ALISO VIEJO;
CITY OF DANA POINT;
CITY OF LAGUNA HILLS;
CITY OF LAGUNA NIGUEL;
CITY OF RANCHO SANTA MARGARITA
CITY OF SAN JUAN CAPISTRANO; and
CITY OF TUSTIN**

THIS JOINT COOPERATIVE AGREEMENT ("Agreement") is made and entered into this 17th day of November, 2009, by and between the City of San Clemente ("San Clemente"), the City of Aliso Viejo ("Aliso Viejo"), the City of Dana Point ("Dana Point"), the City of Laguna Hills ("Laguna Hills"), the City of Laguna Niguel ("Laguna Niguel"), the City of Rancho Santa Margarita ("Rancho Santa Margarita"), the City of San Juan Capistrano ("San Juan Capistrano"), and the City of Tustin ("Tustin"), which hereinafter are sometimes referred to individually as the "Party" or collectively as the "Parties."

RECITALS

WHEREAS, San Clemente, in cooperation with the Cities of Aliso Viejo, Dana Point, Laguna Hills, Laguna Niguel, Rancho Santa Margarita, San Juan Capistrano, and Tustin, and the unincorporated Community of Rossmoor, submitted a Proposal ("Proposal") to the Orange County Waste and Recycling Department ("County") for a Regional Recycling and Waste Diversion Grant to implement a Pilot Commercial Food Waste Diversion Project ("Project") within the jurisdictional boundaries of the Parties;

WHEREAS, the Project, which is described in the Proposal, is targeted toward collecting food waste from at least the top five generators of restaurant or market food waste ("Generators") within the jurisdictional boundary of each Party for up to twelve months to evaluate the effectiveness of diverting food wastes from landfill disposal;

WHEREAS, the Proposal identified San Clemente as the Lead Agency for the Project on behalf of the Parties, and identified CR&R Inc. ("CR&R") to provide food waste collection services for the Project;

WHEREAS, on August 25, 2009, the Orange County Board of Supervisors approved the Proposal for the Maximum Level of Service as described in the Proposal; and

WHEREAS, the Parties desire to enter into this Agreement in order to establish a framework for cooperation in completing the administrative, publicity and evaluation tasks of the Project.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein, the Parties mutually agree as follows:

AGREEMENT

1. Purpose and Cooperation of the Parties.

The purpose of this Agreement is to establish the terms and conditions under which the Project will be administered and financed. The Parties shall cooperate in prioritizing and implementing the tasks of the Project identified in the Proposal (Exhibit "A" to this Agreement) in accordance with the Schedule of Costs which is included in the Proposal.

2. Local Matching Contribution.

The Parties acknowledge the following:

- a. The costs for personnel to work on the Project, other non-reimbursable costs incurred by the Parties, and non-reimbursable costs incurred by CR&R Inc. and the Generators are intended to demonstrate the leveraging opportunity and matching contribution provided by the Parties as discussed in the AB 939 Regional Waste Reduction and Environmental Education Grant Program (Fiscal Year 08-09 Cycle) Overview provided by the County of Orange. As noted in the County's overview, the grant program does not require cost sharing.
- b. The total amount for the AB 939 Regional Waste Reduction and Environmental Education Grant Program Funding Assistance Agreement ("County Agreement" provided in Exhibit "B") for the Project is a maximum of \$400,000. The total local voluntary matching contribution by the Parties is estimated as \$72,996 in total staff time, calculated at \$35 per hour, to implement certain administrative, publicity, evaluation and reporting tasks as defined in the Proposal.

3. Project Coordination.

The following persons, or their authorized designees, shall be the primary representative for each Party on all matters pertaining to implementation of this Agreement:

- a. San Clemente: Danna McIntosh, Environmental Services Coordinator;
- b. Aliso Viejo: Rae Beimer, Environmental Associate;
- c. Dana Point: Jennifer Anderson, Management Analyst;
- d. Laguna Hills: David Reynolds, Deputy City Manager;
- e. Laguna Niguel: Nancy Palmer, Senior Landscape Architect;
- f. Rancho Santa Margarita: Marc Fernandez, Assistant Engineer;
- g. San Juan Capistrano: Ziad Mazboudi, Senior Civil Engineer; and
- h. Tustin: Joe Meyers, Administrative Services Manager.

If needed, any Party may change their primary representative by providing written notice to the other Parties per Section 8 of this Agreement.

4. Term.

Unless extended by amendment to this Agreement, the term of this Agreement shall expire on the earlier of the following: 1) County acceptance of the Final Project Report as noted in the Proposal; or 2) June 30, 2011.

5. San Clemente Responsibilities.

- a. As Lead Agency for the project and as required by the County, San Clemente shall enter into a separate County Agreement for the Project at the Maximum Level of Service as described in the Proposal. The County Agreement is attached as Exhibit "B" to this Agreement. San Clemente shall provide to each Party a copy of the executed County Agreement for the Project.
- b. As Lead Agency for the Project, San Clemente shall enter into a separate agreement with CR&R ("CR&R Agreement") to implement the food waste collection tasks of the Project as described in the Proposal. The CR&R Agreement is attached as Exhibit "C" to this Agreement. San Clemente shall provide to each Party a copy of the executed CR&R Agreement for the Project.
- c. San Clemente shall be responsible for carrying out its share of work under the Project within its jurisdictional boundaries and in its role as Lead Agency for the Project, including administration, publicity, data evaluation, and reporting tasks as described in the Proposal.
- d. San Clemente may, in consultation and with written concurrence of the Parties, authorize or accept a greater or lesser share of total Project benefits in the event one or more Parties terminates its participation in the Project pursuant to Section 9 of this Agreement. Any such action must be in conformance with the minimum requirements of the Proposal for attaining the Maximum Level of Service with respect to food waste diversion.
- e. San Clemente shall submit the personnel time documented by the Parties to the extent required by the County Agreement, along with documentation of non-reimbursable expenditures by CR&R, and documentation of payment by San Clemente of reimbursable expenditures to CR&R Inc., on a quarterly basis to the County to document allowable expenditures and the Local Matching Contribution under the terms of the County Grant for the Project.
- f. San Clemente shall be responsible for submitting reports and documents required by the County Agreement to the County. San Clemente shall be responsible for maintaining the schedule for the Project. San Clemente shall compile all necessary information and analyses for the Project activities on a timely basis for incorporation into the required reports and documents. Upon request by the Parties, San Clemente shall submit copies of all progress reports and expenditure reports submitted to the County concurrently to the Parties.

- g. San Clemente shall make good faith efforts to fulfill its roles and responsibilities as Lead Agency for this Project, as described in this Agreement and as detailed in the Proposal. If after such good faith efforts San Clemente cannot fulfill its roles and responsibilities as Lead Agency for this Project, San Clemente and the Parties agree to confer and select a new Lead Agency to continue with the Project.

6. Party Responsibilities

San Clemente's responsibilities under this Agreement are detailed in the preceding Section 5 of this Agreement. The responsibilities of the other Parties are provided below.

- a. Each Party shall be responsible, without reimbursement, for providing approximately sixty five (65) hours of personnel and/or consultant time with incidental expenses, as needed to carry out its share of the Project within its jurisdictional boundaries, including administration, publicity, data evaluation and reporting tasks as described in the Proposal.
- b. The Parties may, in consultation and with written concurrence of San Clemente, accept and authorize a greater or lesser share of total Project benefits and responsibilities in the event one or more Parties terminates its participation in the Project pursuant to Section 9 of this Agreement.
- c. The Parties shall submit documentation to San Clemente, if and to the extent required by the County Agreement, on a quarterly basis to document personnel time expended and progress on the Project, in such form as to facilitate San Clemente's ability to submit documentation to the County to document the Local Matching Contribution under the terms of the County Agreement.
- d. In the event that any of the Parties' agreed work in the Project, as may be amended pursuant to Paragraph 6.b of this Agreement, is not completed in a timely manner with respect to all relevant County Agreement deadlines, each Party shall be responsible for its own task completion or costs associated with its own untimely performance.

7. Final Accounting.

Upon request at completion of the Project, San Clemente shall provide to the Parties a detailed accounting of the total expenditures for the Project and a summary of the cumulative Local Matching Contributions, including a summary for each of the Parties.

8. Notices.

- a. Any notices or other communications which may be required or provided under the terms of this Agreement shall be given to each Parties' primary representative identified in Section 3 at the address included in the signature section of this Agreement.
- b. All notices shall be in writing and deemed effective when delivered in person; on the

third business day after the notice is deposited in the United States Mail with postage prepaid, certified mail, return receipt requested; or on the first business day after the notice is delivered to a recognized overnight courier service and addressed as above. Notwithstanding the above, Parties may also provide notices by facsimile transmission or electronic mail, and any such notice so given shall be deemed to have been given upon receipt during normal business hours, or in the event of such receipt after business hours, on the following business day.

- c. The Parties hereto may change the address to which notices are to be sent by giving written notice of such change to the other Parties.

9. Termination.

- a. Any Party may terminate this Agreement if another Party has materially defaulted in its obligations herein set forth, and the terminating Party has provided the defaulting Party with written notifications of such determination, and the defaulting Party has refused to cure same. The written notification shall set forth the nature of the actions required to cure such default if curable. The defaulting Party shall have thirty (30) days from the date of the written notification to cure such default or to appeal. If such default is not cured or appealed within the thirty (30) days, the termination shall be deemed effective.
- b. If San Clemente is the defaulting Party, then San Clemente and the other Parties agree to confer and select a new Lead Agency to continue with the Project, and to reassign any Project resources or assets from San Clemente to the other Parties.
- c. If a Party other than San Clemente is a defaulting Party, then any Project resources or assets allocated to the defaulting Party under the Project shall be forfeited and returned or reassigned to San Clemente for use on the Project, which could include reallocation of the defaulting Party's resources/assets to San Clemente and/or one or more of the other non-defaulting Parties.
- d. Any Party may terminate this Agreement without cause by providing 30 days written notice to the other Parties. Any Project resources or assets allocated to the terminating Party under the Project shall be reassigned to the other Parties. The terminating Party shall be responsible for repayment of any portion of the \$400,000 County grant that may be required by the County to be reimbursed as a result of the terminating party's discontinuation of the project.
- e. Termination pursuant to this Section 9 shall be made by providing written notice to the non-terminating Party, which notice shall state the date upon which such termination is effective. Notice shall be served as provided in Section 8.

10. Indemnification

Each Party hereby agrees to indemnify, defend (with counsel acceptable to the other Parties), release and hold harmless the other Parties, their elected and appointed officials, officers, employees, agents (including their contractors and subcontractors), licensees, and

representatives (collectively, the "Party Indemnitees"), and each of them, and their property, from all loss, liability, damages, claims, costs and expenses arising out of or based upon the indemnifying Party's own willful misconduct or negligent acts or omissions in performing this Agreement; provided, however, that nothing contained in this subparagraph shall operate to relieve any of the Party Indemnitees from any loss, liability, damages, claims, costs or expenses to the extent determined by a court of competent jurisdiction to have been proximately caused by the Party Indemnitee's willful misconduct or negligent acts or omissions in the performance of this Agreement. Payment shall not be a condition precedent to recovery under the foregoing indemnity.

11. Successors and Assigns.

This Agreement shall be binding on the successors and assigns of the Parties hereto, and shall not be assigned by any Party without the written consent of the other Parties. Failure to obtain the other Parties' required written approval of any proposed transfer or assignment will render this Agreement terminated, as specified in Section 9.

12. No Waiver of Rights.

The failure by any Party to insist upon strict performance of any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of any right or remedy that any Party may have, and shall not be deemed a waiver or any right to require strict performance of all the terms, covenants and conditions of this Agreement thereafter, nor a waiver of any remedy for the subsequent breach or default of any term, covenant or condition of this Agreement.

13. Severability.

If any part of this Agreement is held, determined or adjudicated to be illegal, void or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall be given effect to the fullest extent reasonably possible.

14. Applicable Law.

- a. The Superior Court for the State of California in the County of Orange shall have the exclusive jurisdiction of any litigation between the Parties arising out of this Agreement.
- b. This Agreement shall be governed by, and construed under, the law of the State of California.
- c. In addition to any other rights or remedies, any Party may take legal action, in law or in equity, to cure, correct, or remedy such default, to recover damages for such default, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. The rights and remedies of the Parties are cumulative and the exercise by any Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other right or remedies for the same default or any other default by the other Parties.

c. Service of process shall be made in any manner permitted by law and shall be effective whether served within or outside of California.

15. Attorneys' Fees.

In any legal proceeding involving the interpretation of this Agreement, the Party prevailing in the final judgment in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees. Attorneys' fees shall include reasonable costs for investigating such action, conducting discovery, retaining expert witnesses, and all other necessary costs the court allows which are incurred in such litigation.

16. Captions and Interpretation.

Titles or captions contained herein are inserted as a matter of convenience and for reference, and in no way define, limit, extend, or describe the scope of this Agreement or any provisions hereof. No provision in this Agreement is to be interpreted for or against a Party because that Party or its legal representative drafted such provision.

17. Amendments.

No amendment to, addition to, alteration of, or variation nor any oral understanding or agreement not incorporated herein, shall be valid unless made in writing and signed and approved by the Parties.

18. Entire Agreement.

This document sets forth the entire agreement between the Parties, and supersedes any prior or contemporaneous oral or written agreements on the subject matter herein.

19. Authority.

The Parties to this Agreement represent and warrant that this Agreement has been authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.

///

IN WITNESS WHEREOF, each Party hereto has executed this Agreement by its duly authorized representatives as of the date set forth above.

CITY OF SAN CLEMENTE
100 Avenida Presidio
San Clemente, CA 92672

By: Anthony M. D. Deputy
City Clerk

Attest:

By: Shi Donchak
Mayor

Approved as to Form:

By: [Signature]
City Attorney

CITY OF DANA POINT
33282 Golden Lantern
Dana Point, CA 92629

By: _____
Mayor or Designee

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF ALISO VIEJO
12 Journey, Suite 100
Aliso Viejo, CA 92656

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF LAGUNA HILLS
24035 El Toro Road
Laguna Hills, CA 92653

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

IN WITNESS WHEREOF, each Party hereto has executed this Agreement by its duly authorized representatives as of the date set forth above.

CITY OF SAN CLEMENTE
100 Avenida Presidio
San Clemente, CA 92672

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF DANA POINT
33282 Golden Lantern
Dana Point, CA 92629

By: _____
Mayor or Designee

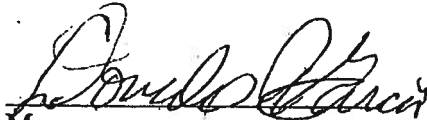
Attest:

By: _____
City Clerk

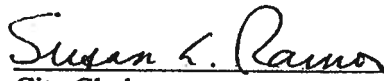
Approved as to Form:

By: _____
City Attorney

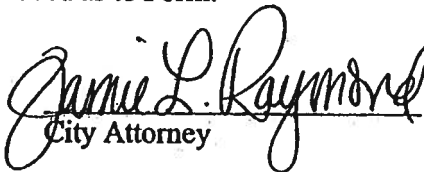
CITY OF ALISO VIEJO
12 Journey, Suite 100
Aliso Viejo, CA 92656

By: 
Mayor

Attest:

By: 
City Clerk

Approved as to Form:

By: 
City Attorney

CITY OF LAGUNA HILLS
24035 El Toro Road
Laguna Hills, CA 92653

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

IN WITNESS WHEREOF, each Party hereto has executed this Agreement by its duly authorized representatives as of the date set forth above.

CITY OF SAN CLEMENTE
100 Avenida Presidio
San Clemente, CA 92672

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

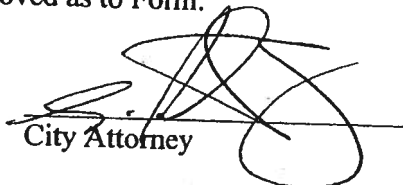
CITY OF DANA POINT
33282 Golden Lantern
Dana Point, CA 92629

By: 
Mayor or Designee

Attest:

By: 
City Clerk

Approved as to Form:

By: 
City Attorney

CITY OF ALISO VIEJO
12 Journey, Suite 100
Aliso Viejo, CA 92656

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF LAGUNA HILLS
24035 El Toro Road
Laguna Hills, CA 92653

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

IN WITNESS WHEREOF, each Party hereto has executed this Agreement by its duly authorized representatives as of the date set forth above.

CITY OF SAN CLEMENTE
100 Avenida Presidio
San Clemente, CA 92672

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF DANA POINT
33282 Golden Lantern
Dana Point, CA 92629

By: _____
Mayor or Designee

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF ALISO VIEJO
12 Journey, Suite 100
Aliso Viejo, CA 92656

By: _____
Mayor

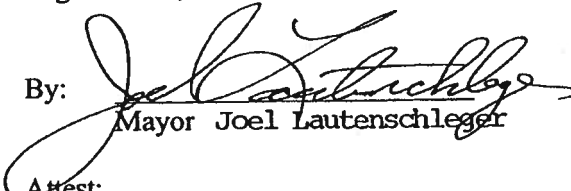
Attest:

By: _____
City Clerk

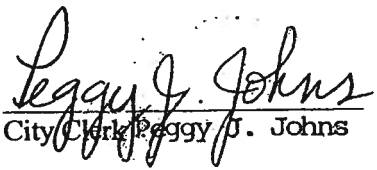
Approved as to Form:

By: _____
City Attorney

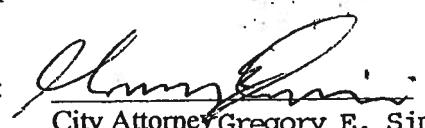
CITY OF LAGUNA HILLS
24035 El Toro Road
Laguna Hills, CA 92653

By: 
Mayor Joel Lautenschleger

Attest:

By: 
City Clerk Peggy J. Johns

Approved as to Form:

By: 
City Attorney Gregory E. Simonian

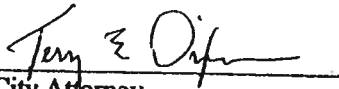
CITY OF LAGUNA NIGUEL
27801 La Paz Road
Laguna Niguel, CA 92677

By: 
Mayor

Attest:

By: 
City Clerk

Approved as to Form:

By: 
City Attorney

CITY OF SAN JUAN CAPISTRANO
32400 Paseo Adelanto
San Juan Capistrano, CA 92675

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF RANCHO SANTA MARGARITA
22112 El Paseo
Rancho Santa Margarita, CA 92688

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF TUSTIN
300 Centennial Way
Tustin, CA 92780

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF LAGUNA NIGUEL
27801 La Paz Road
Laguna Niguel, CA 92677

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF SAN JUAN CAPISTRANO
32400 Paseo Adelanto
San Juan Capistrano, CA 92675

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to Form:

By: _____
City Attorney

CITY OF RANCHO SANTA MARGARITA
22112 El Paseo
Rancho Santa Margarita, CA 92688

By: _____
Mayor

Attest:

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Approved as to Form:

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By: _____
Mayor

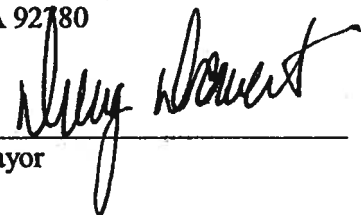
Attest:

By: _____
City Clerk

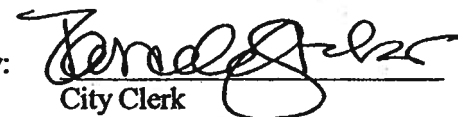
Approved as to Form:

By: _____
City Attorney

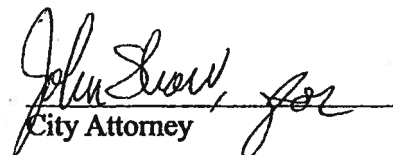
CITY OF TUSTIN
300 Centennial Way
Tustin, CA 92780

By:  _____
Mayor

Attest:

By:  _____
City Clerk

Approved as to Form:

By:  _____
City Attorney

CITY OF LAGUNA HILLS

AGENDA REPORT ADMINISTRATIVE SERVICES DEPARTMENT

**ISSUE: GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)
STATEMENT NO. 54 COMPLIANCE**

SUMMARY:

In February 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, which changed the categories and terminology used to describe the components that comprise fund balance. Under GASB Statement No. 54, there are five new components of fund balance that will replace the existing three components. The fourth new component, "assigned fund balance", essentially replaces the existing second component, "unreserved, designated" in the general fund. Under the new rules, assigned fund balance for the general fund must be established at either the highest level of decision making, a subordinate high-level body, or by an official designated for that purpose, in order to fully meet the definition as required by GASB 54. As the new terminology of assigned fund balance is consistent with the City's current policy of reserves for claims and equipment maintenance (as established in the City's Financial Policy No. 105) and as this amount has been historically designated by the City Manager and approved by the City Council in the Comprehensive Annual Financial Report (CAFR), staff is recommending that the City Council delegate the authority by Resolution to the City Manager in order to meet the requirements under GASB 54 and maintain consistency.

BACKGROUND:

In compliance with the City's current Financial Policy, accounting and financial reporting is maintained in accordance with standards promulgated by GASB. In February 2009, the Government Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This new standard alters the categories and terminology used to describe the components that make up fund

RECOMMENDATION: THAT THE CITY COUNCIL ADOPT A RESOLUTION ENTITLED: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DELEGATING THE AUTHORITY TO ASSIGN AMOUNTS TO BE USED FOR SPECIFIC PURPOSES AS DEFINED IN CITY COUNCIL POLICY NO. 105 FOR THE PURPOSE OF REPORTING THESE AMOUNTS IN THE ANNUAL FINANCIAL STATEMENTS IN COMPLIANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 54."

balance, which is effective for periods beginning after June 15, 2010. Fund balance for governmental funds should be reported in new categories and classifications that comprise a level of hierarchy which are based on the extent to which the government is bound to honor. The extent is limited by the specific purposes for which amounts can be spent.

Prior to GASB 54, fund balance was classified into three separate components: (1) reserved, (2) unreserved, designated and (3) unreserved, undesignated. GASB 54 defines five new components of fund balance that will replace these existing three components. These five new components are:

1. Nonspendable Fund Balance – That portion of fund balance that includes amounts that cannot be spent because they are either (a) not in a spendable form, such as prepaid items, inventories or supplies, or loans receivable; or (b) legally or contractually required to be maintained intact, such as the principal portion of an endowment. This category was traditionally reported as a “reserved” fund balance under the previous method of reporting. Specifically, in the City’s annual financial reports, this component of fund balance included:
 - Reserved for Prepaid Items
 - Reserved for Advances
2. Restricted Fund Balance - That portion of fund balance that reflects constraints placed on the use of resources (other than nonspendable items) that are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. This category was traditionally reported as “reserved” fund balance under the previous method. Specifically, in the City’s financial reports, this component of fund balance included:
 - Reserved for Debt Service
3. Committed Fund Balance – That portion of fund balance that includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision making authority, and remain binding unless removed in the same manner. Historically, this category has not been previously reported in the City’s financial reports.
4. Assigned Fund Balance – That portion of fund balance that includes amounts that are constrained by the government’s intent to be used for specific purposes, but that are neither restricted nor committed. For all governmental funds other than the general, this is any remaining positive amounts not classified in one of the first three components. For the general fund, such intent needs to be established at either the highest level of decision making, a subordinate high-

level body, or by an official designated for that purpose. This category was traditionally reported as “unreserved, reported in” or “unreserved, designated” fund balance under the previous method of reporting. Specifically, in the City’s annual financial reports, these amounts included the following classifications:

- Unreserved, reported in Non-major Special Revenue Funds
- Unreserved, Designated for Workers’ Compensation
- Unreserved, Designated for Claims Liability
- Unreserved, Designated for Park Equipment Maintenance
- Unreserved, Designated for Civic Center Equipment Maintenance
- Unreserved, Designated for Sports Complex Equipment Maintenance
- Unreserved, Designated for Community Center Equipment Maintenance
- Unreserved, Designated for Slopes/Storm Drain Maintenance

5. Unassigned Fund Balance – That portion of fund balance that includes amounts that do not fall into one of the above four categories. The General Fund is the only fund that should report this category of fund balance. This category was traditionally reported as “unreserved, undesignated” fund balance under the previous method in the City’s annual financial reports.

The new terminology of assigned fund balance is consistent with the City’s current policy of reserves for claims and equipment maintenance (as established in the City’s Financial Policy No. 105 Section G). However, in order to fully meet this classification in the general fund, intent must be expressed by the highest level of decision making, a subordinate high level body, or an official formally delegated that authority.

It has been the City’s practice that the City Manager designates these amounts as defined by the City’s financial policy and City Council approves these amounts in the CAFR. In continuing with this historical practice, staff is recommending that the City Council delegate the authority to the City Manager. A Resolution delegating this authority to the City Manager is attached to this report.

RECOMMENDATION: THAT THE CITY COUNCIL ADOPT A RESOLUTION ENTITLED: “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DELEGATING THE AUTHORITY TO ASSIGN AMOUNTS TO BE USED FOR SPECIFIC PURPOSES AS DEFINED IN CITY COUNCIL POLICY NO. 105 FOR THE PURPOSE OF REPORTING THESE AMOUNTS IN THE ANNUAL FINANCIAL STATEMENTS IN COMPLIANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 54.”

ATTACHMENTS:

- Resolution

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DELEGATING THE AUTHORITY TO ASSIGN AMOUNTS TO BE USED FOR SPECIFIC PURPOSES AS DEFINED IN CITY COUNCIL POLICY NO. 105 FOR THE PURPOSE OF REPORTING THESE AMOUNTS IN THE ANNUAL FINANCIAL STATEMENTS IN COMPLIANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 54

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

WHEREAS, City Council Policy No. 105 establishes the framework and direction for financial planning and requires the City's accounting and financial reporting system to be maintained in accordance with generally accepted accounting principles and other standards promulgated by the Governmental Accounting Standards Board (GASB); and

WHEREAS, GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which alters the categories and terminology used to describe the components that comprise fund balance; and

WHEREAS, GASB Statement No. 54 defines the new category of assigned fund balance as the portion of fund balance that is intended to be used for specific purposes that neither meets the other categories of fund balance of either nonspendable, restricted, or committed; and

WHEREAS, GASB Statement No. 54 requires such intent to assign fund balance in the general fund be expressed by the governing board itself, a subordinate high-level body, or an official possessing the authority to assign amounts to be used for specific purposes in accordance with the policy established by the governing body; and

WHEREAS, City Council Policy No. 105 Section G establishes such specific purpose to assign reserves for claims and equipment maintenance.

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

SECTION 1.

- A. That the City Manager has the authority to assign the portion of fund balance in the general fund that are constrained by the City's intent to be used for reserves as established in the City's Financial Policy No. 105 Section G.

PASSED, APPROVED, AND ADOPTED this 28th day of June 2011.

L. ALLAN SONGSTAD, JR., MAYOR

ATTEST:

PEGGY J. JOHNS, CITY CLERK

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

I, Peggy J. Johns, City Clerk of the City of Laguna Hills, California, DO
HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No.
_____ adopted by the City Council of the City of Laguna Hills, California,
at a Regular Meeting thereof held on the 28th day of June 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

PEGGY J. JOHNS, CITY CLERK

CITY OF LAGUNA HILLS

AGENDA REPORT ADMINISTRATIVE SERVICES DEPARTMENT

**ISSUE: CITY VIEWS PUBLICATION CONSULTING SERVICES AGREEMENT
WITH FAUBEL PUBLIC AFFAIRS**

SUMMARY:

The City initially entered into a Consulting Services Agreement with Faubel Public Affairs in November 2007 to coordinate and manage the quarterly preparation of the City Views newsletter. The current agreement is set to expire on June 30, 2011. City staff has negotiated a new contract with Faubel Public Affairs that includes no increases in costs to the City for the upcoming fiscal years.

The annual cost for the production, development and design of four City Views publications (one issue per quarter) is \$105,000. This results in a cost of \$26,250 per 9"x12", 28-page full-color publication. Staff is recommending that the City Council approve a two-year Consulting Services Agreement with Faubel Public Affairs.

FISCAL IMPACT:

Staff is recommending a two-year agreement totaling \$210,000. In the approved 2011-2013 Biennial Budget, the General Fund will pay \$95,000 in each of the upcoming fiscal years, with the remaining \$10,000 being paid out of the recycling accounts. These special revenue funds will be used to off-set the costs associated with the environmental-related public information contained in City Views.

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE CONSULTING SERVICES AGREEMENT WITH FAUBEL PUBLIC AFFAIRS AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT.

ATTACHMENTS:

- Consulting Services Agreement

CONSULTING SERVICES AGREEMENT

(Quarterly Newsletter Publication Services)

THIS AGREEMENT FOR CONSULTING SERVICES (the "Agreement") is made and entered into this 28 day of June, 2011, by and between the City of Laguna Hills, a municipal corporation organized and existing under the laws of the State of California ("City"), and Faubel Public Affairs, a Corporation ("Consultant").

RECITALS

A. City requires the services of a public affairs consultant for coordinating and managing the City's newsletter and Community Services Brochure ("Project").

B. Consultant has submitted to City a proposal to provide quarterly publication services to City pursuant to the terms of this Agreement.

C. Based on its experience, education, training, and reputation, Consultant is qualified to provide the necessary services to City for the Project and desires to provide such services.

D. City desires to retain the services of Consultant for the Project.

NOW, THEREFORE, in consideration of the promises and mutual agreements contained herein, City agrees to retain and does hereby retain Consultant and Consultant agrees to provide services to the City as follows:

AGREEMENT

1. CONSULTANT SERVICES

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide quarterly newsletter publication services to City as described in the Scope of Services/Work attached to this Agreement as Exhibit "A" and incorporated herein by reference (the "services" or "work"), which includes the agreed upon schedule of performance and the schedule of fees. Consultant warrants that all services and work shall be performed in a competent, professional, and satisfactory manner in accordance with all standards prevalent in the industry. In the event of any inconsistency between the terms contained in the Scope of Services/Work and the terms set forth in the main body of this Agreement, the terms set forth in the main body of this Agreement shall govern.

1.2 Compliance with Law. All services rendered under this Agreement shall be provided by Consultant in accordance with all applicable federal, state, and local laws, statutes, and ordinances and all lawful orders, rules, and regulations promulgated thereunder.

1.3 Licenses and Permits. Consultant shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the services required by this Agreement.

1.4 Familiarity with Work. By executing this Agreement, Consultant warrants that it has carefully considered how the work should be performed and fully understands the facilities, difficulties, and restrictions attending performance of the work under this Agreement.

2. TIME FOR COMPLETION.

The time for completion of the services to be performed by Consultant is an essential condition of this Agreement. Consultant shall prosecute regularly and diligently the work of this Agreement according to mutually agreed upon schedules. Consultant shall not be accountable for delays in the progress of its work caused by any condition beyond its control and without the fault or negligence of Consultant. Delays shall not entitle Consultant to any additional compensation regardless of the party responsible for the delay.

3. COMPENSATION OF CONSULTANT

3.1 Compensation of Consultant. For the services rendered pursuant to this Agreement, Consultant shall be compensated and reimbursed, in accordance with the schedule of fees set forth in Exhibit "A," which total contract amount shall not exceed \$210,000.

3.2 Method of Payment. In any month in which Consultant wishes to receive payment, Consultant shall no later than the first working day of such month, submit to City in the form approved by City's finance manager, an invoice for services rendered prior to the date of the invoice. City shall pay Consultant for all expenses stated thereon, which are approved by City consistent with this Agreement, within thirty (30) days of receipt of Consultant's invoice.

3.3 Changes. In the event any change or changes in the Scope of Services/Work is requested by City, the parties hereto shall execute a written amendment to this Agreement, setting forth with particularity all terms of such amendment, including, but not limited to, any additional fees. An amendment may be entered into:

A. To provide for revisions or modifications to documents or other work product or work when documents or other work product or work is required by the enactment or revision of law subsequent to the preparation of any documents, other work product, or work;

B. To provide for additional services not included in this Agreement or not customarily furnished in accordance with generally accepted practice in Consultant's profession.

3.4 Appropriations. This Agreement is subject to and contingent upon funds being appropriated therefore by the Laguna Hills City Council for each fiscal year covered by the Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to City.

4. PERFORMANCE SCHEDULE

4.1 Time of Essence. Time is of the essence in the performance of this Agreement.

4.2 Schedule of Performance. All services rendered pursuant to this Agreement shall be performed pursuant to the mutually agreed upon schedules for each quarterly

publication. The extension of any time period must be approved in writing by the Contract Officer.

4.3 Force Majeure. The time for performance of services to be rendered pursuant to this Agreement may be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of Consultant, including, but not limited to, acts of God or of a public enemy, acts of the government, fires, earthquakes, floods, epidemic, quarantine restrictions, riots, strikes, freight embargoes, and unusually severe weather if Consultant shall within ten (10) days of the commencement of such condition notify the Contract Officer who shall thereupon ascertain the facts and the extent of any necessary delay, and extend the time for performing the services for the period of the enforced delay when and if in the Contract Officer's judgment such delay is justified, and the Contract Officer's determination shall be final and conclusive upon the parties to this Agreement.

4.4 Term. Unless earlier terminated in accordance with Section 8.5 of this Agreement, this Agreement shall continue in full force and effect for a period of twenty-four months, commencing on July1, 2011, and ending on June 30, 2013, unless extended by mutual written agreement of the parties.

5. COORDINATION OF WORK

5.1 Representative of Consultant. The following principal of Consultant is hereby designated as being the principal and representative of Consultant authorized to act in its behalf with respect to the services and work specified herein and make all decisions in connection therewith: Roger Faubel, President & CEO. It is expressly understood that the experience, knowledge, education, capability, and reputation of the foregoing principal is a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principal shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. The foregoing principal may not be changed by Consultant without prior written approval of the Contract Officer.

5.2 Contract Officer. The Contract Officer shall be the City Manager, or his/her designee. It shall be the Consultant's responsibility to keep the Contract Officer, or his/her designee, fully informed of the progress of the performance of the services and Consultant shall refer any decisions that must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer.

5.3 Prohibition Against Subcontracting or Assignment. The experience, knowledge, education, capability, and reputation of Consultant, its principals and employees, were a substantial inducement for City to enter into this Agreement. Therefore, Consultant shall not contract with any other individual or entity to perform in whole or in part the services required hereunder without the express written approval of City. In addition, neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City.

5.4 Independent Contractor. Neither City nor any of its employees shall have any control over the manner, mode, or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth herein. Consultant shall perform all services required herein as an independent contractor of City and shall not be an employee of City and shall remain at all times as to City a wholly independent contractor with only such obligations as are consistent with that role; however, City shall have the right to review Consultant's work product, result, and advice. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City.

5.5 Personnel. Consultant agrees to assign the following individuals to perform the services set forth herein. Consultant shall not alter the assignment of the following personnel without the prior written approval of the Contract Officer. Acting through the City Manager, the City shall have the unrestricted right to order the removal of any personnel assigned by Consultant by providing written notice to Consultant.

<u>Name:</u>	<u>Title:</u>
Brian Lochrie	Senior Vice President
Stephen Gregg	Account Manager

6. INSURANCE AND INDEMNIFICATION

6.1 Insurance. Consultant shall procure and maintain, at its sole cost and expense, and submit concurrently with its execution of this Agreement, in a form and content satisfactory to City, public liability and property damage insurance against all claims for injuries against persons or damages to property resulting from Consultant's performance under this Agreement. Consultant shall also carry workers' compensation insurance in accordance with California workers' compensation laws. Such insurance shall be kept in full force and effect during the term of this Agreement, including any extension thereof, and shall not be cancelable without thirty (30) days written notice to City of any proposed cancellation. Certificates of insurance evidencing the foregoing and designating the City, its elected officials, officers, employees, agents, and volunteers as additional insureds by original endorsement shall be delivered to and approved by City prior to commencement of services. The procuring of such insurance and the delivery of policies, certificates, and endorsements evidencing the same shall not be construed as a limitation of Consultant's obligation to indemnify City, its elected officials, officers, agents, employees, and volunteers.

6.1.1 Minimum Scope of Insurance. The minimum amount of insurance required hereunder shall be as follows:

A. Comprehensive general liability and personal injury with limits of at least one million dollars (\$1,000,000.00) per occurrence, two million dollars (\$2,000,000.00) in the general aggregate, and one million dollars (\$1,000,000.00) for products and completed operations; the commercial general liability policy shall name the City of Laguna Hills as an additional insured in accordance with standard ISO additional insured endorsement form CG2010(1185) or equivalent language;

B. Automobile liability insurance with limits of at least one million dollars (\$1,000,000.00) per occurrence;

C. Workers' Compensation insurance in the statutory amount as required by the State of California, and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000.00) per accident for bodily injury or disease.

For any claims related to this Agreement, Consultant's insurance coverage shall be primary insurance as respects City and its respective elected officials, officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by City and its respective elected officials, officers, employees, agents, and volunteers shall be in excess of Consultant's insurance and shall not contribute with it. For Workers' Compensation and Employer's Liability Insurance only, the insurer shall waive all rights of subrogation and contribution it may have against City, its elected officials, officers, employees, agents, and volunteers.

6.1.2 Sufficiency of Insurers. Insurance required herein shall be issued by a licensed company authorized to transact business in the state by the Department of Insurance for the State of California with a current rating of A-VII or better (if an admitted carrier), or a current rating of A:X or better (if offered by a non-admitted insurer listed on the State of California List of Eligible Surplus Lines Insurers (LESLI), by the latest edition of A.M. Best's Key Rating Guide, except that the City will accept workers' compensation insurance from the State Compensation Fund.

6.1.3 Verification of Coverage. Consultant shall furnish City with both original certificates of insurance and endorsements, including additional insured endorsements, effecting all of the coverages required by this Agreement. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All proof of insurance is to be received and approved by the City before work commences. City reserves the right to require Consultant's insurers to provide complete, certified copies of all required insurance policies at any time. Additional insured endorsements are not required for Workers' Compensation policies.

6.1.4 Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its elected officials, officers, employees, agents, and volunteers; or, Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

6.1.5 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the City, its directors, officials, officers, employees, agents, and volunteers.

6.2 Indemnification. To the fullest extent permitted by law, Consultant shall defend (at Consultant's sole cost and expense), indemnify, protect, and hold harmless City, its elected officials, officers, directors, employees, agents, and volunteers (collectively the "Indemnified

Parties”), from and against any and all liabilities, actions, suits, claims, demands, losses, costs, judgments, arbitration awards, settlements, damages, demands, orders, penalties, and expenses including legal costs and attorney fees (collectively “Claims”), including but not limited to Claims arising from injuries to or death of persons (Consultant’s employees included), for damage to property, including property owned by City, from any violation of any federal, state, or local law or ordinance, which Claims arise out of or are related to Consultant’s performance under this Agreement. Under no circumstances shall the insurance requirements and limits set forth in this Agreement be construed to limit Consultant’s indemnification obligation or other liability hereunder.

7. RECORDS AND REPORTS

7.1 Reports. Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

7.2 Records. Consultant shall keep such books and records as shall be necessary to properly perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, and make records and transcripts from such records.

7.3 Ownership of Documents. All drawings, specifications, reports, records, documents, and other materials prepared by Consultant in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights or ownership of the documents and materials hereunder. Consultant may retain copies of such documents for its own use. Consultant shall have an unrestricted right to use the concepts embodied therein.

7.4 Release of Documents. All drawings, specifications, reports, records, documents, and other materials prepared by Consultant in the performance of services under this Agreement shall not be released publicly without the prior written approval of the Contract Officer.

7.5 Cost Records. Consultant shall maintain all books, documents, papers, employee time sheets, accounting records, and other evidence pertaining to costs incurred while performing under this Agreement and shall make such materials available at its offices at all reasonable times during the term of this Agreement and for three (3) years from the date of final payment for inspection by City and copies thereof shall be promptly furnished to City upon request.

8. ENFORCEMENT OF AGREEMENT

8.1 California Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim, or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California, or any other appropriate court in such county, and Consultant covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

8.2 Waiver. No delay or omission in the exercise of any right or remedy of a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. No consent or approval of City shall be deemed to waive or render unnecessary City's consent to or approval of any subsequent act of Consultant. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.3 Rights and Remedies are Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

8.4 Legal Action. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct, or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain injunctive relief, a declaratory judgment, or any other remedy consistent with the purposes of this Agreement.

8.5 Termination Prior to Expiration of Term. City reserves the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice to Consultant, except that where termination is due to the fault of Consultant and constitutes an immediate danger to health, safety, and general welfare, the period of notice shall be such shorter time as may be determined by the City. Upon receipt of the notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Consultant shall be entitled to compensation for all services rendered prior to receipt of the notice of termination and for any services authorized by the Contract Officer thereafter.

8.6 Attorney Fees. In the event any dispute between the parties with respect to this Agreement results in litigation or any non-judicial proceeding, the prevailing party shall be entitled, in addition to such other relief as may be granted, to recover from the non-prevailing party all reasonable costs and expenses, including but not limited to reasonable attorney fees, expert consultant fees, court costs and all fees, costs, and expenses incurred in any appeal or in collection of any judgment entered in such proceeding.

9. CITY OFFICERS AND EMPLOYEES; NON-DISCRIMINATION

9.1 Non-Liability of City Officers and Employees. No officer, director, official, or employee of City shall be personally liable to the Consultant, or any successor-in-interest, in the

event of any default or breach by City or for any amount which may become due to the Consultant or its successor, or for breach of any obligation of the terms of this Agreement.

9.2 Covenant Against Discrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination or segregation in the performance of or in connection with this Agreement regarding any person or group of persons on account of race, color, creed, religion, sex, marital status, disability, sexual orientation, national origin, or ancestry.

10. MISCELLANEOUS PROVISIONS

10.1 Notice. Any notice, demand, request, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by pre-paid, first-class mail to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

To City:	City of Laguna Hills Attention: City Manager 24035 El Toro Road Laguna Hills, CA 92653
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To Consultant:	Roger Faubel President & CEO Faubel Public Affairs 25 Orchard Lake Forest, CA 92630
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10.2 Integrated Agreement. This Agreement contains all of the agreements of the parties and cannot be amended or modified except by written agreement.

10.3 Amendment. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

10.4 Severability. In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement, which shall be interpreted to carry out the intent of the parties hereunder.

10.5 Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by so executing this Agreement the parties hereto are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates stated below.

“CITY”
City of Laguna Hills

Date: _____

By: _____
Bruce E. Channing,
City Manager

APPROVED AS TO FORM:

ATTEST

By: _____
Gregory E. Simonian,
City Attorney

By: _____
Peggy J. Johns,
City Clerk

“CONSULTANT”
Faubel Public Affairs

Date: _____

By : _____
Roger Faubel
President & CEO

Date: _____

By : _____
(name)

(title)

EXHIBIT “A”

CONSULTANT’S SCOPE OF SERVICES/WORK

Including,

Schedule of Fees

Executive Summary

Approach

Faubel Public Affairs will work as a team with the City of Laguna Hills to continue development of a 9" x 12", 28-page, full-color, glossy city magazine.

The first 8 to 10 pages of the magazine will be photo dominant with articles about city news, issues and events. The remaining 18 to 20 pages will focus on Community Services.

Scope of Work

- 1) Faubel Public Affairs will produce and mail a 9" x 12," up to 28-page, full-color, glossy city magazine to all postal addresses (approximately 14,000) in the City. The magazine will feature City news as well as community services classes and activities.
- 2) Faubel Public Affairs will meet with City staff once a month (more if necessary) to discuss City news, issues and events to be covered in the magazine. Based on these topics, Faubel Public Affairs will research and draft articles for City approval.
- 3) Working with a trusted and experienced creative director, Faubel Public Affairs will design a template for the City magazine. We will continue to use fonts and colors that will remain constant throughout future issues.
- 4) Faubel Public Affairs will design the magazine by laying out all approved articles with photographs. This will include laying out the Community Services portion of the publication, which will be provided to Faubel Public Affairs electronically.
- 5) Since the magazine will be dominated by photographs, it is critical to the success of the publication to have beautiful photography. Faubel Public Affairs will work with a professional photographer to take candid high-resolution photos at events as well as staged images throughout the City.
- 6) Faubel Public Affairs works with many high-quality printers throughout Orange County and has the ability to select the absolute best printer for the City's magazine. We will take the print job out to bid in order to ensure that the printer will provide a high-quality piece, print the magazine in a short turnaround time, and remain cost effective.
- 7) We will resume using Taubenpost for the mailing of Laguna Hills City Views. We will continue using an address list from Direct List Technologies who has been able to provide accurate lists of the entire City of Laguna Hills. Taubenpost is highly skilled at receiving mailing list, sorting mailing for postage savings and quick turnarounds and is used by the Cities of Rancho Santa Margarita, Irvine, Dana Point and Laguna Niguel.

Budget

Template

Faubel Public Affairs will continue using the existing template for the City's magazine.

Cost

None

Writing

Faubel Public Affairs will meet with the City, discuss topics, draft and finalize articles.

Cost Per Publication

\$7,000

Design

Faubel Public Affairs will design and layout each quarterly magazine.

Cost Per Publication

\$6,500

Photography

Faubel Public Affairs will hire a professional photographer to take pictures (up to 10 hours per publication) for the magazine.

Cost Per Publication

\$ 500

Printing

Faubel Public Affairs will hire a professional printer to print 14,000 copies of the magazine.

Cost Per Publication

\$11,700

Mailing

Faubel Public Affairs will hire a professional mail house to distribute 14,000 copies of the magazine to Laguna Hills residents and businesses on a quarterly basis.

Cost Per Publication

\$ 550

Budget Summary

Per publication	\$ 26,250
Fiscal Year 1 Total	<u>\$105,000</u> (4 publications)
Two Year Budget Total	\$210,000 (8 publications)

CITY OF LAGUNA HILLS

AGENDA REPORT COMMUNITY SERVICES DEPARTMENT

ISSUE: SPORTS COMPLEX SNACK BAR AGREEMENT WITH THE LAGUNA HILLS HIGH SCHOOL MUSIC BOOSTERS

SUMMARY:

The snack bar at the Laguna Hills Sports Complex opened in November of 2000. Originally the snack bar was operated by a private vendor. When that vendor determined that he did not want to continue, staff discussed the option of operating the snack bar with local sports organizations, including AYSO Region 1422 and Laguna Hills Little League. Due to a lack of interest or volunteers to work in the snack bar, these groups declined the offer to operate the snack bar. The Laguna Hills High School Music Boosters came forward shortly thereafter, and have operated the snack bar since the fall of 2004.

The City of Laguna Hills Concession Agreement for Snack Bar at the Laguna Hills Sports Complex ("Agreement") affords the Music Boosters the exclusive use of the snack bar building. However, the City may permit other user groups to sell food and refreshments at the Sports Complex, setting up at least 100 feet from the snack bar building. The City also reserves the right to close the snack bar building and allow other vendors to sell food and refreshments for a City-sponsored special event.

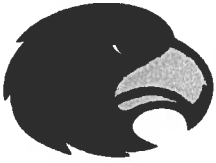
The Music Boosters provide staff with a monthly report. For the month of May 2011, the snack bar was open for business for 46.25 hours. The sales totaled \$1,132.25, and expenses were \$361.78, for a profit of \$778.96.

Per Amendment No. 1 to the Agreement with the Music Boosters, a one-year extension may be exercised by the City Manager by a letter confirming an extension. Attached is a letter from Jean Merrell, President of the Music Boosters, requesting such an extension. The new Agreement will expire on July 12, 2012.

RECOMMENDATION: THAT THE CITY COUNCIL AUTHORIZE THE CITY MANAGER TO SEND A LETTER TO THE LAGUNA HILLS HIGH SCHOOL MUSIC BOOSTERS CONFIRMING A ONE-YEAR EXTENSION OF THE CONCESSION AGREEMENT FOR SNACK BAR AT THE LAGUNA HILLS SPORTS COMPLEX.

ATTACHMENTS:

- Request for one-year extension of current Agreement.



HAWKS MUSIC

Andy Julian, Director

Laguna Hills High School
25401 Paseo de Valencia
Laguna Hills, California 92653
949-770-5447

June 2, 2011

Bruce Channing
City Manager
City of Laguna Hills
24035 El Toro Road
Laguna Hills, CA 92653

Dear Mr. Channing:

On behalf of the Laguna Hills High School Music Boosters, we would like to confirm our desire to extend the current agreement with the City of Laguna Hills to run the Snack Bar at the Community Center for a one year period from July 12, 2011 to July 12, 2012. We accept the terms and conditions of the current agreement, and thank you for this opportunity.

Sincerely yours,

Jean Lenihan Merrell
President

Sharon Diener
Parliamentarian

6/3/11

Tax ID# 33-0636188

CITY OF LAGUNA HILLS

AGENDA REPORT COMMUNITY SERVICES DEPARTMENT

**ISSUE: ORANGE COUNTY TRANSPORTATION AUTHORITY SENIOR
 MOBILITY PROGRAM FUNDS FOR THE DIAL-A-TAXI
 TRANSPORTATION PROGRAM FOR SENIORS**

SUMMARY:

The City Council approved two Agreements on June 22, 2010, to support the City of Laguna Hills Senior Dial-a-Taxi Program. One Agreement was with California Yellow Cab for the taxi transportation service. The other Agreement was with Orange County Transportation Authority (OCTA) for use of Senior Mobility Program (SMP) funds. This Agreement expires on June 30, 2011. A new Cooperative Agreement with Orange County Transportation Authority will need to be approved by the City Council in order to continue to receive funds from Orange County Transportation Authority's Senior Mobility Program to support the City's senior transportation program. The City's Dial-a-Taxi Program service began on August 1, 2010, and the details of this program to date are provided in this staff report.

BACKGROUND:

The City Council directed staff to develop a taxi transportation program for seniors and to also pursue OCTA's Senior Mobility Program for funding at its January 26, 2010, meeting. Staff developed a program modeled after Mission Viejo's Dial-a-Taxi Program and also arranged for SMP funding. The proposed program and Agreements to support the City's Dial-a-Taxi Program were presented to the City Council at its June 22, 2010, meeting. These Agreements were approved by the City Council at this meeting. One of the approved Agreements was with California Yellow Cab (CYC) for the taxi transportation service which expires July 31, 2012, and may be extended for two (1) one-year terms. The other Agreement is with OCTA for use of the SMP funds. This Agreement expires June 30, 2011, and the City Council must approve the new Cooperative Agreement C-1-2478 between the Orange County Transportation Authority and the City of Laguna Hills for Senior Mobility Program ("Agreement") for SMP funds if the intent of the City Council is to continue forward with the program with OCTA's funding.

RECOMMENDATION: THAT THE CITY COUNCIL AUTHORIZE THE MAYOR TO EXECUTE THE COOPERATIVE AGREEMENT C-1-2478 BETWEEN THE ORANGE COUNTY TRANSPORTATION AUTHORITY AND THE CITY OF LAGUNA HILLS FOR SENIOR MOBILITY PROGRAM.

The new five-year term Agreement is using Renewed Measure M2 sales tax revenue and expires June 30, 2016. A five-year extension option is also part of the new Agreement. Overall the terms and conditions of the proposed Agreement are the same as the current agreement with some changes. The more notable changes are as follows:

1. Age definition of a “senior” has been reduced from 65 to 60 years of age for the purpose of calculating funding allocation.
2. SMP funds will be distributed to cities on a bi-monthly basis rather than in one lump sum at the beginning of the fiscal year.
3. SMP funds that are not expended within the first three years of the contract must be returned to OCTA.

In summary, the current senior Dial-a-Taxi Program provides service seven days a week, 24 hours a day to eligible participants who are 80 years or older, 65 years or older and are disabled, or 60 years or older with a revoked license or are unable to drive. Registered participants from the City of Laguna Hills are permitted to travel anywhere within the combined city limits of Mission Viejo and Laguna Hills (the “Service Area”) for the existing one-way rate of \$5 (customer co-pay) and \$10 (billable to the City) as well as several satellite destinations outside of the Service Area.

The City’s Dial-a-Taxi Program began service on August 1, 2010. To date, 24 seniors are eligible to use the program and eight senior citizens have used the service. Since the commencement of the program through May 30, 2011, these eight senior citizens have collectively taken 193 taxi trips. Based on senior population demographic comparisons between Mission Viejo and Laguna Hills, and the actual usage of Mission Viejo’s Dial-a-Taxi program in the first year of its program, staff estimated a total of 283 trips in the first year of the Laguna Hills’ Senior Dial-a-Taxi Program when this program was first presented to the City Council in January 2010. If the current monthly usage trend continues through June and July of this year, the actual trip usage will be close to the original usage estimate at 263 total annual trips.

Advertisement for the City’s Dial-a-Taxi Program during its first year of operation included two articles in City Views and a Senior Transportation Fair hosted in October 2010. The purpose of the fair was to advertise the transportation services available to seniors and the hosts of the fair included the City of Laguna Hills, the City of Mission Viejo, OCTA, and Age Well Senior Services. Furthermore, staff made numerous trips to the senior living centers located in the City of Laguna Hills, as well as the Florence Sylvester Memorial Senior Center, to drop off flyers and to also talk to management of these facilities to introduce our program.

