

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting
Wednesday, June 16, 2021
2:00 p.m.

Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637

Shari L. Horne
Mayor

Carol Moore
Mayor Pro Tem

Cynthia Conners
Councilmember



Noel Hatch
Councilmember

Ed H. Tao
Councilmember

Welcome to a meeting of the Laguna Woods City Council!

This meeting may be recorded, televised, and made publicly available.

Public Comments: Persons wishing to address the City Council are requested to complete and submit a speaker card to City staff. Speaker cards are available near the entrance to the meeting location. Persons wishing to address the City Council on an item appearing on this agenda will be called upon at the appropriate time during the item's consideration. Persons wishing to address the City Council on an item *not* appearing on the agenda will be called upon during the "Public Comments" item. Persons who do not wish to submit a Speaker Card, or who wish to remain anonymous, may indicate their desire to speak from the floor. Speakers are requested, but not required, to identify themselves.

Americans with Disabilities Act (ADA): It is the intention of the City to comply with the ADA. If you need assistance to participate in this meeting, please contact either the City Clerk's Office at (949) 639-0500/TTY (949) 639-0535 or the California Relay Service at (800) 735-2929/TTY (800) 735-2922. The City requests at least two business days' notice in order to effectively facilitate the provision of reasonable accommodations.

REGULAR MEETING SCHEDULE

The Laguna Woods City Council meets regularly on the third Wednesday of each month at 2 p.m.

AGENDA POSTING AND AVAILABILITY

Regular and Adjourned Regular Meetings: Pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act, the City of Laguna Woods posts agendas at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City’s website (www.cityoflagunawoods.org); and, at other locations designated by Resolution No. 17-30, at least 72 hours in advance of regular and adjourned regular meetings. Agendas and agenda materials are available at Laguna Woods City Hall during normal business hours and on the City’s website. Printed copies of agendas and agenda materials are provided at no charge in advance of meetings. After meetings have occurred, a per page fee is charged for printed copies.

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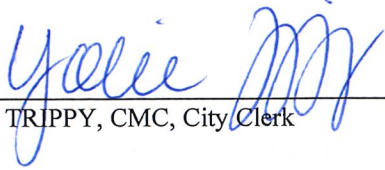
FOR ADDITIONAL INFORMATION

For additional information, please contact the City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535, cityhall@cityoflagunawoods.org, or 24264 El Toro Road, Laguna Woods, California 92637.

AFFIDAVIT OF POSTING

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, Yolie Trippy, City Clerk, City of Laguna Woods, hereby certify under penalty of perjury that this agenda was posted at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City’s website (www.cityoflagunawoods.org); and, at other locations designated by Resolution No. 17-30, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.



YOLIE TRIPPY, CMC, City Clerk

6-11-21

Date

NOVEL CORONAVIRUS (COVID-19) NOTICE

Please exercise caution when attending City Council meetings. If you attend this meeting, please wear a face covering, maintain a distance of six feet or more between yourself and others, wash your hands with soap and water before and after the meeting, and refrain from handshaking and other physical contact.

OPTIONS FOR PUBLIC COMMENTS

1. Attend the meeting in-person.

2. Submit public comments in writing. Written public comments may be submitted via email (cityhall@cityoflagunawoods.org) or by mail (Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637), provided that they are received by the City prior to 2:00 p.m. on the day of the meeting. Written public comments may be read or summarized to the City Council at the meeting, and parties submitting comments should be aware that their email addresses and any information submitted may be disclosed or become a matter of public record. No party should expect privacy of such information.

3. Make public comments by telephone. Dial (669) 900-6833. When prompted enter the following meeting ID: 934 6090 2433 followed by pound (#) and the following meeting passcode: 297119 followed by pound (#). When an item you wish to comment on is discussed, press *9 on your phone to raise your hand. When it is your turn, you will be unmuted and able to speak. Please note that your telephone number will be visible to the City. No party should expect privacy of such information.

4. Make oral public comments by computer.

- Visit www.zoom.us
- Click on “Join a Meeting” toward the top right of the webpage
- Enter the following meeting ID: 934 6090 2433
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 297119
- Enter a name and email address as required by Zoom

When an item you wish to comment on is discussed, click on “Raise Hand.” When it is your turn, you will be unmuted and able to speak. Please note that information you enter into Zoom will be visible to the City. No party should expect privacy of such information.

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Pride Month – June 2021

Recommendation: Approve the proclamation.

4.2 Immigrant Heritage Month – June 2021

Recommendation: Approve the proclamation.

4.3 OC Human Relations Presentation

Recommendation: Receive and file.

V. PUBLIC COMMENTS

About Public Comments: This is the time and place for members of the public to address the City Council on items *not* appearing on this agenda. Pursuant to state law, the City Council is unable to take action on such items, but may engage in brief discussion, provide direction to City staff, or schedule items for consideration at future meetings.

VI. CONSENT CALENDAR

About the Consent Calendar: All items listed on the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the City Council, City staff, or the public requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

6.1 City Council Minutes

Recommendation: Approve the City Council meeting minutes for the adjourned regular meeting on May 5, 2021.

6.2 City Treasurer’s Report

Recommendation: Receive and file the City Treasurer’s Report for the month of May 2021.

6.3 Warrant Register

Recommendation: Approve the warrant register dated June 16, 2021 in the amount of \$443,281.64.

6.4 Coronavirus Local Fiscal Recovery Funds

Recommendation: Authorize the City Manager to take the actions necessary to request, accept, and administer the City’s allocation from the federal Coronavirus Local Fiscal Recovery Fund (H.R. 1319, American Rescue Plan Act of 2021) including, but not limited to, the submittal of applications, reporting of information, and execution of agreements and certifications.

6.5 Ad Hoc Library Aesthetics Committee

Recommendation: Extend the term of the City Council-appointed Ad Hoc Library Aesthetics Committee (Mayor Pro Tem Moore and Councilmember Hatch) from June 30, 2021 to July 31, 2021.

VII. PUBLIC HEARINGS

VIII. CITY COUNCIL BUSINESS

8.1 Fiscal Years 2021-23 Budget and Work Plan & Fiscal Years 2021-32 Capital Improvement Program Development

Recommendation: Provide direction to staff.

8.2 Employee Compensation and Benefits

Recommendation: Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 19-26 AND ESTABLISHING A

COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

IX. CITY COUNCIL REPORTS AND COMMENTS

About City Council Comments and Reports: This is the time and place for members of the City Council to provide reports on meetings attended including, but not limited to, meetings of regional boards and entities to which they have been appointed to represent the City and meetings attended at the expense of the City pursuant to California Government Code Section 53232.3. Members of the City Council may also make other comments and announcements.

- 9.1 Coastal Greenbelt Authority
Councilmember Conners; Alternate: Councilmember Tao
- 9.2 Orange County Fire Authority
Councilmember Hatch
- 9.3 Orange County Library Advisory Board
Mayor Pro Tem Moore; Alternate: Councilmember Tao
- 9.4 Orange County Mosquito and Vector Control District
Mayor Horne
- 9.5 San Joaquin Hills Transportation Corridor Agency
Councilmember Conners; Alternate: Mayor Pro Tem Moore
- 9.6 South Orange County Watershed Management Area
Mayor Pro Tem Moore; Alternate: Councilmember Hatch
- 9.7 Other Comments and Reports

X. CLOSED SESSION

XI. CLOSED SESSION REPORT

XII. ADJOURNMENT

Next Adjourned Regular Meeting: Wednesday, June 23, 2021 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

Next Regular Meeting: Wednesday, July 21, 2021 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

**4.1
PROCLAMATION –
PRIDE MONTH – JUNE 2021**

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**Proclamation
City of Laguna Woods
Pride Month
June 2021**

WHEREAS, Laguna Woods draws strength and vitality from the diversity of those who live, work, visit, and otherwise contribute to our community; and

WHEREAS, diversity, reason, and respect are hallmarks of a civilized society and vital to maintaining the extraordinary character of our community; and

WHEREAS, there are residents, members of the business community, and others who are a part of the lesbian, gay, bisexual, and transgender community; and

WHEREAS, Pride Month is an opportunity to reflect on the ways that we can all come together with a commitment to mutual respect and consideration; and

WHEREAS, the City of Laguna Woods opposes discrimination in all its forms and supports the fair and equitable treatment of all people.

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby proclaim June 2021 as “Pride Month” in the City of Laguna Woods and encourages individuals to support understanding, to fight prejudice and discrimination in their own lives, and to treat others with dignity and respect.

Dated this 16th day of June, 2021

Shari L. Horne
Mayor

Attest: Yolie Trippy, CMC
City Clerk

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4.2
PROCLAMATION –
IMMIGRANT HERITAGE MONTH – JUNE 2021

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**Proclamation
City of Laguna Woods
Immigrant Heritage Month
June 2021**

WHEREAS, generations of immigrants from every corner of the globe have built our country's economy and created the unique character of our nation; and

WHEREAS, immigrants provide our nation with a diversity of social and cultural influence, fundamentally enhancing its extraordinary character; and

WHEREAS, immigrants continue to grow businesses, innovate, strengthen the economy, and otherwise serve communities throughout this nation; and

WHEREAS, throughout history, immigrants have sought not only to secure their own rights and access to equal opportunity, but have also campaigned and advocated for a fairer and more just society for all Americans; and

WHEREAS, hosts of Laguna Woods residents have rich immigrant heritages, which though often unnoticed, benefit the fabric and vitality of our community.

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby proclaim June 2021 as "Immigrant Heritage Month" in the City of Laguna Woods and encourages reflection on the contributions that immigrants have made and continue to make, both locally and throughout our nation.

Dated this 16th day of June, 2021

Shari L. Horne
Mayor

Attest: Yolie Trippy, CMC
City Clerk

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4.3
OC HUMAN RELATIONS PRESENTATION
(NO REPORT)

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6.0
CONSENT CALENDAR SUMMARY

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: June 16, 2021 Regular Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the June 16, 2021 Consent Calendar by single motion and City Council action.

Background

All items listed on the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the City Council, staff, or the public requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

Summary

The June 16, 2021 Consent Calendar contains the following items:

- 6.1 Approval of the City Council meeting minutes for the adjourned regular meeting on May 5, 2021.
- 6.2 Approval of a motion to receive and file the City Treasurer's Report for the month of May 2021.
- 6.3 Approval of the warrant register dated June 16, 2021 in the amount of \$443,281.64. A list of warrants is included in the agenda packet; detailed information about individual warrants is available at or from City Hall.

- 6.4 Authorization for the City Manager to take the actions necessary to request, accept, and administer the City's allocation from the federal Coronavirus Local Fiscal Recovery Fund (H.R. 1319, American Rescue Plan Act of 2021) including, but not limited to, the submittal of applications, reporting of information, and execution of agreements and certifications. The City's estimated allocation is \$3,791,657. Three initial documents that an authorized representative of the City is required to complete and submit as part of the funds request process are attached (attachments A, B, and C).
- 6.5 Extension of the term of the City Council-appointed Ad Hoc Library Aesthetics Committee (Mayor Pro Tem Moore and Councilmember Hatch) from June 30, 2021 to July 31, 2021. The Ad Hoc Library Aesthetics Committee was appointed on April 7, 2021 to work with staff to (1) select finish materials and (2) provide input on the design of the outdoor activity space for the City Hall/Public Library Project. With the redesign of the City Hall/Public Library Project still in process, staff recommends that the term of the Ad Hoc Library Aesthetics Committee be extended.

6.1
CITY COUNCIL MINUTES

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**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
ADJOURNED REGULAR MEETING
May 5, 2021
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

Mayor Horne called the Adjourned Regular Meeting of the City Council of the City of Laguna Woods to order at 2:00 p.m.

All Councilmembers, City Manager Macon, City Attorney Cosgrove, and City Clerk Trippy were present in-person at the meeting location.

Technical difficulties ensued.

At 2:12 p.m., City Manager Macon suggested that the City Council take a recess until 2:30 p.m. to allow time to resolve the technical difficulties.

At City Manager Macon's suggestion, Mayor Horne called for a recess until 2:45 p.m. to allow time to resolve the technical difficulties and for the Councilmembers to return to their homes to participate in the meeting via teleconference.

The meeting was called back to order at 2:45 p.m.

II. ROLL CALL

COUNCILMEMBER: PRESENT: Conners, Hatch, Tao, Moore, Horne
 ABSENT: -

All Councilmembers participated via teleconference as permitted by Governor Newsom's Executive Order N-29-20 (dated March 17, 2020).

STAFF PRESENT: City Manager Macon, City Attorney Cosgrove, City Clerk Trippy

City Manager Macon and City Clerk Trippy participated in-person at the meeting location.

City Attorney Cosgrove participated via teleconference.

III. PLEDGE OF ALLEGIANCE

Councilmember Conners led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS – None

V. PUBLIC COMMENT

City Manager Macon read email correspondence that was sent by Michelle Schumacher, titled “Public Comments for the Next Meeting”, dated April 18, 2021 11:38 a.m. regarding the Transportation Corridor Agencies. That correspondence is noted and included in the public record.

City Manager Macon read email correspondence that was sent by Denise Colber (signed “Marie C.”), titled “Public Comments”, dated April 19, 2021 4:17 p.m. regarding the Transportation Corridor Agencies. That correspondence is noted and included in the public record.

VI. CONSENT CALENDAR

Moved by Councilmember Conners, seconded by Mayor Pro Tem Moore, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 6.1 – 6.9. This vote was conducted by roll call.

6.1 City Council Minutes

Approved the City Council meeting minutes for the regular meeting on March 17, 2021.

6.2 City Treasurer’s Report

Received and filed the City Treasurer’s Report for the month of March 2021.

6.3 Warrant Register

Approved the warrant register dated May 5, 2021 in the amount of \$596,597.55.

6.4 Employee Benefits

Adopted a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING AND ADOPTING AMENDMENTS OF THE INTERNAL REVENUE CODE SECTION 125 FLEXIBLE BENEFITS PLAN FOR CITY EMPLOYEES AND TAKING OTHER ACTIONS RELATED TO THE ADMINISTRATION, OPERATION, AND MAINTENANCE OF THE FLEXIBLE BENEFITS PLAN

6.5 Code Enforcement Services

Approved an agreement with Willdan Engineering for code enforcement services and

authorized the Mayor to execute the agreement, subject to approval as to form by the City Attorney.

6.6 Law Enforcement Services

Approved an agreement with the County of Orange for law enforcement services and authorized the Mayor to execute the agreement, subject to approval as to form by the City Attorney.

6.7 EnerGov and Incode Software

1. Waived the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding.

AND

2. Approved an agreement with Tyler Technologies, Inc. for Software as a Service (“SaaS”) pertaining to the use of EnerGov and Incode software and authorized the Mayor to execute the agreement, subject to approval as to form by the City Attorney.

6.8 General Plan Housing Element Update Services

1. Waived the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding.

AND

2. Authorized the City Manager to execute agreements with LSA Associates, Inc. in a total amount not to exceed \$95,000 for General Plan Housing Element Update services, subject to approval as to form by the City Attorney.

6.9 City Hall Refurbishment and Safety Project: Phase 2

1. Approved final record plans and specifications reflecting completion of the “City Hall Refurbishment and Safety Project: Phase 2”.

AND

2. Accepted project completion of the contract agreement with New Millennium Construction Services for the “City Hall Refurbishment and Safety Project: Phase 2”.

AND

3. Release contract retention in the amount of \$8,828.96 withheld per California Government Code 35 days following recordation of the Notice of Completion with the County of Orange, provided no Stop Notices are on file with the City preventing

the release of the contract retention.

AND

4. Exonerate project posted bonds 35 days following recordation of the Notice of Completion with the County of Orange.

VII. PUBLIC HEARINGS – None

VIII. CITY COUNCIL BUSINESS

8.1 Regional Housing Needs Assessment (RHNA) and General Plan Housing Element Update

City Manager Macon made a presentation.

Cash Achrekar, resident, asked a question regarding the item.

City Manager Macon responded to Mr. Achrekar’s question.

Mr. Achrekar asked several additional questions regarding the item.

City Attorney Cosgrove responded to Mr. Achrekar’s questions.

Councilmembers discussed the item and staff answered related questions.

Suellen Zima, resident, was offered two opportunities to make public comments remotely by computer; however, no public comments were received.

Mayor Horne suggested that Ms. Zima call in to provide public comments.

City Attorney Cosgrove noted that public comments can also be submitted in writing.

Councilmembers discussed the item and staff answered related questions.

8.2 Ad Hoc Audit Committee

Mayor Horne and City Manager Macon introduced the item.

Moved by Councilmember Conners, seconded by Councilmember Hatch, and carried unanimously on a 5-0 vote, to appoint Councilmember Conners and Mayor Pro Tem Moore to an Ad Hoc Audit Committee beginning immediately through November 17, 2021 to work with the City’s independent auditors on matters related to the Fiscal Year 2020-21 audit. This vote was conducted by roll call.

IX. CITY COUNCIL REPORTS AND COMMENTS

9.1 Coastal Greenbelt Authority

Councilmember Connors stated that there had been no meeting since the last meeting and noted an upcoming meeting.

9.2 Orange County Fire Authority

Councilmember Hatch provided a report.

9.3 Orange County Library Advisory Board

Mayor Pro Tem Moore provided a report.

9.4 Orange County Mosquito and Vector Control District

Mayor Horne stated that there had been no meeting since the last meeting.

9.5 San Joaquin Hills Transportation Corridor Agency

Councilmember Connors provided a report and briefly responded to the Transportation Corridor Agency-related public comments read earlier in the meeting.

9.6 South Orange County Watershed Management Area

Mayor Pro Tem Moore stated that there had been no meeting since the last meeting.

9.7 Other Comments and Reports

Mayor Horne commented on the California Senior Legislature's Senior Rally Day and responded to a related question from Mayor Pro Tem Moore.

Councilmember Tao commented on the proclamation denouncing hate crimes, hateful rhetoric, and hateful acts from the April 7, 2021 City Council meeting.

X. CLOSED SESSION – None

XI. CLOSED SESSION REPORT – None

XII. ADJOURNMENT

The meeting was adjourned at 4:04 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, May 19, 2021 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, CMC, City Clerk

Approved: June 16, 2021

SHARI L. HORNE, Mayor

6.2
CITY TREASURER'S REPORT

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City of Laguna Woods
City Treasurer's Report
 For the Month Ended May 31, 2021

ITEM 6.2

CASH AND INVESTMENTS

	Beginning Balances As of 4/30/21	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 5/31/21	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 1)	\$ 894,353	\$ 1,751,133	\$ (443,865)	\$ (1,500,000)	\$ 701,622	5.55%	
Cash Balances, Multi-Bank Securities (MBS) Account (Note 2 and 4)	\$ 1,342	\$ 7,604	\$ (1,490)	\$ -	\$ 7,456	0.06%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	\$ 12,893	\$ 4,826	\$ (7,604)	\$ -	\$ 10,114	0.08%	
Petty Cash	\$ 1,417	\$ 583	\$ (229)	\$ -	\$ 1,771	0.01%	
Total Cash and Cash Equivalents	\$ 910,005	\$ 1,764,146	\$ (453,188)	\$ (1,500,000)	\$ 720,964	5.70%	100.00%
Pooled Money Investment Accounts							
Local Agency Investment Fund (LAIF) (Notes 2 and 3)	\$ 2,716,529	\$ -	\$ -	\$ -	\$ 2,716,529	21.49%	
Orange County Investment Pool (OCIP) (Notes 2 and 3)	\$ 5,680,904	\$ -	\$ -	\$ 1,500,000	\$ 7,180,904	56.81%	
Total Pooled Money Investment Accounts	\$ 8,397,433	\$ -	\$ -	\$ 1,500,000	\$ 9,897,433	78.29%	90.00%
Investments - Interest and Income Bearing							
Certificates of Deposit (fair value) (Note 2)	\$ 2,025,147	\$ -	\$ -	\$ (2,253)	\$ 2,022,894	16.00%	
Total Investments - Interest and Income Bearing	\$ 2,025,147	\$ -	\$ -	\$ (2,253)	\$ 2,022,894	16.00%	30.00%
TOTAL	\$ 11,332,584	\$ 1,764,146	\$ (453,188)	\$ (2,253)	\$ 12,641,290	100.00%	

Summary of Total Cash, Cash Equivalents, and Investments:

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	\$ (2,023,869)	\$ 2,725,490	\$ 701,622
Cash Balances, MBS Account	\$ 7,456	\$ -	\$ 7,456
Earned Interest in Transit and Accrued Interest, MBS Account	\$ 10,114	\$ -	\$ 10,114
Petty Cash	\$ 1,771	\$ -	\$ 1,771
LAIF	\$ 2,716,529	\$ -	\$ 2,716,529
OCIP	\$ 7,180,904	\$ -	\$ 7,180,904
Certificates of Deposit	\$ 2,022,894	\$ -	\$ 2,022,894
Totals	\$ 9,915,800	\$ 2,725,490	\$ 12,641,290

(See NOTES on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
For the Month Ended May 31, 2021