Similar to the SMP funding mechanism of the current Agreement, OCTA will fund 80% of the transportation program costs and the City of Laguna Hills is required to match 20% of the program costs under the new Agreement. The available OCTA contribution for FY 11/12 is \$34,226, and the City's 20% match is only for the fund amount used of the \$34,226. "In-kind" contributions from the City may be counted against the entire 20% match requirement and it is staff's anticipation that the use of SMP funds will completely offset any general fund impact to operate this Dial-a-Taxi Program going forward as was the case in the current cycle. The table below reflects the total cost of the program since its beginning of August 1, 2010. The grant funds allocated to the City for the program's first year of operation was \$34,226.

Table 1. SMP Program Expenses from August 1, 2010 - May 30, 2011

OCTA SMP Expenses

CYC Trip Charges	\$ 1,935
Software/Hardware	\$ 2,675
Advertisement	\$ 2,000
	\$ 6,610

City Contribution Expenses

Staff Time	\$ 1,709
Misc. support costs	\$ 633
	\$ 2,342

20% City Contribution Requirement	\$ 1,322
Over/(under) Contribution Requirement	\$ 1,020

The current SMP Program (which FY 10/11 falls under) has been funded by Transportation Development Act (TDA) funds which may not be carried over into the next fiscal year. To close out the TDA funding under the current program, cities will be required to return any unexpended FY 10/11 funds to OCTA. Staff estimates that this amount will be approximately \$27,300. Under the new Agreement, carry-overs can occur for the first three years of the Agreement. At the end of the third year of the Agreement term, any unspent funds will need to be returned to OCTA as mentioned earlier in this staff report.

FISCAL IMPACT:

The estimated costs of the taxi service provider for FY 11/12 will range from \$4,000 to \$6,000 as staff anticipates an increase in usage over the current year. Staff will monitor the program to determine if the program requirements should be modified or services should be enhanced to maximize the use of the OCTA'S allocated funds. Staff anticipates no General Fund impact if OCTA's SMP funds are used since 20% of the

City's match can include staff time and other support costs to administer the Senior Dial-a-Taxi Program as it is currently being offered.

According to OCTA staff, the funding of the SMP will continue into the next cycle with Measure M2 program monies which allocate 1% of net revenues towards SMP. OCTA staff anticipates that funding will remain at or near the current levels for the next funding cycle barring any dramatic decline in sales tax revenue.

RECOMMENDATION: THAT THE CITY COUNCIL AUTHORIZE THE MAYOR TO EXECUTE THE COOPERATIVE AGREEMENT C-1-2478 BETWEEN THE ORANGE COUNTY TRANSPORTATION AUTHORITY AND THE CITY OF LAGUNA HILLS FOR SENIOR MOBILITY PROGRAM.

ATTACHMENTS:

- Cooperative Agreement C-1-2478 (New Agreement)
- Cooperative Agreement C-0-1580 (Current Agreement)

1 **COOPERATIVE AGREEMENT C-1-2478**

2 **BETWEEN**

3 **THE ORANGE COUNTY TRANSPORTATION AUTHORITY**

4 **AND**

5 **THE CITY OF LAGUNA HILLS**

6 **FOR**

7 **SENIOR MOBILITY PROGRAM**

8 **THIS AGREEMENT** is made and entered into this _____ day of _____, 2011
9 by and between the Orange County Transportation Authority, 550 South Main Street, P.O. Box 14184,
10 Orange, California 92863-1584, a public corporation of the state of California (hereinafter referred to as
11 "AUTHORITY"), and the City of Laguna Hills, 24035 El Toro Road, Laguna Hills, California 92653
12 (hereinafter referred to as "CITY"). Herein, AUTHORITY and CITY are sometimes individually referred
13 to as the "PARTY" and collectively as the "PARTIES."

14 **RECITALS**

15 **WHEREAS**, CITY is desirous of obtaining transportation services for seniors of the City of
16 Laguna Hills; and

17 **WHEREAS**, AUTHORITY and CITY agree to enter into the Senior Mobility Program (SMP)
18 concerning senior transportation services; and

19 **WHEREAS**, this Cooperative Agreement defines the roles and responsibilities of AUTHORITY
20 and CITY in executing a Senior Mobility Program for senior transportation; and

21 **WHEREAS**, AUTHORITY and CITY agree to comply with all relevant elements of Orange
22 County Local Transportation Authority Ordinance No. 3; and

23 **WHEREAS**, AUTHORITY's Board of Directors approved this Cooperative Agreement on
24 February 14, 2011;

25 **NOW, THEREFORE**, it is mutually understood and agreed by AUTHORITY and CITY as
26 follows:

ARTICLE 1. COMPLETE AGREEMENT

A. This Agreement, including all exhibits and documents incorporated herein and made applicable by reference, constitutes the complete and exclusive statement of the term(s) and condition(s) of the agreement between AUTHORITY and CITY and it supersedes all prior representations, understandings and communications. The invalidity in whole or in part of any term or condition of this Agreement shall not affect the validity of other term(s) or condition(s).

B. AUTHORITY's failure to insist in any one or more instances upon CITY's performance of any term(s) or condition(s) of this Agreement shall not be construed as a waiver or relinquishment of AUTHORITY's right to such performance or to future performance of such term(s) or condition(s) and CITY's obligation in respect thereto shall continue in full force and effect. Changes to any portion of this Agreement shall not be binding upon AUTHORITY except when specifically confirmed in writing by an authorized representative of AUTHORITY by way of a written amendment to this Agreement and issued in accordance with the provisions of this Agreement.

ARTICLE 2. RESPONSIBILITIES OF AUTHORITY

A. AUTHORITY agrees to provide funds per the following guidelines:

1. Services provided under the Senior Mobility Program are available to individuals 60 years of age and older.

2. Funds for the program are identified as 1% of Renewed Measure M (M2) net sales tax revenue and will be allocated to all local jurisdictions based upon the participating entity's respective percentage of the senior population for the entire county.

3. Senior population will be determined by using the most current official decennial Census information provided by the U.S. Census Bureau.

4. All active participants will receive their portion of funding on a bi-monthly basis.

B. In the event that the amount of M2 funding provided for this program is less than the amount allocated for this program in fiscal year (FY) 2010-11 as illustrated in Exhibit B, "Senior Mobility

Program Allocation," AUTHORITY will allocate Transportation Development Act (TDA) Article 4.5 funds to CITY in an amount no greater than FY 2010-11 funding levels less M2 SMP revenues for up to three (3) years. Disbursement of TDA funds will occur with the last bi-monthly distribution of M2 funds during the fiscal year.

C. Agree that Net Revenues allocated shall be expended or encumbered within three years of receipt. AUTHORITY may grant an extension to the three-year limit, but extensions shall not be granted beyond a total of five (5) years from the date of the initial funding allocation.

D. In the event the time limits for use of Net Revenues are not satisfied, then any retained Net Revenues that were allocated to an Eligible Jurisdiction and interest earned thereon shall be returned to AUTHORITY and these Net Revenues and interest earned thereon shall be available for allocation to any project within the same source program at the discretion of AUTHORITY.

E. AUTHORITY may provide, at AUTHORITY's sole discretion, a refurbished surplus paratransit vehicle, at no cost to CITY and no further responsibility to AUTHORITY after vehicle donation. CITY may purchase additional vehicle(s) in excess of their vehicle allocation at a cost of Five Thousand Dollars (\$5,000) per vehicle, subject to vehicle availability.

ARTICLE 3. RESPONSIBILITIES OF CITY

A. CITY agrees that all funds received from AUTHORITY as specified in Article 2A above will be used exclusively for providing accessible senior transportation services that do not duplicate AUTHORITY's services as specified in Exhibit A entitled "Scope of Work."

B. CITY must satisfy all M2 eligibility criteria in order to receive their formula allocation for this program.

C. CITY agrees that Net Revenues allocated shall be expended or encumbered within three (3) years of receipt. AUTHORITY may grant an extension to the three-year limit, but extensions shall not be granted beyond a total of five (5) years from the date of the initial funding allocation.

D. In the event the time limits for use of Net Revenues are not satisfied, any retained Net Revenues that were allocated to an Eligible Jurisdiction and interest earned thereon shall be returned to

1 AUTHORITY and these Net Revenues and interest earned thereon shall be available for allocation to
2 any project within the same source program at the discretion of AUTHORITY.

3 E. CITY agrees to match twenty percent (20%) of the total annual formula allocation.
4 Local match may be made up of cash-subsidies, fare revenues, or in-kind contributions.

5 F. CITY may contract with a third-party service provider to provide senior transportation
6 services provided that:

- 7 1. Contractor is selected using a competitive procurement process; and
- 8 2. Wheelchair accessible vehicles are available and used when requested.

9 G. CITY shall require its contractor to procure and maintain insurance coverage during
10 the entire term of this Agreement. Coverage shall be full coverage or subject to self-insurance
11 provisions. CITY's contractor shall provide the following insurance coverage:

12 1. Commercial General Liability, to include Products/Completed Operations,
13 Independent Contractors', Contractual Liability, and Personal Injury Liability with a minimum limit of
14 \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate.

15 2. Automobile Liability Insurance to include owned, hired and non-owned autos with a
16 combined single limit of \$1,000,000.00 each accident;

17 3. Workers' Compensation with limits as required by the State of California including a
18 waiver of subrogation in favor of AUTHORITY, its officers, directors, employees or
19 agents; and

20 4. Employers' Liability with minimum limits of \$1,000,000.00.

21 H. Proof of such coverage, in the form of an insurance company issued policy
22 endorsement and a broker-issued insurance certificate, must be received by AUTHORITY prior to
23 commencement of any work. Proof of insurance coverage must be received by AUTHORITY within ten
24 (10) calendar days from the effective date of this Agreement with AUTHORITY, its officers, directors,
25 employees and agents designated as additional insured on the general and automobile liability. Such
26 insurance shall be primary and non-contributive to any insurance or self-insurance maintained by

1 AUTHORITY.

2 I. CITY shall require its contractor to include on the face of the Certificate of Insurance the
3 Cooperative Agreement Number C-1-2478; and, the Senior Contract Administrator's Name, Pia
4 Veesapen.

5 J. CITY agrees to provide AUTHORITY with monthly summary reports of CITY's Senior
6 Mobility Program. CITY shall submit monthly summary report within fifteen (15) calendar days as
7 specified in Exhibit C "Senior Mobility Program Monthly Reporting Form," included in this
8 Agreement, which is incorporated into and made part of this Agreement.

9 K. CITY shall adopt an annual Expenditure Report to account for Net Revenues and
10 funds expended by the Eligible Jurisdiction, which satisfy the Maintenance of Effort requirements.
11 The Expenditure Report shall be submitted by the end of six (6) months following the end of the
12 jurisdiction's fiscal year and include the following:

13 1. All Net Revenue fund balances and interest earned.

14 2. Expenditures identified by type (i.e. capital, operations, administration, etc.) and
15 program or project.

16 L. In the event CITY obtains a retired AUTHORITY vehicle for Senior Mobility Program
17 services, CITY agrees to transfer vehicle title and registration within fourteen (14) calendar days
18 from taking possession of the vehicle. CITY also agrees to provide documentation to AUTHORITY
19 confirming transfer of vehicle title and registration from AUTHORITY to CITY within thirty (30)
20 calendar days from taking possession of the vehicle.

21 **ARTICLE 4. TERM OF AGREEMENT**

22 This Agreement shall commence on July 1, 2011 and shall continue in full force and effect
23 through June 30, 2016, unless earlier terminated or extended as provided in this Agreement.
24 AUTHORITY, at its sole discretion, retains the right to extend this Agreement through June 30, 2021.

25 /

26 /

ARTICLE 5. NOTICES

All Notices pertaining to this Agreement and any communications from the PARTIES may be made by delivery of said notices in person or by depositing said notices in the U.S. Mail, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

To CITY:

City of Laguna Hills
24035 El Toro Road

Laguna Hills, California 92653

ATTENTION: Bruce Channing
(949) 707 - 2610

To AUTHORITY:

Orange County Transportation Authority
550 South Main Street
P.O. Box 14184

Orange, California 92863-1584

ATTENTION: Pia Veasapen
(714) 560 - 5619

ARTICLE 6. FEDERAL, STATE AND LOCAL LAWS

AUTHORITY and CITY agree that in performance of their obligations under this Agreement, they shall comply with all applicable federal, California state and local laws, statutes and ordinances and all lawful orders, rules and regulations promulgated thereunder.

ARTICLE 7. ORDER OF PRECEDENCE

Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (1) the provisions of this Agreement, including all exhibits; (2) all other documents, if any, cited herein or incorporated by reference.

ARTICLE 8. AUDIT AND INSPECTION OF RECORDS

CITY shall provide AUTHORITY, or other agents of AUTHORITY, such access to CITY's accounting books, records, payroll documents and facilities as AUTHORITY deems necessary. CITY shall maintain such books, records, data and documents in accordance with generally accepted accounting principles and shall clearly identify and make such items readily accessible to such parties during CITY's performance hereunder and for a period of four (4) years from the date of final payment by CITY. AUTHORITY's right to audit books and records directly related to this Agreement shall also

extend to all first-tier subcontractors. CITY shall permit any of the foregoing parties to reproduce documents by any means whatsoever or to copy excerpts and transcriptions as reasonably necessary.

ARTICLE 9. TERMINATION

AUTHORITY or CITY may, for its own convenience, terminate this Agreement at any time in whole or in part by giving the other PARTY written notice thereof of not less than ninety (90) days in advance of the specified date of termination.

ARTICLE 10. INDEMNIFICATION

A. CITY shall indemnify, defend and hold harmless AUTHORITY, its officers, directors, employees and agents from and against any and all claims (including attorney's fees and reasonable expenses for litigation or settlement) for any loss or damages, bodily injuries, including death, damage to or loss of use of property caused by the negligent acts, omissions, or willful misconduct by CITY, its officers, directors, employees, agents, subcontractors or suppliers in connection with or arising out of the performance of this Cooperative Agreement .

B. CITY shall maintain adequate levels of Insurance, or self-insurance to assure full indemnification of AUTHORITY.

ARTICLE 11. ALCOHOL AND DRUG POLICY

A. CITY agrees to establish and implement an alcohol and drug program that complies with 41 U.S.C. sections 701-707, (the Drug Free Workplace Act of 1988), which is attached to this Agreement as Exhibit D. CITY agrees to produce any documentation necessary to establish its compliance with sections 701-707.

B. Failure to comply with this Article may result in nonpayment or termination of this Agreement.

ARTICLE 11. CONFLICT OF INTEREST

CITY agrees to avoid organizational conflicts of interest. An organizational conflict of interest means that due to other activities, relationships or contracts, CITY is unable, or potentially unable to render impartial assistance or advice to AUTHORITY; CITY's objectivity in performing the work

identified in the Scope of Work is or might be otherwise impaired; or CITY has an unfair competitive advantage. CITY is obligated to fully disclose to AUTHORITY in writing Conflict of Interest issues as soon as they are known to CITY. All disclosures must be submitted in writing to AUTHORITY pursuant to the Article 5. Notices provision herein. This disclosure requirement is for the entire term of this Agreement.

ARTICLE 12. CODE OF CONDUCT

CITY agrees to comply with the AUTHORITY's Code of Conduct as it relates to Third-Party contracts, which is hereby referenced and by this reference is incorporated herein. CITY agrees to include these requirements in all of its subcontracts.

ARTICLE 13. FORCE MAJEURE

Either PARTY shall be excused from performing its obligations under this Agreement during the time and extent that it is prevented from performing by a cause beyond its control, including, but not limited to: any incidence of fire, flood; acts of God; commandeering of material products, plants or facilities by the federal state or local government; national fuel shortage; or a material act of omission by the other PARTY; when satisfactory evidence of such cause is presented to the other PARTY, and provided further that such nonperformance is unforeseeable, beyond the control and is not due to the fault or negligence of the PARTY not performing.

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Upon execution by both PARTIES, this Cooperative Agreement shall be made effective on July 1, 2011.

IN WITNESS WHEREOF, the PARTIES hereto have caused this Cooperative Agreement No. C-1-2478 to be executed on the date first above written.

CITY OF LAGUNA HILLS

ORANGE COUNTY TRANSPORTATION AUTHORITY

By _____
Allan Songstad
Mayor

By _____
Will Kempton
Chief Executive Officer

APPROVED AS TO FORM:

By _____
Kennard R. Smart, Jr.
General Counsel

APPROVED:
By _____
Beth McCormick
General Manager, Transit

SCOPE OF WORK
Senior Mobility Program

1. The City of Laguna Hills (CITY) shall utilize funding provided by the Orange County Transportation Authority (OCTA) and its local match to provide the following services:

Door-to-door taxi service eligible to Laguna Hills residents. The CITY shall partner with the City of Mission Viejo to establish a regional taxi transportation program for seniors, modeled after the City of Mission Viejo's Dial-a-Taxi program (Attachment 1), as detailed below:

- a. Service for Laguna Hills residents will be provided for trips within City of Laguna Hills and Mission Viejo City limits ("Service Area"). Taxi transportation service will include trips for shopping, recreational/social activities, personal business, and standard medical appointments. Transportation for regular chemotherapy, cancer treatments or kidney dialysis therapy will not be part of the CITY'S program. Any satellite destinations outside Service Area will be determined at a later date.
- b. Service will be provided to CITY residents who are 80 years of age or older; or disabled and age 65 years or older; or individuals age 60 years or older and unable to drive and/or loss of driver's license due to impairment. Residents who qualify for OCTA ACCESS will not be eligible for the CITY'S taxi transportation program. Exceptions to this rule will be considered at a later date.
- c. The taxi transportation service will operate seven (7) days a week, twenty-four (24) hours a day, including holidays.
- d. The CITY and the City of Mission Viejo will negotiate the terms of a new agreement with the current taxi service provider to provide service to the newly established Service Area including any additional satellite destinations. Any changes to the general scope of work of the CITY's taxi program as stated above will be forwarded to OCTA.

2. As CITY is partnering with the City of Mission Viejo to join their existing program, which followed a competitive procurement process (Attachment 2), CITY is not required to complete a competitive procurement to implement their Senior Mobility Program. In the event the CITY and the City of Mission Viejo do not partner for a senior taxi program, the CITY agrees to follow competitive procurement practices in the selection of vendors for all services which it does not provide using its own workforce. Any Request for Proposals (RFP) for services will specify the use of vehicles meeting Americans with Disabilities Act (ADA) accessibility standards.

3. CITY does not wish to obtain a retirement eligible OCTA ACCESS vehicle at this time. CITY may opt to obtain a vehicle(s) during the course of the contract. Additional vehicles may be purchased from OCTA for \$5,000 each. The cost of any additional vehicles will be deducted from the next fiscal year allocation. CITY must register the vehicle and maintain title for at least one year after transfer of title from OCTA.
4. CITY shall perform, or ensure that a contracted vendor performs, maintenance of all vehicles used in the Senior Mobility program, including, at a minimum:
 - Daily Pre-Operation Inspections that meet or exceed the guidelines provided in the attached Pre-Operation Inspection & Defect Report (Attachment 3).
 - Scheduled preventative maintenance that meets or exceeds the guidelines provided in the attached Senior Mobility P.M. Checklist, including the maintenance of all accessibility features of the vehicles (Attachment 4).
5. CITY shall maintain maintenance records for each vehicle for 5 years and shall cooperate fully in annual Motor coach carrier terminal inspections conducted by the California Highway Patrol.
6. CITY shall ensure that its operators, or its contracted vendor's operators, are properly licensed and trained to proficiency to perform their duties safely, and in a manner that treats riders with respect and dignity. Disability awareness and passenger assistance will be included in the training.
7. CITY shall submit a monthly report to OCTA's Community Transportation Services Department which includes, at a minimum, a monthly and fiscal year-to-date summary of service and expenditures as illustrated in Exhibit C.
8. CITY shall note OCTA sponsorship in any promotional materials for service funded under this agreement and will display the OCTA Senior Wheels program logo on vehicles used in the program (excluding taxis).
9. CITY shall ensure that it maintains adequate oversight and control over all aspects of service that are provided by a contracted vendor.
10. CITY shall participate in the annual National Transit Data Base (N.T.D.) reporting process if needed.



Senior Dial-A-Taxi Program

Your "wheels" to get
around town...

WHAT - Door-to-door Cab Service using easy-access sedans; (lift-equipped vans available with 48 hour notice); second stop, "cab wait" service for quick errands; 7 days a week- 24 hours

WHERE: Service within City limits and to "satellite" destinations: Laguna Hills Mall; Saddleback Hospital; Lake Forest Nursing Center; Freedom Village; South County Adult Day Health Care; Country Villas; Mission Viejo Metrolink Train Station; "Taj Mahal" & medical offices on Calle de la Magdalena, Calle de la Louisa, Health Center Drive and *Paseo de Valencia (* blocks 23000-25000)

WHO: Residents who are:

- 80 years & older or
- 65 years & disabled or
- 60 years & loss of driver's license or unable to drive

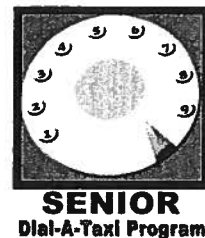
NOTE: OCTA ACCESS customers are not eligible at this time; not suitable for medical therapy transportation (eg) dialysis, chemotherapy, cancer treatments, etc.

HOW: Must apply for service, verify eligibility & be issued a City photo ID card. Service available on a demand-response and "standing appointment" basis; request a favorite driver!

COST: Customer share of cost is \$5.00 per one-way trip; \$10.00 round trip; up to three passengers on one fare. Personal attendants ride for free. (Tipping is encouraged for "satellite" destination service and for the "second stop"/cab wait program.)

Call 470-3062 for information & application/waiver forms

Living the Character Qualities of: PERSEVERANCE, UNITY, INTEGRITY, SERVICE, MORAL COURAGE, CITIZENSHIP, FAIRNESS, SELF-CONTROL, RESPONSIBILITY, RESPECT, THANKFULNESS and CARING.



Attachment 2



February 16, 2010

David Reynolds, Deputy City Manager
City of Laguna Hills
Community Services
25555 Alicia Parkway
Laguna Hills, CA 92653

Re: Competitive Bidding Process- City of Mission Viejo- Senior Dial-a- Taxi Program

Dear Dave,

Per your request, please note that the City of Mission Viejo implemented a formal Request for Proposal (RFP) process to obtain a contractor for the City's Dial-a-Taxi Program.

On May 4, 2006, City staff mailed Request for Proposal packets to thirty three (33) transportation providers. Two proposals were received by deadline and one vendor selected—California Yellow Cab. The Senior Dial-A- Taxi program was unveiled to the Mission Viejo community in February 2007.

I will e-mail /attach the City Council report confirming this information if necessary. If you anything else at this point, please let me know.

Sincerely,

A handwritten signature in black ink, which appears to read "Leslie Rea-McDonald". The signature is stylized with a large, looping initial "L" and a trailing flourish.

Leslie Rea- McDonald
Management Analyst
City of Mission Viejo

G:\Common\RCS\Dial-A-Taxi\Laguna Hills Coordination\LHills Support Letter.docx

Attachment 3 Pre- Operation Inspection & Defect Report

Bus/Van No. _____ Date: _____

Federal Regulations state that no motor vehicle carrying passengers for hire shall be driven unless the driver has determined that the following parts and accessories are in good working order. Each driver is required to submit a signed written report daily for each coach driven.

1st Driver: _____

Miles Finish: _____ Miles Start: _____ Miles Elapsed: _____

No Defects: ☐ Defects: ☐ Signature: _____

2nd Driver: _____

Miles Finish: _____ Miles Start: _____ Miles Elapsed: _____

No Defects: ☐ Defects: ☐ Signature: _____

3rd Driver: _____

Miles Finish: _____ Miles Start: _____ Miles Elapsed: _____

No Defects: ☐ Defects: ☐ Signature: _____

PREOPERATIONS INSPECTIONS

Indicate with an (x) that each item has been checked:

AM/PM		AM/PM	
☐	Tires/Lug Nuts (wheels & rims)	☐	Emergency Reflectors
☐	Motor-Guard	☐	Turn Signal Switch/Horn
☐	Air System	☐	First Aid Kit
☐	Lights/Reflectors	☐	Radio
☐	Wheelchair Lifts	☐	Driver's Seat/Belt
☐	Wheelchair Lift Cover	☐	Door Interlock
☐	Mirrors	☐	W/C Tie Down Straps
☐	Windshield Wipers/Washers	☐	Manual Lift Bar
☐	Fire Extinguisher	☐	Conduct Walk Around
☐	Steering Mechanism	☐	Parking/Brakes/Service Brakes

DEFECTS: Indicate with an (x) defective items only: (Explain in Detail)

BRAKES	RETARDER	ENGINE
☐ Brake Fluid Leaks	☐ Light On:	☐ Hot Engine/Water Leaks
☐ Soft/Hard	☐ Brakes Not Applied	☐ Low Oil/Oil Leaks
☐ Pull to L/R	☐ Light On:	☐ Starts Hard
☐ Dragging	☐ Brakes Applied	☐ No Power/Eng. Ck. Light
☐ Smoking	☐ Bus Stopped	☐ Smokes
☐ Emergency Brake	☐ Light Not On:	☐ Idles Rough/Vibration
☐ Other - explain	☐ Brakes Applied	☐ Exhaust, Vacuum Leaks
	☐ Bus Moving	☐ Fuel Leaks/LPG/Gas
		☐ Other - explain

TIRES/WHEELS
☐ Flat
☐ Embedded Object
☐ Cut
☐ Smooth/Cord
☐ LF RF RFL RRO LRI LRO
☐ Loose Missing Lugs
☐ Other - explain

A/C & HEATING
☐ Off
☐ Too Cold/Hot
☐ Defroster Defect
☐ Ventilation (Blowers)
☐ Fumes
☐ Other - explain

TRANSMISSION
☐ Won't Go into Gear
☐ Slips/Grinds/Lurches
☐ Excessive Noise
☐ Leaks
☐ Drive Line Vibration
☐ Rear End Noise

LIGHTS
☐ Interior
☐ Exterior
☐ Location: _____

ENTRANCE/EXIT DOORS/
WINDOWS
☐ Slow
☐ Inoperative
☐ Leaks Air
☐ Excessive Play
☐ Other - explain
☐ Emergency Releases

STEERING
☐ Hard/Binds
☐ Shimmy
☐ Excessive Play
☐ Other - explain

VEHICLE CLEANLINESS
☐ Interior
☐ Exterior
☐ Floor
☐ Windows
☐ Seat Condition
☐ Explain: _____

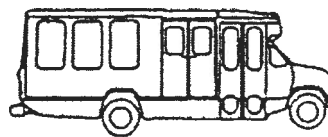
WHEELCHAIR LIFT
☐ Will Not Fold Out
☐ Will Not Lower/Raise
☐ No Restraint Down/Up
☐ Lift Will Not Fold Into Bus

ELECTRICAL EQUIPMENT
☐ Generator/Starter
☐ Turn Signals/Flashers
☐ Horn
☐ Fare Box
☐ Instruments/Gauges
☐ Fuel, Oil, Amp Meter

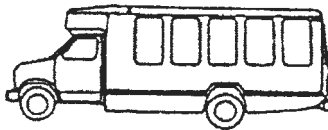
RADIO _____ Seats _____ Handrails _____ Modesty Panels _____

BODY DAMAGE:

Circle and describe any damage to a bus on diagram of front/rear and two side views



Description: _____



Description: _____



Description: _____



Description: _____

OPERATOR(S):

IMPORTANT! Help expedite repairs by providing necessary information regarding defects! Please print.

REPAIRS MADE:

ALL ITEMS COMPLETED - BUS SERVICED AND RELEASED:

Supervisor's Signature _____

Date _____

Senior Mobility P.M. Check List

Date	Bus#	TERMINAL	workorder#	Current Mileage
				Last inspection miles
				Miles between

A. Employee must check off all boxes/ Note all discrepancies on reverse side

B. Check files and open workorders

C. Interior

	ok	rep req
1	Entry door operation and seals	
2	Temperature and oil warning devices	
3	Neutral safety system	
4	Horn, gauges and dash lights	
5	Heater, defroster and fan	
6	Windshield wipers and washer	
7	Indicator lights	
8	Throttle operation	
9	Steering free play _____ In.	
10	Applied and unapplied brake test for vacuum loss	
11	Interior lights	
12	Windshield and window glass condition	
13	Window mechanism and seals	
14	Seat condition	
15	Interior body, floor and stantions	
16	Fire extinguisher date and bracket	
17	Road warning devices	
18	First aid kits	
19	Emergency exits operation, warning devices and signs	
20	Interior clean	
21	Back up alarm	

D. Exterior

	ok	rep req
1	All exterior lights and signals	
2	Mirror condition and mounting	
3	Record body damage	
4	Bumper bolts	
5	Paint lettering and appearance	
6	Emergency exits	
7	Axle flange and lug nuts, oil hubs	
8	Tire side wall condition, cracked wheels, valve stem	
	Valve stem cap, alignment of rear duels	
9	Tread depth	
	LF _____ RF _____ LRO _____	
	LRI _____ RRO _____ RRI _____	
10	Tire inflation: Record and inflate	
	LF _____ RF _____ LRO _____	
	LRI _____ RRO _____ RRI _____	

E. Under hood

	ok	rep req
1	Check for visible leakage	
2	Engine oil level	
3	Transmission fluid level and condition	
4	Brake fluid	
5	Power steering fluid	
6	Check all belts	
7	Component and accessory mounting	
8	Check all hoses and routing	
9	Coolant level and protection _____ c/f _____ ph	
10	Pressure test cooling system	
11	Water pump and fan clutch play	
12	Air filter condition - check restriction gauge	
13	Check exhaust system	
14	Battery fluid level and mounting	
15	Clean battery and connections	
16	Drain fuel/water separator	

F. Under Bus

	ok	rep req
1	Kingpin and wheel bearing play	
2	Tire wear, condition and matching	
3	Leakage at backing plates and wheel seals	
4	Steering box, mounting, leakage, looseness and leaks	
5	Front shocks and mounting	
6	Front springs, bushings	
7	Engine leaks, lines, filters, hoses and engine mounts	
8	Starter and connections	
9	Exhaust system and mounting	
10	Transmission mounted parking brake	
11	Transmission leaks	
12	Output shaft play	
13	Driveshaft guard, U joints and retarder	
14	Body hold downs and insulators	
15	Wiring along frame	
16	Differential leaks, fluid level	
17	Pinion play	
18	Breather vent	
19	Rear shocks and mounting	
20	Rear springs, bushings and U bolts	
21	Leakage at backing plates and wheel seals	
22	Fuel tank straps and lines	
23	Tail pipe hangers	
24	Lube entire chassis	
25	Check drag link, tie rods and idler arms	

D. Brakes

D. Lift Inspection

6/28/2011 ITEM NO. 4.10



Senior Mobility Program Allocation

FY 2010-11 Transportation Development Act Article 4.5 Funds

Local Jurisdictions	FY 2010-11 OCTA Contribution	
Anaheim	\$	194,204
Brea	\$	37,766
Buena Park	\$	49,457
Costa Mesa	\$	83,053
Garden Grove	\$	183,225
Huntington Beach	\$	164,622
Irvine	\$	93,151
La Habra	\$	52,413
Laguna Hills	\$	34,226
Laguna Niguel	\$	46,533
Laguna Woods	\$	128,998
Lake Forest	\$	45,677
Newport Beach	\$	111,163
Placentia	\$	38,104
Rancho Santa Margarita	\$	14,403
San Clemente	\$	50,698
Santa Ana	\$	167,850
Seal Beach	\$	69,114
Westminster	\$	66,902
Yorba Linda	\$	40,913
Total (Current Participants)	\$	1,672,472



Senior Mobility Program Monthly Reporting Form

Monthly Reporting E-Form

Program Information

Service for the Month/Years of:

Program Name:

City or Organization:

Contact Person:

Contact Number:

Details

Trip Category	One-Way Passenger Trip	Vehicle Service Hours	Vehicle Service Miles
Nutrition Trips:			
Medical trips:			
Shopping trips:			
Other trips: (Please specify trip type below**)			
Totals:	0	0	0

Summary

OCTA Monthly Contribution Amount:	
City Monthly Contribution Amount:	
Total Operation Cost for Month:	
Source of City Contributions:	

****Please specify other trip types being provided to seniors in this space:**

Please provide the requested information and submit the completed form to OCTA.

Attention: Jessica Deakyne/Community Transportation Coordinator, by email to jdeakyne@octa.net or by FAX to (714)560-5927.

By the 15th day of the month following the reporting month

Please contact Jessica Deakyne at (714) 560-5802 if you have any questions or require assistance with the completion of this form.

Comments:



DRUG-FREE WORKPLACE ACT OF 1988

THE FEDERAL LAW

This law, enacted November 1988, with subsequent modification in 1994 by the Federal Acquisition Streamlining Act, (*raising the contractor amount from \$25,000 to \$100,000*), requires compliance by all organizations contracting with any U. S. Federal agency in the amount of \$100,000 or more that does not involve the acquisition of commercial goods via a procurement contract or purchase order, and is performed in whole in the United States. It also requires that *all* organizations receiving federal grants, regardless of amount granted, maintain a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. The Law further requires that all *individual* contractors and grant recipients, regardless of dollar amount/value of the contract or grant, comply with the Law.

Certification that this requirement is being met must be done in the following manner:

By publishing a statement informing all covered employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the covered workplace, and what actions will be taken against employees in the event of violations of such statement.

By providing **ALL** covered employees with a copy of the above-described statement, including the information that as a condition of employment on the Federal contract or grant, the employee must abide by the terms and conditions of the policy statement.

For Federal contractors this encompasses employees involved in the performance of the contract. For Federal grantees all employees must come under this requirement as the act includes all "direct charge" employees (those whose services are directly & explicitly paid for by grant funds), and "indirect charge" employees (members of grantee's organization who perform support or overhead functions related to the grant and for which the Federal Government pays its share of expenses under the grant program).

Among "indirect charge" employees, those whose impact or involvement is insignificant to the performance of the grant are exempted from coverage. Any other person, who is on the grantee's payroll and works in any activity under the grant, even if not paid from grant funds, is also considered to be an employee.

AGREEMENT NO. C-1-2478
EXHIBIT D

Temporary personnel and consultants who are on the grantee's payroll are covered. Similar workers, who are not on the grantee's payroll, but on the payroll of contractors working for the grantee, are not covered even if physical place of employment is in the grantee's workplace.

By establishing a continuing, drug-free awareness program to inform employees of the dangers of drug abuse; the company's drug-free workplace policy; the penalties for drug abuse violations occurring in the workplace; the availability of any drug counseling, rehabilitation, and/or employee assistance plans offered through the employer.

By requiring each employee directly involved in the work of the contract or grant to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not less than five (5) calendar days after such conviction.

By notifying the Federal agency with which the employer has the contract or grant of any such conviction within ten (10) days after being notified by an employee or any other person with knowledge of a conviction.

By requiring the imposition of sanctions or remedial measures, including termination, for an employee convicted of a drug abuse violation in the workplace. These sanctions may be participation in a drug rehabilitation program if so stated in the company policy.

By continuing to make a "good-faith" effort to comply with all of the requirements as set forth in the Drug-Free Workplace Act.

All employers covered by the law are subject to suspension of payments, termination of the contract or grant, suspension or debarment if the head of the contracting or granting organization determines that the employer has made any type of false certification to the contracting or grant office, has not fulfilled the requirements of the law, or has excessive drug violation convictions in the workplace. Penalties may also be imposed upon those employing a number of individuals convicted of criminal drug offenses as this demonstrates a lack of good faith effort to provide a drug-free workplace. The contract or grant officer may determine the number on a case-by-case basis. Employers who are debarred are ineligible for other Federal contracts or grants for up to five (5) years. Compliance may be audited by the Federal agency administering the contract or grant.

The Drug-free Workplace Act does not require employers to establish an employee assistance program (EAP) or to implement drug testing as a part of the program.

Source: Federal Registers April 11, 1988 & May 25, 1990 & the Federal Acquisition Streamlining Act of 1994 (FASA).

1 **COOPERATIVE AGREEMENT C-0-1580**

2 **BETWEEN**

3 **THE ORANGE COUNTY TRANSPORTATION AUTHORITY**

4 **AND**

5 **THE CITY OF LAGUNA HILLS**

6 **FOR SENIOR MOBILITY PROGRAM**

7 **THIS AGREEMENT** is made and entered into this 30th day of June, 2010
8 by and between the Orange County Transportation Authority, 550 South Main Street, P.O. Box 14184,
9 Orange, California 92863-1584, a public corporation of the state of California (hereinafter referred to as
10 "AUTHORITY"), and the City of Laguna Hills, 24035 El Toro Rd., Laguna Hills, California 92653
11 (hereinafter referred to as "CITY").

12 **RECITALS**

13 **WHEREAS**, CITY desires obtaining transportation services for seniors of the City of Laguna
14 Hills; and

15 **WHEREAS**, AUTHORITY and CITY jointly wish to expand the senior transportation services
16 available by looking at alternative methods of providing transportation services to the seniors; and

17 **WHEREAS**, AUTHORITY and CITY agree to enter into the senior mobility program concerning
18 senior transportation services; and

19 **WHEREAS**, this Cooperative Agreement defines the roles and responsibilities of AUTHORITY
20 and CITY in executing a senior mobility program for senior transportation;

21 **NOW, THEREFORE**, it is mutually understood and agreed by AUTHORITY and CITY as
22 follows:

23 **ARTICLE 1. COMPLETE AGREEMENT**

24 A. This Agreement, including all exhibits and documents incorporated herein and made
25 applicable by reference, constitutes the complete and exclusive statement of the term(s) and
26 condition(s) of the agreement between AUTHORITY and CITY and it supersedes all prior

representations, understandings and communications. The invalidity in whole or in part of any term or condition of this Agreement shall not affect the validity of other term(s) or condition(s).

B. AUTHORITY's failure to insist in any one or more instances upon CITY's performance of any term(s) or condition(s) of this Agreement shall not be construed as a waiver or relinquishment of AUTHORITY's right to such performance or to future performance of such term(s) or condition(s) and CITY's obligation in respect thereto shall continue in full force and effect. Changes to any portion of this Agreement shall not be binding upon AUTHORITY except when specifically confirmed in writing by an authorized representative of AUTHORITY by way of a written amendment to this Agreement and issued in accordance with the provisions of this Agreement.

ARTICLE 2. RESPONSIBILITIES OF THE AUTHORITY

A. AUTHORITY agrees to provide funds annually in the amount specified in the attached Exhibit B, "Projected Funding Levels" through 2011 for the Senior Mobility Program using funds obtained from Article 4.5 of the State of California Transportation Development Act.

B. AUTHORITY will pay to CITY the AUTHORITY's annual contribution within thirty (30) days of receipt of a request to draw down Senior Mobility Program funds or the start of service, whichever is later.

C. AUTHORITY will provide technical assistance to CITY for vehicle donations, if requested.

ARTICLE 3. RESPONSIBILITIES OF CITY

A. CITY agrees that all funds received from AUTHORITY as specified in Article 2A above will be used exclusively for providing accessible senior transportation services that do not duplicate AUTHORITY's services as specified in Exhibit A entitled "Scope of Work."

B. CITY agrees to a twenty percent (20%) match of funds provided by AUTHORITY. Local match may be made up of cash-subsidies, fare revenues, or in-kind contributions.

C. CITY may contract with a third party service provider to provide senior transportation services provided that:

1. Contractor is/has been selected using a competitive procurement process; and
2. Wheelchair accessible vehicles are available and used when requested.

D. CITY shall require its contractor to procure and maintain insurance coverage during the entire term of this Agreement. Coverage shall be full coverage or subject to self-insurance provisions. CITY's contractor shall provide the following insurance coverage:

1. Commercial General Liability, to include Products/Completed Operations, Independent Contractors', Contractual Liability, and Personal Injury Liability with a minimum limit of \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate.

2. Automobile Liability Insurance to include owned, hired and non-owned autos with a combined single limit of \$1,000,000.00 each accident;

3. Workers' Compensation with limits as required by the State of California including a waiver of subrogation in favor of AUTHORITY, its officers, directors, employees or agents;

4. Employers' Liability with minimum limits of \$1,000,000.00.

E. Proof of such coverage, in the form of an insurance company issued policy endorsement and a broker-issued insurance certificate, must be received by AUTHORITY prior to commencement of any work. Proof of insurance coverage must be received by AUTHORITY within ten (10) calendar days from the effective date of this Agreement with the AUTHORITY, its officers, directors, employees and agents designated as additional insured on the general and automobile liability. Such insurance shall be primary and non-contributive to any insurance or self-insurance maintained by the AUTHORITY.

F. CITY shall require that its contractor name the AUTHORITY, its officials, employees, and agents as additional insureds and all policies.

G. CITY agrees to provide AUTHORITY with monthly summary reports of the CITY's Senior Mobility Program. CITY shall submit monthly summary report within fifteen (15) calendar days as specified in Exhibit C "Senior Mobility Transportation Program Monthly Reporting Form," included in this Agreement, which is incorporated into and made part of this Agreement.

ARTICLE 4. TERM OF AGREEMENT

This Agreement shall commence on July 1, 2010 and shall continue in full force and effect through June 30, 2011, unless earlier terminated or extended as provided in this Agreement.

ARTICLE 5. NOTICES

All Notices pertaining to this Agreement and any communications from the parties may be made by delivery of said notices in person or by depositing said notices in the U.S. Mail, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

To CITY:

City of Laguna Hills

24035 El Toro Rd.

Laguna Hills, California 92653

ATTENTION: Bruce Channing

(949) 707 - 2610

To AUTHORITY:

Orange County Transportation Authority

550 South Main Street

P.O. Box 14184

Orange, California 92863-1584

ATTENTION: Donald Herrera

(714) 560 - 5644

ARTICLE 6. FEDERAL, STATE AND LOCAL LAWS

AUTHORITY and CITY agree that in performance of their obligations under this Agreement, they shall comply with all applicable federal, California State and local laws, statutes and ordinances and all lawful orders, rules and regulations promulgated thereunder.

ARTICLE 7. ORDER OF PRECEDENCE

Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (1) the provisions of this Agreement, including all exhibits; (2) all other documents, if any, cited herein or incorporated by reference.

ARTICLE 8. AUDIT AND INSPECTION OF RECORDS

CITY shall provide AUTHORITY, or other agents of AUTHORITY, such access to CITY's accounting books, records, payroll documents and facilities as AUTHORITY deems necessary. CITY shall maintain such books, records, data and documents in accordance with generally accepted

accounting principles and shall clearly identify and make such items readily accessible to such parties during CITY's performance hereunder and for a period of four (4) years from the date of final payment by CITY. AUTHORITY's right to audit books and records directly related to this Agreement shall also extend to all first-tier subcontractors. CITY shall permit any of the foregoing parties to reproduce documents by any means whatsoever or to copy excerpts and transcriptions as reasonably necessary.

ARTICLE 9. TERMINATION

A. AUTHORITY or CITY may, for its own convenience, terminate this Agreement at any time in whole or in part by giving the other party written notice thereof of not less than ninety (90) days in advance of the specified date of termination.

ARTICLE 10. INDEMNIFICATION

A. CITY shall indemnify, defend and hold harmless AUTHORITY, its officers, directors, employees and agents from and against any and all claims (including attorney's fees and reasonable expenses for litigation or settlement) for any loss or damages, bodily injuries, including death, damage to or loss of use of property caused by the negligent acts, omissions, or willful misconduct by CITY, its officers, directors, employees, agents, subcontractors or suppliers in connection with or arising out of the performance of this Cooperative Agreement .

B. CITY shall maintain adequate levels of Insurance, or self-insurance to assure full indemnification of AUTHORITY.

ARTICLE 11. CONFLICT OF INTEREST

CITY agrees to avoid organizational conflicts of interest. An organizational conflict of interest means that due to other activities, relationships or contracts, CITY is unable, or potentially unable to render impartial assistance or advice to AUTHORITY; CITY's objectivity in performing the work identified in the Scope of Work is or might be otherwise impaired; or CITY has an unfair competitive advantage. CITY is obligated to fully disclose to AUTHORITY in writing Conflict of Interest issues as soon as they are known to CITY. All disclosures must be submitted in writing to AUTHORITY pursuant to the Notice provision herein. This disclosure requirement is for the entire term of this

Agreement.

ARTICLE 12. ALCOHOL AND DRUG POLICY

A. CITY agrees to establish and implement an alcohol and drug program that complies with 41 U.S.C. sections 701-707, (the Drug Free Workplace Act of 1988), which is attached to this Agreement as Exhibit D. CITY agrees to produce any documentation necessary to establish its compliance with sections 701-707.

B. Failure to comply with this Article may result in nonpayment or termination of this Agreement.

ARTICLE 13. FORCE MAJEURE

Either party shall be excused from performing its obligations under this Agreement during the time and extent that it is prevented from performing by a cause beyond its control, including, but not limited to: any incidence of fire, flood; acts of God; commandeering of material products, plants or facilities by the federal state or local government; national fuel shortage; or a material act of omission by the other party; when satisfactory evidence of such cause is presented to the other party, and provided further that such nonperformance is unforeseeable, beyond the control and is not due to the fault or negligence of the party not performing.

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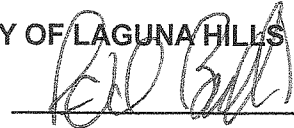
Upon execution by both parties, this Cooperative Agreement shall be made effective on July 1, 2010.

IN WITNESS WHEREOF, the parties hereto have caused this Cooperative Agreement No. C-0-1580 to be executed on the date first above written.

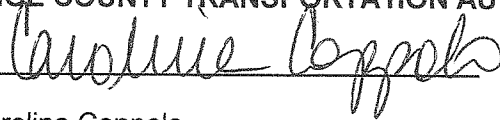
CITY OF LAGUNA HILLS

ORANGE COUNTY TRANSPORTATION AUTHORITY

By



By



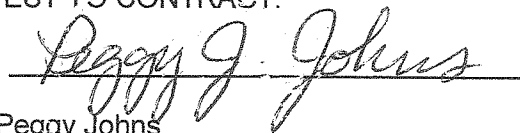
Randal Bressette
Mayor

Carolina Coppola
Manager, Contracts and Procurement

ATTEST TO CONTRACT:

APPROVED:

By



By



Peggy Johns
City Clerk

Beth McCormick
General Manager, Transit

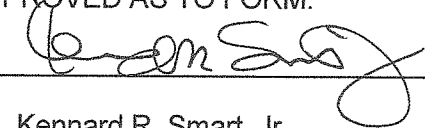
APPROVED AS TO FORM:

APPROVED AS TO FORM:

By

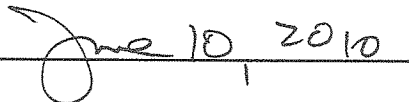
Greg Simonian
City Attorney

By



Kennard R. Smart, Jr.
General Counsel

Date



**City of Laguna Hills
Senior Mobility Program
Scope of Work**

1. The City of Laguna Hills (CITY) will utilize funding provided by the Orange County Transportation Authority (OCTA) and its local match to provide the following services:

Door-to-door taxi service eligible to Laguna Hills residents. The CITY will partner with the City of Mission Viejo to establish a regional taxi transportation program for seniors, modeled after the City of Mission Viejo's Dial-a-Taxi program (*Attachment 1*), as detailed below:

- a. Service for Laguna Hills residents will be provided for trips within City of Laguna Hills and Mission Viejo City limits ("Service Area"). Taxi transportation service will include trips for shopping, recreational/social activities, personal business, and standard medical appointments. Transportation for regular chemotherapy, cancer treatments or kidney dialysis therapy will not be part of the CITY'S program. Any satellite destinations outside Service Area will be determined at a later date.
 - b. Service will be provided to CITY residents who are 80 years of age or older; or disabled and age 65 years or older; or individuals age 60 years or older and unable to drive and/or loss of driver's license due to impairment. Residents who qualify for OCTA ACCESS will not be eligible for the CITY'S taxi transportation program. Exceptions to this rule will be considered at a later date.
 - c. The taxi transportation service will operate seven (7) days a week, twenty-four (24) hours a day, including holidays.
 - d. The CITY and the City of Mission Viejo will negotiate the terms of a new agreement with the current taxi service provider to provide service to the newly established Service Area including any additional satellite destinations. Any changes to the general scope of work of the CITY'S taxi program as stated above will be forwarded to OCTA.
2. As CITY is partnering with the City of Mission Viejo to join their existing program which followed a competitive procurement process (*Attachment 2*), CITY is not required to complete a competitive procurement to implement their Senior Mobility Program. In the event the CITY and the City of Mission Viejo do not partner for a senior taxi program, the CITY agrees to follow competitive procurement practices in the selection of vendors for all services which it does not provide using its own workforce. Any RFP for services will specify the use of vehicles meeting Americans with Disabilities Act (ADA) accessibility standards.

3. CITY does not wish to obtain a retirement eligible OCTA ACCESS vehicle at this time.
4. CITY will perform, or ensure that a contracted vendor performs maintenance of all vehicles used in the Senior Mobility program, including at a minimum:
 - Daily Pre-Operation Inspections that meet or exceed the guidelines provided in the attached Defect Report (*Attachment 3*).
 - Scheduled preventative maintenance that meets or exceeds the guidelines provided in the attached PM Checklist, including the maintenance of all accessibility features of the vehicles (*Attachment 4*).
5. CITY will ensure that its operators, or its contracted vendor's operators, are properly licensed and trained to proficiency to perform their duties safely, and in a manner that treats riders with respect and dignity. Disability awareness and passenger assistance will be included in the training.
6. CITY will submit a monthly report to OCTA's Community Transportation Services Department which includes, at a minimum, a monthly and fiscal year-to-date summary of service and expenditures (*Exhibit C*).
7. CITY will note OCTA sponsorship in any promotional materials for service funded under this agreement and will display the OCTA Senior Mobility Program logo on vehicles used in the program (excluding taxis).
9. CITY will ensure that it maintains adequate oversight and control over all aspects of service that are provided by a contracted vendor.

Attachments:

1. City of Mission Viejo Dial-a-Taxi Program
2. City of Mission Viejo Letter
3. Defect Report
4. PM Checklist

Your "wheels" to get
around town...

WHERE: Service within City limits and to "satellite" destinations: Laguna Hills Mall; Saddleback Hospital; Lake Forest Nursing Center; Freedom Village; South County Adult Day Health Care; Country Villas; Mission Viejo Metrolink Train Station; "Taj Mahal" & medical offices on Calle de la Magdalena, Calle de la Luisa, Health Center Drive and Calle de Valencia (* blocks 23000-25000)

- 80 years & older or
- 65 years & disabled or
- 60 years & loss of driver's license or unable to drive

NOTE: OCTA ACCESS customers are not eligible at this time; not suitable for medical therapy transportation (eg dialysis, chemotherapy, cancer treatments, etc).

HOW: Must apply for service, verify eligibility & be issued a City photo ID card. Service available on a demand-response and "standing appointment" basis; request a favorite driver!

Living the Character Qualities of: PERSEVERANCE, UNITY, INTEGRITY, SERVICE, MORAL COURAGE, CITIZENSHIP, FAIRNESS, SELF-CONTROL, RESPONSIBILITY, RESPECT, THANKFULNESS and CARING.



COOPERATIVE AGREEMENT NO. C-0-1580
Attachment 2
TO EXHIBIT A



February 16, 2010

David Reynolds, Deputy City Manager
City of Laguna Hills
Community Services
25555 Alicia Parkway
Laguna Hills, CA 92653

Re: Competitive Bidding Process- City of Mission Viejo- Senior Dial-a- Taxi Program

Dear Dave,

Per your request, please note that the City of Mission Viejo implemented a formal Request for Proposal (RFP) process to obtain a contractor for the City's Dial-a-Taxi Program.

On May 4, 2006, City staff mailed Request for Proposal packets to thirty three (33) transportation providers. Two proposals were received by deadline and one vendor selected—California Yellow Cab. The Senior Dial-A- Taxi program was unveiled to the Mission Viejo community in February 2007.

I will e-mail /attach the City Council report confirming this information if necessary. If you anything else at this point, please let me know.

Sincerely,

A handwritten signature in black ink, which appears to read "Leslie Rea-McDonald". The signature is written in a cursive, flowing style.

Leslie Rea- McDonald
Management Analyst
City of Mission Viejo

G:\Common\RCS\Dial-A-Taxi\Laguna Hills Coordination\LHills Support Letter.docx



DEFECT REPORT

DATE _____ BUS _____

PRE-OP INSPECTION

Federal Regulations state that no motor vehicle carrying passengers for hire shall be driven unless the driver has determined that the following parts and accessories are in good working order. Each driver is required to submit a signed written report daily for each coach driver.

Indicate with an (x) that each item has been checked during the pre-op and explain defect on right side of this report.