ITEM 6.2

CASH AND INVESTMENTS

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate (Note 4)	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
Money Funds and Certificate of Deposits (CDs, Federal Deposit Insurance Corporation [FDIC] Insured)														
254673RS7	2018-5	DISCOVER BANK (#5649)	36 months	07/11/18	07/18/18	245,000	246,049	245,000	3.000	Semi-Annual	01/18/19	Green***	3.000	07/19/21
87164YQG2	2018-8	SYNCHRONY BANK RETAIL/MORGAN	60 months	05/19/17	05/19/17	100,000	102,288	99,144	2.470	Semi-Annual	11/19/17	Green***	2.400	05/19/22
90348JEA4	2018-6	UBS BANK USA	48 months	10/01/18	10/05/18	245,000	255,476	245,000	3.250	Monthly	11/05/18	Green***	3.250	10/05/22
61760ARV3	2018-7	MORGAN STANLEY PRIVATE BK NATL	60 months	11/06/18	11/15/18	245,000	265,435	245,000	3.550	Semi-Annual	05/15/19	Green***	3.550	11/15/23
02589AA28	2018-9	AMERICAN EXPRESS NATL	60 months	12/04/18	12/04/18	240,000	260,338	240,000	3.550	Semi-Annual	06/04/19	Green***	3.550	12/04/23
33715LCZ1	2018-10	FIRST TECHNOLOGY FED CU MTN VIEW	60 months	12/07/18	12/12/18	245,000	266,246	245,000	3.600	Monthly	01/12/19	Green***	3.600	12/12/23
949763ZA7	2019-1	WELLS FARGO BK N A	60 months	04/09/19	04/10/19	245,000	263,434	245,000	2.850	Monthly	05/10/19	Green*	2.850	04/10/24
75472RBB6	2020-1	RAYMOND JAMES BK NATL ASSN	60 months	02/06/20	02/14/20	245,000	258,000	245,000	1.750	Semi-Annual	08/14/20	Green***	1.750	02/14/25
59013KGJ9	2020-2	MERRICK BANK	60 months	03/24/20	03/31/20	100,000	105,628	100,000	1.800	Monthly	05/01/20	Green***	1.800	03/31/25
Accrued Interest - Month End							10,114							
Total CDs						1,910,000	2,033,008	1,909,144						

(*) At the time of purchase and until September 2017, CDs were rated or ranked using an IDC Financial Publishing, Inc. (IDC) compiled ranking, and includes a one-number summary rank of quality comprised of 35 key financial ratios. Ranks range from 1 (the lowest) to 300 (the highest) and fall into one of the following six groups per Table 1. Post September 2017, CDs are ranked using the Veribanc Rating System, a two-part color code and star classification system which tests the present standing and future outlook by reviewing an institution's capital strength, asset quality, management ability, earnings sufficiency, liquidity, and sensitivity to market risk. Table 2 below summarizes the Veribanc color rankings. Veribanc star ratings of one to three, with three being best, are used to help review a possible future trend of an institutions health based on metrics from ten prior quarters. A rating of one, two, or three, are not necessarily an indicator of risk or an undesirable investment. The City reviews other rating systems and issuer financials before choosing any investment.

Table 1: CD Rankings (used prior to September 2017)

IDC Rank	Group Meaning
200-300	Superior
165-199	Excellent
125-164	Average
75-124	Below Average
2-74	Lowest Ratios
1	Highest Probability of Failure

Table 2: Veribanc Color Rankings (used post September 2017)

Veribanc Rank	Color Meaning
Green	Highest rating, exceeds qualifications in equity and income tests
Yellow	Merits attention, meets minimal qualifications in equity and income tests
Red	Merits close attention, does not meet minimal qualifications for equity and has incurred significant losses

Government Pooled Money Investment Accounts (PMIA) (Notes 2 and 3)

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
N/A	N/A	Local Agency Investment Fund (LAIF)	N/A	Various	Various	2,716,529	2,716,529	2,716,529	Pending	N/A	N/A	N/A	N/A	N/A
N/A	N/A	Orange County Investment Pool (OCIP)	N/A	Various	Various	7,180,904	7,180,904	7,180,904	Pending	N/A	N/A	N/A	N/A	N/A
Total PMIA						9,897,433	9,897,433	9,897,433						

(See NOTES on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
 For the Month Ended May 31, 2021

ITEM 6.2

CASH AND INVESTMENTS

	Beginning Balances As of 4/30/21	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 5/31/21
Other Post-Employment Benefits (OPEB) Trust					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (Note 2) <small>(CERBT holds all assets and administers the OPEB Trust)</small>	\$ 140,321	\$ -	\$ (10)	\$ 1,418	\$ 141,729
Employer Pension Contributions Trust					
CalPERS California Employers' Pension Prefunding Trust (CEPPT) (Note 2) <small>(CEPPT holds all assets and administers the Employer Pension Contributions Trust)</small>	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Funds - Held in Trust	<u>\$ 140,321</u>	<u>\$ -</u>	<u>\$ (10)</u>	<u>\$ 1,418</u>	<u>\$ 141,729</u>

(See NOTES on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
For the Month Ended May 31, 2021

CASH AND INVESTMENTS

Notes:

Note 1 - Analyzed Checking Account / Monthly activity reported does not reflect May 2021 vendor invoicing processed after the date of this report.

Note 2 - During May 2021, transaction activity in pooled money investment accounts, investment accounts and fiduciary trusts included:

LAIF / The City made no deposits to or withdrawals from the LAIF account. The balance includes an adjustment in the amount of \$31,363.52 to reflect the fair market value of the investment at June 30, 2020.

OCIP / The City transferred \$1,500,000 to OCIP from the checking account. The balance includes an adjustment in the amount of \$18,013.41 to reflect the fair market value of the investment at June 30, 2020.

Investments / There were no maturities or purchases of investments. Investments were adjusted in the amount of (\$2,252.90) to report balances at fair market value as of May 31, 2021.

OPEB Trust / The City made no contributions to or withdrawals from the OPEB Trust. The OPEB Trust experienced a net gain of \$1,408.21 in May 2021.

Employer Pension Contributions Trust / In April 2021, the City elected to participate in the CEPPT. The City had not yet made contributions to the CEPPT.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported May 2021 net of related fees were:

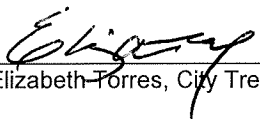
Pool	Earnings Post	Prior Period Earnings Deposited	Deposit for Period Ended	Current Month / Quarter Gross Yield	Current Month / Quarter Earnings Will Post	Notes
LAIF	Quarterly	\$0	N/A	See Notes	July 2021	Total pool interest yield for May 2021 was 0.315% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted.
OCIP	Monthly	\$1,275	January 2021	See Notes	See Notes	The OCIP May 2021 statement had not been received at the time of this report; balance reported is as of April 30, 2021. Interest is posted three months in arrears and fees are posted monthly. Accrued interest pending payment at April 30, 2021 was \$5,051.16. April 2021 interest rate was 0.539% and fees were 0.059%.

Note 4 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City earned interest of \$7,604.38 and transferred out \$1,490.08 in cash balances to the City's checking account in May 2021. Cash balances to be invested or paid out are classified separately on page 1 of 4. The City's portfolio also has \$10,114.47 in accrued interest, not yet vested.

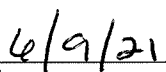
City Treasurer's Certification

I, Elizabeth Torres, City Treasurer, do hereby certify:

- That all investment actions executed since the last report have been made in full compliance with the City's Investment of Financial Assets Policy; and
- That the City is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months.



 Elizabeth Torres, City Treasurer



 Date

6.3
WARRANT REGISTER

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CITY OF LAGUNA WOODS
WARRANT REGISTER
June 16, 2021

ITEM 6.3

This Report Covers the Period 05/01/2021 through 05/31/2021

Date	Vendor Name	Description	Amount
Debit			
<i>Automatic Bank Debits:</i>			
05/02/2021	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / April 2021	740.65
05/04/2021	AUTHORIZE.NET	Online Credit Card Processing Fees / April 2021	12.00
05/04/2021	BUSINESS PLANS	Employee Benefit Program / May 2021	74.08
05/05/2021	BUSINESS PLANS	Employee Benefit Program / May 2021	21.60
05/07/2021	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / May 2021	241,139.80
05/07/2021	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 4/09/2021 and 4/23/2021	351.68
05/05/2021	BUSINESS PLANS	Employee Benefit Program / May 2021	40.32
05/11/2021	CALPERS - HEALTH	Employee Benefit Program / May 2021	6,778.54
05/11/2021	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 4/09/2021	1,917.27
05/11/2021	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 4/09/2021	2,993.56
05/12/2021	BUSINESS PLANS	Employee Benefit Program / May 2021	10.00
05/13/2021	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 05/07/2021	19,777.06
05/13/2021	ADP TAX	Payroll Taxes / Pay Period Ended 05/07/2021	8,939.83
05/13/2021	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 05/07/2021	1,488.46
05/14/2021	U.S. BANK	Bank Service Charges / April 2021	95.54
05/18/2021	BUSINESS PLANS	Employee Benefit Program / April 2021	125.00
05/25/2021	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 4/23/2021	1,911.66
05/25/2021	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 4/23/2021	2,993.56
05/27/2021	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 04/23/2021	18,962.14
05/27/2021	ADP TAX	Payroll Taxes / Pay Period Ended 04/23/2021	8,806.68
05/27/2021	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 04/23/2021	1,788.46
Check			
<i>Warrants:</i>			
4801	05/14/2021	AMAZON CAPITAL SERVICES	362.95
4802	05/14/2021	AT&T	45.75
4803	05/14/2021	AT&T	1,978.33
4804	05/14/2021	AT&T	227.56
4805	05/14/2021	BALIET, MICHAEL	2,443.75
4806	05/14/2021	BRIGHTVIEW LANDSCAPE SERVICES, INC.	17,428.78
4807	05/14/2021	CALIFORNIA INTERNET LP	349.00
4808	05/14/2021	CAPTIONING UNLIMITED	200.00
4809	05/14/2021	CITY OF LAGUNA BEACH	9,087.17
4810	05/14/2021	COMMERCIAL DOOR METAL SYSTEMS, INC.	2,260.00
4811	05/14/2021	COUNTY OF ORANGE	726.00
4812	05/14/2021	DONNA'S RADIUS MAPS	4,125.00
4813	05/14/2021	IRWIN B BORNSTEIN, CPA	2,707.50
4814	05/14/2021	KONE INC.	225.00
4815	05/14/2021	MYKATON CONSTRUCTION	157.50
4816	05/14/2021	ORANGE COUNTY REGISTER-NOTICES	2,472.00
4817	05/14/2021	PARK CONSULTING GROUP, INC	5,031.25
4818	05/14/2021	PETTY CASH	-
4819	05/14/2021	PROTELESIS	104.90