VEHICLE OPERATOR PRE-OP INSPECTION

Badge No. _____

- | | | |
|--|----------------------------|---------------------------------|
| _____ Mirrors | _____ Conduct Walk-Around | _____ Lights & Reflectors |
| _____ Door Interlock | _____ Fire Extinguisher | (lighting devices & reflectors) |
| _____ Windshield Wipers | _____ Emergency Reflectors | _____ Tires/Lug Nuts |
| _____ Horn | _____ Steering Mechanism | (wheels & rims) |
| _____ Air Loss (parking/brakes/service brakes) | _____ Drivers Seat/Belt | |

MAINTENANCE PRE-OP INSPECTION

Badge No. _____

- | | | |
|-----------------------|-------------------------|------------------------------|
| _____ Wheelchair Lift | _____ Seats/Handrails | _____ Windows/Doors/Hatches |
| _____ Fluid Leaks | _____ Loose Body Panels | _____ Heating/Cooling System |
| _____ PA System | | |

DEFECTS Indicate with an (x) Defective Items Only:

BRAKES

(Explain in Detail)

- _____ Air Leak
- _____ Soft/Hard
- _____ Pull to L/R
- _____ Noisy
- _____ Dragging
- _____ Smoking
- _____ Retarder
- _____ Other (explain)

ENGINE

- _____ Hot Engine/Water Levels
- _____ Low Oil/Oil Leaks
- _____ Starts Hard
- _____ No Power/Eng. CK. Light
- _____ Smokes
- _____ Idles Rough/Vibration
- _____ Other (explain)

TIRE/WHEELS

- _____ Flat
- _____ Embedded Object
- _____ Cut
- _____ Smooth/Cord
- _____ LF RF RR RL LRI LRO
- _____ Loose/Missing Lugs
- _____ Other (explain)

TRANSMISSION

- _____ Won't Go Into Gear
- _____ Hard Shift
- _____ Slips/Grinds/Lurches
- _____ Excessive Noise
- _____ Leaks

STEERING

- _____ Hard/Binds
- _____ Shimmy
- _____ Excessive Play
- _____ Other (explain)

LIGHTS

- _____ Interior
- _____ Exterior

MIRRORS

- _____ Interior
- _____ Exterior

Location: _____

RADIO Problem:

ELECTRICAL EQUIPMENT

- _____ Generator/Starter
- _____ Turn Signals/Flashers
- _____ Horn
- _____ Gauges/Instruments
- _____ Fare Box
- _____ Destination Sign
- _____ PA System

A/C & HEATING

- _____ Off
- _____ Too Cold/Hot
- _____ Defroster Defect
- _____ Ventilation (Blowers)
- _____ Other (explain)

WHEELCHAIR LIFT

- _____ Will Not Deploy
- _____ Will Not Lower/Raise
- _____ No Restraint Down/Up
- _____ Lift Will Not Fold Into Steps to Park
- _____ LF RF RR RL LRI LRO

ENTRANCE/EXIT DOORS

- _____ Slow
- _____ Inoperative
- _____ Leaks Air
- _____ Other (explain)

GRAFFITI ON BODY

_____ Interior, Location _____ Exterior, Location _____

Time	Signature	Badge
No Defects _____ am		
Defects Noted _____ pm	(1st Driver)	
No Defects _____ am		
Defects Noted _____ pm	(2nd Driver)	
No Defects _____ am		
Defects Noted _____ pm	(3rd Driver)	

EXPLAIN DEFECTS ON RIGHT SIDE OF CARD

Form No. 33NTP-225W95 (4-95)

COO. RATIVE AGREEMENT NO. C-0-1580.

ATTACHMENT 3

COACH OPERATOR(S) INPUT TO EXHIBIT A

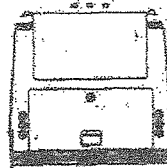
IMPORTANT: Help expedite repairs by providing necessary information regarding defects!

MAINTENANCE DEPARTMENT REPAIR MADE

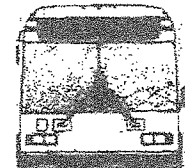
- ☐ ABOVE DEFECTS CORRECTED
- ☐ ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATIONS OF VEHICLE

Mechanic _____ Date _____ Time _____ Bus Mileage _____

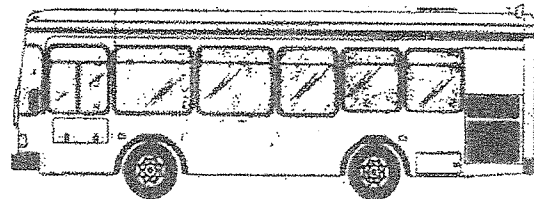
GRAFFITI LOCATIONS, EXTERIOR (Circle and damage to bus body.)



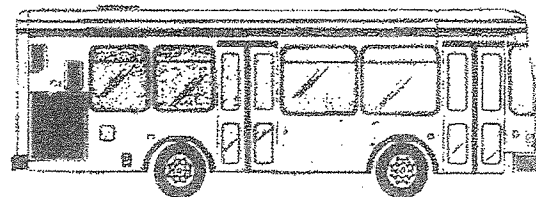
REAR END



FRONT END



LEFT SIDE



RIGHT SIDE

DRIVER REVIEWING REPAIRS:

SIGNATURE: _____ DATE: _____

Inspection

COOPERATIVE AGREEMENT NO. C-0-1580

ATTACHMENT 4

TO EXHIBIT A

Senior Mobility P.M. Check List

Date	Bus#	TERMINAL	workorder#	Current Mileage
				Last inspection miles
				Miles between

A. Employee must check off all boxes/ Note all discrepancies on reverse side

B. Check files and open workorders

C. Interior

1	Entry door operation and seals	ok	rep req.
2	Temperature and oil warning devices		
3	Neutral safety system		
4	Horn, gauges and dash lights		
5	Heater, defroster and fan		
6	Windshield wipers and washer		
7	Indicator lights		
8	Throttle operation		
9	Steering free play _____ in.		
10	Applied and unapplied brake test for vacuum loss		
11	Interior lights		
12	Windshield and window glass condition		
13	Window mechanism and seals		
14	Seat condition		
15	Interior body, floor and stantions		
16	Fire extinguisher date and bracket		
17	Road warning devices		
18	First aid kits		
19	Emergency exits operation, warning devices and signs		
20	Interior clean		
21	Back up alarm		

E. Under hood

1	Check for visible leakage	ok
2	Engine oil level	
3	Transmission fluid level and condition	
4	Brake fluid	
5	Power steering fluid	
6	Check all belts	
7	Component and accessory mounting	
8	Check all hoses and routing	
9	Coolant level and protection _____ c/f _____ ph	
10	Pressure test cooling system	
11	Water pump and fan clutch play	
12	Air filter condition - check restriction gauge	
13	Check exhaust system	
14	Battery fluid level and mounting	
15	Clean battery and connections	
16	Drain fuel/water separator	

F. Under Bus

1	Kingpin and wheel bearing play	ok
2	Tire wear, condition and matching	
3	Leakage at backing plates and wheel seals	
4	Steering box, mounting, leakage, looseness and leaks	
5	Front shocks and mounting	
6	Front springs, bushings	
7	Engine leaks, lines, filters, hoses and engine mounts	
8	Starter and connections	
9	Exhaust system and mounting	
10	Transmission mounted parking brake	
11	Transmission leaks	
12	Output shaft play	
13	Driveshaft guard, U joints and retarder	
14	Body hold downs and insulators	
15	Wiring along frame	
16	Differential leaks, fluid level	
17	Pinion play	
18	Breather vent	
19	Rear shocks and mounting	
20	Rear springs, bushings and U bolts	
21	Leakage at backing plates and wheel seals	
22	Fuel tank straps and lines	
23	Tail pipe hangers	
24	Lube entire chassis	
25	Check drag link, tie rods and idler arms	

D. Exterior

1	All exterior lights and signals	ok	rep req.
2	Mirror condition and mounting		
3	Record body damage		
4	Bumper bolts		
5	Paint lettering and appearance		
6	Emergency exits		
7	Axle flange and lug nuts, oil hubs		
8	Tire side wall condition, cracked wheels, valve stem		
	Valve stem cap, alignment of rear duels		
9	Tread depth		
	LF _____ RF _____ LRO _____		
	LRI _____ RRO _____ RRI _____		
10	Tire inflation: Record and inflate		
	LF _____ RF _____ LRO _____		
	LRI _____ RRO _____ RRI _____		

Laguna Hills

	Current Allocation	02	03	04	05	06	07	08	09	10	11	Total
OCTA Contribution - Operating	\$ -	\$ 19,918	\$ 21,115	\$ 22,355	\$ 23,674	\$ 25,167	\$ 26,748	\$ 28,410	\$ 30,154	\$ 31,980	\$ 34,226	\$ 263,747
City Contribution - Operating	\$ -	\$ 4,980	\$ 5,279	\$ 5,589	\$ 5,919	\$ 6,292	\$ 6,687	\$ 7,103	\$ 7,538	\$ 7,995	\$ 8,567	\$ 65,939
County Contribution - OAA	\$ -											
Total Operating Costs	\$ -	\$ 24,898	\$ 26,394	\$ 27,944	\$ 29,593	\$ 31,459	\$ 33,435	\$ 35,513	\$ 37,692	\$ 39,975	\$ 42,793	\$ 329,686
# Vehicles Provided		1	1	1	1	1	1	1	1	1	1	1
OCTA Contribution - Refurbishing		\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ 12,000
Total Cost		\$ 27,898	\$ 26,394	\$ 27,944	\$ 32,593	\$ 31,459	\$ 33,435	\$ 38,513	\$ 37,692	\$ 39,975	\$ 45,793	\$ 341,686
Increase in OCTA Allocation for Operating Costs		\$ 19,918	\$ 21,115	\$ 22,355	\$ 23,674	\$ 25,167	\$ 26,748	\$ 28,410	\$ 30,154	\$ 31,980	\$ 34,226	\$ 263,747
% Increase in OCTA Allocation for Operating Costs		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Senior Population		4,022	4,139	4,256	4,373	4,505	4,637	4,769	4,901	5,033	5,216	



Senior Mobility Transportation Program Monthly Reporting Form

Service for the month of: _____ Year (circle): 2010/2011

Program Name: _____

City or Organization: _____

Contact Person: _____

Contact Phone: _____

Trip category	One-Way Pass Trips	Vehicle service hours	Vehicle service miles
Nutrition Trips			
Medical Trips			
Shopping Trips			
Other Trips (Please specify trip type below**)			
Totals			

OCTA monthly contribution amount: \$ _____

City monthly contribution amount: \$ _____

Total operating cost for month: \$ _____

Source of City contributions: _____

Comments: _____

Please provide the requested information and submit the completed form to OCTA, Attention: Donna Berger/Community Transportation Coordinator, by email to dberger@octa.net or by FAX to (714) 560-5927 by the 15th day of the month following the reporting month.

Please contact Donna Berger at (714) 560-5538 if you have any questions or require assistance with the completion of this form.

**Please specify other trip types being provided to seniors in this space



DRUG-FREE WORKPLACE ACT OF 1988

THE FEDERAL LAW

This law, enacted November 1988, with subsequent modification in 1994 by the Federal Acquisition Streamlining Act, (*raising the contractor amount from \$25,000 to \$100,000*), requires compliance by all organizations contracting with any U. S. Federal agency in the amount of \$100,000 or more that does not involve the acquisition of commercial goods via a procurement contract or purchase order, and is performed in whole in the United States. It also requires that *all* organizations receiving federal grants, regardless of amount granted, maintain a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. The Law further requires that all *individual* contractors and grant recipients, regardless of dollar amount/value of the contract or grant, comply with the Law.

Certification that this requirement is being met must be done in the following manner:

By publishing a statement informing all covered employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the covered workplace, and what actions will be taken against employees in the event of violations of such statement.

By providing **ALL** covered employees with a copy of the above-described statement, including the information that as a condition of employment on the Federal contract or grant, the employee must abide by the terms and conditions of the policy statement.

For Federal contractors this encompasses employees involved in the performance of the contract. For Federal grantees all employees must come under this requirement as the act includes all "direct charge" employees (those whose services are directly & explicitly paid for by grant funds), and "indirect charge" employees (members of grantee's organization who perform support or overhead functions related to the grant and for which the Federal Government pays its share of expenses under the grant program).

Among "indirect charge" employees, those whose impact or involvement is insignificant to the performance of the grant are exempted from coverage. Any other person, who is on the grantee's payroll and works in any activity under the grant, even if not paid from grant funds, is also considered to be an employee.

Temporary personnel and consultants who are on the grantee's payroll are covered. Similar workers, who are not on the grantee's payroll, but on the payroll of contractors working for the grantee, are not covered even if physical place of employment is in the grantee's workplace.

By establishing a continuing, drug-free awareness program to inform employees of the dangers of drug abuse; the company's drug-free workplace policy; the penalties for drug abuse violations occurring in the workplace; the availability of any drug counseling, rehabilitation, and/or employee assistance plans offered through the employer.

By requiring each employee directly involved in the work of the contract or grant to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not less than five (5) calendar days after such conviction.

By notifying the Federal agency with which the employer has the contract or grant of any such conviction within ten (10) days after being notified by an employee or any other person with knowledge of a conviction.

By requiring the imposition of sanctions or remedial measures, including termination, for an employee convicted of a drug abuse violation in the workplace. These sanctions may be participation in a drug rehabilitation program if so stated in the company policy.

By continuing to make a "good-faith" effort to comply with all of the requirements as set forth in the Drug-Free Workplace Act.

All employers covered by the law are subject to suspension of payments, termination of the contract or grant, suspension or debarment if the head of the contracting or granting organization determines that the employer has made any type of false certification to the contracting or grant office, has not fulfilled the requirements of the law, or has excessive drug violation convictions in the workplace. Penalties may also be imposed upon those employing a number of individuals convicted of criminal drug offenses as this demonstrates a lack of good faith effort to provide a drug-free workplace. The contract or grant officer may determine the number on a case-by-case basis. Employers who are debarred are ineligible for other Federal contracts or grants for up to five (5) years. Compliance may be audited by the Federal agency administering the contract or grant.

The Drug-free Workplace Act does not require employers to establish an employee assistance program (EAP) or to implement drug testing as a part of the program.

Source: Federal Registers April 11, 1988 & May 25, 1990 & the Federal Acquisition Streamlining Act of 1994 (FASA).

CITY OF LAGUNA HILLS

AGENDA REPORT PUBLIC SERVICES DEPARTMENT

**ISSUE: PROGRESS PAYMENT NO. 3 FOR LA PAZ ROAD WIDENING AT I-5
IMPROVEMENT PROJECT, CIP NO. 159**

SUMMARY:

Work on the La Paz Road Widening at I-5 Improvement Project, CIP No. 159, began on April 7, 2011, and is being performed by SEMA Construction, Inc. Work performed in May included engineering, progress scheduling, site management, fencing, signage, traffic control, concrete removal, clearing and grubbing, and excavation. The contractor has submitted the third progress payment request for approval.

BACKGROUND:

A routine monthly action for capital improvement projects is the submission, review, and approval of the contractor's invoice. Procedurally, field staff verifies the contractor's quantities and matches them with the submitted invoice. The unit prices and total costs of the project are confirmed by the office staff and a progress payment is then processed. A ten (10) percent retention is withheld from each payment to assure final performance of the work. The contractor for the project, SEMA Construction, Inc., has submitted the third progress payment for the subject project as follows:

ITEM #	DESCRIPTION	QUANTITY	UNIT	\$	AMOUNT
1	RE Office	.05	LS	\$ 50,000.00	\$ 2,500.00
2	Progress Schedule	.07	LS	\$ 3,000.00	\$ 210.00
3	Time Related Overhead	29	WD	\$ 2,000.00	\$58,000.00
4	Construction Site Mgmt	.07	LS	\$ 10,000.00	\$ 700.00
8	Temp Silt Fence	1,000	LF	\$ 1.60	\$ 1,600.00
10	Temp Inlet Protection	5	LF	\$ 86.00	\$ 430.00
11	Street Sweeping	.07	LS	\$ 25,000.00	\$ 1,750.00
14	Rain Event Plan	1	EA	\$ 100.00	\$ 100.00
18	Construction Signage	.07	LS	\$ 40,400.00	\$ 2,828.00
19	Traffic Control System	.07	LS	\$ 55,700.00	\$ 3,899.00

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE CONTRACT CHANGE ORDER NOS. 1 AND 2 AND PROGRESS PAYMENT NO. 3, IN THE NET AMOUNT OF \$133,699.74, TO SEMA CONSTRUCTION, INC., FOR THE LA PAZ ROAD WIDENING AT I-5 IMPROVEMENT PROJECT, CIP NO. 159.

Agenda Report
Progress Payment No. 3 for CIP No. 159
Page 2

26	Portable Message Signs	.10	LS	\$ 1,600.00	\$ 160.00
42	Concrete Removal	54	CY	\$ 66.00	\$ 3,564.00
44	Clearing & Grubbing	.35	LS	\$100,000.00	\$35,000.00
46	Roadway Excavation	420	CY	\$ 10.00	\$ 4,200.00
48	Structure Excavation	30	CY	\$ 15.00	\$ 450.00
62	Irrigation System	.023	LS	\$176,581.34	\$ 4,061.37
67	Class 2 Aggregate Base	17.20	CY	\$ 35.00	\$ 602.00
96	18" Reinforced Conc Pipe	72	LF	\$ 43.00	\$ 3,096.00
97	24" Reinforced Conc Pipe	48	LF	\$ 52.00	\$ 2,496.00
131	Signal & Lighting	.04	LS	\$126,497.46	\$ 5,059.90
134	Ramp Metering System (2)	.19	LS	\$ 8,300.00	\$ 1,577.00
136	Lighting & Sign Illumination	.18	LS	\$ 90,400.00	\$16,272.00
Total To Date				\$204,840.57	
Less Prior Billing				<u>\$ 56,285.30</u>	
Total This Period				\$148,555.27	\$148,555.27
Less 10% Retention					<u>\$(14,855.53)</u>
					\$133,699.74

Unforeseen conditions have been encountered in the project resulting in the preparation of Contract Change Order (CCO) Nos. 1 and 2. CCO No. 1, for an estimated additional cost of \$23,717.09, addresses the need to (a) remove ThermoPlastic Striping that contains lead, (b) remove an interfering portion of an existing fence, and (c) relocate a water meter instead of abandoning the water meter. CCO No. 2, for an estimated additional cost of \$20,000, addresses a directed change in the excavation procedure for shoring due to the discovery of contaminated soil.

FISCAL IMPACT:

The progress payment is within the Capital Improvement Program Budget for the La Paz Road Widening at I-5 Improvement Project, CIP No. 159.

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE CONTRACT CHANGE ORDER NOS. 1 AND 2 AND PROGRESS PAYMENT NO. 3, IN THE NET AMOUNT OF \$133,699.74, TO SEMA CONSTRUCTION, INC., FOR THE LA PAZ ROAD WIDENING AT I-5 IMPROVEMENT PROJECT, CIP NO. 159.

ATTACHMENTS:

- Change Order No. 1
- Change Order No. 2

**CITY OF LAGUNA HILLS
CONTRACT CHANGE ORDER**

CONTRACT CHANGE ORDER NO. 1

SHEET 1 OF 3 SHEETS

PROJECT: La Paz Widening at I-5, CIP No. 159

CONTRACTOR: SEMA Construction

In accordance with contract provisions, the following changes in the contract and/or contract work are hereby authorized and as compensation therefore, the following addition to or deductions from the contract price are hereby approved.

Note: This change order is not effective until approved by the City Engineer.

Description of work to be done, estimate of quantities, and prices to be paid. Segregate between additional work at contract price, agreed price, and force account. Unless otherwise stated, rates for rental of equipment are actually used and no allowance will be made for idle time.

Change requested by: City

This change order provides compensation to SEMA Construction for the following extra work:

A 1. Extra Work at Agreed Lump Sum:

The Special Provision Section 10-1.27 requires the Contractor to "Remove Yellow Traffic Stripe, and Pavement Marking (Hazardous Waste)" from within the project limits. This portion of this Change Order provides compensation to SEMA for the removal and disposal of the yellow thermoplastic striping throughout and off the project limits.

SEMA will be compensated on an agreed lump sum price in accordance with the Special Provision Section 3-2.4 "Extra Work at Agreed Price:

Agreed Lump Sum Price = \$13,217.09 **

** This agreed price includes one move-in only. If Contractor cannot finish this task in one (1) shift due to any delay caused by the City, the additional mobilization cost will be determined and paid for on a T & M bases. If the delay is not caused by the City, no additional cost due to mobilization will be paid to the Contractor.

B. Extra Work at Time and Materials (T & M, or "Force Account"):

In accordance with the Special Provision Section 3-3 "Extra Work", you are hereby directed to perform the following Extra Work on T & M basis as directed by the Engineer in the field:

This change order provides compensation to SEMA Construction for the following extra work:

B1: Miscellaneous Removals: Remove fencing at the La Paz intersection at the SB onramp: remove one section of iron fencing and remove one section of and adjust the State ROW fencing. Cap the sprinkler line at the 76 Gas station for the fence removal. Remove other objects in conflict with the work as directed.

Not to Exceed Estimated Cost = \$4,000

B2: Relocate the existing domestic water meter near the intersection of La Paz and the SB onramp as directed.

Not to Exceed Estimated Cost = \$6,500

Increase \$ 23,717.09 Decrease \$

By reason of this order the time of completion will be adjusted as follows:

A1: No Increase/Decrease in Time

B1 through B2: Time Extension Deferred Until After the Completion of the Work, with a Not-to-Exceed Estimate of 3 working days.

The compensation (time and cost) set forth in this Change Order comprises the total compensation due the Contractor, all Subcontractors and all suppliers, for the work or change defined in this Change Order, including all impact on any unchanged work. By signing this Change Order, the Contractor acknowledges and agrees, on behalf of himself, all Subcontractors, and all suppliers, that the stipulated compensation includes payment for all work contained in this Change Order, plus all payment for the interruption of schedules.

Extended overhead costs, delay, and all impact, ripple effect or cumulative impact on all other, work under this Contract. The signing of this Change Order shall indicate that the Change Order constitutes full mutual accord and satisfaction for the change, and that the time and/or cost under the Change Order constitutes the total equitable adjustment owed the Contractor, all Subcontractors, and all suppliers, as a result of the change. The Contractor, on behalf of himself, all Subcontractors, and all suppliers, agrees to waive all rights, without exception or reservation of any kind whatsoever, to file any further claim or request for equitable adjustment of any type, for any reasonably foreseeable cause that shall arise out of or as a result of this Change Order or the impact of this Change Order on the remainder of the work under this Contract.

SUMMARY OF CONTRACT TIME

Original Contract Date: April 7, 2011
Original Contract Time: 275
Original Completion Date: May 18, 2012
Time Extension this C.O.: (Deferred)
Total Contract Time Extension: 0
Revised Contract Time: N/A
Revised Final Completion Due Date: N/A
Time Subject to Liquidated Damages: None
Actual Final Completion Date: TBD

Original Contract Price	\$4,228,879.00
Prev. Authorized Changes	\$ 0.00
This Change (Add)	\$ 23,717.09
Amended Contract Price	\$4,252,596.09

If the Contractor does not sign acceptance of this order, his attention to the requirements of the specifications as to proceeding with the order work and filing a written protest within the time therein specified.

Approved by:

Accepted by:

Director of Public Services_____
Date_____
ContractorPrint Name: Azzam Saad_____
Date5/9/11

**CITY OF LAGUNA HILLS
CONTRACT CHANGE ORDER**

CONTRACT CHANGE ORDER NO. 2

SHEET 1 OF 3 SHEETS

PROJECT: La Paz Widening at I-5, CIP No. 159

CONTRACTOR: SEMA Construction

In accordance with contract provisions, the following changes in the contract and/or contract work are hereby authorized and as compensation therefore, the following addition to or deductions from the contract price are hereby approved.

Note: This change order is not effective until approved by the City Engineer.

Description of work to be done, estimate of quantities, and prices to be paid. Segregate between additional work at contract price, agreed price, and force account. Unless otherwise stated, rates for rental of equipment are actually used and no allowance will be made for idle time.

Change requested by: City

This change order provides compensation to SEMA Construction for the following extra work:

A 1. Extra Work at Time & Materials (T&M, or "Force Account"):

Provide a vibratory hammer to install the temporary shoring for retaining walls #3 and #4 and discontinue drilling holes below ground water for this shoring in order to avoid possible ground water contamination. Do not disturb the existing spoil pile near Retaining Wall #4 in order to isolate any potentially contaminated soil unless directed otherwise by the Engineer.

For the hauling and disposal of contaminated soil and for any additional required worker safety protection related to working near contaminated soil, follow additional field directions provided by the Engineer.

All equipment and manpower to be provided for this change order shall be verbally reviewed with the Engineer prior to starting the work.

SEMA will be compensated as "Extra Work" per the Section 3-3 of the Green Book, "Extra Work" and Special Provision Section 3-3 "Extra Work":

Not to Exceed Amount = \$20,000.00

Increase \$ 20,000.00Decrease \$

By reason of this order the time of completion will be adjusted as follows:

A1: Time Extension Deferred Until After the Completion of the Work, with a Not-to-Exceed Estimate of 8 working days.

The compensation (time and cost) set forth in this Change Order comprises the total compensation due the Contractor, all Subcontractors and all suppliers, for the work or change defined in this Change Order, including all impact on any unchanged work. By signing this Change Order, the Contractor acknowledges and agrees, on behalf of himself, all Subcontractors, and all suppliers, that the stipulated compensation includes payment for all work contained in this Change Order, plus all payment for the interruption of schedules.

Extended overhead costs, delay, and all impact, ripple effect or cumulative impact on all other, work under this Contract. The signing of this Change Order shall indicate that the Change Order constitutes full mutual accord and satisfaction for the change, and that the time and/or cost under the Change Order constitutes the total equitable adjustment owed the Contractor, all Subcontractors, and all suppliers, as a result of the change. The Contractor, on behalf of himself, all Subcontractors, and all suppliers, agrees to waive all rights, without exception or reservation of any kind whatsoever, to file any further claim or request for equitable adjustment of any type, for any reasonably foreseeable cause that shall arise out of or as a result of this Change Order or the impact of this Change Order on the remainder of the work under this Contract.

SUMMARY OF CONTRACT TIME

Original Contract Date:	April 7, 2011
Original Contract Time:	275
Original Completion Date:	May 18, 2012
Time Extension this C.O.:	(Deferred)
Total Contract Time Extension:	0
Revised Contract Time:	N/A
Revised Final Completion Due Date:	N/A
Time Subject to Liquidated Damages:	None
Actual Final Completion Date:	TBD

Original Contract Price	\$4,228,879.00
Prev. Authorized Changes	\$ 20,415.00
This Change (Add)	\$ 20,000.00
Amended Contract Price	\$4,269,294.00

If the Contractor does not sign acceptance of this order, his attention to the requirements of the specifications as to proceeding with the order work and filing a written protest within the time therein specified.

Approved by:

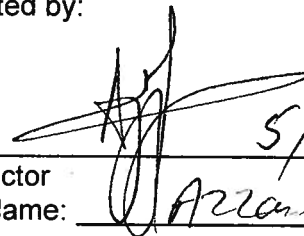
Accepted by:

Director of Public Services

Date

Contractor

Print Name:


5/27/11
Date
Arnan Saad

CITY OF LAGUNA HILLS

AGENDA REPORT PUBLIC SERVICES DEPARTMENT

ISSUE: LICENSE AGREEMENT WITH THE SOUTHERN CALIFORNIA EDISON COMPANY TO ALLOW THE ATTACHMENT OF CITY SIGNS TO STREETLIGHT POLES

SUMMARY:

The Southern California Edison Company owns the streetlight poles within their service territory along City streets. Commonly, the City attaches traffic regulatory signage to these poles. Historically, the Southern California Edison Company has allowed the City's signs to be attached to their streetlight poles. The Southern California Edison Company has now requested that approval to attach the signs to their poles be formalized through a License Agreement. It is beneficial for the City to be able to utilize existing streetlight poles for the installation of signs and approval of the License Agreement is recommended.

BACKGROUND:

The Southern California Edison Company has had a long-standing practice of allowing public agencies to attach signs and other related equipment onto Southern California Edison Company owned streetlight poles that exist within the public right-of-way of the street system. That has been the case in the City of Laguna Hills since incorporation where a cooperative effort between the City and the Southern California Edison Company has continued the practice of allowing installation of traffic regulatory signs, banners, and informational signs on Southern California Edison Company owned streetlight poles. The Southern California Edison Company recently reviewed their internal records and determined that the City of Laguna Hills and the Southern California Edison Company had never executed a License Agreement which formalizes the City's authority to install signs on the streetlight poles. The Southern California Edison Company has requested that the City approve of the attached License Agreement. The License Agreement requires the City to comply with the rules of the

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE LICENSE AGREEMENT WITH THE SOUTHERN CALIFORNIA EDISON COMPANY AUTHORIZING THE CITY TO INSTALL NON-ELECTRIFIED TRAFFIC REGULATING SIGNS AND RELATED EQUIPMENT ON STREETLIGHT POLES AND AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT AND THE CITY CLERK TO ATTEST THERETO.

utility and also the related rules promulgated by the California Public Utilities Commission. The License Agreement has been reviewed by the City Attorney's office and is ready for City Council approval.

FISCAL IMPACT:

The approval of the License Agreement with the Southern California Edison Company will have no direct fiscal impact on the City. However, if the License Agreement was not approved and it led to the Southern California Edison Company requiring the City to remove all of its signs from streetlight poles, the City would incur a significant cost for the removal of the existing signage and installation of many new poles on which to install the signs.

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE LICENSE AGREEMENT WITH THE SOUTHERN CALIFORNIA EDISON COMPANY AUTHORIZING THE CITY TO INSTALL NON-ELECTRIFIED TRAFFIC REGULATING SIGNS AND RELATED EQUIPMENT ON STREETLIGHT POLES AND AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT AND THE CITY CLERK TO ATTEST THERETO.

ATTACHMENTS:

- License Agreement

LICENSE AGREEMENT

THIS LICENSE AGREEMENT (this "License Agreement"), is made and entered into this _____ day of _____, 2011 by and between SOUTHERN CALIFORNIA EDISON COMPANY, a California corporation, (hereinafter called "Company") and the City of Laguna Hills , a political subdivision of the State of California, (hereinafter called "City").

WHEREAS, City has jurisdiction of certain streets and highways and has the right to regulate the use of such highways.

WHEREAS, Company has installed Company-owned composite, concrete, and steel Street light poles ("Poles") at various locations within said City at the request of City.

WHEREAS, City desires a license to place non-electrified traffic regulating signs, American flags, and Neighborhood Watch signs, banners and related appurtenances on said Poles.

WHEREAS, Company shall permit City to install non-electrified traffic regulating signs, American flags, Neighborhood Watch signs, banners and related appurtenances on said Poles under this License Agreement.

NOW THEREFORE, in consideration of the mutual understandings and obligations of the parties as hereinafter set forth, Company and City hereby agree as follows:

1. Company hereby, subject to the terms and conditions provided in this License Agreement, licenses and permits City or City's authorized agent to install, maintain, use, repair, renew, and remove non-electrified traffic regulating signs, American flags, Neighborhood Watch signs and other city – sponsored event banners and related appurtenances (collectively referred to as "Attachments") on the Poles in accordance with the following:

- A. Attachment shall be secured by means of stainless steel straps.
- B. No holes shall be punched, drilled, or burned in any Poles
- C. All Attachments shall be mounted so as to provide adequate clearance from traffic, pedestrians, and from all electrical facilities, and secured to Poles to avoid dislodging.
- D. The total surface area of all Attachments on any one Pole shall not exceed 18 square feet at any one time.
- E. Banners for use on poles in high wind areas (90 mph) must be mounted with break-away, or bend-away banner supports.
- F. No Attachment shall be suspended between Poles or between Poles and structures.
- G. No Attachment shall be installed on any wooden Poles.
- H. No Corporate Trademarks, Logos or other corporate identifiers shall be allowed on the City sponsored banners.

2. Except as otherwise herein provided, the use by City of such Pole as herein provided for shall be without charge. City and/or City's agent shall not derive any revenues in connection with the license issued hereby that exceeds the direct expenses incurred in generating such revenues. City and/or City's agent shall maintain complete and accurate records in accordance with generally accepted methods of accounting for all transactions involving payment from a third-party for placement of an Attachment for three (3) years after the corresponding payment. Company shall have access to such records, upon reasonable notice, for the purposes of audit during normal business hours, for so long as such records are required to be maintained.

3. The Attachments shall be installed and maintained by City, or City's authorized agent, in a safe and workman-like manner in compliance with all applicable laws, rules, regulations, ordinances, including but not limited to General Order No. 95 of the Public Utilities Commission of the State of California.

4. Should Company, in its sole and absolute discretion, determine that it is necessary to relocate or replace a Pole on which a City-owned Attachment is in place, City or City's agent shall, upon reasonable notice from Company promptly relocate, replace or transfer said Attachment to a substitute Pole, if any, as required at City's sole cost and expense.

5. City shall indemnify and hold harmless Company against all losses, expenses, claims, actions, causes of action, damages, costs or liabilities, directly or proximately resulting from or caused by the installation, placement, use, presence, operation, maintenance, and/or removal of said Attachments on any Poles, as herein provided. The termination of this License agreement shall not relieve City of any liabilities which occurred prior thereto or which are occurring at that time. This paragraph shall not be construed to impose liability on either the Company or the City, in favor of any third party, unless such liability would have existed in the absence of this paragraph.

6. The failure of Company to enforce any provision of this License Agreement, or the waiver thereof, shall not be construed as a general waiver or relinquishment on its part of any such provisions; however, the same shall nevertheless remain in full force and effect.

7. This License Agreement shall continue in effect for a term of one (1) year from the date hereof and from year to year thereafter, unless terminated sooner. This License Agreement may be terminated by either party hereto by written notice given not less than sixty (60) days prior to the intended termination. In the event of such termination, City shall remove all of said Attachments from the Poles prior to the termination of this License Agreement.

8. This License Agreement shall not be assignable by City.

IN WITNESS WHEREOF, City and Company have executed this License Agreement by and through their respective officers thereunto authorized as of the day and year first herein above written.

CUSTOMER:

CITY COUNCIL OF THE
CITY OF LAGUNA HILLS
ACTING FOR AND ON BEHALF
OF THE CITY OF LAGUNA HILLS

BY: _____
L. Allan Songstad, Jr.
TITLE: _____ MAYOR _____

ATTEST: _____
Peggy J. Johns
TITLE: _____ CITY CLERK _____

COMPANY:

SOUTHERN CALIFORNIA EDISON
COMPANY

BY: _____
TITLE: _____

ATTEST: _____
TITLE: _____

DATE: _____

CITY OF LAGUNA HILLS

AGENDA REPORT POLICE SERVICES DEPARTMENT

ISSUE: FY 2011-2012 TRAUMA INTERVENTION PROGRAM AGREEMENT

SUMMARY:

The City of Laguna Hills has given financial support to the Trauma Intervention Programs, Inc., (TIP) since June 24, 1997. The services provided by TIP are invaluable to victims of traumatic events and their families that live in, or are visitors to the City. TIP counselors also offer valuable assistance to our Public Safety Officers when needed. This arrangement remains both effective and cost efficient. The Agreement will provide the City with TIP services 24-hours a day for the year.

BACKGROUND:

The level of services provided by TIP will remain the same as in years past. They will ensure volunteer availability on a 24-hour a day basis. Some of the services TIP provides are grief counseling, referral services, shelter, food, and transportation arrangements.

FISCAL IMPACT:

The total cost of the service is \$3,641.28, which equates to \$.12 per capita based on the 2010 City population estimate of 30,344 from the 2010 United States Census Report. The cost per capita did not increase over last year and is within the amount budgeted for FY 2011-2012.

RECOMMENDATION: THAT THE CITY COUNCIL AUTHORIZE THE MAYOR TO EXECUTE THE FY 2011-2012 AGREEMENT BETWEEN THE CITY OF LAGUNA HILLS AND TRAUMA INTERVENTION PROGRAMS, INC.

ATTACHMENTS:

- FY 2011-2012 Agreement between the City of Laguna Hills and Trauma Intervention Programs, Inc.

**AGREEMENT BETWEEN CITY OF LAGUNA HILLS
AND
TRAUMA INTERVENTION PROGRAMS, INC.**

THIS AGREEMENT is made and entered into this _____ of _____, 2011, but effective as of the 1st day of July, 2011 between the City of Laguna Hills, a municipal corporation, hereinafter referred to as "City", and Trauma Intervention Programs, Inc., hereinafter referred to as "TIP".

WITNESSETH:

WHEREAS, the City is desirous of TIP providing a range of emotional and practical support services to victims of traumatic events and their families; and

WHEREAS, victims of traumatic events sometimes require assistance in making arrangements for shelter, food, transportation and receiving necessary information and referral services; and

WHEREAS, TIP is a contractor which has the ability to provide such services; and

WHEREAS, the parties wish to enter into an agreement whereby TIP will furnish such services;

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SERVICES AND DUTIES

(a) TIP shall make available to the City sufficient information to enable the City to contact the appropriate TIP volunteer, including 24-hour on-call phone number, address, and names of volunteers, supervisors (when appropriate), as well as alternate or backup telephone numbers.

(b) TIP or TIP's employees and/or volunteers shall provide all vehicles and equipment necessary for the performance of this Agreement and shall be responsible for maintenance of said equipment and vehicles.

(c) TIP shall provide all personnel, volunteers, supplies, and equipment necessary for the efficient and effective operation of the services and programs provided for herein.

(d) Upon the request of or referral by the City, or as otherwise agreed upon, TIP personnel shall provide on-scene emotional and practical support to the victims of traumatic events and their family members (hereinafter "clients"). Said emotional and practical support services shall include but shall not be limited to providing on-scene emotional support to clients; making necessary telephone calls; making arrangements for clean-up services; notifying family, friends and others; referring to follow-up services; providing information and referral services; performing one follow-up contact to verify the client's welfare.

(e) TIP shall comply with all applicable local, state or federal laws or regulations.

2. COMPENSATION FOR SERVICES

The City agrees to pay TIP a maximum amount of \$3,641.28 (30,344 population x 12¢) for the services to be performed hereunder. The City agrees to pay quarterly, in advance, unless some other method of payment is mutually agreed to in writing.

3. INDEPENDENT CONTRACTOR

In the performance of the obligations under this Agreement, it is understood and agreed that TIP is at all times acting and performing services as an independent contractor, and the City shall exercise no control or direction over the manner and means by which TIP performs its obligations under this contract, except as herein stated. All persons employed by or volunteering for TIP in the performance of TIP's services and functions shall be considered employees, volunteers and agents of TIP and no person employed by or volunteering for TIP shall be entitled to any City pension, civil service, or any status or right, nor shall he or she be deemed to be a City employee as a result of this Agreement. Additionally, all persons employed by or volunteering for TIP shall not represent themselves to be affiliated with the City of Laguna Hills.

4. INDEMNIFICATION

TIP promises and agrees to defend, protect, indemnify and save harmless the City, its officers, agents and employees, from and against any and all claims, demands and liability for damages for personal injury or property damage suffered by reason of any act or omission of TIP or TIP's employees, volunteers, agents or contractors, or by reason of any dangerous or defective condition caused or permitted by TIP or TIP's employees, volunteers, agents or contractors.

The City promises and agrees to defend, indemnify and save harmless TIP, its officers, employees, and volunteers from all claims, demands and liability for damages for personal injury or property damage suffered by reason of any act or omission of the City or the City's officers

or employees, or by reason of any dangerous or defective condition caused or permitted by the City or the City's officers or employees, except where such action, omission or condition is caused by or is the result of an action, omission or request of TIP or TIP's officers, employees or volunteers, or is alleged to arise out of the execution of this Agreement.

5. PROPRIETARY RIGHTS

- (a) The Contractor is the sole and exclusive owner of all proprietary and other property rights and interests in and to the trade names and/or trademarks "Trauma Intervention Programs," "TIP, Inc." and "TIP" and all other trademarks and service marks used in connection with the TIP Program, including but not limited to all those trademarks, service marks, slogans, logos and rights residing in the banners, brochures, business cards and letterheads by which groups licensed to adopt and use said names and marks and products therefrom are known and identified (collectively, "Proprietary Marks and Indicia").
- (b) The Contractor is the sole and exclusive owner of all materials used to operate the TIP Program in the City of Laguna Hills. These materials include but are not limited to the Operations Manual, Volunteer Training Manual and Trainers Manual. Upon termination of this Agreement, the City agrees to immediately return all manuals and materials to the Contractor.

6. INSURANCE

- (a) TIP shall secure and maintain throughout the contract period, and any extensions thereof, professional liability insurance, public liability insurance, property damage and vehicle liability insurance effective as of the effective date of this Agreement, and shall be protected from claims for damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under this Agreement. Said insurance shall be maintained in full force and effect during the term of this Agreement or renewals or extensions thereof. Such a policy shall be for not less than \$1,000,000 for injuries, including accidental death, to any one person and, subject to the same limit for each person, in an amount not less than \$1,000,000 on account for any one occurrence, and \$1,000,000 for property damage. The policies of insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in the State of California, rated "A-" or better in the most recent edition of Best Rating Guide, the Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the City Manager due to unique circumstances. Such insurance policies shall name the City, its officers, officials, employees, and agents as additional insureds.

All of the above policies of insurance shall be primary and shall not require any contribution by the City or by the City's insurance carriers. The insurer shall waive all rights of subrogation and contribution it may have against the City, its officers, employees, agents and their respective insurers. All said policies of insurance shall provide that said insurance may not be amended or canceled without providing thirty (30)

days prior written notice by registered mail to City. In the event any of said policies of insurance are canceled, TIP shall, prior to the cancellation date, submit new evidence of insurance in confirmation with this section to the City Manager.

No services under this Agreement shall commence until TIP has provided City with certificates of insurance and endorsements, or appropriate insurance binders, evidencing the above insurance coverage and said certificates of insurance and endorsements, or binders, are approved by City.

The amount of such insurance shall not be deemed a limitation of TIP's agreement to save and hold the City harmless and if the City becomes liable for an amount in excess of the insurance, TIP will save and hold the City harmless from the whole thereof.

The City reserves the right to increase the amounts of insurance coverage described hereinbefore, and to require any additional riders and provision in said policies or certificates as shall be considered necessary by the City Attorney of the City and/or the City Manager of the City consistent with the terms and conditions of this contract. TIP shall comply with said increase or other change within thirty (30) days after notice from the City.

- (b) Workers' Compensation. TIP shall secure and maintain throughout the term of this Agreement, Workers' Compensation insurance as prescribed by the laws of the State of California. A certificate evidencing such coverage shall be filed with the City Manager's Office. Said certificate shall provide that the City will be given at least thirty (30) days written notice prior to cancellation.

7. TERMINATION

- (a) For Cause. If either party fails to perform any duties or obligations imposed on it by this Agreement and such failure continues for thirty (30) days after written notification by one party to the other, then this Agreement will be in breach and the party providing such notice may terminate this Agreement immediately thereafter.
- (b) Without Cause. Either party at any time may terminate this Agreement without cause upon the giving of forty-five (45) days prior written notice to the other of such intent to terminate at the address set out in Section 9 of this Agreement.
- (c) Reimbursement of Compensation. If this Agreement is terminated prior to the end of the term set forth in Section 8, TIP shall reimburse the City a pro rata amount of any compensation paid in advance.

8. TERM

This Agreement shall continue through the 30th day of June 2012 unless earlier terminated in accordance with Section 7.

9. NOTICES

Notices shall be deemed given under this Agreement when in writing and personally delivered or placed in the U.S. Mail, first class, postage prepaid, addressed as follows:

City: City Manager
City of Laguna Hills
25201 Paseo de Alicia
Laguna Hills, CA 92653

TIP: Trauma Intervention Programs, Inc.
1420 Philips Street
Vista, CA 92083

10. ASSIGNMENT / AMENDMENT/ ENTIRE AGREEMENT/ NO CONTINUING WAIVER

This Agreement constitutes the entire agreement between the parties. It may be amended only in writing signed by both parties. No waiver of any term or condition of this Agreement shall be deemed a continuing waiver hereof. This Agreement is binding upon TIP and their successors and assignees. Except as otherwise provided herein, TIP shall not assign, sublet, or transfer its interest in this Agreement or any part thereof without the prior written consent of the City. Any such assignment shall, at the option of the City, immediately void this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their authorized officers on the day and year first above written.

CITY OF LAGUNA HILLS

By: _____
Mayor

TRAUMA INTERVENTION PROGRAMS, INC.

By: _____
President

CITY OF LAGUNA HILLS

AGENDA REPORT COMMUNITY DEVELOPMENT DEPARTMENT

**ISSUE: CONDITIONAL USE PERMIT APPLICATION NO. 3-11-1915, A
REQUEST TO ESTABLISH A K-2ND GRADE CHARTER SCHOOL AT
25201 PASEO DE ALICIA IN THE (NMU) NEIGHBORHOOD MIXED
USE ZONING DISTRICT**

SUMMARY:

Jeremy Cavallaro, representing Community Roots Academy, filed an application to establish a K-2nd grade charter school at 25201 Paseo de Alicia in the Neighborhood Mixed Use (NMU) zoning district. The school will occupy an existing building at Alicia Office Park that was previously occupied by another school, the VanDamme Academy, which operated with an enrollment of approximately ninety (90) students. Community Roots Academy proposes to enroll up to one hundred (100) students in three (3) grade levels and will operate from 7:00 AM to 6:00 PM (including after school programs), Monday through Friday.

Following public notice of this project for the June 28, 2011, Planning Agency hearing date, the applicant requested to continue this application to the July 12, 2011, meeting. The applicant has indicated that Community Roots Academy is subject to decisions made by a steering committee, and that the school is currently waiting on a decision from this committee on an important "business issue." Therefore, the applicant is requesting (see attached letter) that this item be continued to the July 12, 2011, meeting, which will presumably allow time for the steering committee to render their decision. In response to this request, staff is recommending that this agenda item be continued to the July 12, 2011, Planning Agency hearing.

**RECOMMENDATION: THAT THE PLANNING AGENCY CONTINUE THIS AGENDA
ITEM TO ITS REGULAR MEETING OF JULY 12, 2011.**

ATTACHMENT:

1. Letter from Community Roots Academy dated June 20, 2011



RECEIVED
JUN 20 2011
CITY OF LAGUNA HILLS

June 20, 2011

Chris Dominguez
Planning & Code Enforcement Aide
City of Laguna Hills
Community Development Department
24035 El Toro Road
Laguna Hills, CA 92653

Re: **Community Roots Academy Application for Conditional Use Permit**

Dear Chris:

This will confirm that Community Roots Academy is requesting that our application for a Conditional Use Permit be carried over from June 28th to the July 12th City Council meeting. We are requesting this postponement in order to permit the resolution of a business issue that will not occur until after June 28th.

Thank you very much.

Sincerely,

Brad J. Shapiro
Steering Committee Member

cc: Tom Austin
Jeremy Cavallaro

CITY OF LAGUNA HILLS

AGENDA REPORT ADMINISTRATIVE SERVICES DEPARTMENT

ISSUE: FINAL COMPENSATION REPORT

SUMMARY:

At the March 22, 2011, City Council meeting, the City Council approved the following seventeen comparator agencies for the Compensation Study:

Mission Viejo	Lake Forest	Laguna Niguel
Laguna Beach	San Juan Capistrano	Irvine
Ranch Santa Margarita	Dana Point	Tustin
San Clemente	Fountain Valley	Orange
Yorba Linda	Brea	Cypress
Newport Beach	Buena Park	

The consultant, Doug Johnson with Ralph Anderson & Associates, made a preliminary presentation to the City Council at the May 8, 2011, City Council meeting. Attached to this staff report is the final Compensation Report for the City of Laguna Hills. The consultant will be at the meeting to make a presentation and answer questions. It should be noted that specific recommendations based on the report will be made by staff at the July 12, 2011, City Council meeting as part of the proposed Salary and Benefits Resolution.

**RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THE
COMPENSATION REPORT FROM RALPH ANDERSON & ASSOCIATES.**

ATTACHMENTS:

- Compensation Report – City of Laguna Hills, dated June 22, 2011

COMPENSATION REPORT

CITY OF LAGUNA HILLS

June 22, 2011

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EXECUTIVE SUMMARY

This section provides a summary of the findings and conclusions contained in the remainder of the report.

Base Salary

1. The City's base salary levels are 1.5% above the market mean with most jobs being from 0% to 6% above the market mean. No salary range reductions are required, however, the City may want to address those jobs that are below the market mean in future salary adjustments.
2. When private sector data is brought into the analysis, the impact is minimal with private data varying from public sector data by less than 3 percent.
3. The City appears to be meeting its objective of maintaining salary ranges that are slightly above the market mean. This maintains the City's ability to recruit and retain staff, an important consideration in a small, non-unionized workforce.

Core Benefits

1. The City's core benefits are generally consistent with the labor market, with a slightly higher cost for providing health insurance benefits. This is likely due to the small demographics in the City's workforce, not because the health benefits are any "richer" than other agencies.
2. A majority of the survey agencies have continued to pay all or a portion of the employee's retirement contribution (retirement pick-up).
3. When benefits are added to base salary, the City's compensation levels are 6.5% above the market average. This is primarily due to the higher insurance premiums paid by the City.

Retirement Benefits

1. The City is one of only a few cities in the state that has a 2%@60 retirement formula. This lower formula puts the City at a significant disadvantage when recruiting among competing cities.
2. The City's retirement costs, even with the enhanced PARS benefits, are some of the lowest in the market. More importantly, the City has sought to minimize its long term liabilities and avoid "runaway" retirement costs.
3. If future retirement costs are translated into net present day values, the City's salary levels are 11.8% below the market average. This analysis recognizes the reduced retirement benefit for City employees.
4. The City provides a contribution towards retiree health benefits using a Health Savings Plan. This is unique in the labor market and is consistent with the City's objectives of minimizing long term liabilities.

Other Benefits

1. The City's car allowance benefits are higher than those used in public agencies, but consistent with values used in the private sector.
2. The City's leave benefits are slightly lower than the market with an average difference of 1-2 days for non-management jobs and as much as 8 days lower for management jobs.

SECTION I

PROJECT OVERVIEW

Ralph Andersen & Associates was retained by the City of Laguna Hills to conduct a Compensation Study involving all of the City's full time classifications. This report presents the results of the compensation study through the following sections:

- Section I – Project Overview
- Section II – Methodologies
- Section III – Findings.

Implementation options, if any, will be considered as part of the City's Salary and Benefits Resolution.

Developing an Effective Compensation Plan

The City's compensation plan is one of the most important elements in its human resource system. In broad terms, the City's compensation plan should:

- Ensure that the City has the ability to attract and retain well-qualified employees
- Provide a defensible basis for compensating employees using proven compensation practices
- Allow flexibility and adaptability for making City-wide compensation decisions based on changing market conditions
- From an employee perspective, establish "fair and equitable" salary levels for all City jobs
- Recognize the City's responsibility as a public agency in establishing a pay plan that is consistent with prudent public practices.

Policy decisions resulting from the compensation study will ultimately balance the above goals with the City's ability to pay.

Study Objectives

Based on the identified needs of the City, this study was designed to achieve the following overall objectives:

- Identify comparable employers from which to collect compensation and benefit data
- Develop a survey data collection form and conduct a wage and benefit survey
- Analyze the market data and document comparisons with the City's compensation plan
- Identify significant market differences and recommend adjustments accordingly.

The role or primary objective of the compensation survey and subsequent analysis is to provide a "picture" of wage and benefit practices in the labor market for comparable jobs. The results of the compensation survey provide a basis for compensating employees in a consistent, equitable, defensible, and competitive manner.

The methodologies used to accomplish these objectives are presented in Section II.

SECTION II

METHODOLOGIES

This section provides an overview of the methodologies that have been used to conduct the compensation analyses and develop specific recommendations. Specific methods and systems presented include:

- Labor Market Selection
- Labor Market Position
- Survey Class Selection
- Market Data Collection Process
- Establishing Job Comparabilities
- Point of Comparison.

All methodologies used by *Ralph Andersen & Associates* are consistent with established professional standards of compensation.

Labor Market Survey Agencies

One of the most important policy components of a compensation plan is a definition of the labor market within which the City must compete. In order to obtain comparable market data that best represents the City's labor market, the consultants met with City staff and the City Council to identify the group of agencies that the City competes with in terms of recruiting and retaining personnel.

There are typically five important criteria utilized in identifying those employers that comprise an agency's labor market. They are:

- **Historical Practices** — Over time, an employer will develop some level of continuity regarding labor market comparables for the purposes of conducting compensation surveys. There may be a strong history of surveying a specific set of employers either by agreement or by practice. In some instances, survey agencies can be more formally defined by policy documents or memorandums of understanding. Survey agencies can be specifically identified or they can be defined by characteristics such as size or proximity. Historical practices are an important consideration if for no other reason than deviating from historical practices typically requires a strong, defensible rationale.
- **Geographic Proximity** — Geographic proximity of potential employers is one of the most important factors utilized in identifying an organization's labor market. This factor is particularly useful because it identifies those employers that directly compete with the City to recruit and retain personnel. If a sufficient number of comparable agencies exist within close proximity to the City, the defined geographic area may be confined to an area among surrounding cities or counties. If comparably sized or similar services do not exist within close proximity, a wider geographic region may be necessary.
- **Employer Size** — As a rule, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations. For cities, the size of possible survey agencies can most easily be measured using population statistics. If additional precision is required, comparisons can be made using operating budgets and number of employees.

- **Nature of Services Provided** — In order to ensure comparable jobs are found when conducting a market survey, it is important to utilize employers that provide similar services to the City of Laguna Hills. Employers who provide similar services are most likely to compete with one another for employees and may have similar organizational and operational characteristics. This factor typically eliminates the significant of private sector employers since few comparable jobs exist within these types of employers. Private employers can be used as a supplemental market to “cross-check” municipal data.
- **Economic Similarity** — While there are a number of economic factors that can be compared among cities, the most important factor related to compensation is cost of living. In some regions or states, living costs can vary significantly and have an important impact on how potential candidates evaluate compensation. This factor is important if labor market agencies are used beyond the local market.

Since there is often no perfect group of agencies that meet all of these criteria, establishing a universe of comparable employers involves a careful balancing of these factors. Thus, an ideal market will include both larger and smaller employers, agencies located in higher and lower cost of living areas, and both local and regional employers. The precise definition of “local” and “regional” requires further analysis of the remaining parameters since it may be possible to find similar employers in close geographic proximity.

Application of Factors

Using the criteria outlined above, Ralph Andersen & Associates has analyzed labor market agencies using the following specific criteria:

- **Nature of Services** – The primary group of comparable organizations will be other cities. In addition, private sector data will be collected using published data sources for as many jobs found to be comparable in the private sector.
- **Geographic Area** – Sufficiently comparable cities exist within Orange County such that there is no need to consider cities beyond this geographic boundary. Furthermore, the selection of cities focused on South County communities and those cities less than 35 miles from Laguna Hills.
- **Employer Size** – Using the geographic region described above, cities have been identified that most closely match the size of Laguna Hills, however, we have also considered cities in close proximity regardless of their size.
- **Economic Similarity** – The selection of survey cities are within a common region and there are not any significant differences in economic characteristics.

Using these criteria, along with a review of budgets, number of employees, and key services, Table I provides a list of the survey agencies. These agencies were approved by the City Council prior to initiating data collection efforts.

Table I - Recommended Survey Agencies

City	Population ¹	ERI Labor Cost ²	Distance
Laguna Hills	33,593	100.0	0
Mission Viejo	100,725	99.7	3
Lake Forest	78,720	100.2	6
Laguna Niguel	67,666	100.0	6
Laguna Beach	25,354	100.3	9
San Juan Capistrano	37,233	99.1	10
Irvine	217,686	100.6	11
Rancho Santa Margarita	49,945	99.9	11
Dana Point	37,326	99.7	15
Tustin	75,773	100.2	15
San Clemente	68,763	99.9	17
Fountain Valley	58,741	100.1	18
Orange	142,708	100.1	18
Newport Beach	86,738	100.9	19
Yorba Linda	69,273	97.5	26
Buena Park	84,141	100.7	27
Brea	40,377	99.7	28
Cypress	49,981	100.1	31
Median	68,763	100.1	15

¹ Population Source: CA Dept of Finance

² Economic Similarity: Economic Research Institute Geographic Assessor

The list of agencies does differ from City of Laguna Hills's historical practices by limiting the market analysis to 17 cities instead of all Orange County cities. This will allow a more tailored survey as well as more comparable job matches. As a reference point, the median population of all Orange County cities is 65,425 with a median distance of 18 miles.

Labor Market Position

Most public and private employers will establish their compensation plans somewhere between the 50th and 75th percentile of the market, depending on how competitive they need to be. Establishing a labor market position is a policy decision that often considers the following:

- The City's ability to pay
- Recruitment and retention (turnover) problems
- Priority of compensation versus other expenditures
- Employer relations issues and the impact of a union/non-union workforce on employer operations and services
- The mix of salary and benefits in providing a total compensation package for employees.

Historically, the City of Laguna Hills has maintained a market position of “5% above the average” of Orange County cities.

Market Data Collection Process

To ensure reliability and completeness of data collected, survey data was collected according to a structured methodology. In conducting the compensation survey, the following specific steps were taken:

- Survey employers were contacted to confirm participation and to request background information including current salary schedules, position control documents, benefits information, and organizational charts
- Salary schedules and other job documentation were analyzed for each survey agency in order to determine comparability issues
- Follow-up questions were provided by email and telephone to verify, clarify and identify comparable survey classes and to ensure the accuracy of the survey data.

Throughout the data collection process, careful efforts were made to document the full range of duties and requirements of all job classes as compared to the City’s corresponding survey classes.

Establishing Job Comparabilities

When conducting labor market surveys, one of the most important objectives is to ensure that the labor market data is sufficiently comparable to City jobs while also serving as a strong indicator of market trends. Since the purpose of the labor market analysis is to identify general wage trends with other agencies, broad comparability guidelines are used when collecting data. If the comparability guidelines are too narrow, then insufficient data will be found.

Common comparability criteria typically include similar core functional duties, education/skill requirements, level of duties, and scope of supervisory and management duties. It is not as critical for all job duties to be the same or for the number of employees supervised to be the same. Furthermore, it is not essential that comparable market jobs use the same equipment, have the same workload, or work in an identical facility. While *Ralph Andersen & Associates* has been careful not to include “gross” job comparisons, there will be some variability in the job matches. In some instances, a comparable market job may exceed the responsibilities and duties of the City’s job and in other cases, the market job may perform duties at a slightly lower level. Overall, the market comparabilities are intended to provide a balanced indication of market trends.

Wherever possible, comparability similarities and differences are supported by class specifications and other documentation received from the survey participant. However, it should be noted that job descriptions were not used as a primary basis for establishing comparabilities due to their unreliability and the inconsistent formats used in the survey agencies. Many agencies are unable to sufficiently maintain and update their job descriptions while other agencies use job description formats that provide little insight into the actual job duties of the class.

Point of Comparison

When comparing City salaries with market agencies, it is important to establish a consistent point of comparison. Since all the survey agencies used in the market study utilize pay range structures, a critical review was needed to find the salary range “control point”. This is the point in the salary range that:

- Is used to “anchor” the pay range to the labor market
- Employees will attain through step increases or other increases based on satisfactory performance (range progression beyond the control point is usually based on superior job performance)
- The majority of employee salaries cluster around as measured by calculating a compa-ratio (employee salary divided by the range maximum).

For the vast majority of agencies, the salary range maximum (top step) is the reference control point. Longevity steps, one-time lump sum payments, and incentive pays are not included in this comparison. For private sector data, the proper comparison point is typically 75% of range progression (between the midpoint and the top of the range).

Private Sector Data

In order to provide a comparison with private sector employers, *Ralph Andersen & Associates* has utilized data from the Economic Research Institute (ERI). ERI maintains a large database of private sector data (updated quarterly) for thousands of jobs across all industries. This data is also regionalized to represent the specific wage practices of the south Orange County region. The focus of our analysis of this data is to identify trends between the private sector data and the public sector data collected by Ralph Andersen & Associates.

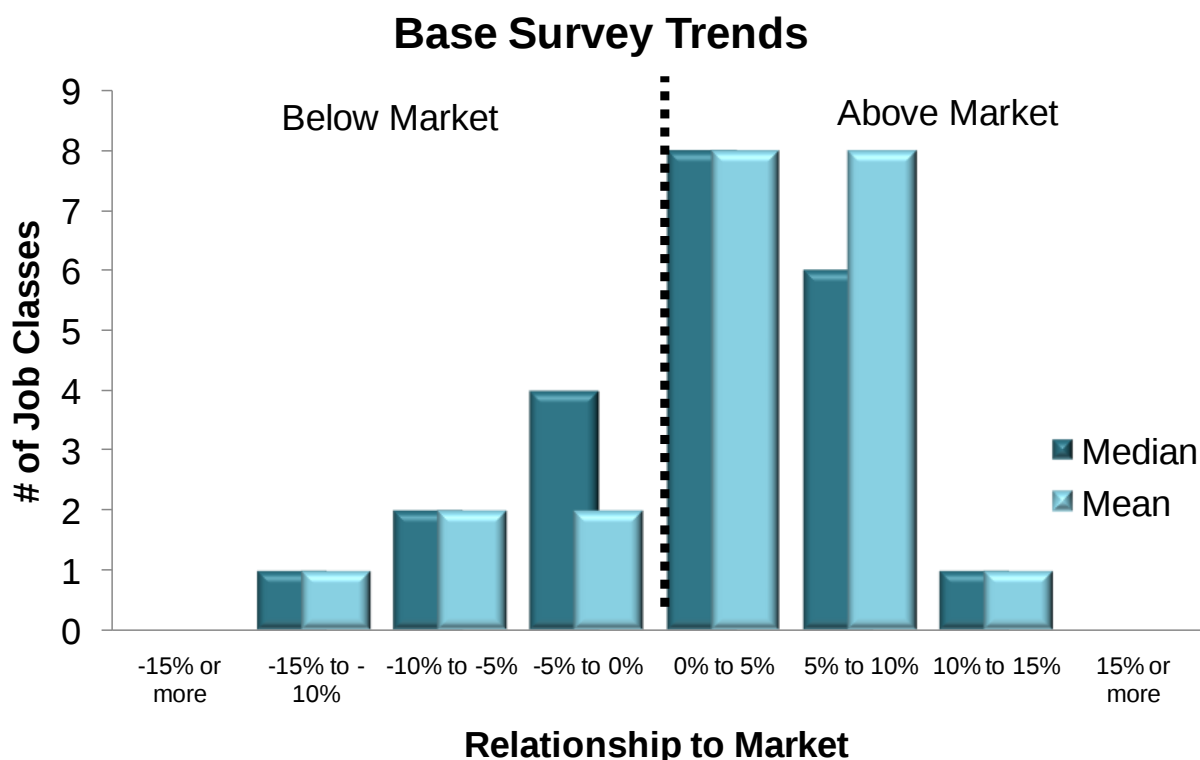
SECTION III

FINDINGS

This section of the Compensation Report documents the key findings and observations resulting from the consultant's compensation analyses. The focus of the compensation analysis is to identify significant differences in the pay practices of the City as compared to the other labor market agencies. Ideally, the City should be consistent with any pay or benefit item that is a "prevailing practice" in the market. For purposes of this study, "prevailing practice" has been defined as a majority practice among survey agencies.

Overall Salary Survey Results – Base Pay

Based on an evaluation of the survey data, general salary trends in the marketplace have been identified. A summary of the salary survey using the labor market employers and the market mean/median is provided in the following graph.



As indicated in the graph, the majority of the survey reference jobs are above the market mean/median. On average, the City's salaries are 1.5% above market mean with an overall market position at the 62nd percentile (a rank statistic that shows the relative place of City salaries compared to the 17 market agencies). It should be noted that the City's internal salary structure may be more important and more relevant than the trends identified in the market survey, at least for some jobs.

Table II provides a detailed summary of the market survey. This summary table includes:

- The job title surveyed

- The City's current monthly range maximum
- The number of observations (matches), not including City data
- The market mean using monthly control point/maximum salaries in the labor market.
- The percentage relationship of the mean to the City's current salary maximum.

Table II - Base Market Data Summary				
Data Effective April 2011				
Class Title	Current Range Max	# of Obs.	Mean	Percent +/- Mean
Accountant	6,413	13	6,429	-0.2%
Accounting Technician	4,972	16	4,880	1.8%
Administrative Assistant - CM	5,619	17	5,900	-5.0%
Administrative Assistant - Dept	5,237	17	4,922	6.0%
Assistant City Manager	16,108	10	15,263	5.2%
Assistant Engineer	7,539	12	6,974	7.5%
Asst Bldg Official/Senior Bldg Inspector	6,789	13	6,829	-0.6%
Building Counter Technician	5,456	15	4,885	10.5%
City Clerk	10,180	15	10,137	0.4%
City Engineer/Public Works Director	14,141	17	13,719	3.0%
City Manager	19,466	17	18,474	5.1%
Community Development Director	13,546	17	13,357	1.4%
Community Services Coordinator	5,663	17	5,721	-1.0%
Community Services Director	11,331	15	12,760	-12.6%
Community Services Senior Leader	4,054	12	4,194	-3.4%
Community Services Superintendent	9,554	15	8,883	7.0%
Deputy City Clerk	5,498	16	5,302	3.6%
Finance Manager	9,916	16	9,753	1.6%
Parks Supervisor	7,490	10	7,126	4.9%
Public Works Supervisor	7,490	15	7,086	5.4%
Receptionist/Secretary/Cashier	3,983	17	3,929	1.4%
Sr Management Analyst	7,018	12	7,625	-8.7%

Table II represents a market picture as of April 2011. In order for competitive 2011-12 salaries to be implemented, the recommended salary ranges may need to be adjusted further for future market changes. Detailed datasheets for the above job classes are provided in Appendix A.

Private Sector Data

In order to understand private sector data trends, data was obtained from the Economic Research Institute (ERI) as a comparison with the public sector data provided in Table II. Table III provides a summary of available comparisons using monthly base salary figures

Table III - Private Sector Comparison				
Class Title	LH Max	Public Mean	Private Mean	% +/- Public
Accountant	6,413	6,429	5,470	-14.9%
Accounting Technician	4,972	4,880	4,818	-1.3%
Administrative Assistant - Dept	5,237	4,922	4,464	-9.3%
Assistant Engineer	7,539	6,974	7,479	7.2%
Asst Bldg Official/Senior Bldg Inspector	6,789	6,829	5,482	-19.7%
Community Services Senior Leader	4,054	4,194	4,244	1.2%
Finance Manager	9,916	9,753	9,283	-4.8%
Parks Supervisor	7,490	7,126	6,918	-2.9%
Public Works Supervisor	7,490	7,086	6,918	-2.4%
Receptionist/Secretary/Cashier	3,983	3,929	3,050	-22.4%
Sr Management Analyst	7,018	7,625	7,518	-1.4%

As indicated in the table, private sector data is typically lower than public sector data with some wide variances. Overall, the median difference between private sector and public sector pay trends is -2.9%.

Results of the Total Compensation Survey

In order to provide the City with a more accurate assessment of how its compensation plan compares with the selected labor market agencies, a total compensation analysis was conducted. The analysis determines whether the City's benefits significantly improve the competitiveness of compensation when benefits are factored into the market analysis.

The total compensation analysis includes the employer cost for major benefit categories including the following:

- **Base Salary**
- **Cash Supplements**
 - deferred compensation paid by the employer
 - retirement pick-up paid by the employer on behalf of the employee
- **Insurances**
 - health insurance, including dependent coverage as provided
 - dental insurance
 - vision insurance

Employer retirement rates and contributions (other than retirement pick-up) have been reported separately.

Summary Table of Total Compensation Trends

The summary information presented in Table IV is based on detailed calculations of total compensation trends for each job classes. For all of the survey jobs included in the table,

percentage comparisons of the City's benefits and those of the market agencies are provided. The non-shaded columns in the table present the percentage relationship between the City's cumulative compensation for each benefit category and the median of the cumulative totals of the market agencies. The shaded columns in the table show the percentage gain/loss between each compensation component.

Table IV – Total Compensation Summary						
Survey Class	Base	Base+Cash		Base+Cash+ Insurance (Total Comp)		Total Gain/ Loss
	Market Rel.¹	Market Rel.¹	Gain/ Loss ²	Market Rel.¹	Gain/ Loss ²	
Accountant	-0.2%	0.8%	1.0%	6.0%	5.2%	6.2%
Accounting Technician	1.8%	2.2%	0.4%	8.6%	6.4%	6.8%
Administrative Assistant – CM	-5.0%	-4.7%	0.3%	2.5%	7.2%	7.5%
Administrative Asst – Dept	6.0%	6.4%	0.4%	11.7%	5.4%	5.7%
Assistant City Manager	5.2%	8.8%	3.6%	9.9%	1.1%	4.7%
Assistant Engineer	7.5%	7.9%	0.4%	11.9%	4.0%	4.4%
Asst Bldg Official/Sr Bldg Insp	-0.6%	-0.2%	0.3%	5.8%	6.0%	6.4%
Building Counter Technician	10.5%	11.0%	0.5%	14.8%	3.8%	4.3%
City Clerk	0.4%	-0.6%	-1.0%	1.8%	2.4%	1.4%
City Engineer/PW Director	3.0%	2.6%	-0.3%	4.1%	1.5%	1.1%
City Manager	5.1%	8.7%	3.6%	9.2%	0.5%	4.2%
Comm Development Director	1.4%	0.8%	-0.6%	2.5%	1.7%	1.1%
Comm Services Coordinator	-1.0%	-0.6%	0.4%	5.7%	6.4%	6.8%
Community Services Director	-12.6%	-13.7%	-1.1%	-9.5%	4.2%	3.1%
Comm Services Sr Leader	-3.4%	-2.3%	1.1%	6.7%	9.0%	10.2%
Community Services Supt	7.0%	7.1%	0.1%	9.8%	2.7%	2.8%
Deputy City Clerk	3.6%	4.1%	0.5%	9.6%	5.5%	6.0%
Finance Manager	1.6%	1.0%	-0.7%	4.2%	3.2%	2.6%
Parks Supervisor	4.9%	5.0%	0.2%	9.9%	4.9%	5.0%
Public Works Supervisor	5.4%	5.8%	0.4%	9.4%	3.6%	4.0%
Receptionist/Sec/Cashier	1.4%	1.9%	0.6%	9.7%	7.8%	8.4%
Sr Management Analyst	-8.7%	-7.7%	0.9%	-0.9%	6.9%	7.8%
Average	1.5%	2.0%	0.5%	6.5%	4.5%	5.0%

¹ Reflects the City's relationship to the labor market median for selected categories of total compensation

² Reflects the City's position gain/loss for each new category of total compensation considered

To assist the reader in reviewing the information in the table, the following provides an explanation of each column using the Administrative Assistant - Dept as an example:

- **Base** – The base pay for this class is 6.0% above the market median.
- **Base+Cash** – When cash supplements (deferred compensation and retirement pick-up) are added in, the Administrative Assistant - Dept is 6.4% above the market median, which is a gain of 0.4% (6.4% minus 6.0% equals 0.4%).
- **Base+Cash+Insurance (Total Comp)** – Then, when insurance costs (the maximum an employer will contribute to pay for health, dental, vision) are added in, the cumulative impact is that the Administrative Assistant - Dept is 11.7% above the market median, which is a gain of 5.4% (11.7% minus 6.4% equals 5.4%, rounded).
- **Total Gain/Loss** – Overall, the gain in market position for Administrative Assistant - Dept is 5.7%, i.e. moving from 6.0% above market (base pay listed in first column) to 11.7% above market (Base+Cash+Insurance) equals a gain of 5.7 percent.

In this example, when “Total Compensation” is factored into base salary, the Administrative Assistant - Dept is 11.7% above the market.

As indicated in Table IV, the City’s benefits are generally higher than the labor market with a 5.0% average gain in market position when benefits are added to base salary. Differences of 5% are not generally significant differences. Further benefit observations include:

- Some agencies are moving away from 100% retirement “pick-up” for enhanced pension benefit plans.
- Insurance rates for smaller agencies are higher since there is a smaller workforce in which to spread demographic differences
- Insurance benefit comparisons need to be conducted over multiple years to best understand market trends; in order to better control future costs, the City may want to consider moving to a cafeteria type plan
- Insurance program design and cost is primarily an internal cost/benefit issue.

Whether the City makes any adjustments to benefits or base salaries based on observed total compensation trends is a policy decision. Our analysis does not indicate any significant differences in cash or insurance benefits. Detailed datasheets are provided in Appendix C.

Retirement Benefits

In addition to cash and health benefits, the City’s retirement benefits were also analyzed compared to market pay practices. The City of Laguna Hills is unique among the survey cities in providing a combination of a reduced CalPERS retirement benefit (2%@60 formula) along with a supplemental PARS plan that provides a mix of defined benefit and defined contribution plans. This plan design minimizes long term liabilities while providing a more flexible retirement benefit to employees. Table V provides a summary of the retirement benefit costs and formulas used in the survey agencies. It should be emphasized that agencies do not have much control over the rates unless they “buy down” their obligations. In addition, rate difference are affected by retirement formulas, workforce demographics, and investment performance.

Table IV – Retirement Benefits		
Survey Agency	Emp. Ret. Cont. 2010/11	Retirement Formula
Brea	9.6%	2%@55
Buena Park	11.2%	2.5%@55
Cypress	10.3%	2%@55
Dana Point	9.0%	2%@55
Fountain Valley	14.8%	2.5%@55
Irvine	18.5%	2.7%@55
Laguna Beach	12.0%	2.5%@55
Laguna Niguel	9.5%	2%@55
Lake Forest	11.3%	2%@55
Mission Viejo	14.2%	2.7%@55
Newport Beach	8.4%	2.5%@55
Orange	14.5%	2.7%@55
Rancho Santa Margarita	13.3%	2.5%@55
San Clemente	11.8%	2%@55
San Juan Capistrano	24.8%	2.7%@55
Tustin	9.0%	2%@55
Yorba Linda	12.6%	2%@55
Laguna Hills*	10.3%	2%@60

In addition, a 3.5%-6.5% PARS contribution is provided by the City

In order to understand the impact of the City's lower retirement formula on labor market competitiveness, the consultants conducted a net present dollar analysis of future retirement benefits. The details of this analysis are provided in Appendix C (pages 23 – 66). The results of this analysis are provided in Table V.

Table V – Retirement Impact on Base Salary		
Class Title	Base	Base + Ret. Impact
Accountant	-0.2%	-18.1%
Accounting Technician	1.8%	-13.0%
Administrative Assistant – CM	-5.0%	-23.4%
Administrative Assistant – Dept	6.0%	-6.2%
Assistant City Manager	5.2%	0.0%
Assistant Engineer	7.5%	-3.3%
Asst Bldg Official/Senior Bldg Inspector	-0.6%	-16.8%
Building Counter Technician	10.5%	0.9%
City Clerk	0.4%	-10.8%
City Engineer/Public Works Director	3.0%	-5.3%
City Manager	5.1%	-1.7%

Table V – Retirement Impact on Base Salary		
Class Title	Base	Base + Ret. Impact
Community Development Director	1.4%	-7.8%
Community Services Coordinator	-1.0%	-17.4%
Community Services Director	-12.6%	-29.4%
Community Services Senior Leader	-3.4%	-20.0%
Community Services Superintendent	7.0%	-3.7%
Deputy City Clerk	3.6%	-10.3%
Finance Manager	1.6%	-12.7%
Parks Supervisor	4.9%	-8.0%
Public Works Supervisor	5.4%	-7.2%
Receptionist/Secretary/Cashier	1.4%	-13.2%
Sr Management Analyst	-8.7%	-32.0%
Average	1.5%	-11.8%

As indicated in Table V, while the City is 1.5% above the market average when base salary is compared, when retirement differences are translated into current dollar impacts, the net impact is that the City is 11.8% **below** the market average. These differences can have a significant impact on the City's ability to recruit and retain employees.

Car Allowances

Car Allowance benefits remain a popular benefit for executive level public sector (and private sector) jobs. All but one survey agency provides either a car allowance or an assigned vehicle to the City Manager. Practices for other city department heads varies with some agencies providing a car allowance and other relying on either a motor pool or mileage reimbursement. In addition to city survey data, we have reviewed a 2008 survey by WorldatWork on car allowances to provide private sector trends. Two key findings of the car allowance survey are:

- 65% of the survey agencies provide a car allowance benefit to department heads. Within the private sector, car allowances are used by 76% of the companies surveyed in a 2008 WorldatWork survey.
- The City's car allowances are the highest in the market (\$600, \$650 per month) with a market median allowance of \$375 for department heads. The 2008 WorldatWork survey indicates "the median car allowance benefit is \$842, \$675, and \$500 for the highest, middle, and lowest eligibility groups, respectively."

Irrespective of survey trends, car allowance policies are also designed to fit the specific needs of the employer with usage, costs, and other factors being used to determine whether a car allowance, assigned vehicle, motor pool, or mileage reimbursement is the most cost effective mechanism. Table VI provides a summary of the survey findings.

Table VI – Car Allowance Practices

Survey Agency	City Manager	Assist. City Manager	City Engineer/ PW Dir	CD Director
Brea	Provided*			
Buena Park	Provided*			\$300
Cypress	\$500		\$400	\$400
Dana Point	Provided*			\$400
Fountain Valley	Provided*			
Irvine	\$550	\$550	\$550	\$550
Laguna Beach	\$500	\$350	\$350	\$350
Laguna Niguel	\$616		\$250	\$250
Lake Forest	\$558	\$400	\$400	\$400
Mission Viejo	\$550		\$400	\$400
Newport Beach	\$500			
Orange				
Rancho Santa Margarita	\$500			
San Clemente	\$450	\$350	\$350	\$350
San Juan Capistrano	\$400	\$350	\$225	\$225
Tustin	Provided*	\$400	\$400	\$400
Yorba Linda	\$500	\$325	\$325	\$325
Laguna Hills	Provided*	Provided*	\$650	\$600
Median	\$500	\$350	\$375	\$375

* City provides vehicle and covers all costs and maintenance

Leave Benefits

Appendix C (pages 67-88) provides a detailed survey of leave benefits including holidays, sick leave, administrative leave, and vacation. The City's sick leave and holiday practices tend to be consistent with labor market practices. The only significant difference involve Administrative Leave and Vacation leave where the City's practices are slightly lower than the labor market. As indicated in Table VII, the City's leave benefits are 7.4% below the market on average when all job classes are considered.

Table VII – Leave Benefits	
Class Title	% +/- Total Leave
Accountant	-1.4%
Accounting Technician	0.4%
Administrative Assistant - CM	-5.2%
Administrative Assistant - Dept	-2.0%
Assistant City Manager	-8.5%
Assistant Engineer	-3.6%
Asst Bldg Official/Senior Bldg Inspector	-0.5%
Building Counter Technician	0.6%
City Clerk	-19.4%
City Engineer/Public Works Director	-19.0%
City Manager	1.3%
Community Development Director	-19.0%
Community Services Coordinator	-1.6%
Community Services Director	-17.6%
Community Services Senior Leader	1.6%
Community Services Superintendent	-15.9%
Deputy City Clerk	-2.0%
Finance Manager	-16.6%
Parks Supervisor	-10.0%
Public Works Supervisor	-11.8%
Receptionist/Secretary/Cashier	0.4%
Sr Management Analyst	-12.8%
Average	-7.4%

Retiree Health

In addition to the normal array of health benefits, the City provides a Retiree Health benefit for its employees. Unlike a significant majority of the survey agencies, the City's Retiree Health benefits is structured as a Retiree Health Savings plan. Under the provisions of the plan, employees are eligible to participate after 10 years of employment at which time they receive a contribution of \$5,000 per year (\$417 per month). Employees are also required to contribute the cash value of unused sick leave over 160 hours each year. The unique aspect of the City's Retiree Health benefit is that it does not incur any long term costs or liabilities. Once the employee retires or separates employment from the City, there is no further cost obligation. This is in contrast to the benefit practices of most cities where a monthly insurance premium continues after the employee retires (at a median cost in current dollars of \$101 per month).

Other Benefits

In addition to the total compensation elements, car allowance, retiree health, and leave benefits, there are additional benefits that are common in the labor market, but are difficult to compare across organizations. For example, some cities provide a monthly technology allowance while others provide employees a cellular phone, laptop, and wireless data plans. Since it is not

possible to capture the operating costs of city provided devices/services, insufficient comparative survey data is available for analysis. In many cities, the form of providing technology (as either a cash allowance or provided items) is based on cost efficiency (item/service cost, cost to administer, ect.). Furthermore, some cities have open policies that are “subject to budget approval by the City Manager” (other benefits in this category include tuition reimbursement, conferences, professional development, subscriptions, and membership dues).

Lastly, housing relocation or assistance benefits typically are one time or transitional costs that occur when hiring a new employee (usually for department heads or higher) and are usually temporary in duration. An additional consideration is that some cities may have a residency requirement while others do not. All of these variables prevent a meaningful analysis of housing benefits.



APPENDIX A

BASE DATASHEETS

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Accountant

Agency	Comparable Class Title	Minimum	C.P./Max
San Clemente	Senior Accountant	\$ 6,084	\$ 7,396
Laguna Beach	Accountant	\$ 4,793	\$ 6,742
Irvine	Accountant	\$ 4,430	\$ 6,646
Newport Beach	Accountant	\$ 4,694	\$ 6,597
Lake Forest	Accountant	\$ 4,993	\$ 6,491
Laguna Hills	Accountant	\$ 5,278	\$ 6,413
Cypress	Accountant	\$ 5,275	\$ 6,412
Fountain Valley	Accountant	\$ 5,257	\$ 6,390
Brea	Accountant II		\$ 6,370
Orange	Accountant	\$ 4,916	\$ 6,303
Mission Viejo	Accountant	\$ 4,621	\$ 6,238
Buena Park	Accountant	\$ 4,809	\$ 6,101
Rancho Santa Margarita	Accountant	\$ 4,469	\$ 5,958
San Juan Capistrano	Accountant	\$ 4,878	\$ 5,929
Dana Point	No Comparable Class		
Laguna Niguel	No Comparable Class		
Tustin	No Comparable Class		
Yorba Linda	No Comparable Class		
Number of Observations 13		Market	% Above/
Variability Low		Value	Below
Labor Market Mean		\$ 6,429	-0.24%
Labor Market Median		\$ 6,390	0.36%
75th Percentile		\$ 6,597	-2.87%
LAGUNA HILLS SALARY PERCENTILE		58th Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Accounting Technician

Agency	Comparable Class Title	Minimum	C.P./Max
Laguna Beach	Accounting Technician	\$ 4,255	\$ 5,976
Newport Beach	Fiscal Specialist	\$ 4,110	\$ 5,784
Irvine	Senior Accounting Technician	\$ 3,531	\$ 5,299
Lake Forest	Senior Accounting Technician	\$ 3,912	\$ 5,086
Laguna Niguel	Senior Accounting Clerk	\$ 4,055	\$ 5,068
Laguna Hills	Accounting Technician	\$ 4,093	\$ 4,972
Tustin	Senior Accounting Specialist	\$ 4,026	\$ 4,916
Orange	Senior Finance Clerk	\$ 3,755	\$ 4,815
Yorba Linda	Accounting Technician	\$ 3,958	\$ 4,811
San Clemente	Senior Accounting Specialist	\$ 3,922	\$ 4,767
Dana Point	Accounting Technician	\$ 3,623	\$ 4,708
Buena Park	Accounting Technician	\$ 3,706	\$ 4,686
Mission Viejo	Payroll Technician	\$ 3,443	\$ 4,648
Fountain Valley	Accounting Technician II	\$ 3,708	\$ 4,507
Rancho Santa Margarita	Accounting Technician	\$ 3,362	\$ 4,483
San Juan Capistrano	Accounting Specialist	\$ 3,538	\$ 4,300
Brea	Accounting Technician II	\$ 3,305	\$ 4,232
Cypress	No Comparable Class		
Number of Observations 16		Market Value	% Above/ Below Market
Variability Moderate			
Labor Market Mean		\$ 4,880	1.84%
Labor Market Median		\$ 4,789	3.68%
75th Percentile		\$ 5,073	-2.02%
LAGUNA HILLS SALARY PERCENTILE		69th Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Administrative Assistant - CM

Agency	Comparable Class Title	Minimum	C.P./Max
Irvine	Executive Coordinator	\$ 4,430	\$ 6,646
Newport Beach	Executive Assistant, CM Office	\$ 4,656	\$ 6,554
Laguna Beach	Executive Assistant	\$ 4,200	\$ 6,300
Laguna Niguel	Executive Secretary	\$ 4,952	\$ 6,190
Orange	Senior Executive Assistant	\$ 4,794	\$ 6,148
Brea	Senior Executive Assistant to the CM/Office Manager	\$ 4,662	\$ 5,968
Tustin	Executive Coordinator	\$ 4,878	\$ 5,957
San Clemente	Executive Assistant	\$ 4,883	\$ 5,936
San Juan Capistrano	Senior Executive Assistant	\$ 4,878	\$ 5,929
Lake Forest	Executive Assistant	\$ 4,529	\$ 5,887
Fountain Valley	Administrative Secretary	\$ 4,772	\$ 5,801
Yorba Linda	Executive Assistant	\$ 4,742	\$ 5,764
Dana Point	Executive Secretary	\$ 4,214	\$ 5,686
Laguna Hills	Administrative Assistant II	\$ 4,625	\$ 5,619
Cypress	Secretary to the City Manager	\$ 4,523	\$ 5,497
Buena Park	Executive Secretary	\$ 4,269	\$ 5,407
Rancho Santa Margarita	Executive Secretary	\$ 4,010	\$ 5,346
Mission Viejo	Executive Assistant	\$ 3,920	\$ 5,291
Number of Observations 17		Market	% Above/
Variability Low		Value	Below
			Market
Labor Market Mean		\$ 5,900	-5.01%
Labor Market Median		\$ 5,929	-5.52%
75th Percentile		\$ 6,148	-9.41%
LAGUNA HILLS SALARY PERCENTILE		23rd Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Administrative Assistant - Dept

Agency	Comparable Class Title	Minimum	C.P./Max
Irvine	Administrative Coordinator	\$ 4,137	\$ 6,205
Newport Beach	Administrative Assistant	\$ 4,242	\$ 5,919
Laguna Beach	Administrative Assistant	\$ 3,874	\$ 5,450
Laguna Hills	Administrative Assistant I	\$ 4,310	\$ 5,237
Orange	Executive Assistant	\$ 4,006	\$ 5,138
Laguna Niguel	Administrative Secretary	\$ 4,028	\$ 5,036
Lake Forest	Administrative Secretary	\$ 3,726	\$ 4,843
Fountain Valley	Secretary	\$ 3,973	\$ 4,830
Buena Park	Administrative Secretary	\$ 3,792	\$ 4,800
San Clemente	Administrative Assistant	\$ 3,922	\$ 4,767
Cypress	Secretary to Department Head	\$ 3,891	\$ 4,730
Tustin	Administrative Secretary	\$ 3,858	\$ 4,711
Mission Viejo	Administrative Assistant	\$ 3,443	\$ 4,648
Yorba Linda	Administrative Secretary	\$ 3,788	\$ 4,604
Brea	Executive Assistant	\$ 3,593	\$ 4,599
Dana Point	Administrative Secretary	\$ 3,528	\$ 4,590
San Juan Capistrano	Administrative Specialist	\$ 3,626	\$ 4,408
Rancho Santa Margarita	Administrative Secretary	\$ 3,299	\$ 4,399
Number of Observations 17		Market Value	% Above/ Below Market
Variability Moderate			
Labor Market Mean		\$ 4,922	6.01%
Labor Market Median		\$ 4,767	8.97%
75th Percentile		\$ 5,036	3.84%
LAGUNA HILLS SALARY PERCENTILE		83rd Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Assistant City Manager

Agency	Comparable Class Title	Minimum	C.P./Max
Irvine	Assistant City Manager	\$ 12,652	\$ 17,593
Laguna Hills	Assistant City Manager	\$ 13,251	\$ 16,108
Laguna Beach	Assistant City Manager	\$ 9,960	\$ 15,286
Newport Beach	Assistant City Manager	\$ 12,511	\$ 15,245
Brea	Assistant City Manager	\$ 12,769	\$ 15,171
Orange	Assistant City Manager	\$ 11,765	\$ 15,088
Tustin	Assistant City Manager	\$ 12,351	\$ 15,082
Yorba Linda	Assistant City Manager	\$ 12,228	\$ 14,936
Lake Forest	Assistant City Manager	\$ 11,444	\$ 14,877
Dana Point	ACM/Director of Administrative Services	\$ 11,315	\$ 14,709
San Clemente	Assistant City Manager/FAS Director	\$ 12,046	\$ 14,643
Buena Park	No Comparable Class		
Cypress	No Comparable Class		
Fountain Valley	No Comparable Class		
Laguna Niguel	No Comparable Class		
Mission Viejo	No Comparable Class		
Rancho Santa Margarita	No Comparable Class		
San Juan Capistrano	No Comparable Class		
Number of Observations 10		Market	% Above/
Variability Low		Value	Below
Labor Market Mean		\$ 15,263	5.25%
Labor Market Median		\$ 15,085	6.35%
75th Percentile		\$ 15,227	5.47%
LAGUNA HILLS SALARY PERCENTILE		93rd Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Assistant Engineer

Agency	Comparable Class Title	Minimum	C.P./Max
Laguna Hills	Assistant Engineer	\$ 6,202	\$ 7,539
Newport Beach	Junior Engineer	\$ 5,349	\$ 7,533
San Clemente	Assistant Engineer	\$ 6,084	\$ 7,396
Orange	Assistant Engineer	\$ 5,680	\$ 7,284
Laguna Niguel	Assistant Civil Engineer	\$ 5,823	\$ 7,278
Buena Park	Assistant Engineer	\$ 5,424	\$ 6,879
San Juan Capistrano	Assistant Engineer	\$ 5,656	\$ 6,875
Tustin	Assistant Engineer	\$ 5,625	\$ 6,868
Fountain Valley	Assistant Engineer	\$ 5,635	\$ 6,850
Cypress	Assistant Engineer	\$ 5,577	\$ 6,779
Brea	Assistant Engineer	\$ 5,196	\$ 6,652
Irvine	Assistant Engineer	\$ 4,430	\$ 6,646
Yorba Linda	Assistant Engineer	\$ 5,467	\$ 6,645
Dana Point	No Comparable Class		
Laguna Beach	No Comparable Class		
Lake Forest	No Comparable Class		
Mission Viejo	No Comparable Class		
Rancho Santa Margarita	No Comparable Class		
Number of Observations 12		Market	% Above/
Variability Low		Value	Below
Labor Market Mean		\$ 6,974	7.50%
Labor Market Median		\$ 6,872	8.85%
75th Percentile		\$ 7,280	3.44%
LAGUNA HILLS SALARY PERCENTILE		100th Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Asst Bldg Official/Senior Bldg Inspector

Agency	Comparable Class Title	Minimum	C.P./Max
Laguna Beach	Senior Building Inspector/Plans Checker	\$ 5,794	\$ 8,154
Buena Park	Senior Building Inspector/Plan checker	\$ 6,116	\$ 7,768
Newport Beach	Senior Building Inspector	\$ 5,349	\$ 7,530
Irvine	Senior Building Inspector	\$ 4,994	\$ 7,491
San Clemente	Senior Building Inspector	\$ 5,653	\$ 6,872
Tustin	Senior Building Inspector	\$ 5,625	\$ 6,869
Dana Point	Senior Building Inspector	\$ 5,243	\$ 6,816
Laguna Hills	Asst Bldg Official/Senior Bldg Inspector	\$ 5,320	\$ 6,789
Fountain Valley	Senior Building Inspector	\$ 5,565	\$ 6,764
Yorba Linda	Senior Building Inspector	\$ 5,267	\$ 6,402
Orange	Senior Combination Building Inspector	\$ 4,867	\$ 6,241
San Juan Capistrano	Building & Grade Inspector	\$ 5,000	\$ 6,077
Cypress	Building Inspector	\$ 4,890	\$ 5,944
Brea	Building Inspector	\$ 4,569	\$ 5,849
Laguna Niguel	No Comparable Class		
Lake Forest	No Comparable Class		
Mission Viejo	No Comparable Class		
Rancho Santa Margarita	No Comparable Class		
Number of Observations 13		Market	% Above/
Variability Moderate		Value	Below
Labor Market Mean		\$ 6,829	-0.59%
Labor Market Median		\$ 6,816	-0.40%
75th Percentile		\$ 7,491	-10.34%
LAGUNA HILLS SALARY PERCENTILE		46th Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Building Counter Technician

Agency	Comparable Class Title	Minimum	C.P./Max
Newport Beach	Permit Technician II	\$ 4,521	\$ 6,364
Laguna Hills	Building Counter Technician	\$ 4,491	\$ 5,456
San Juan Capistrano	Permit Technician	\$ 4,418	\$ 5,370
Irvine	Permit Specialist II	\$ 3,531	\$ 5,299
Lake Forest	Building Permit Technician	\$ 3,912	\$ 5,086
Fountain Valley	Senior Permit Technician	\$ 4,177	\$ 5,077
Laguna Niguel	Building Permit Technician	\$ 4,028	\$ 5,036
Orange	Permit Technician	\$ 3,793	\$ 4,863
Laguna Beach	Permit Aide	\$ 3,401	\$ 4,790
San Clemente	Permit Technician	\$ 3,922	\$ 4,767
Rancho Santa Margarita	Permit Processing Technician	\$ 3,497	\$ 4,662
Yorba Linda	Planning Aide	\$ 3,815	\$ 4,637
Dana Point	Permit Technician	\$ 3,482	\$ 4,528
Tustin	Building Permit Technician	\$ 3,561	\$ 4,349
Buena Park	Permit Technician	\$ 3,366	\$ 4,258
Cypress	Building Services Technician	\$ 3,444	\$ 4,186
Brea	No Comparable Class		
Mission Viejo	No Comparable Class		
Number of Observations 15		Market	% Above/
Variability High		Value	Below
			Market
Labor Market Mean		\$ 4,885	10.47%
Labor Market Median		\$ 4,790	12.21%
75th Percentile		\$ 5,082	6.86%
LAGUNA HILLS SALARY PERCENTILE		93rd Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

City Clerk

Agency	Comparable Class Title	Minimum	C.P./Max
Irvine	City Clerk	\$ 8,725	\$ 12,965
Mission Viejo	City Clerk	\$ 7,143	\$ 12,354
Buena Park	City Clerk		\$ 12,290
Newport Beach	City Clerk	\$ 6,500	\$ 11,500
Laguna Hills	City Clerk	\$ 8,374	\$ 10,180
Yorba Linda	City Clerk	\$ 8,090	\$ 9,833
Laguna Beach	City Clerk	\$ 6,979	\$ 9,821
Dana Point	City Clerk	\$ 8,449	\$ 9,679
Cypress	City Clerk	\$ 7,060	\$ 9,573
Orange	City Clerk (Chief Clerk)	\$ 7,399	\$ 9,488
Laguna Niguel	City Clerk	\$ 6,947	\$ 9,402
Fountain Valley	City Clerk	\$ 7,681	\$ 9,336
Lake Forest	City Clerk	\$ 7,025	\$ 9,133
San Clemente	City Clerk	\$ 7,396	\$ 8,989
Rancho Santa Margarita	City Clerk	\$ 6,719	\$ 8,959
San Juan Capistrano	City Clerk		\$ 8,737
Brea	No Comparable Class		
Tustin	No Comparable Class		
Number of Observations 15		Market Value	% Above/ Below Market
Variability Moderate			
Labor Market Mean		\$ 10,137	0.42%
Labor Market Median		\$ 9,573	5.96%
75th Percentile		\$ 10,667	-4.78%
LAGUNA HILLS SALARY PERCENTILE		73rd Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

City Engineer/Public Works Director

Agency	Comparable Class Title	Minimum	C.P./Max
Irvine	Director of Public Works	\$ 10,386	\$ 15,434
Laguna Beach	Director of Public Works/City Engineer	\$ 9,960	\$ 15,286
Cypress	Public Works Director/City Engineer	\$ 10,000	\$ 14,650
Newport Beach	Public Works Director	\$ 11,906	\$ 14,510
Fountain Valley	Public Works Director	\$ 11,834	\$ 14,384
Orange	Public Works Director	\$ 11,137	\$ 14,282
Laguna Hills	City Engineer/Public Works Director	\$ 11,634	\$ 14,141
Tustin	Director of Public Works/City Engineer	\$ 11,575	\$ 14,134
Buena Park	Director of Public Works/City Engineer	\$ 10,359	\$ 13,843
Yorba Linda	Public Works Director/City Engineer	\$ 11,295	\$ 13,729
Lake Forest	Director of Public Works/City Engineer	\$ 10,380	\$ 13,494
Dana Point	Director of Public Works & Engineering Services	\$ 9,428	\$ 13,372
Laguna Niguel	Public Works Director/City Engineer	\$ 10,022	\$ 13,311
Rancho Santa Margarita	Public Works Director/City Engineer	\$ 9,895	\$ 13,193
San Clemente	Public Works Director/City Engineer	\$ 10,660	\$ 12,957
San Juan Capistrano	Public Works Director	\$ 10,513	\$ 12,778
Mission Viejo	Director of Public Works	\$ 9,151	\$ 12,354
Brea	City Engineer	\$ 8,998	\$ 11,519
Number of Observations 17		Market Value	% Above/ Below Market
Variability Moderate			
Labor Market Mean		\$ 13,719	2.98%
Labor Market Median		\$ 13,729	2.91%
75th Percentile		\$ 14,384	-1.72%
LAGUNA HILLS SALARY PERCENTILE		63rd Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

City Manager

Agency	Comparable Class Title	Minimum	C.P./Max
Buena Park	City Manager		\$ 21,223
Irvine	City Manager		\$ 20,858
Tustin	City Manager		\$ 20,833
Laguna Niguel	City Manager		\$ 19,529
Laguna Hills	City Manager	\$ 19,466	\$ 19,466
Fountain Valley	City Manager	\$ 15,651	\$ 19,025
Newport Beach	City Manager		\$ 18,750
Lake Forest	City Manager		\$ 18,716
Cypress	City Manager		\$ 18,456
San Juan Capistrano	City Manager		\$ 18,167
Rancho Santa Margarita	City Manager	\$ 13,402	\$ 17,869
San Clemente	City Manager		\$ 17,798
Orange	City Manager		\$ 17,756
Brea	City Manager		\$ 17,547
Laguna Beach	City Manager		\$ 17,500
Dana Point	City Manager		\$ 16,957
Yorba Linda	City Manager		\$ 16,600
Mission Viejo	City Manager		\$ 16,476
Number of Observations 17		Market Value	% Above/ Below Market
Variability Moderate			
Labor Market Mean		\$ 18,474	5.10%
Labor Market Median		\$ 18,167	6.67%
75th Percentile		\$ 19,025	2.27%
LAGUNA HILLS SALARY PERCENTILE		80th Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Community Development Director

Agency	Comparable Class Title	Minimum	C.P./Max
Irvine	Director of Community Development	\$ 10,386	\$ 15,434
Cypress	Community Development Director	\$ 10,000	\$ 14,650
Newport Beach	Community Development Director	\$ 11,906	\$ 14,510
Laguna Beach	Director of Community Development	\$ 9,067	\$ 13,915
Buena Park	Director of Community Development	\$ 10,359	\$ 13,843
Laguna Hills	Community Development Director	\$ 11,145	\$ 13,546
Fountain Valley	Planning/Building Director	\$ 11,143	\$ 13,544
Orange	Community Development Director	\$ 10,490	\$ 13,452
Dana Point	Director of Community Development	\$ 9,428	\$ 13,372
Yorba Linda	Community Development Director	\$ 10,706	\$ 13,013
Tustin	Director of Community Development	\$ 10,580	\$ 12,919
Laguna Niguel	Community Development Director	\$ 9,774	\$ 12,902
Lake Forest	Director of Development Services	\$ 9,885	\$ 12,851
Brea	Economic Development Director	\$ 10,643	\$ 12,772
San Clemente	Community Development Director	\$ 10,406	\$ 12,649
San Juan Capistrano	Community Development Director	\$ 10,256	\$ 12,467
Rancho Santa Margarita	Development Services Director	\$ 9,321	\$ 12,428
Mission Viejo	Director of Community Development	\$ 9,151	\$ 12,354
Number of Observations 17		Market Value	% Above/ Below Market
Variability Low			
Labor Market Mean		\$ 13,357	1.39%
Labor Market Median		\$ 13,013	3.93%
75th Percentile		\$ 13,843	-2.19%
LAGUNA HILLS SALARY PERCENTILE		69th Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Community Services Coordinator

Agency	Comparable Class Title	Minimum	C.P./Max
Orange	Recreation Services Supervisor	\$ 5,486	\$ 7,035
Laguna Niguel	Recreation Supervisor	\$ 5,405	\$ 6,755
Laguna Beach	Recreation Supervisor	\$ 4,793	\$ 6,742
Irvine	Community Services Program Coordinator	\$ 4,410	\$ 6,614
Mission Viejo	Community Services Supervisor	\$ 4,833	\$ 6,525
Yorba Linda	Recreation Supervisor	\$ 5,158	\$ 6,269
Buena Park	Community Services Supervisor	\$ 4,930	\$ 6,251
Laguna Hills	Community Services Coordinator	\$ 4,661	\$ 5,663
Lake Forest	Recreation Coordinator	\$ 4,313	\$ 5,607
Tustin	Recreation Coordinator	\$ 4,493	\$ 5,486
Newport Beach	Recreation Coordinator	\$ 3,895	\$ 5,481
San Juan Capistrano	Community Services Coordinator	\$ 4,312	\$ 5,241
Brea	Community Services Specialist II	\$ 3,987	\$ 5,104
Dana Point	Recreation Supervisor I	\$ 3,883	\$ 5,058
Rancho Santa Margarita	Community Services Coordinator	\$ 3,722	\$ 4,963
San Clemente	Recreation Coordinator	\$ 4,018	\$ 4,883
Cypress	Recreation Coordinator	\$ 3,830	\$ 4,656
Fountain Valley	Recreation Coordinator	\$ 3,772	\$ 4,585
Number of Observations 17		Market Value	% Above/ Below Market
Variability High			
Labor Market Mean		\$ 5,721	-1.02%
Labor Market Median		\$ 5,486	3.13%
75th Percentile		\$ 6,525	-15.22%
LAGUNA HILLS SALARY PERCENTILE		57th Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Community Services Director

Agency	Comparable Class Title	Minimum	C.P./Max
Irvine	Director of Community Services	\$ 10,386	\$ 15,434
Cypress	Recreation and Community Services Director	\$ 10,000	\$ 14,650
Buena Park	Director of Rec., Parks & Community Services	\$ 10,359	\$ 13,843
Dana Point	Director of Community Services & Parks	\$ 9,428	\$ 13,372
Newport Beach	Recreation & Sr Services Director	\$ 10,788	\$ 13,142
Orange	Community Services Director	\$ 10,232	\$ 13,121
Yorba Linda	Parks and Recreation Director	\$ 10,251	\$ 12,460
Mission Viejo	Director of Recreation & Community Services	\$ 9,151	\$ 12,354
Lake Forest	Director of Community Services	\$ 9,415	\$ 12,239
Tustin	Director of Parks & Recreation	\$ 9,890	\$ 12,077
San Clemente	Beaches, Parks & Recreation Director	\$ 9,911	\$ 12,046
Laguna Beach	Asst to CM/Director of Community Services	\$ 7,806	\$ 12,019
Laguna Niguel	Deputy City Manager/Recreation & Admin Svcs	\$ 9,159	\$ 11,817
Brea	Community Services Director	\$ 9,605	\$ 11,525
Laguna Hills	Community Services Director	\$ 9,322	\$ 11,331
San Juan Capistrano	Community Services Director	\$ 9,292	\$ 11,294
Fountain Valley	No Comparable Class		
Rancho Santa Margarita	No Comparable Class		
Number of Observations 15		Market Value	% Above/ Below Market
Variability Moderate			
Labor Market Mean		\$ 12,760	-12.61%
Labor Market Median		\$ 12,354	-9.03%
75th Percentile		\$ 13,257	-17.00%
LAGUNA HILLS SALARY PERCENTILE		1st Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Community Services Senior Leader

Agency	Comparable Class Title	Minimum	C.P./Max
Yorba Linda	Recreation Coordinator	\$ 4,233	\$ 5,145
Mission Viejo	Community Services Coordinator	\$ 3,692	\$ 4,984
Irvine	Community Services Specialist	\$ 3,240	\$ 4,859
Laguna Niguel	Recreation Coordinator	\$ 3,720	\$ 4,649
Orange	Recreation Services Coordinator	\$ 3,608	\$ 4,627
Dana Point	Recreation Coordinator	\$ 3,528	\$ 4,590
Newport Beach	Assistant Recreation Coordinator	\$ 3,200	\$ 4,503
Laguna Hills	Community Services Senior Leader	\$ 3,335	\$ 4,054
Tustin	Recreation Program Specialist	\$ 3,297	\$ 4,026
San Clemente	Recreation Specialist	\$ 2,787	\$ 3,388
Rancho Santa Margarita	Community Services Specialist	\$ 2,491	\$ 3,321
Cypress	Recreation Specialist	\$ 2,694	\$ 3,274
Lake Forest	Recreation Specialist	\$ 2,207	\$ 2,957
Brea	No Comparable Class		
Buena Park	No Comparable Class		
Fountain Valley	No Comparable Class		
Laguna Beach	No Comparable Class		
San Juan Capistrano	No Comparable Class		
Number of Observations 12		Market Value	% Above/ Below Market
Variability High			
Labor Market Mean		\$ 4,194	-3.44%
Labor Market Median		\$ 4,547	-12.15%
75th Percentile		\$ 4,702	-15.97%
LAGUNA HILLS SALARY PERCENTILE		37th Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Community Services Superintendent