CITY OF LAGUNA WOODS

ITEM 6.3

WARRANT REGISTER

June 16, 2021

This Report Covers the Period 05/01/2021 through 05/31/2021

Date	Vendor Name	Description	Amount	
4820	05/14/2021	RICOH USA, INC.	Copier Usage / April 2021	103.51
4821	05/14/2021	STAPLES	Office and Janitorial Supplies / April 2021	335.51
4822	05/14/2021	SUNSET PROPERTY SERVICES	Street Sweeping Services / April 2021	2,832.00
4823	05/14/2021	THE GAS COMPANY	Gas Service - City Hall / April 2021	22.42
4824	05/14/2021	TYLER TECHNOLOGIES, INC.	Financial Software Maintenance Fee / April 2021 - March 2022	13,359.03
4825	05/14/2021	VISION SERVICE PLAN OF AMERICA	Employee Benefits Program / May 2021	83.95
4826	05/20/2021	AT&T	White Pages / May 2021	4.53
4827	05/20/2021	AT&T	Telephone / 583-1105 / April 2021	23.80
4828	05/20/2021	AT&T	Telephone / 581-9821 / April 2021	116.04
4829	05/20/2021	CALIFORNIA YELLOW CAB	Taxi Voucher Services / April 2021	1,347.00
4829	05/20/2021	CALIFORNIA YELLOW CAB	NEMT Taxi Voucher Services / April 2021	2,472.00
4830	05/20/2021	CIVIL SOURCE	Engineering Services / April 2021	8,192.50
4831	05/20/2021	COUNTY OF ORANGE	CDBG Residential Energy Efficiency Program Reimbursement	1,023.46
4832	05/20/2021	EL TORO WATER DISTRICT	Water Service / March 2021	2,289.86
4833	05/20/2021	ITERIS, INC	Traffic Engineering / April 2021	5,120.00
4834	05/20/2021	JANET EAST	Taxi Voucher Refund	6.00
4835	05/20/2021	OMNI ENTERPRISE INC	Janitorial Services / April 2021	2,400.00
4836	05/20/2021	PETTY CASH	Replenish Petty Cash / Drawer Adjustment	-
4837	05/20/2021	PORT 53 TECHNOLOGIES, INC.	Computer Equipment and Software	4,778.69
4838	05/20/2021	SIEMENS MOBILITY, INC.	Traffic Maintenance / April 2021	2,886.50
4839	05/20/2021	WILLDAN ENGINEERING	Code Enforcement Services / April 2021	2,958.00
4840	05/20/2021	WM CURBSIDE, LLC	HHW, Medicine & Sharps Program / April 2021	2,781.50
4841	05/28/2021	ACC BUSINESS	City Hall Internet Service / April 2021	523.10
4842	05/28/2021	BUREAU VERITAS NORTH AMERICA INC	Building Plan Review Services / April 2021	7,705.00
4843	05/28/2021	CAPTIONING UNLIMITED	Closed Captioning / May 2021	400.00
4844	05/28/2021	DAVIS SIGN CO. INC.	Signage for Council Chamber	515.50
4845	05/28/2021	DELTA DENTAL OF CALIFORNIA	Employee Benefits Program / June 2021	450.05
4846	05/28/2021	ECONOLITE SYSTEMS	Traffic Signal Maintenance / January 2020 - December 2021	2,168.00
4847	05/28/2021	KEY CODE MEDIA, INC.	City Hall Television Broadcast Equipment	748.44
4848	05/28/2021	MANAGED HEALTH NETWORK	Employee Benefits Program / June 2021	18.81
4849	05/28/2021	MONTROSE & ASSOCIATES, INC.	City Hall Television Broadcast Support	700.00
4850	05/28/2021	NAVIA BENEFIT SOLUTIONS, INC	125 Cafeteria Plan Administration / May 2021	100.00
4851	05/28/2021	NEW MILLENNIUM CONSTRUCTION SERVICES, INC.	City Hall Refurbishment & Safety Project: Phase 2	5,493.98
4852	05/28/2021	OMNI ENTERPRISE INC	Janitorial Services / April 2021	300.00
4853	05/28/2021	RICOH USA, INC.	Copier Lease / June 2021	214.20
4854	05/28/2021	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / April 2021	1,907.93
			Total Bank Debits and Warrants:	\$ 443,281.64

NOTES:

Note 1 - City Councilmembers are eligible to receive either a salary or vehicle reimbursement allowance in the amount of \$300 per month (\$3,600 per year). Such compensation is included in the City's regular payroll (see "ADP Payroll Services" under "Automatic Bank Debits"), unless waived by the Councilmember. For the month of May 2021, the following Councilmembers received compensation in the amount of \$300: Connors, Hatch, Horne and Tao.

**CITY OF LAGUNA WOODS
WARRANT REGISTER
June 16, 2021**

This Report Covers the Period 05/01/2021 through 05/31/2021


Note 2 - Petty cash is reported as cash is paid out, not when the fund is replenished. No petty cash transactions were paid during this time period. The petty cash replenishment on May 14, 2021 was to replenish the overdrawn cash drawers for taxi voucher refunds.

Note 3 - No credit card transactions were paid during this time period.

Administrative Services Director/City Treasurer's Certification

I, Elizabeth Torres, Administrative Services Director / City Treasurer, do hereby certify:

- In accordance with California Government Code Section 37202, I hereby certify to the accuracy of the demands on cash summarized within;
- That the City is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months; and
- That the City is in compliance with California Government Code Section 27108.


Elizabeth Torres, Administrative Services Director/City Treasurer

6/9/21
Dated

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6.4
CORONAVIRUS LOCAL FISCAL RECOVERY
FUNDS

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U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Recipient name and address: City of Laguna Woods 24264 El Toro Road Laguna Woods, CA 92637	DUNS Number: 60-227-0279 Taxpayer Identification Number: 33-0847220 Assistance Listing Number: 21.027
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Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.

Recipient:

City of Laguna Woods

Authorized Representative: Christopher Macon

Title: City Manager

Date signed:

U.S. Department of the Treasury:

Authorized Representative:

Title:

Date:

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 15 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS LOCAL FISCAL RECOVERY FUND
AWARD TERMS AND CONDITIONS

1. Use of Funds.
 - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
 - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
 - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
 - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
 - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. Debts Owed the Federal Government.
- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
 - b. Any debts determined to be owed the federal government must be paid promptly by

Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

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OMB Approved No. 1505-0271
Expiration Date: November 30, 2021

ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the “Recipient”) provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient’s beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient’s program(s) and activity(ies), so long as any portion of the Recipient’s program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient’s programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

OMB Approved No. 1505-0271

Expiration Date: November 30, 2021

4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.
9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

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Expiration Date: November 30, 2021

agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient’s obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

City of Laguna Woods

Recipient

Date

Signature of Authorized Official

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

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CERTIFICATION OF CORONAVIRUS LOCAL FISCAL RECOVERY FUND ALLOCATION ACCEPATANCE (42 U.S.C. section 603)

I, Christopher Macon, am the chief executive or authorized designee of City of Laguna Woods, and I certify that:

- 1. Check one:
 - In my role as an authorized representative, I am accepting the **City of Laguna Woods** allocation from the Coronavirus Local Fiscal Recovery Fund.
 - In my role as an authorized representative, I am declining the [Insert city or town name here] allocation from the Coronavirus Local Fiscal Recovery Fund, and authorize this allocation to be transferred to the State of California. An additional U.S. Treasury form will likely be required and subsequent information may be requested.

If you are accepting funds, proceed to questions 2 through 5. If you are declining funds, skip to question 6 and sign and submit the form.

- 2. I have the authority on behalf of **City of Laguna Woods** to report the following information:
 - Entity's Taxpayer Identification Number
 - DUNS number
 - Address
 - Total budget or top-line expenditure total as of January 27, 2020
- 3. I certify that my city or town is in compliance with 2 CFR Part 180 and that I have the authority on behalf of **City of Laguna Woods** to submit the following U.S. Treasury documents:
 - Award Terms and Conditions agreement
 - Assurances of Compliance with Title VI of the Civil Rights Act of 1964
- 4. I certify that the total budget amount provided is supported by an approved budget document, as of January 27, 2020. If my city or town does not have an approved budget, I certify that the total annual expenditure amount provided is supported by accounting documents. I agree to retain copies of financial records and supporting documentation for five years after all funds have been expended and the documents in item 3 of this certification and submit them to U.S. Treasury as required, no later than October 31, 2021
- 5. I agree to submit a project and expenditures report annually to U.S. Treasury.
- 6. I understand the State will rely on this certification as a material representation in distributing Coronavirus Local Fiscal Recovery Relief Funds to **City of Laguna Woods**.

Authorized Representative
 Signature: _____ Date: _____
 Name (Print): Christopher Macon Title: City Manager

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6.5
AD HOC LIBRARY AESTHETICS COMMITTEE
(NO REPORT)

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8.1

**FISCAL YEARS 2021-23 BUDGET AND WORK
PLAN & FISCAL YEARS 2021-32 CAPITAL
IMPROVEMENT PROGRAM DEVELOPMENT**

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: June 16, 2021 Regular Meeting

SUBJECT: Fiscal Years 2021-23 Budget and Work Plan & Fiscal Years 2021-32 Capital Improvement Program Development

Recommendation

Discuss and provide direction to staff.

Discussion

Today's meeting is one of several opportunities for the City Council to receive public input and provide direction to staff on the development of the Fiscal Years 2021-23 Budget and Work Plan (July 1, 2021 through June 30, 2023) & Fiscal Years 2021-32 Capital Improvement Program (July 1, 2021 through June 30, 2032).

Drafts of the special revenue funds, work plan, and capital projects chapters of the Fiscal Years 2021-23 Budget and Work Plan are attached for review and comment.

Meetings on this subject were held on April 7, May 19, and June 2, 2021.

A final meeting on this subject is scheduled for June 23, 2021 at 2 p.m. at Laguna Woods City Hall, at which time staff will recommend that the City Council adopt the Fiscal Years 2021-23 Budget and Work Plan & Fiscal Years 2021-32 Capital Improvement Program.

Attachments: A – Fiscal Years 2021-23 Budget and Work Plan Chapter 6 (DRAFT)
 B – Fiscal Years 2021-23 Budget and Work Plan Chapter 7 (DRAFT)
 C – Fiscal Years 2021-23 Budget and Work Plan Chapter 8 (DRAFT)

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6.0. CITY BUDGET DETAIL, SPECIAL REVENUE FUNDS

This chapter presents fund-level revenue and expenditure detail for the programs, projects, and services included in this budget.