Agency	Comparable Class Title	Minimum	C.P./Max
Mission Viejo	Community Services Manager	\$ 7,534	\$ 10,170
Laguna Hills	Community Services Superintendent	\$ 7,860	\$ 9,554
Fountain Valley	Community Services Supervisor	\$ 6,193	\$ 9,291
Irvine	Community Services Superintendent	\$ 6,193	\$ 9,291
Brea	Community Services Manager	\$ 7,191	\$ 9,207
Yorba Linda	Recreation Superintendent	\$ 7,545	\$ 9,171
Dana Point	Recreation Manager	\$ 6,986	\$ 9,076
Laguna Niguel	Deputy Director of Recreation	\$ 7,200	\$ 9,000
San Clemente	Recreation Manager	\$ 7,396	\$ 8,989
Cypress	Recreation & Community Services Superintendent	\$ 6,862	\$ 8,921
Orange	Recreation Services Manager	\$ 6,797	\$ 8,717
Lake Forest	Recreation Program Manager	\$ 6,691	\$ 8,698
Tustin	Recreation Superintendent	\$ 6,973	\$ 8,514
Buena Park	Parks & Facilities Manager	\$ 6,889	\$ 8,340
Newport Beach	Recreation Manager	\$ 6,542	\$ 7,951
San Juan Capistrano	Community Services Manager	\$ 6,512	\$ 7,915
Laguna Beach	No Comparable Class		
Rancho Santa Margarita	No Comparable Class		
Number of Observations 15		Market	% Above/
Variability Moderate		Value	Below
Labor Market Mean		\$ 8,883	7.02%
Labor Market Median		\$ 8,989	5.91%
75th Percentile		\$ 9,189	3.82%
LAGUNA HILLS SALARY PERCENTILE		95th Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Deputy City Clerk

Agency	Comparable Class Title	Minimum	C.P./Max
Newport Beach	Deputy City Clerk	\$ 4,451	\$ 6,266
Irvine	Deputy City Clerk II	\$ 3,531	\$ 6,174
Yorba Linda	Deputy City Clerk	\$ 5,077	\$ 6,171
San Clemente	Deputy City Clerk	\$ 4,767	\$ 5,795
Fountain Valley	Deputy City Clerk	\$ 4,729	\$ 5,748
Laguna Hills	Deputy City Clerk	\$ 4,525	\$ 5,498
Laguna Beach	Deputy City Clerk	\$ 3,874	\$ 5,450
Rancho Santa Margarita	Deputy City Clerk	\$ 3,994	\$ 5,325
San Juan Capistrano	Deputy City Clerk	\$ 4,206	\$ 5,112
Tustin	City Clerk Services Specialist	\$ 4,179	\$ 5,103
Cypress	Recording Secretary/Deputy City Clerk	\$ 4,195	\$ 5,099
Laguna Niguel	Deputy City Clerk	\$ 4,028	\$ 5,036
Lake Forest	Records Specialist	\$ 3,726	\$ 4,843
Orange	Administrative Specialist	\$ 3,755	\$ 4,815
Dana Point	City Clerk Specialist	\$ 3,672	\$ 4,773
Mission Viejo	City Clerk Specialist	\$ 3,443	\$ 4,648
Buena Park	Senior Secretary	\$ 3,528	\$ 4,466
Brea	No Comparable Class		
Number of Observations 16		Market Value	% Above/ Below Market
Variability Moderate			
Labor Market Mean		\$ 5,302	3.57%
Labor Market Median		\$ 5,108	7.10%
75th Percentile		\$ 5,760	-4.76%
LAGUNA HILLS SALARY PERCENTILE		68th Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Finance Manager

Agency	Comparable Class Title	Minimum	C.P./Max
Laguna Beach	Finance Officer	\$ 7,806	\$ 12,019
Irvine	Manager, Fiscal Services	\$ 7,965	\$ 11,833
Dana Point	Accounting/Data Processing Manager	\$ 8,351	\$ 10,858
Cypress	Finance Manager/Asst Dir	\$ 8,406	\$ 10,567
Brea	Financial Services Manager	\$ 8,119	\$ 10,394
Newport Beach	Accounting Manager	\$ 8,453	\$ 10,273
Mission Viejo	Accounting Manager	\$ 7,534	\$ 10,170
Yorba Linda	Financial Services Manager	\$ 8,211	\$ 9,980
Laguna Hills	Finance Manager	\$ 8,158	\$ 9,916
Tustin	Finance Manager	\$ 7,998	\$ 9,767
Buena Park	Fiscal Services Manager	\$ 7,964	\$ 9,649
San Clemente	Financial Services Manager	\$ 7,765	\$ 9,439
Lake Forest	Accounting Manager	\$ 6,691	\$ 8,698
Orange	Accounting Manager	\$ 6,696	\$ 8,557
San Juan Capistrano	Accounting Manager	\$ 7,012	\$ 8,524
Fountain Valley	Accounting Manager	\$ 6,555	\$ 7,967
Laguna Niguel	Budget & Accounting Officer	\$ 5,884	\$ 7,355
Rancho Santa Margarita	No Comparable Class		
Number of Observations 16		Market	% Above/
Variability High		Value	Below
Labor Market Mean		\$ 9,753	1.64%
Labor Market Median		\$ 9,874	0.43%
75th Percentile		\$ 10,437	-5.26%
LAGUNA HILLS SALARY PERCENTILE		51st Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Parks Supervisor

Agency	Comparable Class Title	Minimum	C.P./Max
San Clemente	Beaches & Parks Maintenance Manager	\$ 7,043	\$ 8,561
Buena Park	Parks & Facilities Manager	\$ 6,889	\$ 8,340
Mission Viejo	Public Services Supervisor	\$ 5,585	\$ 7,540
Irvine	Landscape Maintenance Supervisor	\$ 5,018	\$ 7,528
Laguna Hills	Parks Supervisor	\$ 6,164	\$ 7,490
Laguna Niguel	Park Maintenance and Contract Supervisor	\$ 5,882	\$ 7,353
Newport Beach	Park Maintenance Supervisor	\$ 4,969	\$ 6,997
Orange	Parks Maintenance Supervisor	\$ 5,350	\$ 6,861
Tustin	Maintenance Sueprvisor - Landscape	\$ 5,391	\$ 6,583
Yorba Linda	Park Maintenance Supervisor	\$ 5,013	\$ 6,093
Dana Point	Parks Supervisor	\$ 4,180	\$ 5,400
Brea	No Comparable Class		
Cypress	No Comparable Class		
Fountain Valley	No Comparable Class		
Laguna Beach	No Comparable Class		
Lake Forest	No Comparable Class		
Rancho Santa Margarita	No Comparable Class		
San Juan Capistrano	No Comparable Class		
Number of Observations 10		Market	% Above/
Variability High		Value	Below
Labor Market Mean		\$ 7,126	4.87%
Labor Market Median		\$ 7,175	4.21%
75th Percentile		\$ 7,537	-0.63%
LAGUNA HILLS SALARY PERCENTILE		64th Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Public Works Supervisor

Agency	Comparable Class Title	Minimum	C.P./Max
Dana Point	Street Manager/Public Works Inspector	\$ 6,986	\$ 9,076
San Clemente	Maintenance Operations Supervisor	\$ 6,389	\$ 7,765
Buena Park	Street Maintenance Superintendent	\$ 6,566	\$ 7,644
Fountain Valley	Public Services Supervisor	\$ 6,246	\$ 7,592
Mission Viejo	Public Services Supervisor	\$ 5,585	\$ 7,540
Irvine	Street Maintenance Supervisor	\$ 5,018	\$ 7,528
Laguna Hills	Public Works Supervisor	\$ 6,164	\$ 7,490
Laguna Beach	Maintenance Supervisor	\$ 5,266	\$ 7,412
Newport Beach	Street Maintenance Supervisor	\$ 4,969	\$ 6,997
Orange	Public Works Maintenance Supervisor	\$ 5,350	\$ 6,861
Lake Forest	Public Works Supervisor	\$ 5,242	\$ 6,815
Tustin	Maintenance Sueprvisor - Streets & Facilities	\$ 5,391	\$ 6,583
Yorba Linda	Maintenance Contract Administrator	\$ 5,264	\$ 6,398
Cypress	Public Works Maintenance Supervisor	\$ 4,761	\$ 6,189
Brea	Maintenance Services Supervisor	\$ 4,770	\$ 6,107
San Juan Capistrano	Public Works Supervisor	\$ 4,759	\$ 5,784
Laguna Niguel	No Comparable Class		
Rancho Santa Margarita	No Comparable Class		
Number of Observations 15		Market	% Above/
Variability High		Value	Below
Labor Market Mean		\$ 7,086	5.39%
Labor Market Median		\$ 6,997	6.58%
75th Percentile		\$ 7,566	-1.01%
LAGUNA HILLS SALARY PERCENTILE		62nd Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Receptionist/Secretary/Cashier

Agency	Comparable Class Title	Minimum	C.P./Max
Orange	Administrative Specialist	\$ 3,755	\$ 4,815
Tustin	Office Support Specialist	\$ 3,661	\$ 4,470
Lake Forest	Senior Office Specialist	\$ 3,379	\$ 4,393
Laguna Beach	Office Specialist	\$ 2,999	\$ 4,224
Dana Point	Secretary	\$ 3,178	\$ 4,131
Newport Beach	Office Assistant	\$ 2,889	\$ 4,068
San Clemente	Office Specialist II	\$ 3,305	\$ 4,018
Laguna Hills	Receptionist/Secretary/Cashier	\$ 3,276	\$ 3,983
Irvine	Office Specialist	\$ 2,655	\$ 3,981
Brea	Administrative Clerk II	\$ 2,994	\$ 3,833
Buena Park	Sr. Typist Clerk	\$ 2,994	\$ 3,775
Rancho Santa Margarita	Receptionist/Secretary	\$ 2,778	\$ 3,704
Fountain Valley	Office Specialist II	\$ 3,032	\$ 3,686
Laguna Niguel	Clerk Typist	\$ 2,932	\$ 3,665
Cypress	Office Assistant II	\$ 2,698	\$ 3,616
Mission Viejo	Department Assistant	\$ 2,643	\$ 3,568
Yorba Linda	Office Assistant II	\$ 2,863	\$ 3,480
San Juan Capistrano	Office Assistant	\$ 2,764	\$ 3,360
Number of Observations 17		Market Value	% Above/ Below Market
Variability Moderate			
Labor Market Mean		\$ 3,929	1.37%
Labor Market Median		\$ 3,833	3.78%
75th Percentile		\$ 4,131	-3.72%
LAGUNA HILLS SALARY PERCENTILE		57th Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

Sr Management Analyst

Agency	Comparable Class Title	Minimum	C.P./Max
Buena Park	Senior Management Analyst	\$ 7,232	\$ 8,756
Newport Beach	Senior HR Analyst	\$ 6,138	\$ 8,637
Irvine	Senior Management Analyst	\$ 5,606	\$ 8,410
Mission Viejo	Senior Management Analyst	\$ 6,140	\$ 8,289
Orange	Senior Administrative Analyst	\$ 6,061	\$ 7,772
Brea	Senior Management Analyst	\$ 5,721	\$ 7,325
Dana Point	Sr Management Analyst	\$ 5,550	\$ 7,308
Fountain Valley	Sr Management Analyst	\$ 5,976	\$ 7,264
San Juan Capistrano	Sr Management Analyst	\$ 5,899	\$ 7,171
San Clemente	Senior Management Analyst	\$ 5,795	\$ 7,043
Laguna Hills	Sr Management Analyst	\$ 5,774	\$ 7,018
Rancho Santa Margarita	Sr Management Analyst	\$ 5,159	\$ 6,878
Tustin	Senior Management Analyst	\$ 5,446	\$ 6,650
Cypress	No Comparable Class		
Laguna Beach	No Comparable Class		
Laguna Niguel	No Comparable Class		
Lake Forest	No Comparable Class		
Yorba Linda	No Comparable Class		
Number of Observations 12		Market	% Above/
Variability Moderate		Value	Below
Labor Market Mean		\$ 7,625	-8.65%
Labor Market Median		\$ 7,316	-4.25%
75th Percentile		\$ 8,319	-18.54%
LAGUNA HILLS SALARY PERCENTILE		17th Percentile	

**LAGUNA HILLS
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

ZZZ Accounting Clerk

Agency	Comparable Class Title	Minimum	C.P./Max
Laguna Beach	Senior Account Specialist	\$ 3,665	\$ 5,159
Laguna Niguel	Senior Accounting Clerk	\$ 4,055	\$ 5,068
Laguna Hills	Accounting Clerk	\$ 4,093	\$ 4,972
Irvine	Accounting Technician	\$ 3,240	\$ 4,859
Lake Forest	Accounting Technician	\$ 3,548	\$ 4,613
Orange	Finance Clerk	\$ 3,398	\$ 4,358
Newport Beach	Fiscal Clerk	\$ 3,047	\$ 4,292
Brea	Accounting Technician II	\$ 3,305	\$ 4,232
Cypress	Account Clerk II	\$ 3,124	\$ 4,186
San Juan Capistrano	Accounting Clerk	\$ 3,368	\$ 4,094
Tustin	Accounting Specialist	\$ 3,304	\$ 4,035
Rancho Santa Margarita	Accounting Clerk	\$ 2,912	\$ 3,883
Buena Park	Account Clerk	\$ 3,065	\$ 3,871
Yorba Linda	Account Clerk	\$ 3,167	\$ 3,849
Mission Viejo	Accounting Clerk	\$ 2,848	\$ 3,845
San Clemente	Accounting Specialist I	\$ 3,148	\$ 3,826
Dana Point	No Comparable Class		
Fountain Valley	No Comparable Class		
Number of Observations 15		Market Value	% Above/ Below Market
Variability Moderate			
Labor Market Mean		\$ 4,278	13.96%
Labor Market Median		\$ 4,186	15.81%
75th Percentile		\$ 4,486	9.78%
LAGUNA HILLS SALARY PERCENTILE		90th Percentile	

APPENDIX B

PRIVATE SECTOR DATA

SALARY ASSESSOR

Position Description

Accountant

eDOT Code: 160.162-018 **Accountant**

Alternate Titles

(none)

Overview

Readies and maintains financial and business transactions, applying accounting principles, that include work that is analytical, evaluative, and advisory in nature and that requires an understanding of both accounting theory and practice.

Typical Functions

Utilizes knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy, and often entails some understanding of such related fields as business law, statistics, and general management.

Analyzes the effects of transactions upon account relationships.

Evaluates alternative means of treating transactions.

Plans the manner in which account structures should be developed or modified.

Ensures the adequacy of the accounting system as the basis for reporting to management.

Considers the need for new or changed controls.

Projects accounting data to show the effects of proposed plans on capital investments, income, cash position, and overall financial condition.

Interprets the meaning of accounting records, reports, and statements.

Advises operating officials on accounting matters Excludes paraprofessional accountants.

Recommends improvements, adaptations, or revisions in the accounting system and procedures.

Applies principles of accounting to analyze financial information and prepare financial reports.

Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.

Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position.

Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.

At the fully competent level, may lead and coordinate activities of other lower level accountants, paraprofessionals, and/or clerical workers performing accounting and bookkeeping tasks.

SALARY ASSESSOR

Position Description

Accountant

May establish, modify, document, and coordinate implementation of accounting and accounting control procedures.

May devise and implement manual or computer-based system for general accounting.

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

SALARY ASSESSOR

Position Description

Accounting Technician

eDOT Code: 160.167-013 **Accounting Technician**

Alternate Titles

Accountant Assistant; Assistant Accountant; Technician Accounting

Overview

Assists in the application of principles of accounting and, with experience, may handle complex tasks.

Typical Functions

Compiles and keeps financial records, using knowledge of accounting principles related to classifying, recording, and summarizing data and making computations.

Completes accounting reports.

Examines and analyzes accounting records for purposes of preparing statements and reports.

Includes such activities as keeping and verifying records of transactions; receiving and disbursing money; computing and verifying amounts; preparing records; combining data and performing computations to create statistical records; and computing costs, verifying bills, invoices, rates, tariff, duties, and amounts due.

This position may exist in any of the accounting functions such as payroll, accounts payable, accounts receivable, credit, collections, budgets, financial planning, general accounting, billing, etc.

This is a paraprofessional level position and does not require a four-year degree in accounting.

Audits records and prepares bills.

May make computations for payroll and timekeeping records, compute earnings, and prepare duty rosters and work schedules.

Work may involve analyzing past and present financial operations and future estimates.

May analyze records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred.

May assist in the maintenance of budgeting systems that provide control of expenditures made to carry out activities, such as advertising and marketing, production and labor, maintenance, or project activities, such as construction of buildings.

May have lead responsibilities over lower level accounting personnel.

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

SALARY ASSESSOR

Position Description

Secretary Department

eDOT Code: 201.362-933 **Secretary Department**

Alternate Titles

Department Secretary; Executive Secretary

Overview

Assists departments and/or lower-level executives by providing secretarial and administrative support, usually of a confidential nature.

Typical Functions

Composes letters and memoranda from dictation, verbal direction, or from knowledge of company policy or procedures.

Composes and types routine correspondence.

Files correspondence and other records.

Answers telephone, gives information to callers, routes call to appropriate person, and places outgoing calls.

Takes and transcribes notes and dictation.

Reads and routes incoming mail.

Locates and attaches appropriate file to correspondence to be answered by employer.

Schedules appointments for employer, and gives information to callers.

Greets visitors, ascertains nature of business, and directs visitors to employer or appropriate person.

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

SALARY ASSESSOR

Position Description

Construction Inspector

eDOT Code: 182.267-010 **Construction Inspector**

Alternate Titles

Inspector Construction

Overview

Inspects construction of bridges, buildings, dams, highways, and other types of construction work to ensure that procedures and materials comply with plans and specifications.

Typical Functions

Measures distances to verify accuracy of dimensions of structural installations and layouts.

Verifies levels, alignment, and elevation of installations, using surveyor's level and transit.

Observes work in progress to ensure that procedures followed and materials used conform to specifications.

Examines workmanship of finished installations for conformity to standard and approves installation.

Interprets blueprints and specifications for contractor and discusses deviations from specified construction procedures to ensure compliance with regulations governing construction.

Prepares samples of unapproved materials for laboratory testing.

Records quantities of materials received or used during specified periods.

Maintains daily log of construction and inspection activities and compares progress reports.

Computes monthly estimates of work completed and approves payment for contractors.

Prepares sketches of construction installations that deviate from blueprints and reports such changes for incorporation on master blueprints.

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

SALARY ASSESSOR

Individual Position Profile

Recreation Aide

Estimated Survey Mean Monthly Base Salaries

All Incumbent Average: \$2,319

Years Of Experience	10th Percentile	Survey Mean	90th Percentile
12	2,239	2,632	3,023
6	1,967	2,319	2,664
1	1,590	1,883	2,163

Specifications

Prepared For:

Area: Laguna Hills, California
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)

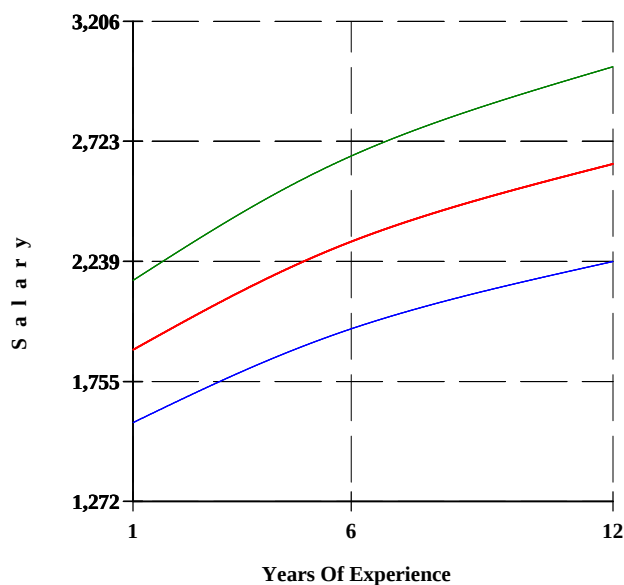
Planning Date: May 1, 2011
Database as of: April 1, 2011

Annualized Salary Trend: 1.20% (Adjustment: 0.10%)

eDOT: 195.367-030
O*Net/SOC: 393091

Printout Date: March 31, 2011
ERISA File: f:\client\laguna hills\11-017 compensation study\private salaries.sal
(items in bold affect salary estimates)

Monthly Base Salaries Graph



SALARY ASSESSOR

Position Description

Recreation Aide

eDOT Code: 195.367-030 **Recreation Aide**

Alternate Titles

Aide Recreation

Overview

Assists recreation leader in conducting recreation activities in community center or other voluntary recreation facility.

Typical Functions

Arranges chairs, tables, and sporting or exercise equipment in designated rooms or other areas for scheduled group activities, such as banquets, wedding receptions, parties, group meetings, or sports events.

Welcomes visitors and answers incoming telephone calls.

Notifies patrons of activity schedules and registration requirements.

Monitors spectators and participants at sports events to ensure orderly conduct.

Receives, stores, and issues sports equipment and supplies.

May keep attendance records or scores at sporting events, operate audiovisual equipment, monitor activities of children during recreational trips or tours, or perform other duties as directed by recreation leader.

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

SALARY ASSESSOR

Position Description

Recreation Supervisor

eDOT Code: 187.167-238 **Recreation Supervisor**

Alternate Titles

Supervisor Recreation

Overview

Coordinates activities of paid and volunteer recreation service personnel in public department, voluntary agency, or similar type facility, such as community centers or swimming pools.

Typical Functions

This position typically reports to a manager and is the first level of supervision in the organization.

Develops and promotes recreation program, including music, dance, arts and crafts, cultural arts, nature study, swimming, social recreation and games, or camping.

Adapts recreation programs to meet needs of individual agency or institution, such as hospital, armed services, institution for children or aged, settlement house, or penal institution.

Introduces new program activities, equipment, and materials to staff.

Trains personnel and evaluates performance.

Interprets recreation service to public and participates in community meetings and organizational planning.

May work in team with administrative or other professional personnel, such as those engaged in medicine, social work, nursing, psychology, and therapy, to ensure that recreation is well balanced, coordinated, and integrated with special services.

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

SALARY ASSESSOR

Position Description

Accounting Manager

eDOT Code: 160.167-057 **Accounting Manager**

Alternate Titles

Manager Accounting

Overview

Manages professional level accounting functions and the preparation of reports including earnings, profits/losses, cash balances, and cost accounting.

Typical Functions

Confirms accuracy of operating and financial reports.

Advises upper management regarding matters, such as effective use of resources and methods, for preventing capital being frozen.

Interprets accounts and records to upper management.

Includes managers whose staffs may consist of a mix of professional, paraprofessional, and/or clerical accounting personnel; excludes managers whose staffs consist of 100 percent nonexempt accounting personnel.

Analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred.

Develops, installs, and maintains budgeting systems that provide control of expenditures made to carry out activities, such as advertising and marketing, production and labor, maintenance, or project activities, such as construction of buildings.

May recommend future financial plans and policies.

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

SALARY ASSESSOR

Individual Position Profile

Analyst Business

Estimated Survey Mean Monthly Base Salaries

All Incumbent Average: \$6,859

Years Of Experience	10th Percentile	Survey Mean	90th Percentile
18	6,851	8,176	9,664
9	5,760	6,859	8,099
1	4,299	5,145	6,062

Specifications

Monthly Base Salaries Graph

Prepared For:

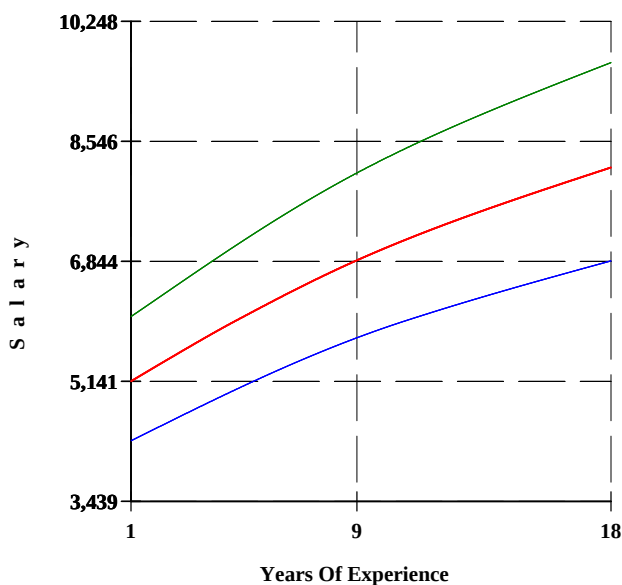
Area: Laguna Hills, California
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)

Planning Date: May 1, 2011
Database as of: April 1, 2011

Annualized Salary Trend: 1.50% (Adjustment: 0.12%)

eDOT: 012.267-800
O*Net/SOC: 151051

Printout Date: March 31, 2011
ERISA File: f:\client\laguna hills\11-017 compensation
study\private salaries.sal
(items in bold affect salary estimates)



SALARY ASSESSOR

Position Description

Analyst Business

eDOT Code: 012.267-800 **Analyst Business**

Alternate Titles

Business Analyst

Overview

Analyzes company functions, processes, and activities to improve computer-based business applications for the most effective use of money, materials, equipment, and people.

Typical Functions

Utilizes available computer systems resources and personnel to carry out analysis to support management's quest for performance improvement.

Reviews and analyzes information, forecasts, methods, schedules, systems, processes, and procedures.

Determines most useful business solutions for the company.

Recommends alternative solutions to management as to courses of action that best meet the organization's goals.

Performs duties concerned with the design and improvement of computer-based business systems.

Works closely with senior managers to identify and solve a variety of computer-based business system problems.

Analyzes requirements, procedures, and problems to automate processing or to improve existing business systems.

Confers with personnel of organizational units involved to analyze current operational procedures and identify problems.

Solicits from management symptoms of problem, formally defines the problem, breaks problem into component parts, and gathers information about each of these parts from a variety of sources.

Selects the most appropriate analytical technique.

Utilizes several study techniques including simulation, linear and nonlinear programming, dynamic programming, queuing and other stochastic-process models, Markov decision processes, econometric methods, data envelopment analysis, neural networks, expert systems, decision analysis, and the analytic hierarchy process.

Writes description of business needs, business program functions, and steps required to develop or modify computer-based business systems.

Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system.

Studies existing computer-based business systems to evaluate effectiveness, and develops new systems to improve production or workflow as required.

SALARY ASSESSOR

Position Description

Analyst Business

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

SALARY ASSESSOR

Individual Position Profile

Planner Urban			
Estimated Survey Mean Monthly Base Salaries			All Incumbent Average: \$5,996
Years Of Experience	10th Percentile	Survey Mean	90th Percentile
20	5,939	7,125	8,465
10	4,982	5,996	7,110
1	3,440	4,169	4,964

Specifications	
Prepared For:	
Area:	Laguna Hills, California
Industry:	All Industries - Diversified
Industry Codes:	eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size:	(Data reported by years of experience)
Planning Date:	May 1, 2011
Database as of:	April 1, 2011
Annualized Salary Trend:	1.40% (Adjustment: 0.12%)
eDOT:	199.167-014
O*Net/SOC:	193051
Printout Date:	March 31, 2011
ERISA File:	f:\client\laguna hills\11-017 compensation study\private salaries.sal
(items in bold affect salary estimates)	

Monthly Base Salaries Graph	
Salary	Years Of Experience
8,977	1
7,421	10
5,865	20
4,308	
2,752	

Years Of Experience	Green Curve (Salary)	Red Curve (Salary)	Blue Curve (Salary)
1	8,977	4,308	2,752
10	7,421	5,865	4,308
20		5,865	4,308

SALARY ASSESSOR

Position Description

Planner Urban

eDOT Code: 199.167-014 **Planner Urban**

Alternate Titles

City-Planning Engineer; Urban Planner

Overview

Plans and develops short- and long-term comprehensive programs and plans for development, growth, revitalization, and utilization of land and physical facilities of cities, counties, and metropolitan areas to maximize quality of life for the community and its residents.

Typical Functions

Gathers and analyzes data on economic, social, and physical factors affecting land use, projects future community needs, and prepares or requisitions graphic and narrative reports on data.

Confers with local authorities, civic leaders, social scientists, and land planning and development specialists to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses.

Recommends governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal.

May review and evaluate environmental impact reports applying to specified private and public planning projects and programs.

Usually employed by local government jurisdictions, but may work for any level of government, or for private consulting firms.

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

SALARY ASSESSOR

Position Description

Maintenance Superintendent

eDOT Code: 189.167-046 **Maintenance Superintendent**

Alternate Titles

Maintenance Manager; Manager Maintenance; Superintendent Maintenance

Overview

Directs and coordinates, through subordinate supervisory personnel, activities of workers engaged in repair, maintenance, and installation of machines, tools, and equipment, and in maintenance of buildings, grounds, and utility systems of mill, industrial plant, or other establishment.

Typical Functions

Reviews job orders to determine work priorities.

Schedules repair, maintenance, and installation of machines, tools, and equipment to ensure continuous production operations.

Coordinates activities of workers fabricating or modifying machines, tools, or equipment to manufacture new products or improve existing products.

Directs maintenance activities on utility systems to provide continuous supply of heat, steam, electric power, gas, or air required for operations.

Develops preventive maintenance program in conjunction with engineering and maintenance staff.

Reviews production, quality control, and maintenance reports and statistics to plan and modify maintenance activities.

Inspects operating machines and equipment for conformance with operational standards.

Plans, develops, and implements new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials.

Reviews new product plans and discusses equipment needs and modifications with design engineers.

Requisitions tools, equipment, and supplies required for operations.

Directs training and indoctrination of workers to improve work performance and acquaint workers with company policies and procedures.

Confers with management, engineering, and quality control personnel to resolve maintenance problems and recommend measures to improve operations and conditions of machines and equipment.

May confer with workers' representatives to resolve grievances.

May perform supervisory functions in establishments where subordinate supervisory personnel are not utilized.

SALARY ASSESSOR

Position Description

Maintenance Superintendent

May prepare department budget and monitor expenditure of funds in budget.

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

SALARY ASSESSOR

Position Description

Maintenance Supervisor

eDOT Code: 891.137-010 **Maintenance Supervisor**

Alternate Titles

Building & Facilities Supervisor; Building & Grounds Supervisor; Building Maintenance Supervisor Mechanical; Building Supervisor; Facilities & Building Supervisor; Facilities Supervisor; Mechanical Building Maintenance Supervisor; Supervisor Facilities & Building

Overview

Supervises and coordinates activities of skilled trades workers engaged in maintaining and repairing equipment, structures, utility systems, buildings, and grounds.

Typical Functions

Develops work schedules and gives work assignments to subordinates.

Directs workers engaged in major painting projects; performing structural repairs to masonry, woodwork, and furnishings of buildings; and maintaining and repairing building utility systems, such as electrical wiring and controls, heating and ventilating systems.

Oversees workers engaged in installing, servicing, and repairing mechanical equipment.

Requisitions tools, equipment, and supplies.

Inspects completed work for conformance to blueprints, specifications, and standards.

Interprets company policy to employees and enforces company policy and practices.

Analyzes and resolves work problems, or assists employees in solving work problems.

Performs related work as required.

May supervise security to protect employees and property.

May direct workers engaged in ground maintenance activities, such as mowing lawns, trimming hedges, removing weeds, raking and disposing of leaves and refuse, and snow removal.

May supervise custodial services.

May recruit, hire, train staff, evaluate employee performance, and recommend or initiate promotions, transfers, and disciplinary action.

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

SALARY ASSESSOR

Individual Position Profile

Receptionist

Estimated Survey Mean Monthly Base Salaries

All Incumbent Average: \$2,789

Years Of Experience	10th Percentile	Survey Mean	90th Percentile
12	2,792	3,311	3,847
6	2,345	2,789	3,243
1	1,874	2,240	2,605

Specifications

Prepared For:

Area: Laguna Hills, California
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)

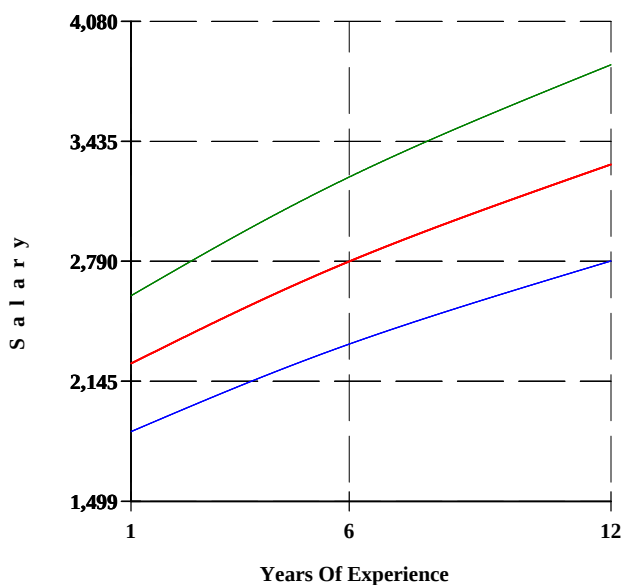
Planning Date: May 1, 2011
Database as of: April 1, 2011

Annualized Salary Trend: 1.20% (Adjustment: 0.10%)

eDOT: 237.367-038
O*Net/SOC: 434171

Printout Date: March 31, 2011
ERISA File: f:\client\laguna hills\11-017 compensation study\private salaries.sal
(items in bold affect salary estimates)

Monthly Base Salaries Graph



SALARY ASSESSOR

Position Description

Receptionist

eDOT Code: 237.367-038 **Receptionist**

Alternate Titles

(none)

Overview

Greets and receives callers or visitors at establishment, and determines nature of business.

Typical Functions

Asks for caller's or visitor's name, arranges for appointment with or notifies person called upon on caller's arrival, guides caller to destination, and records name, time of call, nature of business, and person called upon.

May issue visitor's pass when required.

May type memos, correspondence, reports, and other documents.

May operate PBX telephone console to receive incoming messages.

May make future appointments and answer inquiries.

May perform variety of clerical duties and other duties pertinent to type of establishment.

May collect and distribute mail and messages.

May work in office of medical practitioner or in other health care facility and be designated accordingly.

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

SALARY ASSESSOR

Position Description

Civil Engineer

eDOT Code: 005.061-014 **Civil Engineer**

Alternate Titles

Engineer Civil

Overview

Plans, designs, and oversees civil engineering projects, such as airports, bridges, buildings, channels, dams, harbors, irrigation systems, pipelines, power plants, railroads, roads, sewage systems, tunnels, and water supply.

Typical Functions

Analyzes reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design project.

Calculates cost and determines feasibility of project based on analysis of collected data, applying knowledge and techniques of engineering, and advanced mathematics.

Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for project.

Inspects construction site to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards.

May direct construction and maintenance activities at project site.

May use computer-assisted engineering and design software and equipment to prepare engineering and design documents.

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

SALARY ASSESSOR

Position Description

Engineering Manager

eDOT Code: 003.167-400 **Engineering Manager**

Alternate Titles

Manager Engineering

Overview

Manages and trains an engineering team and coordinates activities of engineering department to design, process, project, and develop, produce, improve, and test components, products, systems, and services.

Typical Functions

Works on or serves as a resource on projects requiring advanced knowledge of a particular field of specialization.

Provides planning, direction, and coordination for all technical activities while achieving optimum use of workers, equipment, materials, and facilities.

Administers personnel functions including recruiting, hiring, review and approval of job descriptions and salary classifications, selection and placement of personnel, performance evaluations, and salary adjustments.

Plans and establishes engineering schedules and follows up performance against estimates.

Directs department activities to design new products, modify existing designs, improve production techniques, and develop test procedures.

Manages development of material selection standards.

Analyzes technology trends, human resource needs, and market demand to plan projects.

Confers with management, production, and marketing staff to determine engineering feasibility, cost effectiveness, and customer demand for new and existing products.

Recommends and implements new policies and procedures as directed.

Initiates cost reduction proposals from other sources, compiles appropriate information, makes recommendations for action, and checks on results obtained.

Prepares and controls department budget, forecasts operating costs of department, and directs preparation of budget requests.

Ensures compliance of company policies, procedures, and objectives regarding processes, initiatives, and projects.

May direct field testing of products and systems performed by field staff.

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SALARY ASSESSOR

Position Description

Engineering Manager

(For Selected Characteristics of Occupations or Skills & Competencies, see the SCO tab.)

Date Last Updated: April 1, 2011

APPENDIX C

BENEFITS DATA

**Laguna Hills
Accountant**

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Accountant II	\$6,370		\$446	\$6,816	\$950	inc	inc	\$7,766
Buena Park	Accountant	\$6,101		\$427	\$6,528	\$720	inc	inc	\$7,248
Cypress	Accountant	\$6,412		\$256	\$6,668	\$900	\$48	\$20	\$7,637
Dana Point	No Comparable Class								
Fountain Valley	Accountant	\$6,390		\$511	\$6,901	\$1,200	inc	inc	\$8,101
Irvine	Accountant	\$6,646		\$170	\$6,949	\$1,064	inc	inc	\$8,013
Laguna Beach	Accountant	\$6,742		\$539	\$7,651	\$1,197	\$88	inc	\$8,936
Laguna Niguel	No Comparable Class								
Lake Forest	Accountant	\$6,491		\$227	\$6,718	\$1,319	\$182	\$42	\$8,261
Mission Viejo	Accountant	\$6,238		\$312	\$6,550	\$962	inc	inc	\$7,512
Newport Beach	Accountant	\$6,597		\$203	\$6,800	\$1,257	inc	inc	\$8,057
Orange	Accountant	\$6,303		\$504	\$6,807	\$1,100	inc	inc	\$7,907
Rancho Santa Margarita	Accountant	\$5,958			\$5,958	\$1,321	inc	inc	\$7,279
San Clemente	Senior Accountant	\$7,396		\$518	\$7,914	\$1,260	inc	inc	\$9,174
San Juan Capistrano	Accountant	\$5,929	\$20	\$313	\$6,262	\$1,476	\$141	\$39	\$7,918
Tustin	No Comparable Class								
Yorba Linda	No Comparable Class								
Laguna Hills	Accountant	\$6,413		\$449	\$6,862	\$1,420	\$167	\$44	\$8,493
	Average	\$6,429			\$6,809				\$7,985
	% +/-	-0.2%			0.8%				6.0%
	Median	\$6,390			\$6,800				\$7,918
	% +/-	0.4%			0.9%				6.8%

Gain/Loss 6.2%

Laguna Hills
Accounting Technician

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Accounting Technician II	\$4,232		\$296	\$4,528	\$950	inc	inc	\$5,478
Buena Park	Accounting Technician	\$4,686		\$328	\$5,014	\$720	inc	inc	\$5,734
Cypress	No Comparable Class								
Dana Point	Accounting Technician	\$4,708		\$330	\$5,038	\$875	inc	inc	\$5,913
Fountain Valley	Accounting Technician II	\$4,507		\$361	\$4,868	\$1,200	inc	inc	\$6,068
Irvine	Senior Accounting Technician	\$5,299		\$135	\$5,540	\$1,064	inc	inc	\$6,605
Laguna Beach	Accounting Technician	\$5,976		\$478	\$6,786	\$1,197	\$88	inc	\$8,071
Laguna Niguel	Senior Accounting Clerk	\$5,068	\$101	\$355	\$5,778	\$1,174	\$127	\$17	\$7,096
Lake Forest	Senior Accounting Technician	\$5,086		\$178	\$5,264	\$1,319	\$182	\$42	\$6,807
Mission Viejo	Payroll Technician	\$4,648		\$232	\$4,880	\$962	inc	inc	\$5,842
Newport Beach	Fiscal Specialist	\$5,784		\$178	\$5,962	\$1,257	inc	inc	\$7,219
Orange	Senior Finance Clerk	\$4,815		\$385	\$5,200	\$1,100	inc	inc	\$6,300
Rancho Santa Margarita	Accounting Technician	\$4,483			\$4,483	\$1,321	inc	inc	\$5,804
San Clemente	Senior Accounting Specialist	\$4,767		\$334	\$5,101	\$1,260	inc	inc	\$6,361
San Juan Capistrano	Accounting Specialist	\$4,300	\$20	\$227	\$4,547	\$1,476	\$141	\$39	\$6,203
Tustin	Senior Accounting Specialist	\$4,916		\$172	\$5,088	\$950	inc	inc	\$6,038
Yorba Linda	Accounting Technician	\$4,811		\$337	\$5,148	\$945	inc	inc	\$6,093
Laguna Hills	Accounting Technician	\$4,972		\$348	\$5,320	\$1,420	\$167	\$44	\$6,951
	Average	\$4,880			\$5,201				\$6,352
	% +/-	1.8%			2.2%				8.6%
	Median	\$4,789			\$5,094				\$6,148
	% +/-	3.7%			4.2%				11.6%

Gain/Loss 6.8%

Laguna Hills**Administrative Assistant - CM**

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Senior Executive Assistant to the CM/Office Manager	\$5,968		\$418	\$6,386	\$950	inc	inc	\$7,336
Buena Park	Executive Secretary	\$5,407		\$378	\$5,785	\$720	inc	inc	\$6,505
Cypress	Secretary to the City Manager	\$5,497		\$220	\$5,717	\$900	\$48	\$20	\$6,685
Dana Point	Executive Secretary	\$5,686		\$398	\$6,084	\$875	inc	inc	\$6,959
Fountain Valley	Administrative Secretary	\$5,801		\$464	\$6,265	\$1,200	inc	inc	\$7,465
Irvine	Executive Coordinator	\$6,646		\$170	\$6,949	\$1,064	inc	inc	\$8,013
Laguna Beach	Executive Assistant	\$6,300	\$126	\$504	\$7,278	\$1,370	\$88	inc	\$8,736
Laguna Niguel	Executive Secretary	\$6,190	\$124	\$433	\$7,057	\$1,174	\$127	\$17	\$8,375
Lake Forest	Executive Assistant	\$5,887		\$206	\$6,093	\$1,319	\$182	\$42	\$7,636
Mission Viejo	Executive Assistant	\$5,291		\$265	\$5,556	\$962	inc	inc	\$6,518
Newport Beach	Executive Assistant, CM Office	\$6,554		\$202	\$6,756	\$1,257	inc	inc	\$8,013
Orange	Senior Executive Assistant	\$6,148	\$184	\$492	\$6,824	\$1,100	inc	inc	\$7,924
Rancho Santa Margarita	Executive Secretary	\$5,346			\$5,346	\$1,321	inc	inc	\$6,667
San Clemente	Executive Assistant	\$5,936		\$416	\$6,352	\$1,260	inc	inc	\$7,612
San Juan Capistrano	Senior Executive Assistant	\$5,929	\$20	\$313	\$6,262	\$1,476	\$141	\$39	\$7,918
Tustin	Executive Coordinator	\$5,957		\$208	\$6,165	\$1,025	inc	inc	\$7,190
Yorba Linda	Executive Assistant	\$5,764		\$403	\$6,167	\$945	inc	inc	\$7,112
Laguna Hills	Administrative Assistant II	\$5,619		\$393	\$6,012	\$1,420	\$167	\$44	\$7,644
	Average	\$5,900			\$6,297				\$7,451
	% +/-	-5.0%			-4.7%				2.5%
	Median	\$5,929			\$6,262				\$7,465
	% +/-	-5.5%			-4.2%				2.3%

Gain/Loss 7.5%

Laguna Hills
Administrative Assistant - Dept

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Executive Assistant	\$4,599		\$322	\$4,921	\$950	inc	inc	\$5,871
Buena Park	Administrative Secretary	\$4,800		\$336	\$5,136	\$720	inc	inc	\$5,856
Cypress	Secretary to Department Head	\$4,730		\$189	\$4,919	\$900	\$48	\$20	\$5,888
Dana Point	Administrative Secretary	\$4,590		\$321	\$4,911	\$875	inc	inc	\$5,786
Fountain Valley	Secretary	\$4,830		\$386	\$5,216	\$1,200	inc	inc	\$6,416
Irvine	Administrative Coordinator	\$6,205		\$158	\$6,487	\$1,064	inc	inc	\$7,552
Laguna Beach	Administrative Assistant	\$5,450		\$436	\$6,192	\$1,197	\$88	inc	\$7,476
Laguna Niguel	Administrative Secretary	\$5,036	\$101	\$353	\$5,741	\$1,174	\$127	\$17	\$7,060
Lake Forest	Administrative Secretary	\$4,843		\$170	\$5,013	\$1,319	\$182	\$42	\$6,555
Mission Viejo	Administrative Assistant	\$4,648		\$232	\$4,880	\$962	inc	inc	\$5,842
Newport Beach	Administrative Assistant	\$5,919		\$182	\$6,101	\$1,257	inc	inc	\$7,358
Orange	Executive Assistant	\$5,138	\$154	\$411	\$5,703	\$1,100	inc	inc	\$6,803
Rancho Santa Margarita	Administrative Secretary	\$4,399			\$4,399	\$1,321	inc	inc	\$5,720
San Clemente	Administrative Assistant	\$4,767		\$334	\$5,101	\$1,260	inc	inc	\$6,361
San Juan Capistrano	Administrative Specialist	\$4,408	\$20	\$233	\$4,661	\$1,476	\$141	\$39	\$6,317
Tustin	Administrative Secretary	\$4,711		\$165	\$4,876	\$950	inc	inc	\$5,826
Yorba Linda	Administrative Secretary	\$4,604		\$322	\$4,926	\$945	inc	inc	\$5,871
Laguna Hills	Administrative Assistant I	\$5,237		\$367	\$5,604	\$1,420	\$167	\$44	\$7,235
	Average	\$4,922			\$5,246				\$6,386
	% +/-	6.0%			6.4%				11.7%
	Median	\$4,767			\$5,013				\$6,317
	% +/-	9.0%			10.5%				12.7%

Gain/Loss 5.7%

Laguna Hills
Assistant City Manager

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Assistant City Manager	\$15,171	\$379	\$1,062	\$16,612	\$950	inc	inc	\$17,562
Buena Park	No Comparable Class								
Cypress	No Comparable Class								
Dana Point	ACM/Director of Administrative Services	\$14,709	\$441	\$1,030	\$16,250	\$1,200	inc	inc	\$17,450
Fountain Valley	No Comparable Class								
Irvine	Assistant City Manager	\$17,593		\$449	\$19,198	\$1,064	inc	inc	\$20,262
Laguna Beach	Assistant City Manager	\$15,286	\$306	\$1,223	\$17,612	\$1,370	\$88	inc	\$19,070
Laguna Niguel	No Comparable Class								
Lake Forest	Assistant City Manager	\$14,877		\$521	\$15,398	\$1,319	\$182	\$42	\$16,940
Mission Viejo	No Comparable Class								
Newport Beach	Assistant City Manager	\$15,245		\$470	\$15,715	\$1,257	inc	inc	\$16,972
Orange	Assistant City Manager	\$15,088	\$453	\$1,207	\$16,748	\$1,475	inc	inc	\$18,223
Rancho Santa Margarita	No Comparable Class								
San Clemente	Assistant City Manager/FAS Director	\$14,643		\$1,025	\$15,668	\$1,260	inc	inc	\$16,928
San Juan Capistrano	No Comparable Class								
Tustin	Assistant City Manager	\$15,082		\$452	\$15,534	\$1,514	inc	inc	\$17,048
Yorba Linda	Assistant City Manager	\$14,936		\$1,046	\$16,042	\$945	inc	inc	\$16,987
Laguna Hills	Assistant City Manager	\$16,108	\$833	\$1,128	\$18,069	\$1,420	\$167	\$44	\$19,700
	Average	\$15,263			\$16,478				\$17,744
	% +/-	5.2%			8.8%				9.9%
	Median	\$15,085			\$16,146				\$17,249
	% +/-	6.4%			10.6%				12.4%

Gain/Loss 4.7%

**Laguna Hills
Assistant Engineer**

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Assistant Engineer	\$6,652		\$466	\$7,118	\$950	inc	inc	\$8,068
Buena Park	Assistant Engineer	\$6,879		\$481	\$7,360	\$720	inc	inc	\$8,080
Cypress	Assistant Engineer	\$6,779		\$271	\$7,050	\$900	\$48	\$20	\$8,019
Dana Point	No Comparable Class								
Fountain Valley	Assistant Engineer	\$6,850		\$548	\$7,398	\$1,200	inc	inc	\$8,598
Irvine	Assistant Engineer	\$6,646		\$170	\$6,949	\$1,064	inc	inc	\$8,013
Laguna Beach	No Comparable Class								
Laguna Niguel	Assistant Civil Engineer	\$7,278	\$146	\$509	\$8,297	\$1,174	\$127	\$17	\$9,616
Lake Forest	No Comparable Class								
Mission Viejo	No Comparable Class								
Newport Beach	Junior Engineer	\$7,533		\$232	\$7,765	\$1,257	inc	inc	\$9,022
Orange	Assistant Engineer	\$7,284		\$583	\$7,867	\$1,100	inc	inc	\$8,967
Rancho Santa Margarita	No Comparable Class								
San Clemente	Assistant Engineer	\$7,396		\$518	\$7,914	\$1,260	inc	inc	\$9,174
San Juan Capistrano	Assistant Engineer	\$6,875	\$20	\$363	\$7,258	\$1,476	\$141	\$39	\$8,914
Tustin	Assistant Engineer	\$6,868		\$240	\$7,108	\$950	inc	inc	\$8,058
Yorba Linda	Assistant Engineer	\$6,645		\$465	\$7,110	\$945	inc	inc	\$8,055
Laguna Hills	Assistant Engineer	\$7,539		\$528	\$8,067	\$1,420	\$167	\$44	\$9,698
	Average	\$6,974			\$7,433				\$8,549
	% +/-	7.5%			7.9%				11.9%
	Median	\$6,872			\$7,309				\$8,339
	% +/-	8.9%			9.4%				14.0%

Gain/Loss 4.4%

Laguna Hills

Asst Bldg Official/Senior Bldg Inspector

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Building Inspector	\$5,849		\$409	\$6,258	\$950	inc	inc	\$7,208
Buena Park	Senior Building Inspector/Plan checker	\$7,768		\$544	\$8,312	\$720	inc	inc	\$9,032
Cypress	Building Inspector	\$5,944		\$238	\$6,182	\$975	\$48	\$20	\$7,225
Dana Point	Senior Building Inspector	\$6,816		\$477	\$7,293	\$875	inc	inc	\$8,168
Fountain Valley	Senior Building Inspector	\$6,764		\$541	\$7,305	\$1,200	inc	inc	\$8,505
Irvine	Senior Building Inspector	\$7,491		\$191	\$7,832	\$1,064	inc	inc	\$8,896
Laguna Beach	Senior Building Inspector/Plans Checker	\$8,154		\$652	\$9,247	\$1,197	\$88	inc	\$10,532
Laguna Niguel	No Comparable Class								
Lake Forest	No Comparable Class								
Mission Viejo	No Comparable Class								
Newport Beach	Senior Building Inspector	\$7,530		\$232	\$7,762	\$1,257	inc	inc	\$9,019
Orange	Senior Combination Building Inspector	\$6,241		\$499	\$6,740	\$1,100	inc	inc	\$7,840
Rancho Santa Margarita	No Comparable Class								
San Clemente	Senior Building Inspector	\$6,872		\$481	\$7,353	\$1,260	inc	inc	\$8,613
San Juan Capistrano	Building & Grade Inspector	\$6,077	\$20	\$321	\$6,418	\$1,476	\$141	\$39	\$8,074
Tustin	Senior Building Inspector	\$6,869		\$240	\$7,109	\$950	inc	inc	\$8,059
Yorba Linda	Senior Building Inspector	\$6,402		\$448	\$6,850	\$945	inc	inc	\$7,795
Laguna Hills	Asst Bldg Official/Senior Bldg Inspector	\$6,789		\$475	\$7,264	\$1,420	\$167	\$44	\$8,895
	Average	\$6,829			\$7,282				\$8,382
	% +/-	-0.6%			-0.2%				5.8%
	Median	\$6,816			\$7,293				\$8,168
	% +/-	-0.4%			-0.4%				8.2%

Gain/Loss 6.4%

Laguna Hills
Building Counter Technician

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	No Comparable Class								
Buena Park	Permit Technician	\$4,258		\$298	\$4,556	\$720	inc	inc	\$5,276
Cypress	Building Services Technician	\$4,186		\$167	\$4,353	\$975	\$48	\$20	\$5,397
Dana Point	Permit Technician	\$4,528		\$317	\$4,845	\$875	inc	inc	\$5,720
Fountain Valley	Senior Permit Technician	\$5,077		\$406	\$5,483	\$1,200	inc	inc	\$6,683
Irvine	Permit Specialist II	\$5,299		\$135	\$5,540	\$1,064	inc	inc	\$6,605
Laguna Beach	Permit Aide	\$4,790		\$383	\$5,446	\$1,197	\$88	inc	\$6,730
Laguna Niguel	Building Permit Technician	\$5,036	\$101	\$353	\$5,741	\$1,174	\$127	\$17	\$7,060
Lake Forest	Building Permit Technician	\$5,086		\$178	\$5,264	\$1,319	\$182	\$42	\$6,807
Mission Viejo	No Comparable Class								
Newport Beach	Permit Technician II	\$6,364		\$196	\$6,560	\$1,257	inc	inc	\$7,817
Orange	Permit Technician	\$4,863		\$389	\$5,252	\$1,100	inc	inc	\$6,352
Rancho Santa Margarita	Permit Processing Technician	\$4,662			\$4,662	\$1,321	inc	inc	\$5,983
San Clemente	Permit Technician	\$4,767		\$334	\$5,101	\$1,260	inc	inc	\$6,361
San Juan Capistrano	Permit Technician	\$5,370	\$20	\$284	\$5,674	\$1,476	\$141	\$39	\$7,330
Tustin	Building Permit Technician	\$4,349		\$152	\$4,501	\$950	inc	inc	\$5,451
Yorba Linda	Planning Aide	\$4,637		\$325	\$4,962	\$945	inc	inc	\$5,907
Laguna Hills	Building Counter Technician	\$5,456		\$382	\$5,838	\$1,420	\$167	\$44	\$7,469
	Average	\$4,885			\$5,196				\$6,365
	% +/-	10.5%			11.0%				14.8%
	Median	\$4,790			\$5,252				\$6,361
	% +/-	12.2%			10.0%				14.8%

Gain/Loss 4.3%

**Laguna Hills
City Clerk**

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	No Comparable Class								
Buena Park	City Clerk	\$12,290		\$860	\$14,011	\$853	inc	inc	\$14,864
Cypress	City Clerk	\$9,573		\$383	\$10,006	\$1,529	inc	inc	\$11,535
Dana Point	City Clerk	\$9,679	\$290	\$678	\$10,717	\$1,200	inc	inc	\$11,917
Fountain Valley	City Clerk	\$9,336		\$747	\$10,083	\$2,255	inc	inc	\$12,338
Irvine	City Clerk	\$12,965		\$331	\$14,174	\$1,064	inc	inc	\$15,238
Laguna Beach	City Clerk	\$9,821	\$196	\$786	\$11,327	\$1,370	\$88	inc	\$12,785
Laguna Niguel	City Clerk	\$9,402	\$188	\$658	\$10,718	\$1,174	\$127	\$17	\$12,037
Lake Forest	City Clerk	\$9,133		\$320	\$9,453	\$1,319	\$182	\$42	\$10,995
Mission Viejo	City Clerk	\$12,354		\$618	\$12,972	\$962	inc	inc	\$13,934
Newport Beach	City Clerk	\$11,500		\$354	\$11,854	\$1,257	inc	inc	\$13,111
Orange	City Clerk (Chief Clerk)	\$9,488	\$285	\$759	\$10,532	\$1,475	inc	inc	\$12,007
Rancho Santa Margarita	City Clerk	\$8,959			\$8,959	\$1,321	inc	inc	\$10,280
San Clemente	City Clerk	\$8,989		\$629	\$9,618	\$1,260	inc	inc	\$10,878
San Juan Capistrano	City Clerk	\$8,737	\$87	\$571	\$9,395	\$1,476	\$141	\$39	\$11,051
Tustin	No Comparable Class								
Yorba Linda	City Clerk	\$9,833		\$688	\$10,521	\$945	inc	inc	\$11,466
Laguna Hills	City Clerk	\$10,180		\$713	\$10,893	\$1,420	\$167	\$44	\$12,524
	Average	\$10,137			\$10,956				\$12,296
	% +/-	0.4%			-0.6%				1.8%
	Median	\$9,573			\$10,532				\$12,007
	% +/-	6.0%			3.3%				4.1%

Gain/Loss 1.4%

Laguna Hills

City Engineer/Public Works Director

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	City Engineer	\$11,519	\$288	\$806	\$12,613	\$950	inc	inc	\$13,563
Buena Park	Director of Public Works/City Engineer	\$13,843		\$969	\$15,164	\$853	inc	inc	\$16,017
Cypress	Public Works Director/City Engineer	\$14,650		\$586	\$15,286	\$1,729	inc	inc	\$17,015
Dana Point	Director of Public Works & Engineering Services	\$13,372	\$401	\$936	\$14,819	\$1,200	inc	inc	\$16,019
Fountain Valley	Public Works Director	\$14,384		\$1,151	\$15,535	\$2,255	inc	inc	\$17,789
Irvine	Director of Public Works	\$15,434		\$394	\$16,854	\$1,064	inc	inc	\$17,918
Laguna Beach	Director of Public Works/City Engineer	\$15,286	\$306	\$1,223	\$17,612	\$1,370	\$88	inc	\$19,070
Laguna Niguel	Public Works Director/City Engineer	\$13,311	\$266	\$932	\$15,175	\$1,174	\$127	\$17	\$16,493
Lake Forest	Director of Public Works/City Engineer	\$13,494		\$472	\$13,966	\$1,319	\$182	\$42	\$15,509
Mission Viejo	Director of Public Works	\$12,354		\$618	\$12,972	\$962	inc	inc	\$13,934
Newport Beach	Public Works Director	\$14,510		\$447	\$14,957	\$1,257	inc	inc	\$16,214
Orange	Public Works Director	\$14,282	\$428	\$1,143	\$15,853	\$1,475	inc	inc	\$17,328
Rancho Santa Margarita	Public Works Director/City Engineer	\$13,193			\$13,193	\$1,321	inc	inc	\$14,514
San Clemente	Public Works Director/City Engineer	\$12,957		\$907	\$13,864	\$1,260	inc	inc	\$15,124
San Juan Capistrano	Public Works Director	\$12,778		\$486	\$13,264	\$1,476	\$141	\$39	\$14,920
Tustin	Director of Public Works/City Engineer	\$14,134		\$424	\$14,558	\$1,514	inc	inc	\$16,072
Yorba Linda	Public Works Director/City Engineer	\$13,729		\$961	\$14,750	\$945	inc	inc	\$15,695
Laguna Hills	City Engineer/Public Works Director	\$14,141		\$990	\$15,131	\$1,420	\$167	\$44	\$16,762
	Average	\$13,719			\$14,731				\$16,070
	% +/-	3.0%			2.6%				4.1%
	Median	\$13,729			\$14,819				\$16,019
	% +/-	2.9%			2.1%				4.4%

Gain/Loss 1.1%

**Laguna Hills
City Manager**

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	City Manager	\$17,547	\$1,708	\$1,228	\$20,483	\$1,250	inc	inc	\$21,733
Buena Park	City Manager	\$21,223		\$1,486	\$23,233	\$853	inc	inc	\$24,086
Cypress	City Manager	\$18,456	\$1,708	\$738	\$20,903	\$1,729	inc	inc	\$22,631
Dana Point	City Manager	\$16,957	\$1,187	\$1,187	\$19,441	\$1,250	inc	inc	\$20,691
Fountain Valley	City Manager	\$19,025		\$1,522	\$20,547	\$2,255	inc	inc	\$22,802
Irvine	City Manager	\$20,858		\$532	\$22,742	\$1,064	inc	inc	\$23,806
Laguna Beach	City Manager	\$17,500	\$350	\$1,400	\$19,283	\$1,370	\$88	inc	\$20,741
Laguna Niguel	City Manager	\$19,529		\$1,367	\$22,849	\$1,174	\$127	\$17	\$24,168
Lake Forest	City Manager	\$18,716		\$655	\$19,371	\$1,319	\$182	\$42	\$20,914
Mission Viejo	City Manager	\$16,476	\$625	\$989	\$18,090	\$962	inc	inc	\$19,052
Newport Beach	City Manager	\$18,750		\$578	\$19,328	\$1,257	inc	inc	\$20,585
Orange	City Manager	\$17,756	\$1,000	\$1,420	\$20,176	\$1,475	inc	inc	\$21,651
Rancho Santa Margarita	City Manager	\$17,869			\$18,019	\$1,321	inc	inc	\$19,340
San Clemente	City Manager	\$17,798	\$1,417	\$1,246	\$20,461	\$1,260	inc	inc	\$21,721
San Juan Capistrano	City Manager	\$18,167	\$182	\$690	\$19,039	\$1,476	\$141	\$39	\$20,695
Tustin	City Manager	\$20,833	\$1,375	\$625	\$22,833	\$1,514	inc	inc	\$24,347
Yorba Linda	City Manager	\$16,600		\$1,162	\$17,822	\$945	inc	inc	\$18,767
Laguna Hills	City Manager	\$19,466	\$1,375	\$1,363	\$22,204	\$1,420	\$167	\$44	\$23,835
	Average	\$18,474			\$20,272				\$21,631
	% +/-	5.1%			8.7%				9.2%
	Median	\$18,167			\$20,176				\$21,651
	% +/-	6.7%			9.1%				9.2%

Gain/Loss 4.2%

**Laguna Hills
Community Development Director**

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Economic Development Director	\$12,772	\$319	\$894	\$13,985	\$950	inc	inc	\$14,935
Buena Park	Director of Community Development	\$13,843		\$969	\$15,781	\$853	inc	inc	\$16,634
Cypress	Community Development Director	\$14,650		\$586	\$15,286	\$1,729	inc	inc	\$17,015
Dana Point	Director of Community Development	\$13,372	\$401	\$936	\$14,779	\$1,200	inc	inc	\$15,979
Fountain Valley	Planning/Building Director	\$13,544		\$1,084	\$14,628	\$2,255	inc	inc	\$16,882
Irvine	Director of Community Development	\$15,434		\$394	\$16,854	\$1,064	inc	inc	\$17,918
Laguna Beach	Director of Community Development	\$13,915	\$278	\$1,113	\$16,035	\$1,370	\$88	inc	\$17,493
Laguna Niguel	Community Development Director	\$12,902	\$258	\$903	\$14,708	\$1,174	\$127	\$17	\$16,027
Lake Forest	Director of Development Services	\$12,851		\$450	\$13,301	\$1,319	\$182	\$42	\$14,843
Mission Viejo	Director of Community Development	\$12,354		\$618	\$12,972	\$962	inc	inc	\$13,934
Newport Beach	Community Development Director	\$14,510		\$447	\$14,957	\$1,257	inc	inc	\$16,214
Orange	Community Development Director	\$13,452	\$404	\$1,076	\$14,932	\$1,475	inc	inc	\$16,407
Rancho Santa Margarita	Development Services Director	\$12,428			\$12,428	\$1,321	inc	inc	\$13,749
San Clemente	Community Development Director	\$12,649		\$885	\$13,534	\$1,260	inc	inc	\$14,795
San Juan Capistrano	Community Development Director	\$12,467		\$474	\$12,941	\$1,476	\$141	\$39	\$14,597
Tustin	Director of Community Development	\$12,919		\$388	\$13,307	\$1,514	inc	inc	\$14,821
Yorba Linda	Community Development Director	\$13,013		\$911	\$13,984	\$945	inc	inc	\$14,929
Laguna Hills	Community Development Director	\$13,546		\$948	\$14,494	\$1,420	\$167	\$44	\$16,125
	Average	\$13,357			\$14,377				\$15,716
	% +/-	1.4%			0.8%				2.5%
	Median	\$13,013			\$14,628				\$15,979
	% +/-	3.9%			-0.9%				0.9%

Gain/Loss 1.1%

**Laguna Hills
Community Services Coordinator**

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Community Services Specialist II	\$5,104		\$357	\$5,462	\$950	inc	inc	\$6,412
Buena Park	Community Services Supervisor	\$6,251		\$438	\$6,689	\$720	inc	inc	\$7,409
Cypress	Recreation Coordinator	\$4,656		\$186	\$4,842	\$900	\$48	\$20	\$5,811
Dana Point	Recreation Supervisor I	\$5,058		\$354	\$5,412	\$1,000	inc	inc	\$6,412
Fountain Valley	Recreation Coordinator	\$4,585		\$367	\$4,952	\$1,200	inc	inc	\$6,152
Irvine	Community Services Program Coordinator	\$6,614		\$169	\$6,915	\$1,064	inc	inc	\$7,979
Laguna Beach	Recreation Supervisor	\$6,742		\$539	\$7,651	\$1,197	\$88	inc	\$8,936
Laguna Niguel	Recreation Supervisor	\$6,755	\$135	\$473	\$7,701	\$1,174	\$127	\$17	\$9,019
Lake Forest	Recreation Coordinator	\$5,607		\$196	\$5,803	\$1,319	\$182	\$42	\$7,346
Mission Viejo	Community Services Supervisor	\$6,525		\$326	\$6,851	\$962	inc	inc	\$7,813
Newport Beach	Recreation Coordinator	\$5,481		\$169	\$5,650	\$1,257	inc	inc	\$6,907
Orange	Recreation Services Supervisor	\$7,035		\$563	\$7,598	\$1,115	inc	inc	\$8,713
Rancho Santa Margarita	Community Services Coordinator	\$4,963			\$4,963	\$1,321	inc	inc	\$6,284
San Clemente	Recreation Coordinator	\$4,883		\$342	\$5,225	\$1,260	inc	inc	\$6,485
San Juan Capistrano	Community Services Coordinator	\$5,241	\$20	\$277	\$5,538	\$1,476	\$141	\$39	\$7,194
Tustin	Recreation Coordinator	\$5,486		\$192	\$5,678	\$1,025	inc	inc	\$6,703
Yorba Linda	Recreation Supervisor	\$6,269		\$439	\$6,708	\$945	inc	inc	\$7,653
Laguna Hills	Community Services Coordinator	\$5,663		\$396	\$6,059	\$1,420	\$167	\$44	\$7,691
	Average	\$5,721			\$6,096				\$7,249
	% +/-	-1.0%			-0.6%				5.7%
	Median	\$5,486			\$5,678				\$7,194
	% +/-	3.1%			6.3%				6.5%

Gain/Loss 6.8%

**Laguna Hills
Community Services Director**

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Community Services Director	\$11,525	\$288	\$807	\$12,620	\$950	inc	inc	\$13,570
Buena Park	Director of Rec., Parks & Community Services	\$13,843		\$969	\$15,781	\$853	inc	inc	\$16,634
Cypress	Recreation and Community Services Director	\$14,650		\$586	\$15,286	\$1,729	inc	inc	\$17,015
Dana Point	Director of Community Services & Parks	\$13,372	\$401	\$936	\$14,779	\$1,200	inc	inc	\$15,979
Fountain Valley	No Comparable Class								
Irvine	Director of Community Services	\$15,434		\$394	\$16,854	\$1,064	inc	inc	\$17,918
Laguna Beach	Asst to CM/Director of Community Services	\$12,019	\$240	\$962	\$13,855	\$1,370	\$88	inc	\$15,313
Laguna Niguel	Deputy City Manager/Recreation & Admin Svcs	\$11,817	\$236	\$827	\$13,471	\$1,174	\$127	\$17	\$14,790
Lake Forest	Director of Community Services	\$12,239		\$428	\$12,667	\$1,319	\$182	\$42	\$14,210
Mission Viejo	Director of Recreation & Community Services	\$12,354		\$618	\$12,972	\$962	inc	inc	\$13,934
Newport Beach	Recreation & Sr Services Director	\$13,142		\$405	\$13,547	\$1,257	inc	inc	\$14,804
Orange	Community Services Director	\$13,121	\$394	\$1,050	\$14,564	\$1,475	inc	inc	\$16,039
Rancho Santa Margarita	No Comparable Class								
San Clemente	Beaches, Parks & Recreation Director	\$12,046		\$843	\$12,889	\$1,260	inc	inc	\$14,149
San Juan Capistrano	Community Services Director	\$11,294		\$429	\$11,723	\$1,476	\$141	\$39	\$13,380
Tustin	Director of Parks & Recreation	\$12,077		\$362	\$12,439	\$1,514	inc	inc	\$13,953
Yorba Linda	Parks and Recreation Director	\$12,460		\$872	\$13,392	\$945	inc	inc	\$14,337
Laguna Hills	Community Services Director	\$11,331		\$793	\$12,124	\$1,420	\$167	\$44	\$13,755
	Average	\$12,760			\$13,789				\$15,068
	% +/-	-12.6%			-13.7%				-9.5%
	Median	\$12,354			\$13,471				\$14,790
	% +/-	-9.0%			-11.1%				-7.5%

Gain/Loss 3.1%

Laguna Hills

Community Services Senior Leader

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	No Comparable Class								
Buena Park	No Comparable Class								
Cypress	Recreation Specialist	\$3,274		\$131	\$3,405	\$900	\$48	\$20	\$4,373
Dana Point	Recreation Coordinator	\$4,590		\$321	\$4,911	\$875	inc	inc	\$5,786
Fountain Valley	No Comparable Class								
Irvine	Community Services Specialist	\$4,859		\$124	\$5,080	\$1,064	inc	inc	\$6,144
Laguna Beach	No Comparable Class								
Laguna Niguel	Recreation Coordinator	\$4,649	\$93	\$325	\$5,300	\$1,174	\$127	\$17	\$6,619
Lake Forest	Recreation Specialist	\$2,957		\$103	\$3,060	\$1,319	\$182	\$42	\$4,603
Mission Viejo	Community Services Coordinator	\$4,984		\$249	\$5,233	\$962	inc	inc	\$6,195
Newport Beach	Assistant Recreation Coordinator	\$4,503		\$139	\$4,642	\$1,257	inc	inc	\$5,899
Orange	Recreation Services Coordinator	\$4,627		\$370	\$4,997	\$1,100	inc	inc	\$6,097
Rancho Santa Margarita	Community Services Specialist	\$3,321			\$3,321	\$1,321	inc	inc	\$4,642
San Clemente	Recreation Specialist	\$3,388		\$237	\$3,625	\$1,260	inc	inc	\$4,885
San Juan Capistrano	No Comparable Class								
Tustin	Recreation Program Specialist	\$4,026		\$141	\$4,167	\$950	inc	inc	\$5,117
Yorba Linda	Recreation Coordinator	\$5,145		\$360	\$5,505	\$945	inc	inc	\$6,450
Laguna Hills	Community Services Senior Leader	\$4,054		\$284	\$4,338	\$1,420	\$167	\$44	\$5,969
	Average	\$4,194			\$4,437				\$5,568
	% +/-	-3.4%			-2.3%				6.7%
	Median	\$4,547			\$4,776				\$5,842
	% +/-	-12.1%			-10.1%				2.1%

Gain/Loss 10.2%

**Laguna Hills
Community Services Superintendent**

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Community Services Manager	\$9,207	\$230	\$644	\$10,081	\$950	inc	inc	\$11,031
Buena Park	Parks & Facilities Manager	\$8,340		\$584	\$9,091	\$853	inc	inc	\$9,944
Cypress	Recreation & Community Services Superintende	\$8,921		\$357	\$9,328	\$1,529	inc	inc	\$10,857
Dana Point	Recreation Manager	\$9,076		\$635	\$9,711	\$1,200	inc	inc	\$10,911
Fountain Valley	Community Services Supervisor	\$9,291		\$743	\$10,034	\$1,200	inc	inc	\$11,234
Irvine	Community Services Superintendent	\$9,291		\$237	\$9,714	\$1,064	inc	inc	\$10,778
Laguna Beach	No Comparable Class								
Laguna Niguel	Deputy Director of Recreation	\$9,000	\$180	\$630	\$10,260	\$1,174	\$127	\$17	\$11,579
Lake Forest	Recreation Program Manager	\$8,698		\$304	\$9,002	\$1,319	\$182	\$42	\$10,545
Mission Viejo	Community Services Manager	\$10,170		\$509	\$10,679	\$962	inc	inc	\$11,641
Newport Beach	Recreation Manager	\$7,951		\$245	\$8,196	\$1,257	inc	inc	\$9,453
Orange	Recreation Services Manager	\$8,717	\$262	\$697	\$9,676	\$1,100	inc	inc	\$10,776
Rancho Santa Margarita	No Comparable Class								
San Clemente	Recreation Manager	\$8,989		\$629	\$9,618	\$1,260	inc	inc	\$10,878
San Juan Capistrano	Community Services Manager	\$7,915	\$79	\$517	\$8,511	\$1,476	\$141	\$39	\$10,167
Tustin	Recreation Superintendent	\$8,514		\$255	\$8,769	\$1,025	inc	inc	\$9,794
Yorba Linda	Recreation Superintendent	\$9,171		\$642	\$9,813	\$945	inc	inc	\$10,758
Laguna Hills	Community Services Superintendent	\$9,554		\$669	\$10,223	\$1,420	\$167	\$44	\$11,854
	Average	\$8,883			\$9,499				\$10,690
	% +/-	7.0%			7.1%				9.8%
	Median	\$8,989			\$9,676				\$10,778
	% +/-	5.9%			5.3%				9.1%

Gain/Loss 2.8%

Laguna Hills
Deputy City Clerk

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	No Comparable Class								
Buena Park	Senior Secretary	\$4,466		\$313	\$4,779	\$720	inc	inc	\$5,499
Cypress	Recording Secretary/Deputy City Clerk	\$5,099		\$204	\$5,303	\$900	\$48	\$20	\$6,271
Dana Point	City Clerk Specialist	\$4,773		\$334	\$5,107	\$875	inc	inc	\$5,982
Fountain Valley	Deputy City Clerk	\$5,748		\$460	\$6,208	\$1,200	inc	inc	\$7,408
Irvine	Deputy City Clerk II	\$6,174		\$158	\$6,455	\$1,064	inc	inc	\$7,519
Laguna Beach	Deputy City Clerk	\$5,450		\$436	\$6,192	\$1,197	\$88	inc	\$7,476
Laguna Niguel	Deputy City Clerk	\$5,036	\$101	\$353	\$5,741	\$1,174	\$127	\$17	\$7,060
Lake Forest	Records Specialist	\$4,843		\$170	\$5,013	\$1,319	\$182	\$42	\$6,555
Mission Viejo	City Clerk Specialist	\$4,648		\$232	\$4,880	\$962	inc	inc	\$5,842
Newport Beach	Deputy City Clerk	\$6,266		\$193	\$6,459	\$1,257	inc	inc	\$7,716
Orange	Administrative Specialist	\$4,815	\$144	\$385	\$5,345	\$1,100	inc	inc	\$6,445
Rancho Santa Margarita	Deputy City Clerk	\$5,325			\$5,325	\$1,321	inc	inc	\$6,646
San Clemente	Deputy City Clerk	\$5,795		\$406	\$6,201	\$1,260	inc	inc	\$7,461
San Juan Capistrano	Deputy City Clerk	\$5,112	\$20	\$270	\$5,402	\$1,476	\$141	\$39	\$7,058
Tustin	City Clerk Services Specialist	\$5,103		\$179	\$5,282	\$950	inc	inc	\$6,232
Yorba Linda	Deputy City Clerk	\$6,171		\$432	\$6,603	\$945	inc	inc	\$7,548
Laguna Hills	Deputy City Clerk	\$5,498		\$385	\$5,883	\$1,420	\$167	\$44	\$7,514
	Average	\$5,302			\$5,643				\$6,795
	% +/-	3.6%			4.1%				9.6%
	Median	\$5,108			\$5,373				\$6,852
	% +/-	7.1%			8.7%				8.8%

Gain/Loss 6.0%

**Laguna Hills
Finance Manager**

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Financial Services Manager	\$10,394	\$260	\$728	\$11,381	\$950	inc	inc	\$12,331
Buena Park	Fiscal Services Manager	\$9,649		\$675	\$10,517	\$853	inc	inc	\$11,370
Cypress	Finance Manager/Asst Dir	\$10,567		\$423	\$11,040	\$1,729	inc	inc	\$12,768
Dana Point	Accounting/Data Processing Manager	\$10,858		\$760	\$11,618	\$1,200	inc	inc	\$12,818
Fountain Valley	Accounting Manager	\$7,967		\$637	\$8,604	\$1,200	inc	inc	\$9,804
Irvine	Manager, Fiscal Services	\$11,833		\$302	\$12,945	\$1,064	inc	inc	\$14,009
Laguna Beach	Finance Officer	\$12,019	\$240	\$962	\$13,855	\$1,370	\$88	inc	\$15,313
Laguna Niguel	Budget & Accounting Officer	\$7,355	\$147	\$515	\$8,385	\$1,174	\$127	\$17	\$9,703
Lake Forest	Accounting Manager	\$8,698		\$304	\$9,002	\$1,319	\$182	\$42	\$10,545
Mission Viejo	Accounting Manager	\$10,170		\$509	\$10,679	\$962	inc	inc	\$11,641
Newport Beach	Accounting Manager	\$10,273		\$316	\$10,589	\$1,257	inc	inc	\$11,846
Orange	Accounting Manager	\$8,557	\$257	\$685	\$9,498	\$1,100	inc	inc	\$10,598
Rancho Santa Margarita	No Comparable Class								
San Clemente	Financial Services Manager	\$9,439		\$661	\$10,100	\$1,260	inc	inc	\$11,360
San Juan Capistrano	Accounting Manager	\$8,524	\$85	\$557	\$9,166	\$1,476	\$141	\$39	\$10,822
Tustin	Finance Manager	\$9,767		\$293	\$10,060	\$1,025	inc	inc	\$11,085
Yorba Linda	Financial Services Manager	\$9,980		\$699	\$10,679	\$945	inc	inc	\$11,624
Laguna Hills	Finance Manager	\$9,916		\$694	\$10,610	\$1,420	\$167	\$44	\$12,241
	Average	\$9,753			\$10,507				\$11,727
	% +/-	1.6%			1.0%				4.2%
	Median	\$9,874			\$10,553				\$11,497
	% +/-	0.4%			0.5%				6.1%

Gain/Loss 2.6%

**Laguna Hills
Parks Supervisor**

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	No Comparable Class								
Buena Park	Parks & Facilities Manager	\$8,340		\$584	\$9,091	\$853	inc	inc	\$9,944
Cypress	No Comparable Class								
Dana Point	Parks Supervisor	\$5,400		\$378	\$5,778	\$1,000	inc	inc	\$6,778
Fountain Valley	No Comparable Class								
Irvine	Landscape Maintenance Supervisor	\$7,528		\$192	\$7,871	\$1,064	inc	inc	\$8,935
Laguna Beach	No Comparable Class								
Laguna Niguel	Park Maintenance and Contract Supervisor	\$7,353	\$147	\$515	\$8,382	\$1,174	\$127	\$17	\$9,701
Lake Forest	No Comparable Class								
Mission Viejo	Public Services Supervisor	\$7,540		\$377	\$7,917	\$962	inc	inc	\$8,879
Newport Beach	Park Maintenance Supervisor	\$6,997		\$216	\$7,213	\$1,257	inc	inc	\$8,470
Orange	Parks Maintenance Supervisor	\$6,861		\$549	\$7,410	\$1,115	inc	inc	\$8,525
Rancho Santa Margarita	No Comparable Class								
San Clemente	Beaches & Parks Maintenance Manager	\$8,561		\$599	\$9,160	\$1,260	inc	inc	\$10,421
San Juan Capistrano	No Comparable Class								
Tustin	Maintenance Sueprvisor - Landscape	\$6,583		\$197	\$6,780	\$1,025	inc	inc	\$7,805
Yorba Linda	Park Maintenance Supervisor	\$6,093		\$427	\$6,520	\$945	inc	inc	\$7,465
Laguna Hills	Parks Supervisor	\$7,490		\$524	\$8,014	\$1,420	\$167	\$44	\$9,646
	Average	\$7,126			\$7,612				\$8,692
	% +/-	4.9%			5.0%				9.9%
	Median	\$7,175			\$7,640				\$8,702
	% +/-	4.2%			4.7%				9.8%

Gain/Loss 5.0%

**Laguna Hills
Public Works Supervisor**

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Maintenance Services Supervisor	\$6,107		\$427	\$6,535	\$950	inc	inc	\$7,485
Buena Park	Street Maintenance Superintendent	\$7,644		\$535	\$8,332	\$853	inc	inc	\$9,185
Cypress	Public Works Maintenance Supervisor	\$6,189		\$248	\$6,487	\$1,529	inc	inc	\$8,015
Dana Point	Street Manager/Public Works Inspector	\$9,076		\$635	\$9,801	\$1,200	inc	inc	\$11,001
Fountain Valley	Public Services Supervisor	\$7,592		\$607	\$8,199	\$1,200	inc	inc	\$9,399
Irvine	Street Maintenance Supervisor	\$7,528		\$192	\$7,871	\$1,064	inc	inc	\$8,935
Laguna Beach	Maintenance Supervisor	\$7,412		\$593	\$8,409	\$1,197	\$88	inc	\$9,693
Laguna Niguel	No Comparable Class								
Lake Forest	Public Works Supervisor	\$6,815		\$239	\$7,054	\$1,319	\$182	\$42	\$8,596
Mission Viejo	Public Services Supervisor	\$7,540		\$377	\$7,917	\$962	inc	inc	\$8,879
Newport Beach	Street Maintenance Supervisor	\$6,997		\$216	\$7,213	\$1,257	inc	inc	\$8,470
Orange	Public Works Maintenance Supervisor	\$6,861		\$549	\$7,410	\$1,115	inc	inc	\$8,525
Rancho Santa Margarita	No Comparable Class								
San Clemente	Maintenance Operations Supervisor	\$7,765		\$544	\$8,309	\$1,260	inc	inc	\$9,569
San Juan Capistrano	Public Works Supervisor	\$5,784	\$20	\$305	\$6,109	\$1,476	\$141	\$39	\$7,766
Tustin	Maintenance Supervisor - Streets & Facilities	\$6,583		\$197	\$6,780	\$1,025	inc	inc	\$7,805
Yorba Linda	Maintenance Contract Administrator	\$6,398		\$448	\$6,846	\$945	inc	inc	\$7,791
Laguna Hills	Public Works Supervisor	\$7,490		\$524	\$8,014	\$1,420	\$167	\$44	\$9,646
	Average	\$7,086			\$7,551				\$8,741
	% +/-	5.4%			5.8%				9.4%
	Median	\$6,997			\$7,410				\$8,596
	% +/-	6.6%			7.5%				10.9%

Gain/Loss 4.0%

**Laguna Hills
Receptionist/Secretary/Cashier**

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Administrative Clerk II	\$3,833		\$268	\$4,101	\$950	inc	inc	\$5,051
Buena Park	Sr. Typist Clerk	\$3,775		\$264	\$4,039	\$720	inc	inc	\$4,759
Cypress	Office Assistant II	\$3,616		\$145	\$3,761	\$900	\$48	\$20	\$4,729
Dana Point	Secretary	\$4,131		\$289	\$4,420	\$875	inc	inc	\$5,295
Fountain Valley	Office Specialist II	\$3,686		\$295	\$3,981	\$1,200	inc	inc	\$5,181
Irvine	Office Specialist	\$3,981		\$102	\$4,162	\$1,064	inc	inc	\$5,227
Laguna Beach	Office Specialist	\$4,224		\$338	\$4,806	\$1,197	\$88	inc	\$6,091
Laguna Niguel	Clerk Typist	\$3,665	\$73	\$257	\$4,178	\$1,174	\$127	\$17	\$5,497
Lake Forest	Senior Office Specialist	\$4,393		\$154	\$4,547	\$1,319	\$182	\$42	\$6,089
Mission Viejo	Department Assistant	\$3,568		\$178	\$3,746	\$962	inc	inc	\$4,708
Newport Beach	Office Assistant	\$4,068		\$125	\$4,193	\$1,257	inc	inc	\$5,450
Orange	Administrative Specialist	\$4,815		\$385	\$5,200	\$1,100	inc	inc	\$6,300
Rancho Santa Margarita	Receptionist/Secretary	\$3,704			\$3,704	\$1,321	inc	inc	\$5,025
San Clemente	Office Specialist II	\$4,018		\$281	\$4,299	\$1,260	inc	inc	\$5,560
San Juan Capistrano	Office Assistant	\$3,360	\$20	\$177	\$3,557	\$1,476	\$141	\$39	\$5,214
Tustin	Office Support Specialist	\$4,470		\$156	\$4,626	\$950	inc	inc	\$5,576
Yorba Linda	Office Assistant II	\$3,480		\$244	\$3,724	\$945	inc	inc	\$4,669
Laguna Hills	Receptionist/Secretary/Cashier	\$3,983		\$279	\$4,262	\$1,420	\$167	\$44	\$5,893
	Average	\$3,929			\$4,179				\$5,319
	% +/-	1.4%			1.9%				9.7%
	Median	\$3,833			\$4,162				\$5,227
	% +/-	3.8%			2.3%				11.3%

Gain/Loss 8.4%

Laguna Hills
Sr Management Analyst

Survey Agency	Comparable Class	Range Max.	Def. Comp.	Ret. Pickup	Cash Cum.	Health	Dental	Vision	Total Comp
Brea	Senior Management Analyst	\$7,325		\$513	\$7,838	\$950	inc	inc	\$8,788
Buena Park	Senior Management Analyst	\$8,756		\$613	\$9,544	\$853	inc	inc	\$10,397
Cypress	No Comparable Class								
Dana Point	Sr Management Analyst	\$7,308		\$512	\$7,820	\$1,000	inc	inc	\$8,820
Fountain Valley	Sr Management Analyst	\$7,264		\$581	\$7,845	\$1,200	inc	inc	\$9,045
Irvine	Senior Management Analyst	\$8,410		\$215	\$8,793	\$1,064	inc	inc	\$9,857
Laguna Beach	No Comparable Class								
Laguna Niguel	No Comparable Class								
Lake Forest	No Comparable Class								
Mission Viejo	Senior Management Analyst	\$8,289		\$414	\$8,703	\$962	inc	inc	\$9,665
Newport Beach	Senior HR Analyst	\$8,637		\$266	\$8,903	\$1,257	inc	inc	\$10,160
Orange	Senior Administrative Analyst	\$7,772	\$233	\$622	\$8,627	\$1,100	inc	inc	\$9,727
Rancho Santa Margarita	Sr Management Analyst	\$6,878			\$6,878	\$1,321	inc	inc	\$8,199
San Clemente	Senior Management Analyst	\$7,043		\$493	\$7,536	\$1,260	inc	inc	\$8,796
San Juan Capistrano	Sr Management Analyst	\$7,171	\$72	\$468	\$7,711	\$1,476	\$141	\$39	\$9,367
Tustin	Senior Management Analyst	\$6,650		\$233	\$6,883	\$950	inc	inc	\$7,833
Yorba Linda	No Comparable Class								
Laguna Hills	Sr Management Analyst	\$7,018		\$491	\$7,509	\$1,420	\$167	\$44	\$9,140
	Average	\$7,625			\$8,090				\$9,221
	% +/-	-8.7%			-7.7%				-0.9%
	Median	\$7,316			\$7,841				\$9,206
	% +/-	-4.3%			-4.4%				-0.7%

Gain/Loss 7.8%

**Laguna Hills
Accountant**

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Accountant II	9.6%		2%@55	2.000%	\$45,864	\$1,453,841	\$903,884		\$903,884
Buena Park	Accountant	11.2%		2.5%@55	2.500%	\$54,909	\$1,746,835	\$1,086,045		\$1,086,045
Cypress	Accountant	10.3%		2%@55	2.000%	\$46,166	\$1,463,619	\$909,963		\$909,963
Dana Point	No Comparable Class									
Fountain Valley	Accountant	14.8%		2.5%@55	2.500%	\$57,510	\$1,831,276	\$1,138,543		\$1,138,543
Irvine	Accountant	18.5%		2.7%@55	2.700%	\$64,599	\$2,061,800	\$1,281,866		\$1,281,866
Laguna Beach	Accountant	12.0%		2.5%@55	2.500%	\$60,678	\$1,934,227	\$1,202,550		\$1,202,550
Laguna Niguel	No Comparable Class									
Lake Forest	Accountant	11.3%		2%@55	2.000%	\$46,735	\$1,482,015	\$921,400		\$921,400
Mission Viejo	Accountant	14.2%		2.7%@55	2.700%	\$60,633	\$1,932,775	\$1,201,648		\$1,201,648
Newport Beach	Accountant	8.4%		2.5%@55	2.500%	\$59,373	\$1,891,804	\$1,176,175		\$1,176,175
Orange	Accountant	14.5%		2.7%@55	2.700%	\$61,265	\$1,953,320	\$1,214,421		\$1,214,421
Rancho Santa Margarita	Accountant	13.3%		2.5%@55	2.500%	\$53,622	\$1,705,082	\$1,060,086		\$1,060,086
San Clemente	Senior Accountant	11.8%		2%@55	2.000%	\$53,251	\$1,693,057	\$1,052,610		\$1,052,610
San Juan Capistrano	Accountant	24.8%		2.7%@55	2.700%	\$57,630	\$1,835,169	\$1,140,964		\$1,140,964
Tustin	No Comparable Class									
Yorba Linda	No Comparable Class									
Laguna Hills	Accountant	10.3%	3.5%	2%@60	1.460%	\$33,707	\$1,061,907	\$660,210	\$68,663	\$728,873
	Average							\$1,099,243		\$1,099,243
	% +/-							-66.5%		-50.8%
	Median							\$1,138,543		\$1,138,543
	% +/-							-72.5%		-56.2%

Laguna Hills
Accounting Technician

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Accounting Technician II	9.6%		2%@55	2.000%	\$30,467	\$957,902	\$595,548		\$595,548
Buena Park	Accounting Technician	11.2%		2.5%@55	2.500%	\$42,174	\$1,334,631	\$829,769		\$829,769
Cypress	No Comparable Class									
Dana Point	Accounting Technician	9.0%		2%@55	2.000%	\$33,898	\$1,068,041	\$664,024		\$664,024
Fountain Valley	Accounting Technician II	14.8%		2.5%@55	2.500%	\$40,563	\$1,282,650	\$797,451		\$797,451
Irvine	Senior Accounting Technician	18.5%		2.7%@55	2.700%	\$51,506	\$1,636,488	\$1,017,440		\$1,017,440
Laguna Beach	Accounting Technician	12.0%		2.5%@55	2.500%	\$53,784	\$1,710,337	\$1,063,353		\$1,063,353
Laguna Niguel	Senior Accounting Clerk	9.5%		2%@55	2.000%	\$36,490	\$1,151,405	\$715,853		\$715,853
Lake Forest	Senior Accounting Technician	11.3%		2%@55	2.000%	\$36,619	\$1,155,576	\$718,446		\$718,446
Mission Viejo	Payroll Technician	14.2%		2.7%@55	2.700%	\$45,179	\$1,431,682	\$890,107		\$890,107
Newport Beach	Fiscal Specialist	8.4%		2.5%@55	2.500%	\$52,056	\$1,654,305	\$1,028,517		\$1,028,517
Orange	Senior Finance Clerk	14.5%		2.7%@55	2.700%	\$46,802	\$1,484,169	\$922,740		\$922,740
Rancho Santa Margarita	Accounting Technician	13.3%		2.5%@55	2.500%	\$40,347	\$1,275,684	\$793,120		\$793,120
San Clemente	Senior Accounting Specialist	11.8%		2%@55	2.000%	\$34,322	\$1,081,695	\$672,513		\$672,513
San Juan Capistrano	Accounting Specialist	24.8%		2.7%@55	2.700%	\$41,796	\$1,322,431	\$822,184		\$822,184
Tustin	Senior Accounting Specialist	9.0%		2%@55	2.000%	\$35,395	\$1,116,192	\$693,960		\$693,960
Yorba Linda	Accounting Technician	12.6%		2%@55	2.000%	\$34,639	\$1,091,879	\$678,845		\$678,845
Laguna Hills	Accounting Technician	10.3%	3.5%	2%@60	1.460%	\$26,133	\$819,116	\$509,262	\$52,561	\$561,824
	Average							\$806,492		\$806,492
	% +/-							-58.4%		-43.5%
	Median							\$795,285		\$795,285
	% +/-							-56.2%		-41.6%

6/28/2011 ITEM NO. 7.2.1

Laguna Hills

Administrative Assistant - CM

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Senior Executive Assistant to the CM/Office Manager	9.6%		2%@55	2.000%	\$42,973	\$1,360,424	\$845,805		\$845,805
Buena Park	Executive Secretary	11.2%		2.5%@55	2.500%	\$48,663	\$1,544,395	\$960,183		\$960,183
Cypress	Secretary to the City Manager	10.3%		2%@55	2.000%	\$39,578	\$1,250,901	\$777,712		\$777,712
Dana Point	Executive Secretary	9.0%		2%@55	2.000%	\$40,939	\$1,294,785	\$804,996		\$804,996
Fountain Valley	Administrative Secretary	14.8%		2.5%@55	2.500%	\$52,209	\$1,659,265	\$1,031,601		\$1,031,601
Irvine	Executive Coordinator	18.5%		2.7%@55	2.700%	\$64,599	\$2,061,800	\$1,281,866		\$1,281,866
Laguna Beach	Executive Assistant	12.0%		2.5%@55	2.500%	\$56,700	\$1,804,971	\$1,122,189		\$1,122,189
Laguna Niguel	Executive Secretary	9.5%		2%@55	2.000%	\$44,568	\$1,411,949	\$877,839		\$877,839
Lake Forest	Executive Assistant	11.3%		2%@55	2.000%	\$42,386	\$1,341,487	\$834,031		\$834,031
Mission Viejo	Executive Assistant	14.2%		2.7%@55	2.700%	\$51,429	\$1,633,968	\$1,015,873		\$1,015,873
Newport Beach	Executive Assistant, CM Office	8.4%		2.5%@55	2.500%	\$58,986	\$1,879,228	\$1,168,356		\$1,168,356
Orange	Senior Executive Assistant	14.5%		2.7%@55	2.700%	\$59,759	\$1,904,336	\$1,183,967		\$1,183,967
Rancho Santa Margarita	Executive Secretary	13.3%		2.5%@55	2.500%	\$48,114	\$1,526,625	\$949,136		\$949,136
San Clemente	Executive Assistant	11.8%		2%@55	2.000%	\$42,739	\$1,352,877	\$841,113		\$841,113
San Juan Capistrano	Senior Executive Assistant	24.8%		2.7%@55	2.700%	\$57,630	\$1,835,169	\$1,140,964		\$1,140,964
Tustin	Executive Coordinator	9.0%		2%@55	2.000%	\$42,890	\$1,357,759	\$844,148		\$844,148
Yorba Linda	Executive Assistant	12.6%		2%@55	2.000%	\$41,501	\$1,312,904	\$816,261		\$816,261
Laguna Hills	Administrative Assistant II	10.3%	3.5%	2%@60	1.460%	\$29,533	\$927,975	\$576,942	\$59,765	\$636,707
	Average							\$970,355		\$970,355
	% +/-							-68.2%		-52.4%
	Median							\$949,136		\$949,136
	% +/-							-64.5%		-49.1%

Laguna Hills

Administrative Assistant - Dept

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Executive Assistant	9.6%		2%@55	2.000%	\$33,116	\$1,042,929	\$648,411		\$648,411
Buena Park	Administrative Secretary	11.2%		2.5%@55	2.500%	\$43,200	\$1,367,757	\$850,364		\$850,364
Cypress	Secretary to Department Head	10.3%		2%@55	2.000%	\$34,056	\$1,073,132	\$667,189		\$667,189
Dana Point	Administrative Secretary	9.0%		2%@55	2.000%	\$33,048	\$1,040,743	\$647,052		\$647,052
Fountain Valley	Secretary	14.8%		2.5%@55	2.500%	\$43,470	\$1,376,477	\$855,785		\$855,785
Irvine	Administrative Coordinator	18.5%		2.7%@55	2.700%	\$60,313	\$1,922,347	\$1,195,164		\$1,195,164
Laguna Beach	Administrative Assistant	12.0%		2.5%@55	2.500%	\$49,050	\$1,556,923	\$967,973		\$967,973
Laguna Niguel	Administrative Secretary	9.5%		2%@55	2.000%	\$36,259	\$1,143,990	\$711,243		\$711,243
Lake Forest	Administrative Secretary	11.3%		2%@55	2.000%	\$34,870	\$1,099,288	\$683,451		\$683,451
Mission Viejo	Administrative Assistant	14.2%		2.7%@55	2.700%	\$45,179	\$1,431,682	\$890,107		\$890,107
Newport Beach	Administrative Assistant	8.4%		2.5%@55	2.500%	\$53,271	\$1,693,699	\$1,053,009		\$1,053,009
Orange	Executive Assistant	14.5%		2.7%@55	2.700%	\$49,941	\$1,585,788	\$985,918		\$985,918
Rancho Santa Margarita	Administrative Secretary	13.3%		2.5%@55	2.500%	\$39,591	\$1,251,307	\$777,964		\$777,964
San Clemente	Administrative Assistant	11.8%		2%@55	2.000%	\$34,322	\$1,081,695	\$672,513		\$672,513
San Juan Capistrano	Administrative Specialist	24.8%		2.7%@55	2.700%	\$42,846	\$1,356,318	\$843,252		\$843,252
Tustin	Administrative Secretary	9.0%		2%@55	2.000%	\$33,919	\$1,068,735	\$664,455		\$664,455
Yorba Linda	Administrative Secretary	12.6%		2%@55	2.000%	\$33,149	\$1,043,981	\$649,065		\$649,065
Laguna Hills	Administrative Assistant I	10.3%	3.5%	2%@60	1.460%	\$27,526	\$863,671	\$536,963	\$55,507	\$592,469
	Average							\$809,583		\$809,583
	% +/-							-50.8%		-36.6%
	Median							\$777,964		\$777,964
	% +/-							-44.9%		-31.3%

6/28/2011 ITEM NO. 7.2.1

Laguna Hills
Assistant City Manager

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Assistant City Manager	9.6%		2%@55	2.000%	\$109,231	\$3,523,134	\$2,190,408		\$2,190,408
Buena Park	No Comparable Class									
Cypress	No Comparable Class									
Dana Point	ACM/Director of Administrative Services	9.0%		2%@55	2.000%	\$105,905	\$3,413,732	\$2,122,391		\$2,122,391
Fountain Valley	No Comparable Class									
Irvine	Assistant City Manager	18.5%		2.7%@55	2.700%	\$171,004	\$5,565,213	\$3,460,012		\$3,460,012
Laguna Beach	Assistant City Manager	12.0%		2.5%@55	2.500%	\$137,574	\$4,457,820	\$2,771,523		\$2,771,523
Laguna Niguel	No Comparable Class									
Lake Forest	Assistant City Manager	11.3%		2%@55	2.000%	\$107,114	\$3,453,507	\$2,147,119		\$2,147,119
Mission Viejo	No Comparable Class									
Newport Beach	Assistant City Manager	8.4%		2.5%@55	2.500%	\$137,205	\$4,445,625	\$2,763,940		\$2,763,940
Orange	Assistant City Manager	14.5%		2.7%@55	2.700%	\$146,655	\$4,758,164	\$2,958,253		\$2,958,253
Rancho Santa Margarita	No Comparable Class									
San Clemente	Assistant City Manager/FAS Director	11.8%		2%@55	2.000%	\$105,430	\$3,398,109	\$2,112,677		\$2,112,677
San Juan Capistrano	No Comparable Class									
Tustin	Assistant City Manager	9.0%		2%@55	2.000%	\$108,590	\$3,502,053	\$2,177,302		\$2,177,302
Yorba Linda	Assistant City Manager	12.6%		2%@55	2.000%	\$107,539	\$3,467,477	\$2,155,805		\$2,155,805
Laguna Hills	Assistant City Manager	10.3%	6.5%	2%@60	1.460%	\$84,664	\$2,716,855	\$1,689,127	\$345,931	\$2,035,057
	Average							\$2,485,943		\$2,485,943
	% +/-							-47.2%		-22.2%
	Median							\$2,183,855		\$2,183,855
	% +/-							-29.3%		-7.3%

**Laguna Hills
Assistant Engineer**

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Assistant Engineer	9.6%		2%@55	2.000%	\$47,894	\$1,519,518	\$944,717		\$944,717
Buena Park	Assistant Engineer	11.2%		2.5%@55	2.500%	\$61,907	\$1,974,193	\$1,227,398		\$1,227,398
Cypress	Assistant Engineer	10.3%		2%@55	2.000%	\$48,809	\$1,549,115	\$963,118		\$963,118
Dana Point	No Comparable Class									
Fountain Valley	Assistant Engineer	14.8%		2.5%@55	2.500%	\$61,650	\$1,965,836	\$1,222,202		\$1,222,202
Irvine	Assistant Engineer	18.5%		2.7%@55	2.700%	\$64,599	\$2,061,800	\$1,281,866		\$1,281,866
Laguna Beach	No Comparable Class									
Laguna Niguel	Assistant Civil Engineer	9.5%		2%@55	2.000%	\$52,402	\$1,665,509	\$1,035,483		\$1,035,483
Lake Forest	No Comparable Class									
Mission Viejo	No Comparable Class									
Newport Beach	Junior Engineer	8.4%		2.5%@55	2.500%	\$67,797	\$2,165,959	\$1,346,623		\$1,346,623
Orange	Assistant Engineer	14.5%		2.7%@55	2.700%	\$70,800	\$2,263,875	\$1,407,500		\$1,407,500
Rancho Santa Margarita	No Comparable Class									
San Clemente	Assistant Engineer	11.8%		2%@55	2.000%	\$53,251	\$1,693,057	\$1,052,610		\$1,052,610
San Juan Capistrano	Assistant Engineer	24.8%		2.7%@55	2.700%	\$66,825	\$2,134,289	\$1,326,933		\$1,326,933
Tustin	Assistant Engineer	9.0%		2%@55	2.000%	\$49,450	\$1,569,862	\$976,017		\$976,017
Yorba Linda	Assistant Engineer	12.6%		2%@55	2.000%	\$47,844	\$1,517,887	\$943,703		\$943,703
Laguna Hills	Assistant Engineer	10.3%	3.5%	2%@60	1.460%	\$39,625	\$1,252,403	\$778,646	\$81,374	\$860,020
	Average							\$1,144,014		\$1,144,014
	% +/-							-46.9%		-33.0%
	Median							\$1,137,406		\$1,137,406
	% +/-							-46.1%		-32.3%

6/28/2011 ITEM NO. 7.2.1

Laguna Hills

Asst Bldg Official/Senior Bldg Inspector

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Building Inspector	9.6%		2%@55	2.000%	\$42,113	\$1,332,655	\$828,541		\$828,541
Buena Park	Senior Building Inspector/Plan checker	11.2%		2.5%@55	2.500%	\$69,911	\$2,234,871	\$1,389,468		\$1,389,468
Cypress	Building Inspector	10.3%		2%@55	2.000%	\$42,797	\$1,354,737	\$842,269		\$842,269
Dana Point	Senior Building Inspector	9.0%		2%@55	2.000%	\$49,075	\$1,557,739	\$968,480		\$968,480
Fountain Valley	Senior Building Inspector	14.8%		2.5%@55	2.500%	\$60,876	\$1,940,665	\$1,206,553		\$1,206,553
Irvine	Senior Building Inspector	18.5%		2.7%@55	2.700%	\$72,813	\$2,329,516	\$1,448,310		\$1,448,310
Laguna Beach	Senior Building Inspector/Plans Checker	12.0%		2.5%@55	2.500%	\$73,386	\$2,348,232	\$1,459,946		\$1,459,946
Laguna Niguel	No Comparable Class									
Lake Forest	No Comparable Class									
Mission Viejo	No Comparable Class									
Newport Beach	Senior Building Inspector	8.4%		2.5%@55	2.500%	\$67,770	\$2,165,079	\$1,346,076		\$1,346,076
Orange	Senior Combination Building Inspector	14.5%		2.7%@55	2.700%	\$60,663	\$1,933,723	\$1,202,237		\$1,202,237
Rancho Santa Margarita	No Comparable Class									
San Clemente	Senior Building Inspector	11.8%		2%@55	2.000%	\$49,478	\$1,570,795	\$976,597		\$976,597
San Juan Capistrano	Building & Grade Inspector	24.8%		2.7%@55	2.700%	\$59,068	\$1,881,907	\$1,170,022		\$1,170,022
Tustin	Senior Building Inspector	9.0%		2%@55	2.000%	\$49,457	\$1,570,095	\$976,162		\$976,162
Yorba Linda	Senior Building Inspector	12.6%		2%@55	2.000%	\$46,094	\$1,461,291	\$908,516		\$908,516
Laguna Hills	Asst Bldg Official/Senior Bldg Inspector	10.3%	3.5%	2%@60	1.460%	\$35,683	\$1,125,449	\$699,716	\$72,896	\$772,612
	Average							\$1,132,552		\$1,132,552
	% +/-							-61.9%		-46.6%
	Median							\$1,170,022		\$1,170,022
	% +/-							-67.2%		-51.4%