SPECIAL REVENUE FUNDS SUMMARY

The City uses Special Revenue Funds to account for the proceeds of revenue sources that are legally restricted or committed to expenditures for specified purposes. The City also accounts for the Laguna Woods Civic Support Fund, a nonprofit public benefit corporation, as a Special Revenue Fund for financial reporting purposes, because it meets the criteria of a “component unit”¹ as that term is defined by the Governmental Accounting Standards Board.

The City currently maintains 13 individual Special Revenue Funds.

[Special Revenue Funds Structure – Fiscal Years 2021-23]

Fund Title
Fuel Tax
Road Maintenance & Rehabilitation Program
Measure M2 (OC Go)
Coastal Area Road Improvement & Traffic Signals (CARITS)
Service Authority for Abandoned Vehicles
Supplemental Law Enforcement Services
Mobile Source Reduction
PEG/Cable Television
Senior Mobility
Community Development Block Grant (CDBG)
Federal Grants
State of California Grants
Laguna Woods Civic Support Fund

¹ Government Accounting Standards Board Statement No. 61 (November 2010), Paragraph 20, defines a “component unit” as a legally separate organization for which the City Council is financially accountable or other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City’s financial statements to be misleading.

SPECIAL REVENUE FUNDS SUMMARY – REVENUE

Special Revenue Funds revenue for Fiscal Year 2021-22 is estimated to be \$4,346,331, or 144.3% more than year-end projections for Fiscal Year 2020-21. In Fiscal Year 2022-23, Special Revenue Funds revenue is estimated to be \$3,602,883, which reflects a reduction of \$743,448, or 17.1%, from the Fiscal Year 2021-22 estimate.

The estimated increase in revenue from Fiscal Year 2020-21 to Fiscal Year 2021-22 is primarily attributable to the receipt of Coronavirus Local Fiscal Recovery Funds from the federal American Rescue Plan Act, a one-time increase in Community Development Block Grant (CDBG) Fund revenue, growth in Fuel Tax Fund revenue, and the receipt of earned revenue for several State of California grants. Senior Mobility Fund revenue is also expected to begin to return to a pre-COVID-19 level.

The estimated decrease in revenue from Fiscal Year 2021-22 to Fiscal Year 2022-23 is primarily attributable to the completion of a capital improvement project funded with Measure M2 (OC Go) Fund revenue, the end of the Transportation Development Act revenue that previously supported a portion of the Senior Mobility Program, and the completion of several State of California grants.

SPECIAL REVENUE FUNDS SUMMARY – EXPENDITURES

Special Revenue Funds expenditures for Fiscal Year 2021-22 are projected to be \$3,450,301, or 99.8% more than the projection for Fiscal Year 2020-21. In Fiscal Year 2022-23, Special Revenue Funds expenditures are projected to increase to \$3,568,314, which reflects additional expenditures of \$118,013, or 3.4%, over the projection for Fiscal Year 2021-22.

The estimated increase in expenditures from Fiscal Year 2020-21 to Fiscal Year 2021-22 is primarily attributable to the expenditure of Coronavirus Local Fiscal Recovery Funds from the federal American Rescue Plan Act, an increase in Road Maintenance & Rehabilitation Program Fund expenditures to support the annual pavement management plan project, growth in Senior Mobility Program Fund expenditures as ridership begins to return to a pre-COVID-19 level, and an increase in Community Development Block Grant (CDBG) Fund expenditures commensurate with a one-time increase in revenue.

The estimated increase in expenditures from Fiscal Year 2021-22 to Fiscal Year 2022-23 is primarily attributable to an increase in Road Maintenance &

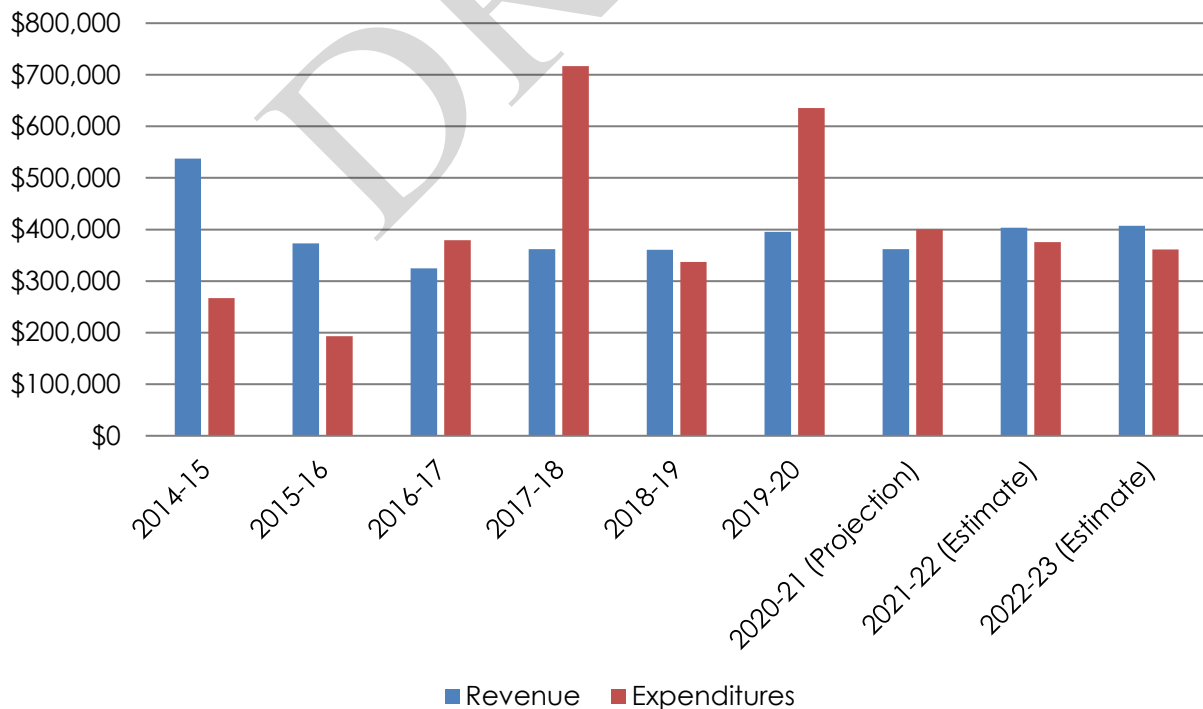
Rehabilitation Program Fund expenditures to support the annual pavement management plan project, an increase in Mobile Source Reduction Fund expenditures related to the City Hall Electric Vehicle Charging Infrastructure Project, growth in Senior Mobility Program Fund expenditures as ridership continues to return to a pre-COVID-19 level, and an increase in State of California Grants Fund expenditures related to the Woods End Wilderness Preserve Trail Drainage and Improvement Project.

Special Revenue Funds are self-balancing. In the following charts and tables, expenditures may exceed revenue as a result of limited-term non-operating and capital improvement project expenditures, as well as expenditures for projects funded with revenues received in prior fiscal years.

Fuel Tax Fund

Fuel Tax is generated by a per gallon excise tax on fuel used to propel motor vehicles or aircraft pursuant to California Constitution Article XIX Section 1; Revenue and Tax Code sections 7301 – 8404 and 8601 – 9355; and, Streets and Highways Code sections 2100 et seq. The City uses Fuel Tax revenue to support the maintenance, operation, and construction of roads and right-of-way.

*[Fuel Tax Fund Revenue and Expenditures Comparison
– Fiscal Years 2014-15 through 2022-23]*



Fiscal Year	Revenue	Expenditures
2020-21 (Projection)	\$361,683	\$400,221
2021-22 (Estimate)	\$403,237	-
2021-22 (Budget)	-	\$375,514
2022-23 (Estimate)	\$407,319	-
2022-23 (Budget)	-	\$361,360

Summary of Significant Trends and Observations

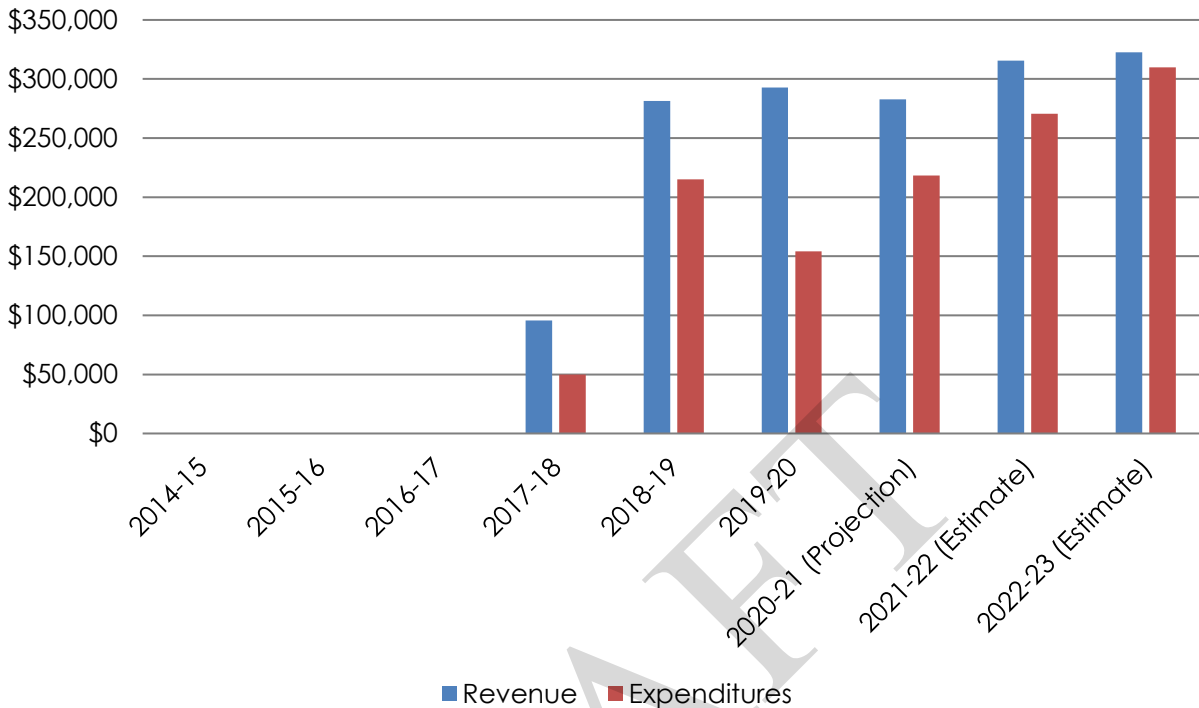
- The State of California's repayment of previous loans of transportation revenue ("TCRF Loan Repayment") as required by the Road Repair and Accountability Act of 2017 ("Senate Bill 1") ended in Fiscal Year 2020-21, which contributed to the slight reduction of Fuel Tax revenue projected for Fiscal Year 2020-21. TCRF Loan Repayment revenue is accounted for in the Fuel Tax Fund due to the repayment period's relation to previous loans of Fuel Tax revenue and commonality in expenditure guidelines.
- The slight reduction of revenue projected for Fiscal Year 2020-21 is partly a result of the impacts of COVID-19 on fuel consumption.
- Revenue growth in fiscal years 2021-22 and 2022-23 is forecast based on scheduled statewide tax rate increases and anticipated increases in fuel consumption as the impacts of COVID-19 ease.
- Expenditures in fiscal years 2017-18 and 2019-20 were higher than typical due to capital improvement project expenditures and, in the case of Fiscal Year 2019-20, limited-term street maintenance expenditures (e.g., extensive street restriping work).

Road Maintenance & Rehabilitation Program Fund

In April 2017, Governor Brown signed the Road Repair and Accountability Act of 2017 ("Senate Bill 1") into law, which increased the funds available to cities for public road maintenance and rehabilitation. The City accounts for Senate Bill 1 revenue in the Road Maintenance & Rehabilitation Program Fund, which is used to support the maintenance and operation of roads and right-of-way.

Proposition 69 ("Transportation Taxes and Fees Lockbox and Appropriations Limit Exemption Amendment") is a ballot measure that California voters approved in 2018 to restrict the California State Legislature's ability to spend Senate Bill 1 revenue for purposes other than originally intended. With limited exceptions, Senate Bill 1 revenue must be used for transportation purposes, as defined by California Revenue and Taxation Code Section 11050, as that section read upon enactment of Senate Bill 1.

[Road Maintenance & Rehabilitation Fund Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2022-23]



Fiscal Year	Revenue	Expenditures
2020-21 (Projection)	\$282,690	\$218,289
2021-22 (Estimate)	\$315,609	-
2021-22 (Budget)	-	\$270,600
2022-23 (Estimate)	\$322,469	-
2022-23 (Budget)	-	\$309,800

Summary of Significant Trends and Observations

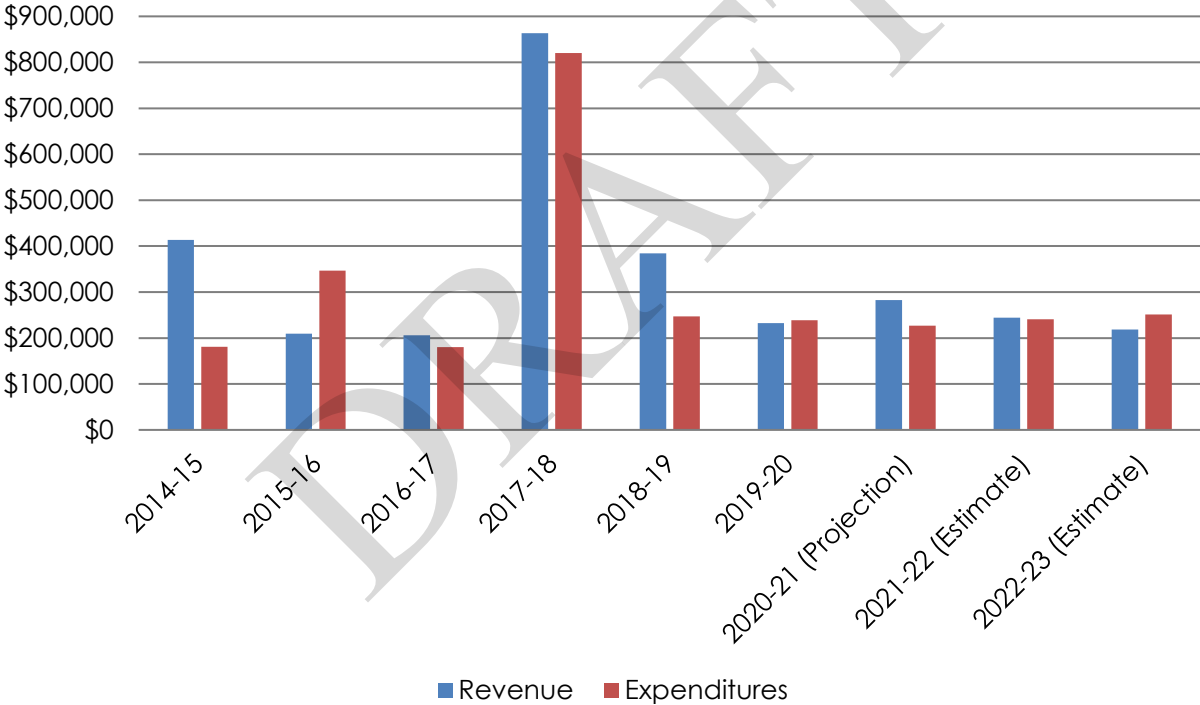
- The first Senate Bill 1 revenue measures took effect on November 1, 2017, resulting in the receipt of partial year revenue in Fiscal Year 2017-18.
- Revenue growth in fiscal years 2021-22 and 2022-23 is forecast based on scheduled statewide tax rate increases and anticipated increases in fuel consumption as the impacts of COVID-19 ease.
- The City’s Senate Bill 1 expenditures are focused on annual pavement management plan-related capital improvement projects.
- For additional information on how the City is using Senate Bill 1 funds to improve local roads, please visit the State of California’s Rebuilding CA website (<http://rebuildingca.ca.gov>).

Measure M2 (OC Go) Fund

Measure M2 is a ballot measure that Orange County voters approved in 2006 to increase the countywide sales tax rate through 2041 by one-half cent for the purpose of funding transportation projects and activities. It was preceded by Measure M, a ballot measure that Orange County voters approved for similar purposes in 1990. The City uses Measure M2 revenue to support the maintenance, operation, and construction of roads and right-of-way.

In 2017, the Orange County Transportation Authority rebranded Measure M2 as “OC Go.” The City now uses the term “Measure M2 (OC Go).”

[Measure M2 (OC Go) Fund Historical Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2022-23]



Fiscal Year	Revenue	Expenditures
2020-21 (Projection)	\$282,657	\$226,547
2021-22 (Estimate)	\$243,941	-
2021-22 (Budget)	-	\$240,850
2022-23 (Estimate)	\$218,800	-
2022-23 (Budget)	-	\$251,366

Summary of Significant Trends and Observations

- Measure M2 (OC Go) “Fair Share” revenue is tied to countywide sales tax receipts and typically comprises the largest portion of Measure M2 (OC Go) Fund revenues. Fair Share revenue is expected to decline by 8.6% in Fiscal Year 2020-21 due primarily to the impacts of COVID-19, and then increase by 3% each year for the next two fiscal years.
- Measure M2 (OC Go) grant revenue was received in fiscal years 2017-18, 2018-19, and 2020-21 to support two traffic signal synchronization projects which are now complete. Expenditures in those fiscal years were higher than typical as a result. Additional grant revenue is expected to be received in Fiscal Year 2021-22 to support the City-maintained Catch Basins Full Capture Systems Retrofit Project. Expenditures in Fiscal Year 2021-22 are expected to be higher than typical as a result.
- Unspent appropriations approved prior to July 1, 2021 are expected to be carried over to Fiscal Year 2021-22 for the following project, pursuant to Section 2.9.04(10) of Administrative Policy 2.9: City-maintained Catch Basins Full Capture Systems Retrofit Project.

Coastal Area Road Improvement & Traffic Signals (CARITS) Fund

In addition to the active funds discussed in this section, the City also maintains a balance in its Coastal Area Road Improvement & Traffic Signals (CARITS) Fund to support eligible transportation-related capital improvement projects. No Coastal Area Road Improvement & Traffic Signals (CARITS) Fund activity is expected for fiscal years 2021-22 or 2022-23, beyond interest earnings on the accumulated fund balance.

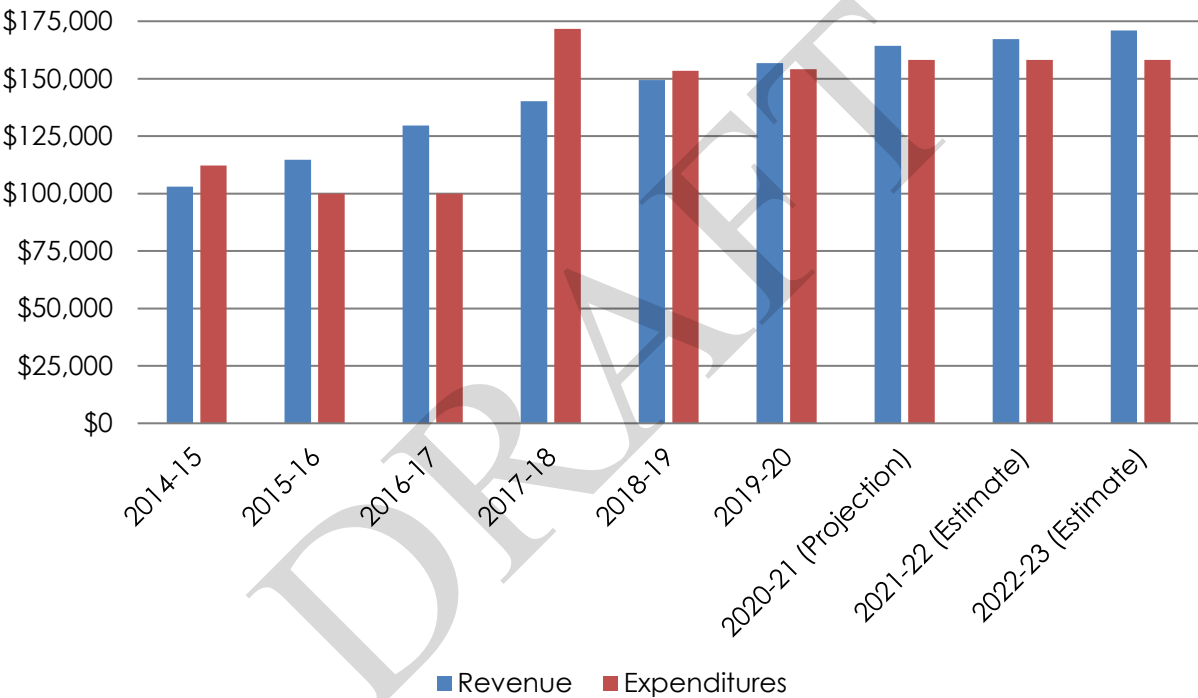
Service Authority for Abandoned Vehicles Fund

In addition to the active funds discussed in this section, the City also maintains a balance in its Service Authority for Abandoned Vehicles Fund to assist with the abatement of abandoned vehicles. Service Authority for Abandoned Vehicles revenue was generated as a result of the City's former membership in the now defunct Orange County Service Authority for Abandoned Vehicles, which operated between 1991 and 2012, pursuant to California Vehicle Code Section 22710(a). During its operation, the Orange County Service Authority for Abandoned Vehicles imposed and collected a \$1 per vehicle registration fee (\$2 for commercial vehicles) for use in offsetting member agencies' costs of abating abandoned vehicles. No Service Authority for Abandoned Vehicles Fund activity is expected for fiscal years 2021-22 or 2022-23, beyond interest earnings on the accumulated fund balance.