Laguna Hills
Building Counter Technician

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	No Comparable Class									
Buena Park	Permit Technician	11.2%		2.5%@55	2.500%	\$38,322	\$1,210,410	\$752,538		\$752,538
Cypress	Building Services Technician	10.3%		2%@55	2.000%	\$30,139	\$947,392	\$589,014		\$589,014
Dana Point	Permit Technician	9.0%		2%@55	2.000%	\$32,602	\$1,026,406	\$638,139		\$638,139
Fountain Valley	Senior Permit Technician	14.8%		2.5%@55	2.500%	\$45,693	\$1,448,312	\$900,447		\$900,447
Irvine	Permit Specialist II	18.5%		2.7%@55	2.700%	\$51,506	\$1,636,488	\$1,017,440		\$1,017,440
Laguna Beach	Permit Aide	12.0%		2.5%@55	2.500%	\$43,110	\$1,364,850	\$848,557		\$848,557
Laguna Niguel	Building Permit Technician	9.5%		2%@55	2.000%	\$36,259	\$1,143,990	\$711,243		\$711,243
Lake Forest	Building Permit Technician	11.3%		2%@55	2.000%	\$36,619	\$1,155,576	\$718,446		\$718,446
Mission Viejo	No Comparable Class									
Newport Beach	Permit Technician II	8.4%		2.5%@55	2.500%	\$57,276	\$1,823,676	\$1,133,818		\$1,133,818
Orange	Permit Technician	14.5%		2.7%@55	2.700%	\$47,268	\$1,499,262	\$932,123		\$932,123
Rancho Santa Margarita	Permit Processing Technician	13.3%		2.5%@55	2.500%	\$41,958	\$1,327,659	\$825,434		\$825,434
San Clemente	Permit Technician	11.8%		2%@55	2.000%	\$34,322	\$1,081,695	\$672,513		\$672,513
San Juan Capistrano	Permit Technician	24.8%		2.7%@55	2.700%	\$52,196	\$1,658,857	\$1,031,347		\$1,031,347
Tustin	Building Permit Technician	9.0%		2%@55	2.000%	\$31,313	\$985,035	\$612,418		\$612,418
Yorba Linda	Planning Aide	12.6%		2%@55	2.000%	\$33,386	\$1,051,614	\$653,811		\$653,811
Laguna Hills	Building Counter Technician	10.3%	3.5%	2%@60	1.460%	\$28,677	\$900,525	\$559,876	\$57,946	\$617,822
	Average							\$802,486		\$802,486
	% +/-							-43.3%		-29.9%
	Median							\$752,538		\$752,538
	% +/-							-34.4%		-21.8%

6/28/2011 ITEM NO. 7.2.1

**Laguna Hills
City Clerk**

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	No Comparable Class									
Buena Park	City Clerk	11.2%		2.5%@55	2.500%	\$110,610	\$3,568,500	\$2,218,613		\$2,218,613
Cypress	City Clerk	10.3%		2%@55	2.000%	\$68,926	\$2,202,742	\$1,369,492		\$1,369,492
Dana Point	City Clerk	9.0%		2%@55	2.000%	\$69,689	\$2,227,623	\$1,384,961		\$1,384,961
Fountain Valley	City Clerk	14.8%		2.5%@55	2.500%	\$84,024	\$2,695,919	\$1,676,111		\$1,676,111
Irvine	City Clerk	18.5%		2.7%@55	2.700%	\$126,020	\$4,076,271	\$2,534,305		\$2,534,305
Laguna Beach	City Clerk	12.0%		2.5%@55	2.500%	\$88,389	\$2,838,845	\$1,764,971		\$1,764,971
Laguna Niguel	City Clerk	9.5%		2%@55	2.000%	\$67,694	\$2,162,615	\$1,344,544		\$1,344,544
Lake Forest	City Clerk	11.3%		2%@55	2.000%	\$65,758	\$2,099,522	\$1,305,318		\$1,305,318
Mission Viejo	City Clerk	14.2%		2.7%@55	2.700%	\$120,081	\$3,880,421	\$2,412,541		\$2,412,541
Newport Beach	City Clerk	8.4%		2.5%@55	2.500%	\$103,500	\$3,334,684	\$2,073,244		\$2,073,244
Orange	City Clerk (Chief Clerk)	14.5%		2.7%@55	2.700%	\$92,223	\$2,964,512	\$1,843,101		\$1,843,101
Rancho Santa Margarita	City Clerk	13.3%		2.5%@55	2.500%	\$80,631	\$2,584,923	\$1,607,102		\$1,607,102
San Clemente	City Clerk	11.8%		2%@55	2.000%	\$64,721	\$2,065,762	\$1,284,328		\$1,284,328
San Juan Capistrano	City Clerk	24.8%		2.7%@55	2.700%	\$84,924	\$2,725,365	\$1,694,418		\$1,694,418
Tustin	No Comparable Class									
Yorba Linda	City Clerk	12.6%		2%@55	2.000%	\$70,798	\$2,263,781	\$1,407,441		\$1,407,441
Laguna Hills	City Clerk	10.3%	6.5%	2%@60	1.460%	\$53,506	\$1,701,323	\$1,057,749	\$213,663	\$1,271,412
	Average							\$1,728,033		\$1,728,033
	% +/-							-63.4%		-35.9%
	Median							\$1,676,111		\$1,676,111
	% +/-							-58.5%		-31.8%

Laguna Hills

City Engineer/Public Works Director

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	City Engineer	9.6%		2%@55	2.000%	\$82,937	\$2,660,343	\$1,653,993		\$1,653,993
Buena Park	Director of Public Works/City Engineer	11.2%		2.5%@55	2.500%	\$124,587	\$4,029,004	\$2,504,918		\$2,504,918
Cypress	Public Works Director/City Engineer	10.3%		2%@55	2.000%	\$105,480	\$3,399,766	\$2,113,707		\$2,113,707
Dana Point	Director of Public Works & Engineering Services	9.0%		2%@55	2.000%	\$96,278	\$3,097,526	\$1,925,798		\$1,925,798
Fountain Valley	Public Works Director	14.8%		2.5%@55	2.500%	\$129,456	\$4,189,673	\$2,604,810		\$2,604,810
Irvine	Director of Public Works	18.5%		2.7%@55	2.700%	\$150,018	\$4,869,486	\$3,027,464		\$3,027,464
Laguna Beach	Director of Public Works/City Engineer	12.0%		2.5%@55	2.500%	\$137,574	\$4,457,820	\$2,771,523		\$2,771,523
Laguna Niguel	Public Works Director/City Engineer	9.5%		2%@55	2.000%	\$95,839	\$3,083,113	\$1,916,838		\$1,916,838
Lake Forest	Director of Public Works/City Engineer	11.3%		2%@55	2.000%	\$97,157	\$3,126,354	\$1,943,721		\$1,943,721
Mission Viejo	Director of Public Works	14.2%		2.7%@55	2.700%	\$120,081	\$3,880,421	\$2,412,541		\$2,412,541
Newport Beach	Public Works Director	8.4%		2.5%@55	2.500%	\$130,590	\$4,227,110	\$2,628,085		\$2,628,085
Orange	Public Works Director	14.5%		2.7%@55	2.700%	\$138,821	\$4,499,040	\$2,797,150		\$2,797,150
Rancho Santa Margarita	Public Works Director/City Engineer	13.3%		2.5%@55	2.500%	\$118,737	\$3,836,130	\$2,385,004		\$2,385,004
San Clemente	Public Works Director/City Engineer	11.8%		2%@55	2.000%	\$93,290	\$2,999,502	\$1,864,855		\$1,864,855
San Juan Capistrano	Public Works Director	24.8%		2.7%@55	2.700%	\$124,202	\$4,016,310	\$2,497,026		\$2,497,026
Tustin	Director of Public Works/City Engineer	9.0%		2%@55	2.000%	\$101,765	\$3,277,668	\$2,037,797		\$2,037,797
Yorba Linda	Public Works Director/City Engineer	12.6%		2%@55	2.000%	\$98,849	\$3,181,898	\$1,978,255		\$1,978,255
Laguna Hills	City Engineer/Public Works Director	10.3%	6.5%	2%@60	1.460%	\$74,325	\$2,378,886	\$1,479,005	\$301,717	\$1,780,721
	Average							\$2,297,852		\$2,297,852
	% +/-							-55.4%		-29.0%
	Median							\$2,385,004		\$2,385,004
	% +/-							-61.3%		-33.9%

6/28/2011 ITEM NO. 7.2.1

**Laguna Hills
City Manager**

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	City Manager	9.6%		2%@55	2.000%	\$126,338	\$4,086,783	\$2,540,841		\$2,540,841
Buena Park	City Manager	11.2%		2.5%@55	2.500%	\$191,007	\$6,229,967	\$3,873,304		\$3,873,304
Cypress	City Manager	10.3%		2%@55	2.000%	\$132,883	\$4,302,838	\$2,675,167		\$2,675,167
Dana Point	City Manager	9.0%		2%@55	2.000%	\$122,090	\$3,946,668	\$2,453,728		\$2,453,728
Fountain Valley	City Manager	14.8%		2.5%@55	2.500%	\$171,225	\$5,572,550	\$3,464,574		\$3,464,574
Irvine	City Manager	18.5%		2.7%@55	2.700%	\$202,740	\$6,620,536	\$4,116,130		\$4,116,130
Laguna Beach	City Manager	12.0%		2.5%@55	2.500%	\$157,500	\$5,117,309	\$3,181,541		\$3,181,541
Laguna Niguel	City Manager	9.5%		2%@55	2.000%	\$140,609	\$4,558,146	\$2,833,897		\$2,833,897
Lake Forest	City Manager	11.3%		2%@55	2.000%	\$134,755	\$4,364,675	\$2,713,612		\$2,713,612
Mission Viejo	City Manager	14.2%		2.7%@55	2.700%	\$160,147	\$5,205,038	\$3,236,084		\$3,236,084
Newport Beach	City Manager	8.4%		2.5%@55	2.500%	\$168,750	\$5,490,402	\$3,413,501		\$3,413,501
Orange	City Manager	14.5%		2.7%@55	2.700%	\$172,588	\$5,617,811	\$3,492,714		\$3,492,714
Rancho Santa Margarita	City Manager	13.3%		2.5%@55	2.500%	\$160,821	\$5,227,392	\$3,249,982		\$3,249,982
San Clemente	City Manager	12.3%		2%@55	2.000%	\$128,146	\$4,146,420	\$2,577,918		\$2,577,918
San Juan Capistrano	City Manager	24.8%		2.7%@55	2.700%	\$176,580	\$5,750,370	\$3,575,129		\$3,575,129
Tustin	City Manager	9.0%		2%@55	2.000%	\$150,000	\$4,868,874	\$3,027,084		\$3,027,084
Yorba Linda	City Manager	12.6%		2%@55	2.000%	\$119,520	\$3,861,934	\$2,401,047		\$2,401,047
Laguna Hills	City Manager	10.3%	6.5%	2%@60	1.460%	\$102,313	\$3,295,689	\$2,049,000	\$422,023	\$2,471,023
	Average							\$3,107,427		\$3,107,427
	% +/-							-51.7%		-25.8%
	Median							\$3,181,541		\$3,181,541
	% +/-							-55.3%		-28.8%

Laguna Hills

Community Development Director

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Economic Development Director	9.6%		2%@55	2.000%	\$91,958	\$2,955,825	\$1,837,700		\$1,837,700
Buena Park	Director of Community Development	11.2%		2.5%@55	2.500%	\$124,587	\$4,029,004	\$2,504,918		\$2,504,918
Cypress	Community Development Director	10.3%		2%@55	2.000%	\$105,480	\$3,399,766	\$2,113,707		\$2,113,707
Dana Point	Director of Community Development	9.0%		2%@55	2.000%	\$96,278	\$3,097,526	\$1,925,798		\$1,925,798
Fountain Valley	Planning/Building Director	14.8%		2.5%@55	2.500%	\$121,896	\$3,940,258	\$2,449,743		\$2,449,743
Irvine	Director of Community Development	18.5%		2.7%@55	2.700%	\$150,018	\$4,869,486	\$3,027,464		\$3,027,464
Laguna Beach	Director of Community Development	12.0%		2.5%@55	2.500%	\$125,235	\$4,050,379	\$2,518,208		\$2,518,208
Laguna Niguel	Community Development Director	9.5%		2%@55	2.000%	\$92,894	\$2,986,516	\$1,856,781		\$1,856,781
Lake Forest	Director of Development Services	11.3%		2%@55	2.000%	\$92,527	\$2,974,475	\$1,849,295		\$1,849,295
Mission Viejo	Director of Community Development	14.2%		2.7%@55	2.700%	\$120,081	\$3,880,421	\$2,412,541		\$2,412,541
Newport Beach	Community Development Director	8.4%		2.5%@55	2.500%	\$130,590	\$4,227,110	\$2,628,085		\$2,628,085
Orange	Community Development Director	14.5%		2.7%@55	2.700%	\$130,753	\$4,232,507	\$2,631,440		\$2,631,440
Rancho Santa Margarita	Development Services Director	13.3%		2.5%@55	2.500%	\$111,852	\$3,609,376	\$2,244,026		\$2,244,026
San Clemente	Community Development Director	11.8%		2%@55	2.000%	\$91,073	\$2,926,792	\$1,819,650		\$1,819,650
San Juan Capistrano	Community Development Director	24.8%		2.7%@55	2.700%	\$121,179	\$3,916,627	\$2,435,051		\$2,435,051
Tustin	Director of Community Development	9.0%		2%@55	2.000%	\$93,017	\$2,990,529	\$1,859,276		\$1,859,276
Yorba Linda	Community Development Director	12.6%		2%@55	2.000%	\$93,694	\$3,012,726	\$1,873,076		\$1,873,076
Laguna Hills	Community Development Director	10.3%	6.5%	2%@60	1.460%	\$71,198	\$2,276,833	\$1,415,556	\$288,401	\$1,703,957
	Average							\$2,234,515		\$2,234,515
	% +/-							-57.9%		-31.1%
	Median							\$2,244,026		\$2,244,026
	% +/-							-58.5%		-31.7%

6/28/2011 ITEM NO. 7.2.1

Laguna Hills

Community Services Coordinator

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Community Services Specialist II	9.6%		2%@55	2.000%	\$36,750	\$1,159,801	\$721,073		\$721,073
Buena Park	Community Services Supervisor	11.2%		2.5%@55	2.500%	\$56,259	\$1,790,653	\$1,113,287		\$1,113,287
Cypress	Recreation Coordinator	10.3%		2%@55	2.000%	\$33,523	\$1,056,010	\$656,544		\$656,544
Dana Point	Recreation Supervisor I	9.0%		2%@55	2.000%	\$36,418	\$1,149,087	\$714,412		\$714,412
Fountain Valley	Recreation Coordinator	14.8%		2.5%@55	2.500%	\$41,265	\$1,305,296	\$811,530		\$811,530
Irvine	Community Services Program Coordinator	18.5%		2.7%@55	2.700%	\$64,288	\$2,051,675	\$1,275,570		\$1,275,570
Laguna Beach	Recreation Supervisor	12.0%		2.5%@55	2.500%	\$60,678	\$1,934,227	\$1,202,550		\$1,202,550
Laguna Niguel	Recreation Supervisor	9.5%		2%@55	2.000%	\$48,636	\$1,543,521	\$959,640		\$959,640
Lake Forest	Recreation Coordinator	11.3%		2%@55	2.000%	\$40,370	\$1,276,438	\$793,589		\$793,589
Mission Viejo	Community Services Supervisor	14.2%		2.7%@55	2.700%	\$63,423	\$2,023,519	\$1,258,065		\$1,258,065
Newport Beach	Recreation Coordinator	8.4%		2.5%@55	2.500%	\$49,329	\$1,565,957	\$973,589		\$973,589
Orange	Recreation Services Supervisor	14.5%		2.7%@55	2.700%	\$68,380	\$2,184,965	\$1,358,440		\$1,358,440
Rancho Santa Margarita	Community Services Coordinator	13.3%		2.5%@55	2.500%	\$44,667	\$1,415,148	\$879,828		\$879,828
San Clemente	Recreation Coordinator	11.8%		2%@55	2.000%	\$35,158	\$1,108,549	\$689,209		\$689,209
San Juan Capistrano	Community Services Coordinator	24.8%		2.7%@55	2.700%	\$50,943	\$1,618,220	\$1,006,082		\$1,006,082
Tustin	Recreation Coordinator	9.0%		2%@55	2.000%	\$39,499	\$1,248,348	\$776,125		\$776,125
Yorba Linda	Recreation Supervisor	12.6%		2%@55	2.000%	\$45,137	\$1,430,332	\$889,268		\$889,268
Laguna Hills	Community Services Coordinator	10.3%	3.5%	2%@60	1.460%	\$29,765	\$935,387	\$581,550	\$60,257	\$641,807
	Average							\$945,812		\$945,812
	% +/-							-62.6%		-47.4%
	Median							\$889,268		\$889,268
	% +/-							-52.9%		-38.6%

**Laguna Hills
Community Services Director**

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Community Services Director	9.6%		2%@55	2.000%	\$82,980	\$2,661,757	\$1,654,871		\$1,654,871
Buena Park	Director of Rec., Parks & Community Services	11.2%		2.5%@55	2.500%	\$124,587	\$4,029,004	\$2,504,918		\$2,504,918
Cypress	Recreation and Community Services Director	10.3%		2%@55	2.000%	\$105,480	\$3,399,766	\$2,113,707		\$2,113,707
Dana Point	Director of Community Services & Parks	9.0%		2%@55	2.000%	\$96,278	\$3,097,526	\$1,925,798		\$1,925,798
Fountain Valley	No Comparable Class									
Irvine	Director of Community Services	18.5%		2.7%@55	2.700%	\$150,018	\$4,869,486	\$3,027,464		\$3,027,464
Laguna Beach	Asst to CM/Director of Community Services	12.0%		2.5%@55	2.500%	\$108,171	\$3,488,257	\$2,168,725		\$2,168,725
Laguna Niguel	Deputy City Manager/Recreation & Admin Svcs	9.5%		2%@55	2.000%	\$85,082	\$2,730,562	\$1,697,649		\$1,697,649
Lake Forest	Director of Community Services	11.3%		2%@55	2.000%	\$88,121	\$2,830,059	\$1,759,508		\$1,759,508
Mission Viejo	Director of Recreation & Community Services	14.2%		2.7%@55	2.700%	\$120,081	\$3,880,421	\$2,412,541		\$2,412,541
Newport Beach	Recreation & Sr Services Director	8.4%		2.5%@55	2.500%	\$118,278	\$3,821,004	\$2,375,600		\$2,375,600
Orange	Community Services Director	14.5%		2.7%@55	2.700%	\$127,536	\$4,126,305	\$2,565,413		\$2,565,413
Rancho Santa Margarita	No Comparable Class									
San Clemente	Beaches, Parks & Recreation Director	11.8%		2%@55	2.000%	\$86,731	\$2,784,546	\$1,731,212		\$1,731,212
San Juan Capistrano	Community Services Director	24.8%		2.7%@55	2.700%	\$109,778	\$3,541,113	\$2,201,586		\$2,201,586
Tustin	Director of Parks & Recreation	9.0%		2%@55	2.000%	\$86,954	\$2,791,855	\$1,735,756		\$1,735,756
Yorba Linda	Parks and Recreation Director	12.6%		2%@55	2.000%	\$89,712	\$2,882,193	\$1,791,921		\$1,791,921
Laguna Hills	Community Services Director	10.3%	6.5%	2%@60	1.460%	\$59,556	\$1,897,744	\$1,179,868	\$239,098	\$1,418,966
	Average							\$2,111,111		\$2,111,111
	% +/-							-78.9%		-48.8%
	Median							\$2,113,707		\$2,113,707
	% +/-							-79.1%		-49.0%

6/28/2011 ITEM NO. 7.2.1

Laguna Hills

Community Services Senior Leader

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	No Comparable Class									
Buena Park	No Comparable Class									
Cypress	Recreation Specialist	10.3%		2%@55	2.000%	\$23,573	\$737,352	\$458,428		\$458,428
Dana Point	Recreation Coordinator	9.0%		2%@55	2.000%	\$33,048	\$1,040,743	\$647,052		\$647,052
Fountain Valley	No Comparable Class									
Irvine	Community Services Specialist	18.5%		2.7%@55	2.700%	\$47,229	\$1,498,004	\$931,341		\$931,341
Laguna Beach	No Comparable Class									
Laguna Niguel	Recreation Coordinator	9.5%		2%@55	2.000%	\$33,473	\$1,054,390	\$655,537		\$655,537
Lake Forest	Recreation Specialist	11.3%		2%@55	2.000%	\$21,290	\$664,604	\$413,199		\$413,199
Mission Viejo	Community Services Coordinator	14.2%		2.7%@55	2.700%	\$48,444	\$1,537,321	\$955,786		\$955,786
Newport Beach	Assistant Recreation Coordinator	8.4%		2.5%@55	2.500%	\$40,527	\$1,281,489	\$796,729		\$796,729
Orange	Recreation Services Coordinator	14.5%		2.7%@55	2.700%	\$44,974	\$1,425,084	\$886,006		\$886,006
Rancho Santa Margarita	Community Services Specialist	13.3%		2.5%@55	2.500%	\$29,889	\$939,371	\$584,027		\$584,027
San Clemente	Recreation Specialist	11.8%		2%@55	2.000%	\$24,394	\$763,549	\$474,715		\$474,715
San Juan Capistrano	No Comparable Class									
Tustin	Recreation Program Specialist	9.0%		2%@55	2.000%	\$28,987	\$910,470	\$566,059		\$566,059
Yorba Linda	Recreation Coordinator	12.6%		2%@55	2.000%	\$37,044	\$1,169,251	\$726,948		\$726,948
Laguna Hills	Community Services Senior Leader	10.3%	3.5%	2%@60	1.460%	\$21,308	\$665,159	\$413,544	\$42,421	\$455,965
	Average							\$674,652		\$674,652
	% +/-							-63.1%		-48.0%
	Median							\$651,295		\$651,295
	% +/-							-57.5%		-42.8%

**Laguna Hills
Community Services Superintendent**

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Community Services Manager	9.6%		2%@55	2.000%	\$66,289	\$2,116,830	\$1,316,079		\$1,316,079
Buena Park	Parks & Facilities Manager	11.2%		2.5%@55	2.500%	\$75,060	\$2,402,881	\$1,493,923		\$1,493,923
Cypress	Recreation & Community Services Superintende	10.3%		2%@55	2.000%	\$64,231	\$2,049,823	\$1,274,419		\$1,274,419
Dana Point	Recreation Manager	9.0%		2%@55	2.000%	\$65,347	\$2,086,157	\$1,297,009		\$1,297,009
Fountain Valley	Community Services Supervisor	14.8%		2.5%@55	2.500%	\$83,619	\$2,682,666	\$1,667,871		\$1,667,871
Irvine	Community Services Superintendent	18.5%		2.7%@55	2.700%	\$90,309	\$2,901,742	\$1,804,075		\$1,804,075
Laguna Beach	No Comparable Class									
Laguna Niguel	Deputy Director of Recreation	9.5%		2%@55	2.000%	\$64,800	\$2,068,340	\$1,285,932		\$1,285,932
Lake Forest	Recreation Program Manager	11.3%		2%@55	2.000%	\$62,626	\$1,997,572	\$1,241,933		\$1,241,933
Mission Viejo	Community Services Manager	14.2%		2.7%@55	2.700%	\$98,852	\$3,182,017	\$1,978,328		\$1,978,328
Newport Beach	Recreation Manager	8.4%		2.5%@55	2.500%	\$71,559	\$2,288,616	\$1,422,882		\$1,422,882
Orange	Recreation Services Manager	14.5%		2.7%@55	2.700%	\$84,729	\$2,719,001	\$1,690,462		\$1,690,462
Rancho Santa Margarita	No Comparable Class									
San Clemente	Recreation Manager	12.3%		2%@55	2.000%	\$64,721	\$2,065,762	\$1,284,328		\$1,284,328
San Juan Capistrano	Community Services Manager	24.8%		2.7%@55	2.700%	\$76,934	\$2,464,081	\$1,531,972		\$1,531,972
Tustin	Recreation Superintendent	9.0%		2%@55	2.000%	\$61,301	\$1,954,479	\$1,215,141		\$1,215,141
Yorba Linda	Recreation Superintendent	12.6%		2%@55	2.000%	\$66,031	\$2,108,432	\$1,310,858		\$1,310,858
Laguna Hills	Community Services Superintendent	10.3%	3.5%	2%@60	1.460%	\$50,216	\$1,594,678	\$991,445	\$104,352	\$1,095,798
	Average							\$1,454,347		\$1,454,347
	% +/-							-46.7%		-32.7%
	Median							\$1,316,079		\$1,316,079
	% +/-							-32.7%		-20.1%

6/28/2011 ITEM NO. 7.2.1

**Laguna Hills
Deputy City Clerk**

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	No Comparable Class									
Buena Park	Senior Secretary	11.2%		2.5%@55	2.500%	\$40,194	\$1,270,749	\$790,052		\$790,052
Cypress	Recording Secretary/Deputy City Clerk	10.3%		2%@55	2.000%	\$36,713	\$1,158,589	\$720,320		\$720,320
Dana Point	City Clerk Specialist	9.0%		2%@55	2.000%	\$34,366	\$1,083,083	\$673,376		\$673,376
Fountain Valley	Deputy City Clerk	14.8%		2.5%@55	2.500%	\$51,732	\$1,643,804	\$1,021,988		\$1,021,988
Irvine	Deputy City Clerk II	18.5%		2.7%@55	2.700%	\$60,011	\$1,912,551	\$1,189,074		\$1,189,074
Laguna Beach	Deputy City Clerk	12.0%		2.5%@55	2.500%	\$49,050	\$1,556,923	\$967,973		\$967,973
Laguna Niguel	Deputy City Clerk	9.5%		2%@55	2.000%	\$36,259	\$1,143,990	\$711,243		\$711,243
Lake Forest	Records Specialist	11.3%		2%@55	2.000%	\$34,870	\$1,099,288	\$683,451		\$683,451
Mission Viejo	City Clerk Specialist	14.2%		2.7%@55	2.700%	\$45,179	\$1,431,682	\$890,107		\$890,107
Newport Beach	Deputy City Clerk	8.4%		2.5%@55	2.500%	\$56,394	\$1,795,035	\$1,116,012		\$1,116,012
Orange	Administrative Specialist	14.5%		2.7%@55	2.700%	\$46,802	\$1,484,169	\$922,740		\$922,740
Rancho Santa Margarita	Deputy City Clerk	13.3%		2.5%@55	2.500%	\$47,925	\$1,520,508	\$945,333		\$945,333
San Clemente	Deputy City Clerk	11.8%		2%@55	2.000%	\$41,724	\$1,320,107	\$820,739		\$820,739
San Juan Capistrano	Deputy City Clerk	24.8%		2.7%@55	2.700%	\$49,689	\$1,577,603	\$980,830		\$980,830
Tustin	City Clerk Services Specialist	9.0%		2%@55	2.000%	\$36,742	\$1,159,516	\$720,896		\$720,896
Yorba Linda	Deputy City Clerk	12.6%		2%@55	2.000%	\$44,431	\$1,407,529	\$875,091		\$875,091
Laguna Hills	Deputy City Clerk	10.3%	3.5%	2%@60	1.460%	\$28,897	\$907,596	\$564,272	\$58,415	\$622,687
	Average							\$876,826		\$876,826
	% +/-							-55.4%		-40.8%
	Median							\$882,599		\$882,599
	% +/-							-56.4%		-41.7%

**Laguna Hills
Finance Manager**

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Financial Services Manager	9.6%		2%@55	2.000%	\$74,836	\$2,395,581	\$1,489,384		\$1,489,384
Buena Park	Fiscal Services Manager	11.2%		2.5%@55	2.500%	\$86,841	\$2,788,141	\$1,733,447		\$1,733,447
Cypress	Finance Manager/Asst Dir	10.3%		2%@55	2.000%	\$76,082	\$2,436,270	\$1,514,681		\$1,514,681
Dana Point	Accounting/Data Processing Manager	9.0%		2%@55	2.000%	\$78,178	\$2,504,722	\$1,557,239		\$1,557,239
Fountain Valley	Accounting Manager	14.8%		2.5%@55	2.500%	\$71,703	\$2,293,314	\$1,425,803		\$1,425,803
Irvine	Manager, Fiscal Services	18.5%		2.7%@55	2.700%	\$115,017	\$3,713,572	\$2,308,807		\$2,308,807
Laguna Beach	Finance Officer	12.0%		2.5%@55	2.500%	\$108,171	\$3,488,257	\$2,168,725		\$2,168,725
Laguna Niguel	Budget & Accounting Officer	9.5%		2%@55	2.000%	\$52,956	\$1,683,484	\$1,046,658		\$1,046,658
Lake Forest	Accounting Manager	11.3%		2%@55	2.000%	\$62,626	\$1,997,572	\$1,241,933		\$1,241,933
Mission Viejo	Accounting Manager	14.2%		2.7%@55	2.700%	\$98,852	\$3,182,017	\$1,978,328		\$1,978,328
Newport Beach	Accounting Manager	8.4%		2.5%@55	2.500%	\$92,457	\$2,972,173	\$1,847,864		\$1,847,864
Orange	Accounting Manager	14.5%		2.7%@55	2.700%	\$83,174	\$2,668,106	\$1,658,819		\$1,658,819
Rancho Santa Margarita	No Comparable Class									
San Clemente	Financial Services Manager	12.3%		2%@55	2.000%	\$67,961	\$2,171,296	\$1,349,942		\$1,349,942
San Juan Capistrano	Accounting Manager	24.8%		2.7%@55	2.700%	\$82,853	\$2,657,611	\$1,652,294		\$1,652,294
Tustin	Finance Manager	9.0%		2%@55	2.000%	\$70,322	\$2,248,283	\$1,397,806		\$1,397,806
Yorba Linda	Financial Services Manager	12.6%		2%@55	2.000%	\$71,856	\$2,298,306	\$1,428,906		\$1,428,906
Laguna Hills	Finance Manager	10.3%	3.5%	2%@60	1.460%	\$52,118	\$1,656,331	\$1,029,777	\$108,508	\$1,138,284
	Average							\$1,612,540		\$1,612,540
	% +/-							-56.6%		-41.7%
	Median							\$1,535,960		\$1,535,960
	% +/-							-49.2%		-34.9%

6/28/2011 ITEM NO. 7.2.1

**Laguna Hills
Parks Supervisor**

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	No Comparable Class									
Buena Park	Parks & Facilities Manager	11.2%		2.5%@55	2.500%	\$75,060	\$2,402,881	\$1,493,923		\$1,493,923
Cypress	No Comparable Class									
Dana Point	Parks Supervisor	9.0%		2%@55	2.000%	\$38,880	\$1,228,390	\$763,716		\$763,716
Fountain Valley	No Comparable Class									
Irvine	Landscape Maintenance Supervisor	18.5%		2.7%@55	2.700%	\$73,172	\$2,341,253	\$1,455,607		\$1,455,607
Laguna Beach	No Comparable Class									
Laguna Niguel	Park Maintenance and Contract Supervisor	9.5%		2%@55	2.000%	\$52,942	\$1,683,017	\$1,046,368		\$1,046,368
Lake Forest	No Comparable Class									
Mission Viejo	Public Services Supervisor	14.2%		2.7%@55	2.700%	\$73,289	\$2,345,059	\$1,457,974		\$1,457,974
Newport Beach	Park Maintenance Supervisor	8.4%		2.5%@55	2.500%	\$62,973	\$2,008,875	\$1,248,961		\$1,248,961
Orange	Parks Maintenance Supervisor	14.5%		2.7%@55	2.700%	\$66,689	\$2,129,856	\$1,324,177		\$1,324,177
Rancho Santa Margarita	No Comparable Class									
San Clemente	Beaches & Parks Maintenance Manager	12.3%		2%@55	2.000%	\$61,639	\$1,965,484	\$1,221,984		\$1,221,984
San Juan Capistrano	No Comparable Class									
Tustin	Maintenance Sueprvisor - Landscape	9.0%		2%@55	2.000%	\$47,398	\$1,503,443	\$934,723		\$934,723
Yorba Linda	Park Maintenance Supervisor	12.6%		2%@55	2.000%	\$43,870	\$1,389,384	\$863,810		\$863,810
Laguna Hills	Parks Supervisor	10.3%	3.5%	2%@60	1.460%	\$39,367	\$1,244,100	\$773,484	\$80,819	\$854,303
	Average							\$1,181,124		\$1,181,124
	% +/-							-52.7%		-38.3%
	Median							\$1,235,472		\$1,235,472
	% +/-							-59.7%		-44.6%

**Laguna Hills
Public Works Supervisor**

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Maintenance Services Supervisor	9.6%		2%@55	2.000%	\$43,971	\$1,392,671	\$865,853		\$865,853
Buena Park	Street Maintenance Superintendent	11.2%		2.5%@55	2.500%	\$68,796	\$2,198,517	\$1,366,866		\$1,366,866
Cypress	Public Works Maintenance Supervisor	10.3%		2%@55	2.000%	\$44,561	\$1,411,717	\$877,695		\$877,695
Dana Point	Street Manager/Public Works Inspector	9.0%		2%@55	2.000%	\$65,347	\$2,086,157	\$1,297,009		\$1,297,009
Fountain Valley	Public Services Supervisor	14.8%		2.5%@55	2.500%	\$68,328	\$2,183,263	\$1,357,382		\$1,357,382
Irvine	Street Maintenance Supervisor	18.5%		2.7%@55	2.700%	\$73,172	\$2,341,253	\$1,455,607		\$1,455,607
Laguna Beach	Maintenance Supervisor	12.0%		2.5%@55	2.500%	\$66,708	\$2,130,477	\$1,324,564		\$1,324,564
Laguna Niguel	No Comparable Class									
Lake Forest	Public Works Supervisor	11.3%		2%@55	2.000%	\$49,068	\$1,557,506	\$968,335		\$968,335
Mission Viejo	Public Services Supervisor	14.2%		2.7%@55	2.700%	\$73,289	\$2,345,059	\$1,457,974		\$1,457,974
Newport Beach	Street Maintenance Supervisor	8.4%		2.5%@55	2.500%	\$62,973	\$2,008,875	\$1,248,961		\$1,248,961
Orange	Public Works Maintenance Supervisor	14.5%		2.7%@55	2.700%	\$66,689	\$2,129,856	\$1,324,177		\$1,324,177
Rancho Santa Margarita	No Comparable Class									
San Clemente	Maintenance Operations Supervisor	12.3%		2%@55	2.000%	\$55,908	\$1,779,258	\$1,106,203		\$1,106,203
San Juan Capistrano	Public Works Supervisor	24.8%		2.7%@55	2.700%	\$56,220	\$1,789,402	\$1,112,510		\$1,112,510
Tustin	Maintenance Supervisor - Streets & Facilities	9.0%		2%@55	2.000%	\$47,398	\$1,503,443	\$934,723		\$934,723
Yorba Linda	Maintenance Contract Administrator	12.6%		2%@55	2.000%	\$46,066	\$1,460,359	\$907,937		\$907,937
Laguna Hills	Public Works Supervisor	10.3%	3.5%	2%@60	1.460%	\$39,367	\$1,244,100	\$773,484	\$80,819	\$854,303
	Average							\$1,173,720		\$1,173,720
	% +/-							-51.7%		-37.4%
	Median							\$1,248,961		\$1,248,961
	% +/-							-61.5%		-46.2%

6/28/2011 ITEM NO. 7.2.1

Laguna Hills**Receptionist/Secretary/Cashier**

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Administrative Clerk II	9.6%		2%@55	2.000%	\$27,595	\$865,885	\$538,339		\$538,339
Buena Park	Sr. Typist Clerk	11.2%		2.5%@55	2.500%	\$33,975	\$1,070,528	\$665,570		\$665,570
Cypress	Office Assistant II	10.3%		2%@55	2.000%	\$26,035	\$815,995	\$507,322		\$507,322
Dana Point	Secretary	9.0%		2%@55	2.000%	\$29,743	\$934,697	\$581,121		\$581,121
Fountain Valley	Office Specialist II	14.8%		2.5%@55	2.500%	\$33,174	\$1,044,791	\$649,569		\$649,569
Irvine	Office Specialist	18.5%		2.7%@55	2.700%	\$38,695	\$1,222,439	\$760,016		\$760,016
Laguna Beach	Office Specialist	12.0%		2.5%@55	2.500%	\$38,016	\$1,200,553	\$746,409		\$746,409
Laguna Niguel	Clerk Typist	9.5%		2%@55	2.000%	\$26,388	\$827,275	\$514,335		\$514,335
Lake Forest	Senior Office Specialist	11.3%		2%@55	2.000%	\$31,630	\$995,202	\$618,738		\$618,738
Mission Viejo	Department Assistant	14.2%		2.7%@55	2.700%	\$34,681	\$1,093,222	\$679,680		\$679,680
Newport Beach	Office Assistant	8.4%		2.5%@55	2.500%	\$36,612	\$1,155,344	\$718,302		\$718,302
Orange	Administrative Specialist	14.5%		2.7%@55	2.700%	\$46,802	\$1,484,169	\$922,740		\$922,740
Rancho Santa Margarita	Receptionist/Secretary	13.3%		2.5%@55	2.500%	\$33,336	\$1,049,995	\$652,804		\$652,804
San Clemente	Office Specialist II	11.8%		2%@55	2.000%	\$28,930	\$908,625	\$564,912		\$564,912
San Juan Capistrano	Office Assistant	24.8%		2.7%@55	2.700%	\$32,659	\$1,028,256	\$639,289		\$639,289
Tustin	Office Support Specialist	9.0%		2%@55	2.000%	\$32,184	\$1,012,997	\$629,802		\$629,802
Yorba Linda	Office Assistant II	12.6%		2%@55	2.000%	\$25,056	\$784,703	\$487,867		\$487,867
Laguna Hills	Receptionist/Secretary/Cashier	10.3%	3.5%	2%@60	1.460%	\$20,935	\$653,279	\$406,157	\$41,642	\$447,799
	Average							\$639,813		\$639,813
	% +/-							-57.5%		-42.9%
	Median							\$639,289		\$639,289
	% +/-							-57.4%		-42.8%

Laguna Hills
Sr Management Analyst

Survey Agency	Comparable Class	Emp. Ret. 2010/11	Supp. Ret.	Ret. Form.	% Rate @ Age 55	Ret. @ Age 55/30 Yrs	Tot. Ret w/ 79 Life Exp, 2.00% CPI	Present Value	Supp. Ret. w/ 5% Return	Total Ret.
Brea	Senior Management Analyst	9.6%		2%@55	2.000%	\$52,739	\$1,676,445	\$1,042,282		\$1,042,282
Buena Park	Senior Management Analyst	11.2%		2.5%@55	2.500%	\$78,804	\$2,525,194	\$1,569,967		\$1,569,967
Cypress	No Comparable Class									
Dana Point	Sr Management Analyst	9.0%		2%@55	2.000%	\$52,618	\$1,672,512	\$1,039,836		\$1,039,836
Fountain Valley	Sr Management Analyst	14.8%		2.5%@55	2.500%	\$65,376	\$2,087,095	\$1,297,592		\$1,297,592
Irvine	Senior Management Analyst	18.5%		2.7%@55	2.700%	\$81,745	\$2,621,362	\$1,629,757		\$1,629,757
Laguna Beach	No Comparable Class									
Laguna Niguel	No Comparable Class									
Lake Forest	No Comparable Class									
Mission Viejo	Senior Management Analyst	14.2%		2.7%@55	2.700%	\$80,569	\$2,582,898	\$1,605,843		\$1,605,843
Newport Beach	Senior HR Analyst	8.4%		2.5%@55	2.500%	\$77,733	\$2,490,193	\$1,548,206		\$1,548,206
Orange	Senior Administrative Analyst	14.5%		2.7%@55	2.700%	\$75,544	\$2,418,681	\$1,503,746		\$1,503,746
Rancho Santa Margarita	Sr Management Analyst	13.3%		2.5%@55	2.500%	\$61,902	\$1,974,032	\$1,227,298		\$1,227,298
San Clemente	Senior Management Analyst	12.3%		2%@55	2.000%	\$50,710	\$1,610,673	\$1,001,390		\$1,001,390
San Juan Capistrano	Sr Management Analyst	24.8%		2.7%@55	2.700%	\$69,702	\$2,228,057	\$1,385,231		\$1,385,231
Tustin	Senior Management Analyst	9.0%		2%@55	2.000%	\$47,880	\$1,519,052	\$944,427		\$944,427
Yorba Linda	No Comparable Class									
Laguna Hills	Sr Management Analyst	10.3%	3.5%	2%@60	1.460%	\$36,887	\$1,164,184	\$723,798	\$75,480	\$799,278
	Average							\$1,316,298		\$1,316,298
	% +/-							-81.9%		-64.7%
	Median							\$1,341,411		\$1,341,411
	% +/-							-85.3%		-67.8%

6/28/2011 ITEM NO. 7.2.1

**Laguna Hills
Accountant**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Accountant II	\$6,370	\$465	\$6,835
Buena Park	Accountant	\$6,101	\$1,097	\$7,198
Cypress	Accountant	\$6,412	\$486	\$6,898
Dana Point	No Comparable Class			
Fountain Valley	Accountant	\$6,390	\$1,279	\$7,669
Irvine	Accountant	\$6,646	\$1,777	\$8,423
Laguna Beach	Accountant	\$6,742	\$1,502	\$8,244
Laguna Niguel	No Comparable Class			
Lake Forest	Accountant	\$6,491	\$525	\$7,016
Mission Viejo	Accountant	\$6,238	\$1,499	\$7,737
Newport Beach	Accountant	\$6,597	\$1,410	\$8,007
Orange	Accountant	\$6,303	\$1,543	\$7,846
Rancho Santa Margarita	Accountant	\$5,958	\$1,007	\$6,965
San Clemente	Senior Accountant	\$7,396	\$981	\$8,377
San Juan Capistrano	Accountant	\$5,929	\$1,288	\$7,217
Tustin	No Comparable Class			
Yorba Linda	No Comparable Class			
Laguna Hills	Accountant	\$6,413		\$6,413
	Average	\$6,429		\$7,572
	% +/-	-0.2%		-18.1%
	Median	\$6,390		\$7,669
	% +/-	0.4%		-19.6%

Laguna Hills
Accounting Technician

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Accounting Technician II	\$4,232	\$8	\$4,239
Buena Park	Accounting Technician	\$4,686	\$821	\$5,507
Cypress	No Comparable Class			
Dana Point	Accounting Technician	\$4,708	\$245	\$4,953
Fountain Valley	Accounting Technician II	\$4,507	\$709	\$5,216
Irvine	Senior Accounting Technician	\$5,299	\$1,472	\$6,771
Laguna Beach	Accounting Technician	\$5,976	\$1,632	\$7,608
Laguna Niguel	Senior Accounting Clerk	\$5,068	\$425	\$5,493
Lake Forest	Senior Accounting Technician	\$5,086	\$434	\$5,520
Mission Viejo	Payroll Technician	\$4,648	\$1,030	\$5,678
Newport Beach	Fiscal Specialist	\$5,784	\$1,511	\$7,295
Orange	Senior Finance Clerk	\$4,815	\$1,144	\$5,959
Rancho Santa Margarita	Accounting Technician	\$4,483	\$694	\$5,177
San Clemente	Senior Accounting Specialist	\$4,767	\$275	\$5,042
San Juan Capistrano	Accounting Specialist	\$4,300	\$795	\$5,095
Tustin	Senior Accounting Specialist	\$4,916	\$349	\$5,265
Yorba Linda	Accounting Technician	\$4,811	\$297	\$5,108
Laguna Hills	Accounting Technician	\$4,972		\$4,972
	Average	\$4,880		\$5,620
	% +/-	1.8%		-13.0%
	Median	\$4,789		\$5,379
	% +/-	3.7%		-8.2%

Laguna Hills**Administrative Assistant - CM**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Senior Executive Assistant to the CM/Office Manager	\$5,968	\$602	\$6,570
Buena Park	Executive Secretary	\$5,407	\$999	\$6,406
Cypress	Secretary to the City Manager	\$5,497	\$365	\$5,862
Dana Point	Executive Secretary	\$5,686	\$460	\$6,146
Fountain Valley	Administrative Secretary	\$5,801	\$1,247	\$7,048
Irvine	Executive Coordinator	\$6,646	\$2,116	\$8,762
Laguna Beach	Executive Assistant	\$6,300	\$1,561	\$7,861
Laguna Niguel	Executive Secretary	\$6,190	\$713	\$6,903
Lake Forest	Executive Assistant	\$5,887	\$561	\$6,448
Mission Viejo	Executive Assistant	\$5,291	\$1,192	\$6,483
Newport Beach	Executive Assistant, CM Office	\$6,554	\$1,721	\$8,275
Orange	Senior Executive Assistant	\$6,148	\$1,776	\$7,924
Rancho Santa Margarita	Executive Secretary	\$5,346	\$960	\$6,306
San Clemente	Executive Assistant	\$5,936	\$585	\$6,521
San Juan Capistrano	Senior Executive Assistant	\$5,929	\$1,626	\$7,555
Tustin	Executive Coordinator	\$5,957	\$596	\$6,553
Yorba Linda	Executive Assistant	\$5,764	\$499	\$6,263
Laguna Hills	Administrative Assistant II	\$5,619		\$5,619
	Average	\$5,900		\$6,934
	% +/-	-5.0%		-23.4%
	Median	\$5,929		\$6,553
	% +/-	-5.5%		-16.6%

Laguna Hills
Administrative Assistant - Dept

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Executive Assistant	\$4,599	\$79	\$4,678
Buena Park	Administrative Secretary	\$4,800	\$780	\$5,580
Cypress	Secretary to Department Head	\$4,730	\$144	\$4,874
Dana Point	Administrative Secretary	\$4,590	\$74	\$4,664
Fountain Valley	Secretary	\$4,830	\$799	\$5,629
Irvine	Administrative Coordinator	\$6,205	\$1,977	\$8,182
Laguna Beach	Administrative Assistant	\$5,450	\$1,188	\$6,638
Laguna Niguel	Administrative Secretary	\$5,036	\$297	\$5,333
Lake Forest	Administrative Secretary	\$4,843	\$200	\$5,043
Mission Viejo	Administrative Assistant	\$4,648	\$918	\$5,566
Newport Beach	Administrative Assistant	\$5,919	\$1,483	\$7,402
Orange	Executive Assistant	\$5,138	\$1,251	\$6,389
Rancho Santa Margarita	Administrative Secretary	\$4,399	\$528	\$4,927
San Clemente	Administrative Assistant	\$4,767	\$162	\$4,929
San Juan Capistrano	Administrative Specialist	\$4,408	\$755	\$5,163
Tustin	Administrative Secretary	\$4,711	\$134	\$4,845
Yorba Linda	Administrative Secretary	\$4,604	\$81	\$4,685
Laguna Hills	Administrative Assistant I	\$5,237		\$5,237
	Average	\$4,922		\$5,560
	% +/-	6.0%		-6.2%
	Median	\$4,767		\$5,163
	% +/-	9.0%		1.4%

Laguna Hills
Assistant City Manager

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Assistant City Manager	\$15,171	-\$181	\$14,990
Buena Park	No Comparable Class			
Cypress	No Comparable Class			
Dana Point	ACM/Director of Administrative Services	\$14,709	-\$417	\$14,292
Fountain Valley	No Comparable Class			
Irvine	Assistant City Manager	\$17,593	\$4,227	\$21,820
Laguna Beach	Assistant City Manager	\$15,286	\$1,836	\$17,122
Laguna Niguel	No Comparable Class			
Lake Forest	Assistant City Manager	\$14,877	-\$332	\$14,545
Mission Viejo	No Comparable Class			
Newport Beach	Assistant City Manager	\$15,245	\$1,810	\$17,055
Orange	Assistant City Manager	\$15,088	\$2,485	\$17,573
Rancho Santa Margarita	No Comparable Class			
San Clemente	Assistant City Manager/FAS Director	\$14,643	-\$451	\$14,192
San Juan Capistrano	No Comparable Class			
Tustin	Assistant City Manager	\$15,082	-\$227	\$14,855
Yorba Linda	Assistant City Manager	\$14,936	-\$301	\$14,635
Laguna Hills	Assistant City Manager	\$16,108		\$16,108
	Average	\$15,263		\$16,108
	% +/-	5.2%		0.0%
	Median	\$15,085		\$14,922
	% +/-	6.4%		7.4%

**Laguna Hills
Assistant Engineer**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Assistant Engineer	\$6,652	\$125	\$6,777
Buena Park	Assistant Engineer	\$6,879	\$1,106	\$7,985
Cypress	Assistant Engineer	\$6,779	\$188	\$6,967
Dana Point	No Comparable Class			
Fountain Valley	Assistant Engineer	\$6,850	\$1,088	\$7,938
Irvine	Assistant Engineer	\$6,646	\$1,295	\$7,941
Laguna Beach	No Comparable Class			
Laguna Niguel	Assistant Civil Engineer	\$7,278	\$440	\$7,718
Lake Forest	No Comparable Class			
Mission Viejo	No Comparable Class			
Newport Beach	Junior Engineer	\$7,533	\$1,520	\$9,053
Orange	Assistant Engineer	\$7,284	\$1,731	\$9,015
Rancho Santa Margarita	No Comparable Class			
San Clemente	Assistant Engineer	\$7,396	\$499	\$7,895
San Juan Capistrano	Assistant Engineer	\$6,875	\$1,452	\$8,327
Tustin	Assistant Engineer	\$6,868	\$233	\$7,101
Yorba Linda	Assistant Engineer	\$6,645	\$121	\$6,766
Laguna Hills	Assistant Engineer	\$7,539		\$7,539
	Average	\$6,974		\$7,790
	% +/-	7.5%		-3.3%
	Median	\$6,872		\$7,917
	% +/-	8.9%		-5.0%

Laguna Hills**Asst Bldg Official/Senior Bldg Inspector**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Building Inspector	\$5,849	\$42	\$5,891
Buena Park	Senior Building Inspector/Plan checker	\$7,768	\$1,990	\$9,758
Cypress	Building Inspector	\$5,944	\$90	\$6,034
Dana Point	Senior Building Inspector	\$6,816	\$528	\$7,344
Fountain Valley	Senior Building Inspector	\$6,764	\$1,355	\$8,119
Irvine	Senior Building Inspector	\$7,491	\$2,194	\$9,685
Laguna Beach	Senior Building Inspector/Plans Checker	\$8,154	\$2,235	\$10,389
Laguna Niguel	No Comparable Class			
Lake Forest	No Comparable Class			
Mission Viejo	No Comparable Class			
Newport Beach	Senior Building Inspector	\$7,530	\$1,839	\$9,369
Orange	Senior Combination Building Inspector	\$6,241	\$1,340	\$7,581
Rancho Santa Margarita	No Comparable Class			
San Clemente	Senior Building Inspector	\$6,872	\$556	\$7,428
San Juan Capistrano	Building & Grade Inspector	\$6,077	\$1,228	\$7,305
Tustin	Senior Building Inspector	\$6,869	\$555	\$7,424
Yorba Linda	Senior Building Inspector	\$6,402	\$320	\$6,722
Laguna Hills	Asst Bldg Official/Senior Bldg Inspector	\$6,789		\$6,789
	Average	\$6,829		\$7,927
	% +/-	-0.6%		-16.8%
	Median	\$6,816		\$7,428
	% +/-	-0.4%		-9.4%

Laguna Hills
Building Counter Technician

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	No Comparable Class			
Buena Park	Permit Technician	\$4,258	\$347	\$4,605
Cypress	Building Services Technician	\$4,186	-\$221	\$3,965
Dana Point	Permit Technician	\$4,528	-\$50	\$4,478
Fountain Valley	Senior Permit Technician	\$5,077	\$861	\$5,938
Irvine	Permit Specialist II	\$5,299	\$1,267	\$6,566
Laguna Beach	Permit Aide	\$4,790	\$680	\$5,470
Laguna Niguel	Building Permit Technician	\$5,036	\$204	\$5,240
Lake Forest	Building Permit Technician	\$5,086	\$229	\$5,315
Mission Viejo	No Comparable Class			
Newport Beach	Permit Technician II	\$6,364	\$1,671	\$8,035
Orange	Permit Technician	\$4,863	\$971	\$5,834
Rancho Santa Margarita	Permit Processing Technician	\$4,662	\$600	\$5,262
San Clemente	Permit Technician	\$4,767	\$69	\$4,836
San Juan Capistrano	Permit Technician	\$5,370	\$1,315	\$6,685
Tustin	Building Permit Technician	\$4,349	-\$139	\$4,210
Yorba Linda	Planning Aide	\$4,637	\$4	\$4,641
Laguna Hills	Building Counter Technician	\$5,456		\$5,456
	Average	\$4,885		\$5,405
	% +/-	10.5%		0.9%
	Median	\$4,790		\$5,262
	% +/-	12.2%		3.6%

**Laguna Hills
City Clerk**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	No Comparable Class			
Buena Park	City Clerk	\$12,290	\$2,844	\$15,134
Cypress	City Clerk	\$9,573	-\$105	\$9,468
Dana Point	City Clerk	\$9,679	-\$51	\$9,628
Fountain Valley	City Clerk	\$9,336	\$960	\$10,296
Irvine	City Clerk	\$12,965	\$3,940	\$16,905
Laguna Beach	City Clerk	\$9,821	\$1,269	\$11,090
Laguna Niguel	City Clerk	\$9,402	-\$191	\$9,211
Lake Forest	City Clerk	\$9,133	-\$327	\$8,806
Mission Viejo	City Clerk	\$12,354	\$3,517	\$15,871
Newport Beach	City Clerk	\$11,500	\$2,339	\$13,839
Orange	City Clerk (Chief Clerk)	\$9,488	\$1,540	\$11,028
Rancho Santa Margarita	City Clerk	\$8,959	\$720	\$9,679
San Clemente	City Clerk	\$8,989	-\$400	\$8,589
San Juan Capistrano	City Clerk	\$8,737	\$1,024	\$9,761
Tustin	No Comparable Class			
Yorba Linda	City Clerk	\$9,833	\$27	\$9,860
Laguna Hills	City Clerk	\$10,180		\$10,180
	Average	\$10,137		\$11,278
	% +/-	0.4%		-10.8%
	Median	\$9,573		\$9,860
	% +/-	6.0%		3.1%

Laguna Hills
City Engineer/Public Works Director

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	City Engineer	\$11,519	-\$1,069	\$10,450
Buena Park	Director of Public Works/City Engineer	\$13,843	\$1,886	\$15,729
Cypress	Public Works Director/City Engineer	\$14,650	\$528	\$15,178
Dana Point	Director of Public Works & Engineering Services	\$13,372	-\$125	\$13,247
Fountain Valley	Public Works Director	\$14,384	\$2,233	\$16,617
Irvine	Director of Public Works	\$15,434	\$3,700	\$19,134
Laguna Beach	Director of Public Works/City Engineer	\$15,286	\$2,812	\$18,098
Laguna Niguel	Public Works Director/City Engineer	\$13,311	-\$156	\$13,155
Lake Forest	Director of Public Works/City Engineer	\$13,494	-\$63	\$13,431
Mission Viejo	Director of Public Works	\$12,354	\$1,565	\$13,919
Newport Beach	Public Works Director	\$14,510	\$2,314	\$16,824
Orange	Public Works Director	\$14,282	\$2,901	\$17,183
Rancho Santa Margarita	Public Works Director/City Engineer	\$13,193	\$1,470	\$14,663
San Clemente	Public Works Director/City Engineer	\$12,957	-\$336	\$12,621
San Juan Capistrano	Public Works Director	\$12,778	\$1,859	\$14,637
Tustin	Director of Public Works/City Engineer	\$14,134	\$264	\$14,398
Yorba Linda	Public Works Director/City Engineer	\$13,729	\$57	\$13,786
Laguna Hills	City Engineer/Public Works Director	\$14,141		\$14,141
	Average	\$13,719		\$14,886
	% +/-	3.0%		-5.3%
	Median	\$13,729		\$14,637
	% +/-	2.9%		-3.5%

**Laguna Hills
City Manager**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	City Manager	\$17,547	-\$637	\$16,910
Buena Park	City Manager	\$21,223	\$3,990	\$25,213
Cypress	City Manager	\$18,456	-\$170	\$18,286
Dana Point	City Manager	\$16,957	-\$939	\$16,018
Fountain Valley	City Manager	\$19,025	\$2,571	\$21,596
Irvine	City Manager	\$20,858	\$4,833	\$25,691
Laguna Beach	City Manager	\$17,500	\$1,588	\$19,088
Laguna Niguel	City Manager	\$19,529	\$381	\$19,910
Lake Forest	City Manager	\$18,716	-\$37	\$18,679
Mission Viejo	City Manager	\$16,476	\$1,777	\$18,253
Newport Beach	City Manager	\$18,750	\$2,393	\$21,143
Orange	City Manager	\$17,756	\$2,668	\$20,424
Rancho Santa Margarita	City Manager	\$17,869	\$1,826	\$19,695
San Clemente	City Manager	\$17,798	-\$508	\$17,290
San Juan Capistrano	City Manager	\$18,167	\$2,954	\$21,121
Tustin	City Manager	\$20,833	\$1,052	\$21,885
Yorba Linda	City Manager	\$16,600	-\$1,122	\$15,478
Laguna Hills	City Manager	\$19,466		\$19,466
	Average	\$18,474		\$19,805
	% +/-	5.1%		-1.7%
	Median	\$18,167		\$19,695
	% +/-	6.7%		-1.2%

**Laguna Hills
Community Development Director**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Economic Development Director	\$12,772	-\$136	\$12,636
Buena Park	Director of Community Development	\$13,843	\$2,180	\$16,023
Cypress	Community Development Director	\$14,650	\$822	\$15,472
Dana Point	Director of Community Development	\$13,372	\$169	\$13,541
Fountain Valley	Planning/Building Director	\$13,544	\$1,989	\$15,533
Irvine	Director of Community Development	\$15,434	\$3,995	\$19,429
Laguna Beach	Director of Community Development	\$13,915	\$2,226	\$16,141
Laguna Niguel	Community Development Director	\$12,902	-\$70	\$12,832
Lake Forest	Director of Development Services	\$12,851	-\$96	\$12,755
Mission Viejo	Director of Community Development	\$12,354	\$1,860	\$14,214
Newport Beach	Community Development Director	\$14,510	\$2,608	\$17,118
Orange	Community Development Director	\$13,452	\$2,620	\$16,072
Rancho Santa Margarita	Development Services Director	\$12,428	\$1,274	\$13,702
San Clemente	Community Development Director	\$12,649	-\$199	\$12,450
San Juan Capistrano	Community Development Director	\$12,467	\$1,938	\$14,405
Tustin	Director of Community Development	\$12,919	-\$62	\$12,857
Yorba Linda	Community Development Director	\$13,013	-\$14	\$12,999
Laguna Hills	Community Development Director	\$13,546		\$13,546
	Average	\$13,357		\$14,599
	% +/-	1.4%		-7.8%
	Median	\$13,013		\$14,214
	% +/-	3.9%		-4.9%

**Laguna Hills
Community Services Coordinator**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Community Services Specialist II	\$5,104	\$150	\$5,254
Buena Park	Community Services Supervisor	\$6,251	\$1,512	\$7,763
Cypress	Recreation Coordinator	\$4,656	-\$74	\$4,582
Dana Point	Recreation Supervisor I	\$5,058	\$127	\$5,185
Fountain Valley	Recreation Coordinator	\$4,585	\$464	\$5,049
Irvine	Community Services Program Coordinator	\$6,614	\$2,075	\$8,689
Laguna Beach	Recreation Supervisor	\$6,742	\$1,821	\$8,563
Laguna Niguel	Recreation Supervisor	\$6,755	\$978	\$7,733
Lake Forest	Recreation Coordinator	\$5,607	\$401	\$6,008
Mission Viejo	Community Services Supervisor	\$6,525	\$2,014	\$8,539
Newport Beach	Recreation Coordinator	\$5,481	\$1,026	\$6,507
Orange	Recreation Services Supervisor	\$7,035	\$2,363	\$9,398
Rancho Santa Margarita	Community Services Coordinator	\$4,963	\$701	\$5,664
San Clemente	Recreation Coordinator	\$4,883	\$39	\$4,922
San Juan Capistrano	Community Services Coordinator	\$5,241	\$1,139	\$6,380
Tustin	Recreation Coordinator	\$5,486	\$341	\$5,827
Yorba Linda	Recreation Supervisor	\$6,269	\$734	\$7,003
Laguna Hills	Community Services Coordinator	\$5,663		\$5,663
	Average	\$5,721		\$6,651
	% +/-	-1.0%		-17.4%
	Median	\$5,486		\$6,380
	% +/-	3.1%		-12.7%

**Laguna Hills
Community Services Director**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Community Services Director	\$11,525	\$321	\$11,846
Buena Park	Director of Rec., Parks & Community Services	\$13,843	\$3,273	\$17,116
Cypress	Recreation and Community Services Director	\$14,650	\$1,914	\$16,564
Dana Point	Director of Community Services & Parks	\$13,372	\$1,262	\$14,634
Fountain Valley	No Comparable Class			
Irvine	Director of Community Services	\$15,434	\$5,087	\$20,521
Laguna Beach	Asst to CM/Director of Community Services	\$12,019	\$2,105	\$14,124
Laguna Niguel	Deputy City Manager/Recreation & Admin Svcs	\$11,817	\$470	\$12,287
Lake Forest	Director of Community Services	\$12,239	\$684	\$12,923
Mission Viejo	Director of Recreation & Community Services	\$12,354	\$2,952	\$15,306
Newport Beach	Recreation & Sr Services Director	\$13,142	\$2,824	\$15,966
Orange	Community Services Director	\$13,121	\$3,483	\$16,604
Rancho Santa Margarita	No Comparable Class			
San Clemente	Beaches, Parks & Recreation Director	\$12,046	\$586	\$12,632
San Juan Capistrano	Community Services Director	\$11,294	\$2,219	\$13,513
Tustin	Director of Parks & Recreation	\$12,077	\$602	\$12,679
Yorba Linda	Parks and Recreation Director	\$12,460	\$797	\$13,257
Laguna Hills	Community Services Director	\$11,331		\$11,331
	Average	\$12,760		\$14,665
	% +/-	-12.6%		-29.4%
	Median	\$12,354		\$14,124
	% +/-	-9.0%		-24.7%

**Laguna Hills
Community Services Senior Leader**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	No Comparable Class			
Buena Park	No Comparable Class			
Cypress	Recreation Specialist	\$3,274	-\$80	\$3,194
Dana Point	Recreation Coordinator	\$4,590	\$575	\$5,165
Fountain Valley	No Comparable Class			
Irvine	Community Services Specialist	\$4,859	\$1,562	\$6,421
Laguna Beach	No Comparable Class			
Laguna Niguel	Recreation Coordinator	\$4,649	\$605	\$5,254
Lake Forest	Recreation Specialist	\$2,957	-\$237	\$2,720
Mission Viejo	Community Services Coordinator	\$4,984	\$1,647	\$6,631
Newport Beach	Assistant Recreation Coordinator	\$4,503	\$1,095	\$5,598
Orange	Recreation Services Coordinator	\$4,627	\$1,405	\$6,032
Rancho Santa Margarita	Community Services Specialist	\$3,321	\$356	\$3,677
San Clemente	Recreation Specialist	\$3,388	-\$23	\$3,365
San Juan Capistrano	No Comparable Class			
Tustin	Recreation Program Specialist	\$4,026	\$294	\$4,320
Yorba Linda	Recreation Coordinator	\$5,145	\$853	\$5,998
Laguna Hills	Community Services Senior Leader	\$4,054		\$4,054
	Average	\$4,194		\$4,865
	% +/-	-3.4%		-20.0%
	Median	\$4,547		\$5,209
	% +/-	-12.1%		-28.5%

**Laguna Hills
Community Services Superintendent**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Community Services Manager	\$9,207	\$547	\$9,754
Buena Park	Parks & Facilities Manager	\$8,340	\$1,165	\$9,505
Cypress	Recreation & Community Services Superintende	\$8,921	\$403	\$9,324
Dana Point	Recreation Manager	\$9,076	\$481	\$9,557
Fountain Valley	Community Services Supervisor	\$9,291	\$1,769	\$11,060
Irvine	Community Services Superintendent	\$9,291	\$2,242	\$11,533
Laguna Beach	No Comparable Class			
Laguna Niguel	Deputy Director of Recreation	\$9,000	\$443	\$9,443
Lake Forest	Recreation Program Manager	\$8,698	\$290	\$8,988
Mission Viejo	Community Services Manager	\$10,170	\$2,847	\$13,017
Newport Beach	Recreation Manager	\$7,951	\$918	\$8,869
Orange	Recreation Services Manager	\$8,717	\$1,847	\$10,564
Rancho Santa Margarita	No Comparable Class			
San Clemente	Recreation Manager	\$8,989	\$437	\$9,426
San Juan Capistrano	Community Services Manager	\$7,915	\$1,297	\$9,212
Tustin	Recreation Superintendent	\$8,514	\$197	\$8,711
Yorba Linda	Recreation Superintendent	\$9,171	\$529	\$9,700
Laguna Hills	Community Services Superintendent	\$9,554		\$9,554
	Average	\$8,883		\$9,911
	% +/-	7.0%		-3.7%
	Median	\$8,989		\$9,505
	% +/-	5.9%		0.5%

**Laguna Hills
Deputy City Clerk**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	No Comparable Class			
Buena Park	Senior Secretary	\$4,466	\$459	\$4,925
Cypress	Recording Secretary/Deputy City Clerk	\$5,099	\$217	\$5,316
Dana Point	City Clerk Specialist	\$4,773	\$54	\$4,827
Fountain Valley	Deputy City Clerk	\$5,748	\$1,265	\$7,013
Irvine	Deputy City Clerk II	\$6,174	\$1,845	\$8,019
Laguna Beach	Deputy City Clerk	\$5,450	\$1,077	\$6,527
Laguna Niguel	Deputy City Clerk	\$5,036	\$186	\$5,222
Lake Forest	Records Specialist	\$4,843	\$89	\$4,932
Mission Viejo	City Clerk Specialist	\$4,648	\$807	\$5,455
Newport Beach	Deputy City Clerk	\$6,266	\$1,591	\$7,857
Orange	Administrative Specialist	\$4,815	\$920	\$5,735
Rancho Santa Margarita	Deputy City Clerk	\$5,325	\$999	\$6,324
San Clemente	Deputy City Clerk	\$5,795	\$566	\$6,361
San Juan Capistrano	Deputy City Clerk	\$5,112	\$1,122	\$6,234
Tustin	City Clerk Services Specialist	\$5,103	\$219	\$5,322
Yorba Linda	Deputy City Clerk	\$6,171	\$755	\$6,926
Laguna Hills	Deputy City Clerk	\$5,498		\$5,498
	Average	\$5,302		\$6,062
	% +/-	3.6%		-10.3%
	Median	\$5,108		\$5,985
	% +/-	7.1%		-8.8%

**Laguna Hills
Finance Manager**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Financial Services Manager	\$10,394	\$993	\$11,387
Buena Park	Fiscal Services Manager	\$9,649	\$1,840	\$11,489
Cypress	Finance Manager/Asst Dir	\$10,567	\$1,081	\$11,648
Dana Point	Accounting/Data Processing Manager	\$10,858	\$1,229	\$12,087
Fountain Valley	Accounting Manager	\$7,967	\$772	\$8,739
Irvine	Manager, Fiscal Services	\$11,833	\$3,838	\$15,671
Laguna Beach	Finance Officer	\$12,019	\$3,352	\$15,371
Laguna Niguel	Budget & Accounting Officer	\$7,355	-\$544	\$6,811
Lake Forest	Accounting Manager	\$8,698	\$134	\$8,832
Mission Viejo	Accounting Manager	\$10,170	\$2,691	\$12,861
Newport Beach	Accounting Manager	\$10,273	\$2,238	\$12,511
Orange	Accounting Manager	\$8,557	\$1,581	\$10,138
Rancho Santa Margarita	No Comparable Class			
San Clemente	Financial Services Manager	\$9,439	\$509	\$9,948
San Juan Capistrano	Accounting Manager	\$8,524	\$1,559	\$10,083
Tustin	Finance Manager	\$9,767	\$675	\$10,442
Yorba Linda	Financial Services Manager	\$9,980	\$783	\$10,763
Laguna Hills	Finance Manager	\$9,916		\$9,916
	Average	\$9,753		\$11,174
	% +/-	1.6%		-12.7%
	Median	\$9,874		\$11,075
	% +/-	0.4%		-11.7%

**Laguna Hills
Parks Supervisor**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	No Comparable Class			
Buena Park	Parks & Facilities Manager	\$8,340	\$2,053	\$10,393
Cypress	No Comparable Class			
Dana Point	Parks Supervisor	\$5,400	-\$483	\$4,917
Fountain Valley	No Comparable Class			
Irvine	Landscape Maintenance Supervisor	\$7,528	\$1,919	\$9,447
Laguna Beach	No Comparable Class			
Laguna Niguel	Park Maintenance and Contract Supervisor	\$7,353	\$499	\$7,852
Lake Forest	No Comparable Class			
Mission Viejo	Public Services Supervisor	\$7,540	\$1,928	\$9,468
Newport Beach	Park Maintenance Supervisor	\$6,997	\$1,202	\$8,199
Orange	Parks Maintenance Supervisor	\$6,861	\$1,463	\$8,324
Rancho Santa Margarita	No Comparable Class			
San Clemente	Beaches & Parks Maintenance Manager	\$8,561	\$1,108	\$9,669
San Juan Capistrano	No Comparable Class			
Tustin	Maintenance Sueprvisor - Landscape	\$6,583	\$111	\$6,694
Yorba Linda	Park Maintenance Supervisor	\$6,093	-\$135	\$5,958
Laguna Hills	Parks Supervisor	\$7,490		\$7,490
	Average	\$7,126		\$8,092
	% +/-	4.9%		-8.0%
	Median	\$7,175		\$8,262
	% +/-	4.2%		-10.3%

**Laguna Hills
Public Works Supervisor**

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Maintenance Services Supervisor	\$6,107	-\$128	\$5,979
Buena Park	Street Maintenance Superintendent	\$7,644	\$1,611	\$9,255
Cypress	Public Works Maintenance Supervisor	\$6,189	-\$87	\$6,102
Dana Point	Street Manager/Public Works Inspector	\$9,076	\$1,369	\$10,445
Fountain Valley	Public Services Supervisor	\$7,592	\$1,578	\$9,170
Irvine	Street Maintenance Supervisor	\$7,528	\$1,919	\$9,447
Laguna Beach	Maintenance Supervisor	\$7,412	\$1,464	\$8,876
Laguna Niguel	No Comparable Class			
Lake Forest	Public Works Supervisor	\$6,815	\$228	\$7,043
Mission Viejo	Public Services Supervisor	\$7,540	\$1,928	\$9,468
Newport Beach	Street Maintenance Supervisor	\$6,997	\$1,202	\$8,199
Orange	Public Works Maintenance Supervisor	\$6,861	\$1,463	\$8,324
Rancho Santa Margarita	No Comparable Class			
San Clemente	Maintenance Operations Supervisor	\$7,765	\$706	\$8,471
San Juan Capistrano	Public Works Supervisor	\$5,784	\$728	\$6,512
Tustin	Maintenance Supervisor - Streets & Facilities	\$6,583	\$111	\$6,694
Yorba Linda	Maintenance Contract Administrator	\$6,398	\$18	\$6,416
Laguna Hills	Public Works Supervisor	\$7,490		\$7,490
	Average	\$7,086		\$8,027
	% +/-	5.4%		-7.2%
	Median	\$6,997		\$8,324
	% +/-	6.6%		-11.1%

Laguna Hills
Receptionist/Secretary/Cashier

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Administrative Clerk II	\$3,833	\$228	\$4,060
Buena Park	Sr. Typist Clerk	\$3,775	\$669	\$4,444
Cypress	Office Assistant II	\$3,616	\$120	\$3,736
Dana Point	Secretary	\$4,131	\$376	\$4,507
Fountain Valley	Office Specialist II	\$3,686	\$614	\$4,300
Irvine	Office Specialist	\$3,981	\$997	\$4,978
Laguna Beach	Office Specialist	\$4,224	\$950	\$5,174
Laguna Niguel	Clerk Typist	\$3,665	\$144	\$3,809
Lake Forest	Senior Office Specialist	\$4,393	\$507	\$4,900
Mission Viejo	Department Assistant	\$3,568	\$718	\$4,286
Newport Beach	Office Assistant	\$4,068	\$852	\$4,920
Orange	Administrative Specialist	\$4,815	\$1,562	\$6,377
Rancho Santa Margarita	Receptionist/Secretary	\$3,704	\$625	\$4,329
San Clemente	Office Specialist II	\$4,018	\$320	\$4,338
San Juan Capistrano	Office Assistant	\$3,360	\$578	\$3,938
Tustin	Office Support Specialist	\$4,470	\$545	\$5,015
Yorba Linda	Office Assistant II	\$3,480	\$52	\$3,532
Laguna Hills	Receptionist/Secretary/Cashier	\$3,983		\$3,983
	Average	\$3,929		\$4,509
	% +/-	1.4%		-13.2%
	Median	\$3,833		\$4,338
	% +/-	3.8%		-8.9%

Laguna Hills
Sr Management Analyst

Survey Agency	Comparable Class	Base Salary	Net Ret Base Equiv	Base + Retirement
Brea	Senior Management Analyst	\$7,325	\$687	\$8,011
Buena Park	Senior Management Analyst	\$8,756	\$2,519	\$11,275
Cypress	No Comparable Class			
Dana Point	Sr Management Analyst	\$7,308	\$678	\$7,986
Fountain Valley	Sr Management Analyst	\$7,264	\$1,573	\$8,837
Irvine	Senior Management Analyst	\$8,410	\$2,726	\$11,136
Laguna Beach	No Comparable Class			
Laguna Niguel	No Comparable Class			
Lake Forest	No Comparable Class			
Mission Viejo	Senior Management Analyst	\$8,289	\$2,643	\$10,932
Newport Beach	Senior HR Analyst	\$8,637	\$2,443	\$11,080
Orange	Senior Administrative Analyst	\$7,772	\$2,289	\$10,061
Rancho Santa Margarita	Sr Management Analyst	\$6,878	\$1,329	\$8,207
San Clemente	Senior Management Analyst	\$7,043	\$545	\$7,588
San Juan Capistrano	Sr Management Analyst	\$7,171	\$1,877	\$9,048
Tustin	Senior Management Analyst	\$6,650	\$347	\$6,997
Yorba Linda	No Comparable Class			
Laguna Hills	Sr Management Analyst	\$7,018		\$7,018
	Average	\$7,625		\$9,263
	% +/-	-8.7%		-32.0%
	Median	\$7,316		\$8,943
	% +/-	-4.3%		-27.4%

**Laguna Hills
Accountant**

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Accountant II	12	12		25	49
Buena Park	Accountant	11	12		20	43
Cypress	Accountant	12	12		20	44
Dana Point	No Comparable Class					
Fountain Valley	Accountant	11	12		24	47
Irvine	Accountant	11	12	5	20	48
Laguna Beach	Accountant	10	9		22	41
Laguna Niguel	No Comparable Class					
Lake Forest	Accountant	10	12		20	42
Mission Viejo	Accountant	10			30	40
Newport Beach	Accountant	12			31	43
Orange	Accountant	11	12		25	48
Rancho Santa Margarita	Accountant	11			33	44
San Clemente	Senior Accountant	12	12		22	46
San Juan Capistrano	Accountant	12	12		22	46
Tustin	No Comparable Class					
Yorba Linda	No Comparable Class					
Laguna Hills	Accountant	12	12		20	44
	Average					45
	% +/-					-1.4%
	Median					44
	% +/-					

Laguna Hills
Accounting Technician

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Accounting Technician II	12	12		25	49
Buena Park	Accounting Technician	11	12		20	43
Cypress	No Comparable Class					
Dana Point	Accounting Technician	11			30	41
Fountain Valley	Accounting Technician II	11	12		24	47
Irvine	Senior Accounting Technician	11	12		20	43
Laguna Beach	Accounting Technician	10	9		22	41
Laguna Niguel	Senior Accounting Clerk	12	12		20	44
Lake Forest	Senior Accounting Technician	10	12		20	42
Mission Viejo	Payroll Technician	10			30	40
Newport Beach	Fiscal Specialist	12			31	43
Orange	Senior Finance Clerk	11	12		25	48
Rancho Santa Margarita	Accounting Technician	11			33	44
San Clemente	Senior Accounting Specialist	12	12		22	46
San Juan Capistrano	Accounting Specialist	12	12		22	46
Tustin	Senior Accounting Specialist	11			31	42
Yorba Linda	Accounting Technician	11	12		20	43
Laguna Hills	Accounting Technician	12	12		20	44
	Average					44
	% +/-					0.4%
	Median					43
	% +/-					2.1%

Laguna Hills**Administrative Assistant - CM**

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Senior Executive Assistant to the CM/Office Manager	12	12		25	49
Buena Park	Executive Secretary	11	12		20	43
Cypress	Secretary to the City Manager	12	12		20	44
Dana Point	Executive Secretary	11			30	41
Fountain Valley	Administrative Secretary	11	12		24	47
Irvine	Executive Coordinator	11	12	5	20	48
Laguna Beach	Executive Assistant	10	9	10	22	51
Laguna Niguel	Executive Secretary	12	12		20	44
Lake Forest	Executive Assistant	10	12		20	42
Mission Viejo	Executive Assistant	10			30	40
Newport Beach	Executive Assistant, CM Office	12		10	30	52
Orange	Senior Executive Assistant	12	12	6	31	61
Rancho Santa Margarita	Executive Secretary	11			33	44
San Clemente	Executive Assistant	12	12		22	46
San Juan Capistrano	Senior Executive Assistant	12	12		22	46
Tustin	Executive Coordinator	11			31	42
Yorba Linda	Executive Assistant	11	12	5	20	48
Laguna Hills	Administrative Assistant II	12	12		20	44
	Average					46
	% +/-					-5.2%
	Median					46
	% +/-					-3.4%

Laguna Hills
Administrative Assistant - Dept

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Executive Assistant	12	12		25	49
Buena Park	Administrative Secretary	11	12		20	43
Cypress	Secretary to Department Head	12	12		20	44
Dana Point	Administrative Secretary	11			30	41
Fountain Valley	Secretary	11	12		24	47
Irvine	Administrative Coordinator	11	12	5	20	48
Laguna Beach	Administrative Assistant	10	9		22	41
Laguna Niguel	Administrative Secretary	12	12		20	44
Lake Forest	Administrative Secretary	10	12		20	42
Mission Viejo	Administrative Assistant	10			30	40
Newport Beach	Administrative Assistant	12			31	43
Orange	Executive Assistant	12	12	6	31	61
Rancho Santa Margarita	Administrative Secretary	11			33	44
San Clemente	Administrative Assistant	12	12		22	46
San Juan Capistrano	Administrative Specialist	12	12		22	46
Tustin	Administrative Secretary	11			31	42
Yorba Linda	Administrative Secretary	11	12		20	43
Laguna Hills	Administrative Assistant I	12	12		20	44
	Average					45
	% +/-					-2.0%
	Median					44
	% +/-					

Laguna Hills
Assistant City Manager

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Assistant City Manager	12	12	6	23	53
Buena Park	No Comparable Class					
Cypress	No Comparable Class					
Dana Point	ACM/Director of Administrative Services	11		10	30	51
Fountain Valley	No Comparable Class					
Irvine	Assistant City Manager	11	12	5	25	53
Laguna Beach	Assistant City Manager	10	9	10	22	51
Laguna Niguel	No Comparable Class					
Lake Forest	Assistant City Manager	10	12	5	20	47
Mission Viejo	No Comparable Class					
Newport Beach	Assistant City Manager	12		10	30	52
Orange	Assistant City Manager	12	12	7	33	64
Rancho Santa Margarita	No Comparable Class					
San Clemente	Assistant City Manager/FAS Director	12	12	12	23	59
San Juan Capistrano	No Comparable Class					
Tustin	Assistant City Manager	11		10	31	52
Yorba Linda	Assistant City Manager	11	12	8	20	51
Laguna Hills	Assistant City Manager	12	12		25	49
	Average					53
	% +/-					-8.5%
	Median					52
	% +/-					-6.1%

Laguna Hills
Assistant Engineer

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Assistant Engineer	12	12		25	49
Buena Park	Assistant Engineer	11	12		20	43
Cypress	Assistant Engineer	12	12		20	44
Dana Point	No Comparable Class					
Fountain Valley	Assistant Engineer	11	12		24	47
Irvine	Assistant Engineer	11	12	5	20	48
Laguna Beach	No Comparable Class					
Laguna Niguel	Assistant Civil Engineer	12	12	5	20	49
Lake Forest	No Comparable Class					
Mission Viejo	No Comparable Class					
Newport Beach	Junior Engineer	12			31	43
Orange	Assistant Engineer	11	12		25	48
Rancho Santa Margarita	No Comparable Class					
San Clemente	Assistant Engineer	12	12		22	46
San Juan Capistrano	Assistant Engineer	12	12		22	46
Tustin	Assistant Engineer	11			31	42
Yorba Linda	Assistant Engineer	11	12		20	43
Laguna Hills	Assistant Engineer	12	12		20	44
	Average					46
	% +/-					-3.6%
	Median					46
	% +/-					-4.0%

Laguna Hills**Asst Bldg Official/Senior Bldg Inspector**

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Building Inspector	12	12		25	49
Buena Park	Senior Building Inspector/Plan checker	11	12		20	43
Cypress	Building Inspector	12	12		20	44
Dana Point	Senior Building Inspector	11			30	41
Fountain Valley	Senior Building Inspector	11	12		24	47
Irvine	Senior Building Inspector	11	12		20	43
Laguna Beach	Senior Building Inspector/Plans Checker	10	9		22	41
Laguna Niguel	No Comparable Class					
Lake Forest	No Comparable Class					
Mission Viejo	No Comparable Class					
Newport Beach	Senior Building Inspector	12			31	43
Orange	Senior Combination Building Inspector	11	12		25	48
Rancho Santa Margarita	No Comparable Class					
San Clemente	Senior Building Inspector	12	12		22	46
San Juan Capistrano	Building & Grade Inspector	12	12		22	46
Tustin	Senior Building Inspector	11			31	42
Yorba Linda	Senior Building Inspector	11	12		20	43
Laguna Hills	Asst Bldg Official/Senior Bldg Inspector	12	12		20	44
	Average					44
	% +/-					-0.5%
	Median					43
	% +/-					2.0%

Laguna Hills
Building Counter Technician

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	No Comparable Class					
Buena Park	Permit Technician	11	12		20	43
Cypress	Building Services Technician	12	12		20	44
Dana Point	Permit Technician	11			30	41
Fountain Valley	Senior Permit Technician	11	12		24	47
Irvine	Permit Specialist II	11	12		20	43
Laguna Beach	Permit Aide	10	9		22	41
Laguna Niguel	Building Permit Technician	12	12		20	44
Lake Forest	Building Permit Technician	10	12		20	42
Mission Viejo	No Comparable Class					
Newport Beach	Permit Technician II	12			31	43
Orange	Permit Technician	11	12		25	48
Rancho Santa Margarita	Permit Processing Technician	11			33	44
San Clemente	Permit Technician	12	12		22	46
San Juan Capistrano	Permit Technician	12	12		22	46
Tustin	Building Permit Technician	11			31	42
Yorba Linda	Planning Aide	11	12		20	43
Laguna Hills	Building Counter Technician	12	12		20	44
	Average					44
	% +/-					0.6%
	Median					43
	% +/-					2.0%

**Laguna Hills
City Clerk**

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	No Comparable Class					
Buena Park	City Clerk	10	12	5	20	47
Cypress	City Clerk	12	12	4	20	48
Dana Point	City Clerk	11		10	30	51
Fountain Valley	City Clerk	11	12	12	25	60
Irvine	City Clerk	11	12	5	25	53
Laguna Beach	City Clerk	10	9	10	22	51
Laguna Niguel	City Clerk	12	12	5	20	49
Lake Forest	City Clerk	10	12	5	20	47
Mission Viejo	City Clerk	10		5	35	50
Newport Beach	City Clerk	12		10	30	52
Orange	City Clerk (Chief Clerk)	12	12	7	33	64
Rancho Santa Margarita	City Clerk	11		10	33	54
San Clemente	City Clerk	12	12	12	23	59
San Juan Capistrano	City Clerk	12	12	10	22	56
Tustin	No Comparable Class					
Yorba Linda	City Clerk	11	12	5	20	48
Laguna Hills	City Clerk	12	12		20	44
	Average					53
	% +/-					-19.4%
	Median					51
	% +/-					-15.9%

Laguna Hills
City Engineer/Public Works Director

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	City Engineer	12	12	6	23	53
Buena Park	Director of Public Works/City Engineer	10	12	5	20	47
Cypress	Public Works Director/City Engineer	12	12	4	20	48
Dana Point	Director of Public Works & Engineering Services	11		10	30	51
Fountain Valley	Public Works Director	11	12	12	25	60
Irvine	Director of Public Works	11	12	5	25	53
Laguna Beach	Director of Public Works/City Engineer	10	9	10	22	51
Laguna Niguel	Public Works Director/City Engineer	12	12	5	20	49
Lake Forest	Director of Public Works/City Engineer	10	12	5	20	47
Mission Viejo	Director of Public Works	10			35	45
Newport Beach	Public Works Director	12		10	30	52
Orange	Public Works Director	12	12	7	33	64
Rancho Santa Margarita	Public Works Director/City Engineer	11		10	33	54
San Clemente	Public Works Director/City Engineer	12	12	12	23	59
San Juan Capistrano	Public Works Director	12	12	10	22	56
Tustin	Director of Public Works/City Engineer	11		10	31	52
Yorba Linda	Public Works Director/City Engineer	11	12	8	20	51
Laguna Hills	City Engineer/Public Works Director	12	12		20	44
	Average					52
	% +/-					-19.0%
	Median					52
	% +/-					-18.2%

**Laguna Hills
City Manager**

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	City Manager	12	12	10	23	57
Buena Park	City Manager	10	12	5	20	47
Cypress	City Manager	12	12	4	20	48
Dana Point	City Manager	11		10	30	51
Fountain Valley	City Manager	11	12	12	25	60
Irvine	City Manager	11	12	5	25	53
Laguna Beach	City Manager	10	9	10	22	51
Laguna Niguel	City Manager	12	12	12	23	59
Lake Forest	City Manager	10	12	3	20	45
Mission Viejo	City Manager	10		5	35	50
Newport Beach	City Manager	12		15	30	57
Orange	City Manager	12	12	7	33	64
Rancho Santa Margarita	City Manager	11		10	33	54
San Clemente	City Manager	12		12	27	51
San Juan Capistrano	City Manager	12	12	8	22	54
Tustin	City Manager	11		10	31	52
Yorba Linda	City Manager	11	12	10	20	53
Laguna Hills	City Manager	12	12		30	54
	Average					53
	% +/-					1.3%
	Median					53
	% +/-					1.9%

**Laguna Hills
Community Development Director**

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Economic Development Director	12	12	6	23	53
Buena Park	Director of Community Development	10	12	5	20	47
Cypress	Community Development Director	12	12	4	20	48
Dana Point	Director of Community Development	11		10	30	51
Fountain Valley	Planning/Building Director	11	12	12	25	60
Irvine	Director of Community Development	11	12	5	25	53
Laguna Beach	Director of Community Development	10	9	10	22	51
Laguna Niguel	Community Development Director	12	12	5	20	49
Lake Forest	Director of Development Services	10	12	5	20	47
Mission Viejo	Director of Community Development	10			35	45
Newport Beach	Community Development Director	12		10	30	52
Orange	Community Development Director	12	12	7	33	64
Rancho Santa Margarita	Development Services Director	11		10	33	54
San Clemente	Community Development Director	12	12	12	23	59
San Juan Capistrano	Community Development Director	12	12	10	22	56
Tustin	Director of Community Development	11		10	31	52
Yorba Linda	Community Development Director	11	12	8	20	51
Laguna Hills	Community Development Director	12	12		20	44
	Average					52
	% +/-					-19.0%
	Median					52
	% +/-					-18.2%

**Laguna Hills
Community Services Coordinator**

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Community Services Specialist II	12	12		25	49
Buena Park	Community Services Supervisor	11	12		20	43
Cypress	Recreation Coordinator	12	12		20	44
Dana Point	Recreation Supervisor I	11			30	41
Fountain Valley	Recreation Coordinator	11	12		24	47
Irvine	Community Services Program Coordinator	11	12		20	43
Laguna Beach	Recreation Supervisor	10	9		22	41
Laguna Niguel	Recreation Supervisor	12	12	5	20	49
Lake Forest	Recreation Coordinator	10	12		20	42
Mission Viejo	Community Services Supervisor	10			30	40
Newport Beach	Recreation Coordinator	12			31	43
Orange	Recreation Services Supervisor	12	12	5	29	58
Rancho Santa Margarita	Community Services Coordinator	11			33	44
San Clemente	Recreation Coordinator	12	12		22	46
San Juan Capistrano	Community Services Coordinator	12	12		22	46
Tustin	Recreation Coordinator	11			31	42
Yorba Linda	Recreation Supervisor	11	12		20	43
Laguna Hills	Community Services Coordinator	12	12		20	44
	Average					45
	% +/-					-1.6%
	Median					43
	% +/-					2.0%

**Laguna Hills
Community Services Director**

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Community Services Director	12	12	6	23	53
Buena Park	Director of Rec., Parks & Community Services	10	12	5	20	47
Cypress	Recreation and Community Services Director	12	12	4	20	48
Dana Point	Director of Community Services & Parks	11		10	30	51
Fountain Valley	No Comparable Class					
Irvine	Director of Community Services	11	12	5	25	53
Laguna Beach	Asst to CM/Director of Community Services	10	9	10	22	51
Laguna Niguel	Deputy City Manager/Recreation & Admin Svcs	12	12	5	20	49
Lake Forest	Director of Community Services	10	12	5	20	47
Mission Viejo	Director of Recreation & Community Services	10			35	45
Newport Beach	Recreation & Sr Services Director	12		10	30	52
Orange	Community Services Director	12	12	7	33	64
Rancho Santa Margarita	No Comparable Class					
San Clemente	Beaches, Parks & Recreation Director	12	12	12	23	59
San Juan Capistrano	Community Services Director	12	12	10	22	56
Tustin	Director of Parks & Recreation	11		10	31	52
Yorba Linda	Parks and Recreation Director	11	12	8	20	51
Laguna Hills	Community Services Director	12	12		20	44
	Average					52
	% +/-					-17.6%
	Median					51
	% +/-					-15.9%

**Laguna Hills
Community Services Senior Leader**

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	No Comparable Class					
Buena Park	No Comparable Class					
Cypress	Recreation Specialist	12	12		20	44
Dana Point	Recreation Coordinator	11			30	41
Fountain Valley	No Comparable Class					
Irvine	Community Services Specialist	11	12		20	43
Laguna Beach	No Comparable Class					
Laguna Niguel	Recreation Coordinator	12	12		20	44
Lake Forest	Recreation Specialist	10	12		20	42
Mission Viejo	Community Services Coordinator	10			30	40
Newport Beach	Assistant Recreation Coordinator	12			31	43
Orange	Recreation Services Coordinator	11	12		25	48
Rancho Santa Margarita	Community Services Specialist	11			33	44
San Clemente	Recreation Specialist	12	12		22	46
San Juan Capistrano	No Comparable Class					
Tustin	Recreation Program Specialist	11			31	42
Yorba Linda	Recreation Coordinator	11	12		20	43
Laguna Hills	Community Services Senior Leader	12	12		20	44
	Average					43
	% +/-					1.6%
	Median					43
	% +/-					2.1%

**Laguna Hills
Community Services Superintendent**

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Community Services Manager	12	12	6	23	53
Buena Park	Parks & Facilities Manager	10	12	5	20	47
Cypress	Recreation & Community Services Superintende	12	12	4	20	48
Dana Point	Recreation Manager	11		10	30	51
Fountain Valley	Community Services Supervisor	11	12	12	24	59
Irvine	Community Services Superintendent	11	12	5	20	48
Laguna Beach	No Comparable Class					
Laguna Niguel	Deputy Director of Recreation	12	12	5	20	49
Lake Forest	Recreation Program Manager	10	12	3	20	45
Mission Viejo	Community Services Manager	10			35	45
Newport Beach	Recreation Manager	12		10	30	52
Orange	Recreation Services Manager	12	12	6	31	61
Rancho Santa Margarita	No Comparable Class					
San Clemente	Recreation Manager	12	12	8	23	55
San Juan Capistrano	Community Services Manager	12	12	8	22	54
Tustin	Recreation Superintendent	11		10	31	52
Yorba Linda	Recreation Superintendent	11	12	5	20	48
Laguna Hills	Community Services Superintendent	12	12		20	44
	Average					51
	% +/-					-15.9%
	Median					51
	% +/-					-15.9%

Laguna Hills
Deputy City Clerk

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	No Comparable Class					
Buena Park	Senior Secretary	11	12		20	43
Cypress	Recording Secretary/Deputy City Clerk	12	12		20	44
Dana Point	City Clerk Specialist	11			30	41
Fountain Valley	Deputy City Clerk	11	12		24	47
Irvine	Deputy City Clerk II	11	12		20	43
Laguna Beach	Deputy City Clerk	10	9		22	41
Laguna Niguel	Deputy City Clerk	12	12		20	44
Lake Forest	Records Specialist	10	12		20	42
Mission Viejo	City Clerk Specialist	10			30	40
Newport Beach	Deputy City Clerk	12		10	30	52
Orange	Administrative Specialist	12	12	6	31	61
Rancho Santa Margarita	Deputy City Clerk	11			33	44
San Clemente	Deputy City Clerk	12	12		22	46
San Juan Capistrano	Deputy City Clerk	12	12		22	46
Tustin	City Clerk Services Specialist	11			31	42
Yorba Linda	Deputy City Clerk	11	12		20	43
Laguna Hills	Deputy City Clerk	12	12		20	44
	Average					45
	% +/-					-2.0%
	Median					44
	% +/-					1.0%

**Laguna Hills
Finance Manager**

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Financial Services Manager	12	12	6	23	53
Buena Park	Fiscal Services Manager	10	12	5	20	47
Cypress	Finance Manager/Asst Dir	12	12	4	20	48
Dana Point	Accounting/Data Processing Manager	11		10	30	51
Fountain Valley	Accounting Manager	11	12	12	24	59
Irvine	Manager, Fiscal Services	11	12	5	25	53
Laguna Beach	Finance Officer	10	9	10	22	51
Laguna Niguel	Budget & Accounting Officer	12	12	5	20	49
Lake Forest	Accounting Manager	10	12	3	20	45
Mission Viejo	Accounting Manager	10			35	45
Newport Beach	Accounting Manager	12		10	30	52
Orange	Accounting Manager	12	12	6	31	61
Rancho Santa Margarita	No Comparable Class					
San Clemente	Financial Services Manager	12	12	8	23	55
San Juan Capistrano	Accounting Manager	12	12	8	22	54
Tustin	Finance Manager	11		10	31	52
Yorba Linda	Financial Services Manager	11	12	5	20	48
Laguna Hills	Finance Manager	12	12		20	44
	Average					51
	% +/-					-16.6%
	Median					52
	% +/-					-17.0%

**Laguna Hills
Parks Supervisor**

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	No Comparable Class					
Buena Park	Parks & Facilities Manager	10	12	5	20	47
Cypress	No Comparable Class					
Dana Point	Parks Supervisor	11			30	41
Fountain Valley	No Comparable Class					
Irvine	Landscape Maintenance Supervisor	11	12	5	20	48
Laguna Beach	No Comparable Class					
Laguna Niguel	Park Maintenance and Contract Supervisor	12	12		20	44
Lake Forest	No Comparable Class					
Mission Viejo	Public Services Supervisor	10			35	45
Newport Beach	Park Maintenance Supervisor	12		10	30	52
Orange	Parks Maintenance Supervisor	12	12	5	29	58
Rancho Santa Margarita	No Comparable Class					
San Clemente	Beaches & Parks Maintenance Manager	12	12	8	23	55
San Juan Capistrano	No Comparable Class					
Tustin	Maintenance Sueprvisor - Landscape	11		10	31	52
Yorba Linda	Park Maintenance Supervisor	11	12		20	43
Laguna Hills	Parks Supervisor	12	12		20	44
	Average					48
	% +/-					-10.0%
	Median					48
	% +/-					-8.0%

**Laguna Hills
Public Works Supervisor**

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Maintenance Services Supervisor	12	12		25	49
Buena Park	Street Maintenance Superintendent	10	12	5	20	47
Cypress	Public Works Maintenance Supervisor	12	12	4	20	48
Dana Point	Street Manager/Public Works Inspector	11		10	30	51
Fountain Valley	Public Services Supervisor	11	12	12	24	59
Irvine	Street Maintenance Supervisor	11	12	5	20	48
Laguna Beach	Maintenance Supervisor	10	9		22	41
Laguna Niguel	No Comparable Class					
Lake Forest	Public Works Supervisor	10	12	3	20	45
Mission Viejo	Public Services Supervisor	10			35	45
Newport Beach	Street Maintenance Supervisor	12		10	30	52
Orange	Public Works Maintenance Supervisor	12	12	5	29	58
Rancho Santa Margarita	No Comparable Class					
San Clemente	Maintenance Operations Supervisor	12	12	8	23	55
San Juan Capistrano	Public Works Supervisor	12	12		22	46
Tustin	Maintenance Supervisor - Streets & Facilities	11		10	31	52
Yorba Linda	Maintenance Contract Administrator	11	12		20	43
Laguna Hills	Public Works Supervisor	12	12		20	44
	Average					49
	% +/-					-11.8%
	Median					48
	% +/-					-9.1%

Laguna Hills
Receptionist/Secretary/Cashier

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Administrative Clerk II	12	12		25	49
Buena Park	Sr. Typist Clerk	11	12		20	43
Cypress	Office Assistant II	12	12		20	44
Dana Point	Secretary	11			30	41
Fountain Valley	Office Specialist II	11	12		24	47
Irvine	Office Specialist	11	12		20	43
Laguna Beach	Office Specialist	10	9		22	41
Laguna Niguel	Clerk Typist	12	12		20	44
Lake Forest	Senior Office Specialist	10	12		20	42
Mission Viejo	Department Assistant	10			30	40
Newport Beach	Office Assistant	12			31	43
Orange	Administrative Specialist	11	12		25	48
Rancho Santa Margarita	Receptionist/Secretary	11			33	44
San Clemente	Office Specialist II	12	12		22	46
San Juan Capistrano	Office Assistant	12	12		22	46
Tustin	Office Support Specialist	11			31	42
Yorba Linda	Office Assistant II	11	12		20	43
Laguna Hills	Receptionist/Secretary/Cashier	12	12		20	44
	Average					44
	% +/-					0.4%
	Median					43
	% +/-					2.0%

Laguna Hills
Sr Management Analyst

Survey Agency	Comparable Class	Holidays	Sick	Admin	Vac Max	Total Leave
Brea	Senior Management Analyst	12	12		25	49
Buena Park	Senior Management Analyst	10	12	5	20	47
Cypress	No Comparable Class					
Dana Point	Sr Management Analyst	11			30	41
Fountain Valley	Sr Management Analyst	11	12	12	24	59
Irvine	Senior Management Analyst	11	12	5	20	48
Laguna Beach	No Comparable Class					
Laguna Niguel	No Comparable Class					
Lake Forest	No Comparable Class					
Mission Viejo	Senior Management Analyst	10			35	45
Newport Beach	Senior HR Analyst	12		10	30	52
Orange	Senior Administrative Analyst	12	12	6	31	61
Rancho Santa Margarita	Sr Management Analyst	11			33	44
San Clemente	Senior Management Analyst	12	12	8	23	55
San Juan Capistrano	Sr Management Analyst	12	12	8	22	54
Tustin	Senior Management Analyst	11			31	42
Yorba Linda	No Comparable Class					
Laguna Hills	Sr Management Analyst	12	12		20	44
	Average					50
	% +/-					-12.8%
	Median					49
	% +/-					-10.2%

CITY OF LAGUNA HILLS

AGENDA REPORT PUBLIC SERVICES DEPARTMENT

ISSUE: SANTA MARIA AVENUE IMPROVEMENT PROJECT

SUMMARY:

The City Council requested a staff report on the status of the Santa Maria Avenue Improvement Project in response to resident inquiries at the meeting of June 14, 2011. Two Santa Maria Avenue projects are under construction by the City of Laguna Woods. The City of Laguna Hills is financially participating in the street improvement project within our boundary based upon the slightly less than 25% of project length that exists in the City of Laguna Hills. The street improvement project entails the pavement rehabilitation of the street and the construction of a raised median island to complete a continuous median island along the length of Santa Maria Avenue. Four travel lanes will remain upon completion of the projects and will necessarily eliminate parking over a portion of Santa Maria Avenue where the existing roadway narrows. The street improvement project is consistent with the policies of the City of Laguna Hills to construct raised median islands on all arterial highways and the historic practice of eliminating parking along most arterial highway locations. The City of Laguna Woods is also constructing a cart path improvement project along a portion of Santa Maria Avenue as a separate project wholly within their jurisdiction and not involving the City of Laguna Hills. The City of Laguna Woods has agreed to evaluate the need for stop sign controls at intersections with Santa Maria Avenue. It is recommended that City Council receive and file this report.

BACKGROUND:

There are currently two projects under construction along Santa Maria Avenue from Moulton Parkway to the westerly end of the street. The projects consist of a street improvement project and a cart path improvement project. Both projects are being administered by the City of Laguna Woods as they control most of this arterial highway. Slightly less than 25% of the project length is in the City of Laguna Hills. Please see the attached aerial photograph of the site. Two residents requested more information on the projects during public comments at the June 14, 2011, City Council meeting, and the City Council directed the preparation of this staff report.

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THE REPORT.

Agenda Report
Santa Maria Improvement Project
Page 2

The Santa Maria Avenue street improvement project consists of typical pavement and concrete rehabilitation and the construction of a raised median island where it does not yet exist along this four-lane arterial highway. The City agreed to financially participate in this project by approval of a Cooperative Agreement with the City of Laguna Woods on April 12, 2011. The City is benefitting in joining the City of Laguna Woods' project as our short section of street is being improved as a part of a larger more cost effective project. The street improvement project is approximately 50% complete including the median islands and various pavement repairs. In the next few weeks, the pavement resurfacing will be completed.

The cart path improvement project along portions of Santa Maria Avenue is wholly within the City of Laguna Woods and consists of a cart path physically separated from the street along the south side of Santa Maria Avenue from Via Vista (coincident with a gate entering Laguna Woods Village) to Moulton Parkway. A short section of cart path is also being constructed on the north side of Santa Maria Avenue from Moulton Parkway to the entrance of the Moulton Plaza Shopping Center. The cart path project is substantially complete.

Upon completion of both of the above described projects, Santa Maria Avenue will continue to have two lanes of traffic in both directions. The completion of the raised median island along the length of Santa Maria Avenue will necessarily require the elimination of on-street parking over the portions of the roadway at which the width narrows. This condition begins, in the westerly direction, at about mid-way between San Remo Drive and Santa Vittoria Drive. There are no fronting residential or commercial interests along Santa Maria Avenue and no compelling reason to allow parking on this arterial highway. As a general practice, the City prohibits parking along arterial highways (particularly to control undesired truck parking) and, in 1996, following the annexation of the north Laguna Hills area, the City Council adopted Resolution No. 96-09-10-1, which prohibited parking along all of Lake Forest Drive, Moulton Parkway, Ridge Route Drive, and Avenida de la Carlota. Santa Maria Avenue was not included in that parking restriction as most of the roadway is in another jurisdiction (the County of Orange at that time) and no parking was observed to be occurring on the roadway.

Santa Maria Avenue near the City's Santa Vittoria Park and across the frontage of the San Joaquin Elementary School is now in the jurisdiction of the City of Laguna Woods. The control of parking at this location is primarily under that City's authority. The entrance to the school and its parking lot, and the main access to the City's park, exists off of internal streets north of Santa Maria Avenue. Upon completion of the Santa Maria Avenue projects, substantial parking resources will continue to be available on Santa Vittoria Drive, Barbera, and other internal streets to serve the needs of the school and park.

The construction of the raised median island on Santa Maria Avenue is consistent with the City's practices. In 1992, the City Council adopted Resolution No. 92-04-14-2, which states, in part, "There is hereby established a policy that all arterial highways shall include the installation of raised and landscaped median islands." When landscaped in the future, the continuous median island in Santa Maria Avenue will add an enhancement to the streetscape of this area.

In the past several years, the Orange County Transportation Authority has been processing a request by several agencies to delete Santa Maria Avenue, over its entire length, and Ridge Route Drive, westerly of Santa Vittoria Drive, from the Master Plan of Arterial Highways (MPAH). Upon completion of that process, Santa Maria Avenue will become a local street, typically referred to as a collector street. The staff of the City of Laguna Woods has informally expressed a desire to convert Santa Maria Avenue from a four-lane to a two-lane street upon completion of the MPAH deletion. The City of Laguna Woods staff's suggested concept for a future Santa Maria Avenue has neither been evaluated nor approved by the City of Laguna Hills. However, if, in the future, that concept was implemented, on-street parking could return to those portions of Santa Maria Avenue that are now facing the elimination of parking. The traffic volumes on Santa Maria Avenue can be accommodated within one lane of traffic in each direction.

In response to citizen comments, Laguna Hills staff has asked the Laguna Woods staff to conduct an evaluation of the need for multi-way stop sign controls at the intersections of Santa Maria Avenue at San Remo Drive and at Santa Maria Avenue at Santa Vittoria Drive. The Laguna Woods staff has indicated they will have the studies conducted to determine if the State standards are met for this traffic control. However, the traffic counts and studies will likely be deferred until the fall to avoid the influence of construction on traffic counts and to make sure the school is in session.

The Santa Maria Avenue improvement project is consistent with the City's enhancement plans for major streets and staff does not recommend changes to the current street improvement project.

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THE REPORT.

ATTACHMENTS:

- Aerial Photo



City of Laguna Hills

SANTA MARIA AVENUE



0 540 Feet

Date Created: 6/15/2011