Supplemental Law Enforcement Services Fund

The Supplemental Law Enforcement Services Fund was included in the State of California’s Local Law Enforcement Services Act of 2011, which realigned a variety of formerly state law enforcement programs by shifting responsibilities to local authorities. The City receives a minimum of \$100,000 in Supplemental Law Enforcement Services revenue each year, which it uses to offset a portion of qualifying law enforcement costs.

[Supplemental Law Enforcement Services Fund Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2022-23]



Fiscal Year	Revenue	Expenditures
2020-21 (Projection)	\$164,265	\$158,100
2021-22 (Estimate)	\$167,200	-
2021-22 (Budget)	-	\$158,100
2022-23 (Estimate)	\$171,000	-
2022-23 (Budget)	-	\$158,100

Summary of Significant Trends and Observations

- Supplemental Law Enforcement Services Fund revenue continues to increase, although still at a rate less than increases in law enforcement

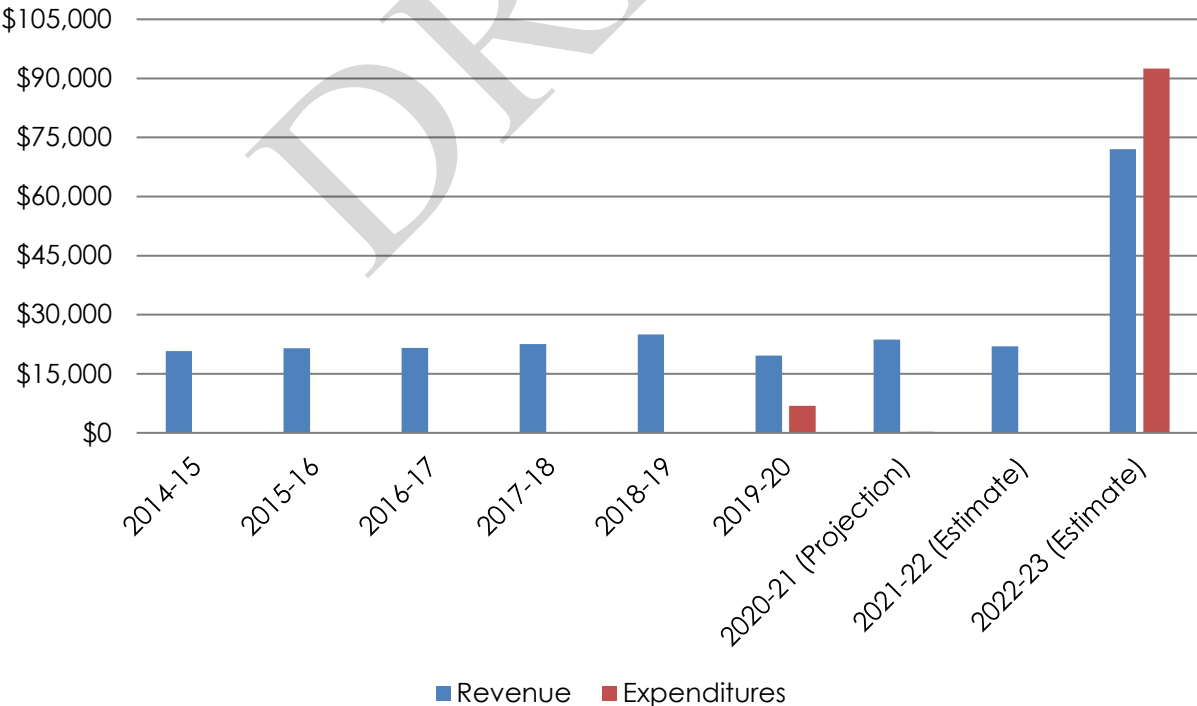
costs. The rate of growth has slowed over time and is currently estimated at only the rate of inflation for fiscal years 2021-22 and 2022-23.

Mobile Source Reduction Fund

The City receives funding from the State of California’s Assembly Bill 2766 (1991) Subvention Program, which remits a portion of a motor vehicle registration fee surcharge to counties and cities to support efforts to meet requirements of federal and state clean air acts, and for the implementation of motor vehicle emission reduction measures in the South Coast Air Quality Management District’s Air Quality Management Plan. The City accounts for Assembly Bill 2766 (1991) Subvention Program revenue in the Mobile Source Reduction Fund.

Revenue from the Mobile Source Air Pollution Reduction Review Committee’s Clean Transportation Funding™ 2017 Local Government Partnership Program (“2017 MSRC Program”) is accounted for in the Mobile Source Reduction Fund. 2017 MSRC Program funds are intended to support projects that “jumpstart” implementation of the South Coast Air Quality Management District’s 2016 Air Quality Management Plan. The City’s one-time allocation is \$50,000.

[Mobile Source Reduction Fund Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2022-23]



Fiscal Year	Revenue	Expenditures
2020-21 (Projection)	\$23,675	\$290
2021-22 (Estimate)	\$22,000	-
2021-22 (Budget)	-	\$0
2022-23 (Estimate)	\$72,000	-
2022-23 (Budget)	-	\$92,500

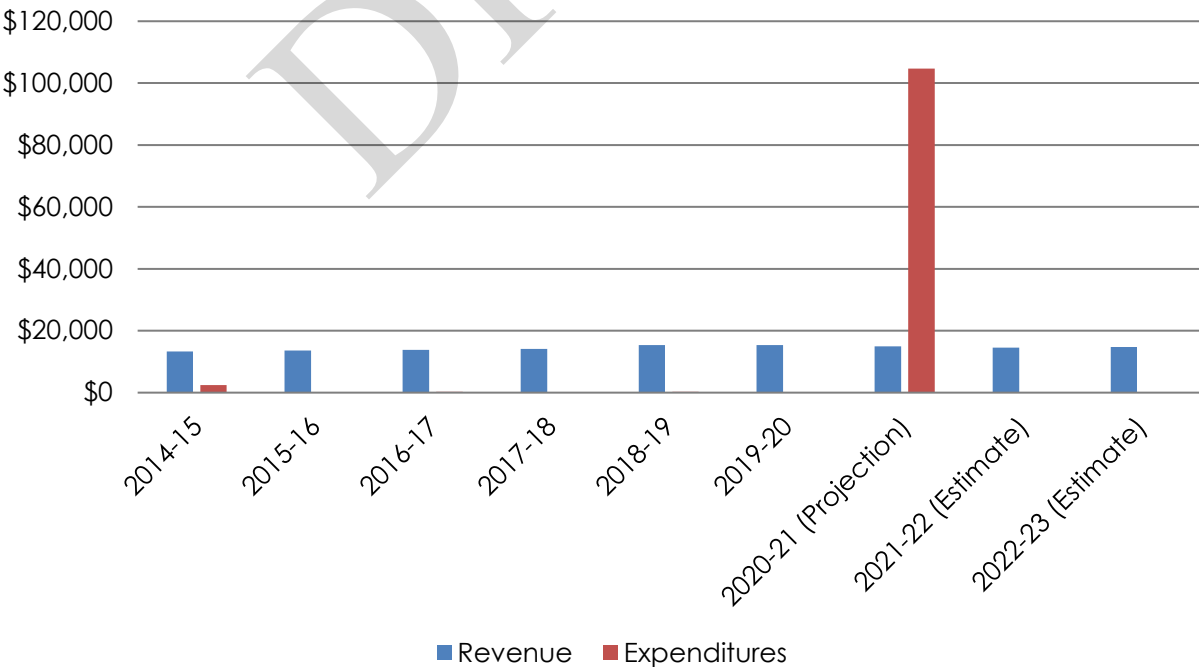
Summary of Significant Trends and Observations

- Regular Mobile Source Reduction revenue is expected to remain fairly constant over the coming fiscal years without any significant variation.
- The City expects to receive and expend its allocation of 2017 MSRC Program funding in Fiscal Year 2022-23 on the City Hall Electric Vehicle Charging Infrastructure Project. Regular Mobile Source Reduction revenue will also be used to support the project.

PEG/Cable Television Fund

The City collects a Public, Educational, and Governmental ("PEG") fee from franchised video service providers operating within the City. The City uses PEG fee revenue to support PEG-related purposes consistent with applicable law.

[PEG/Cable Television Fund Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2022-23]



Fiscal Year	Revenue	Expenditures
2020-21 (Projection)	\$14,986	\$104,668
2021-22 (Estimate)	\$14,500	-
2021-22 (Budget)	-	\$0
2022-23 (Estimate)	\$14,700	-
2022-23 (Budget)	-	\$0

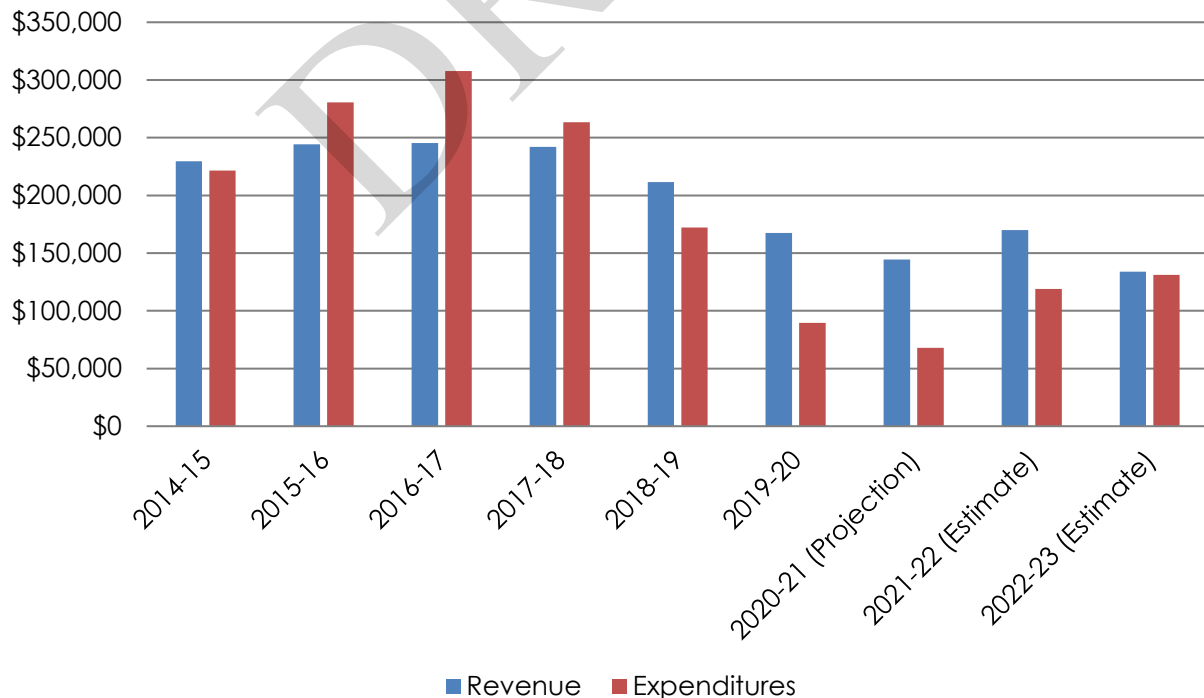
Summary of Significant Trends and Observations

- PEG fee revenue is expected to remain fairly constant over the coming fiscal years without any significant variation.
- Expenditures in Fiscal Year 2020-21 were higher than typical due to capital improvement project expenditures.

Senior Mobility Fund

The City uses the Senior Mobility Fund to account for revenues that are used to support the Senior Mobility Program, including Measure M2 (OC Go) Senior Mobility funds, Transportation Development Act funds, participants fees, and transfers from the General Fund.

*[Senior Mobility Fund Revenue and Expenditures Comparison
– Fiscal Years 2014-15 through 2022-23]*



Fiscal Year	Revenue	Expenditures
2020-21 (Projection)	\$144,480	\$67,824
2021-22 (Estimate)	\$170,000	-
2021-22 (Budget)	-	\$119,000
2022-23 (Estimate)	\$133,800	-
2022-23 (Budget)	-	\$131,000

Summary of Significant Trends and Observations

- Fiscal Year 2021-22 is the final year in which Transportation Development Act revenue will be received to augment Measure M2 (OC Go) Senior Mobility funds, resulting in lower revenue in Fiscal Year 2022-23.
- In June 2021, the City Council approved an agreement with the Orange County Transportation Authority that provides for the continued receipt of Measure M2 (OC Go) Senior Mobility funds between July 1, 2021 and June 30, 2026, with the potential for extensions through June 30, 2031.
- Senior Mobility Program ridership and related revenue is expected to return to pre-COVID-19 levels in fiscal years 2021-22 and 2022-23.
- Senior Mobility Program ridership has been steadily declining since Fiscal Year 2016-17. A significant work plan item is included in this budget and work plan to develop a plan for modernizing the Senior Mobility Program in order to better meet local needs.

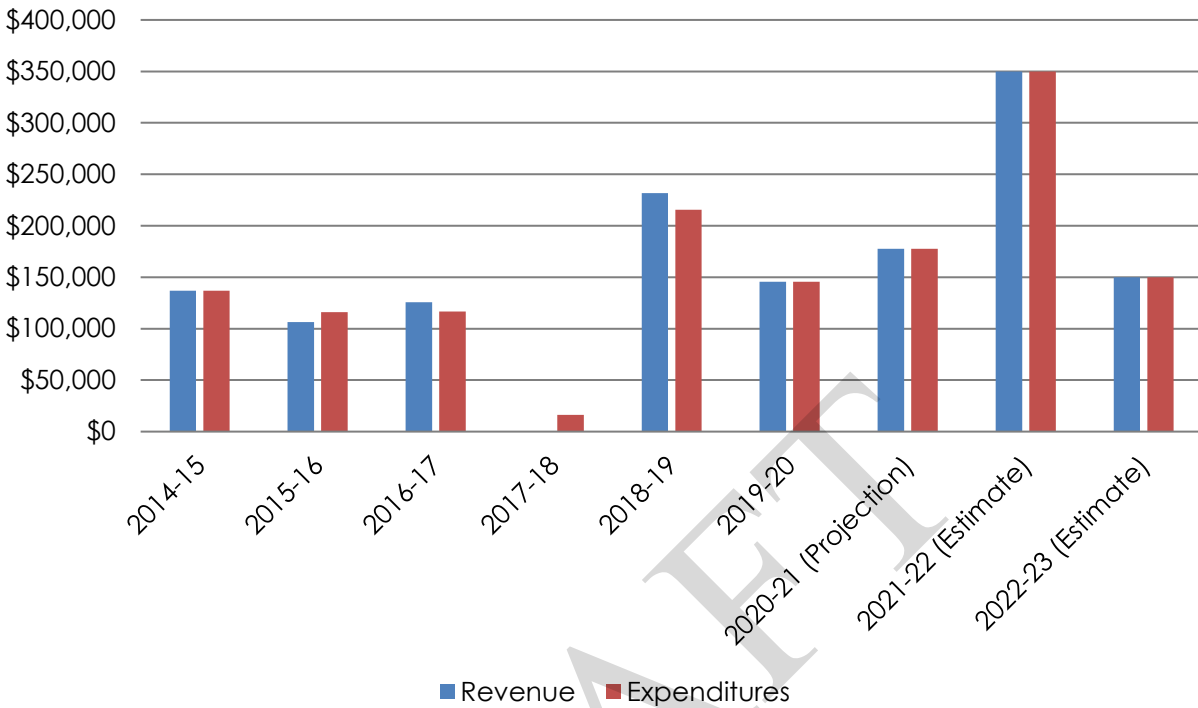
Community Development Block Grant (CDBG) Fund

Community Development Block Grant ("CDBG") funding is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended, and is subject to federal appropriation. CDBG funding is intended to assist with local community development needs.

Units of local government are classified as either "entitlement areas" or "non-entitlement areas" for the purpose of receiving CDBG funding. The City is a non-entitlement area, meaning that it must compete for CDBG funds and does not receive CDBG funds directly from the federal Department of Housing and Urban Development. Non-entitlement areas generally include counties and cities with populations of less than 200,000 and 50,000, respectively.

The City competes for CDBG funds through the Urban County CDBG Program administered by the County of Orange. The cities of Brea, Cypress, Dana Point, Laguna Beach, Laguna Hills, La Palma, Los Alamitos, Seal Beach, Stanton, and Villa Park are also part of the Urban County CDBG Program.

[Community Development Block Grant (CDBG) Fund Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2022-23]



Fiscal Year	Revenue	Expenditures
2020-21 (Projection)	\$177,726	\$177,726
2021-22 (Estimate)	\$350,000	-
2021-22 (Budget)	-	\$350,000
2022-23 (Estimate)	\$150,000	-
2022-23 (Budget)	-	\$150,000

Summary of Significant Trends and Observations

- Prior to Fiscal Year 2017-18, CDBG funds were primarily used to offer the Residential Energy Efficiency Improvement Program, which installed replacement windows, doors, and other energy efficient improvements in the homes of lower income, senior households, at no charge. The program was suspended in 2017 due to uncertainty surrounding the future availability of CDBG funds, as well as the impacts of increasing compliance requirements and law enforcement costs on City resources. The City’s costs to administer the program had exceeded 35% of the costs of the improvements that were made.
- In Fiscal Year 2017-18, the City began its Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project with annual phases

contingent on the receipt of CDBG funds. The City has now completed four phases of the project and anticipates receiving an enhanced level of funding in Fiscal Year 2021-22 followed by a more typical level of funding in Fiscal Year 2022-23.

- Revenue and expenditures in Fiscal Year 2018-19 were higher than typical due to a timing issue related to the completion of a capital improvement project and the receipt of reimbursing revenue.
- In Fiscal Year 2020-21, the City received a one-time allocation of \$33,713 in CDBG Coronavirus Aid, Relief, and Economic Security Act ("COVID-19 CDBG-CV") funding, which was used to provide financial assistance to local businesses and nonprofit organizations through the COVID-19 Face Coverings Reimbursement Program. Revenue and expenditures in Fiscal Year 2020-21 were higher than typical as a result.

State of California Grants Fund

The City uses the State of California Grants Fund to account for revenues from grants and other awards and allocations from the State of California that are not otherwise accounted for in a separate fund.

FUNDING SOURCES ACTIVE IN FISCAL YEARS 2021-23

Local Early Action Planning (LEAP) Grant

Local Early Action Planning ("LEAP") Grant funds were made available as part of the California Local Government Planning Support Grants Program pursuant to California Health and Safety Code Chapter 3.1 (Sections 50515 to 50515.05) (Chapter 159, Statutes of 2019). LEAP Grant funds were awarded to support the preparation and adoption of planning documents, implementation of process improvements that accelerate housing production, and activities that facilitate compliance in implementing the sixth cycle of the Regional Housing Needs Assessment ("RHNA"). The City's one-time allocation is \$65,000.

- Unspent appropriations approved prior to July 1, 2021 are expected to be carried over to Fiscal Year 2021-22, pursuant to Section 2.9.04(10) of Administrative Policy 2.9.

Senate Bill 2 Planning Grant

Senate Bill 2 Planning Grant funds were made available as a result of the California Building Homes and Jobs Act (Senate Bill 2, 2017) with the goal of increasing the supply of affordable housing. Senate Bill 2 Planning Grant funds were awarded to support the preparation, adoption, and implementation of

plans and process improvements that streamline housing approvals and accelerate housing production. The City's one-time allocation is \$160,000.

- Unspent appropriations approved prior to July 1, 2021 are expected to be carried over to Fiscal Year 2021-22, pursuant to Section 2.9.04(10) of Administrative Policy 2.9.

Permanent Local Housing Allocation (PLHA)

Permanent Local Housing Allocation ("PLHA") funds are made available as a result of the California Building Homes and Jobs Act (Senate Bill 2, 2017) with the goal of increasing the supply of affordable housing. PLHA funds are raised from the proceeds of a \$75 recording fee on certain real estate transactions (up to a maximum of \$225 per transaction) and can be used for purposes set forth in California Health and Safety Code Section 50470(b)(2)(D).

Beginning in Fiscal Year 2021-22, the City will receive an ongoing grant of PLHA funds based on the formula prescribed under federal law for the Community Development Block Grant ("CDBG") Program. The City will use PLHA funds to offer a new Accessibility Improvement Reimbursement Program that provides financial assistance to lower income, senior households that make accessibility improvements (e.g., installation of grab bars, widening of doorways, and addition of ramps and electric wheelchair lifts) inside their homes.

Proposition 68 (Per Capita Program)

Proposition 68 ("California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018") is a ballot measure that California voters approved in 2018 to authorize the issuance of bonds in the amount of \$4 billion to finance a drought, water, parks, climate, coastal protection, and outdoor access for all program. A portion of bond proceeds is available to cities for local park rehabilitation, creation, and improvement grants on a per capita basis. The City's one-time allocation is \$177,952.

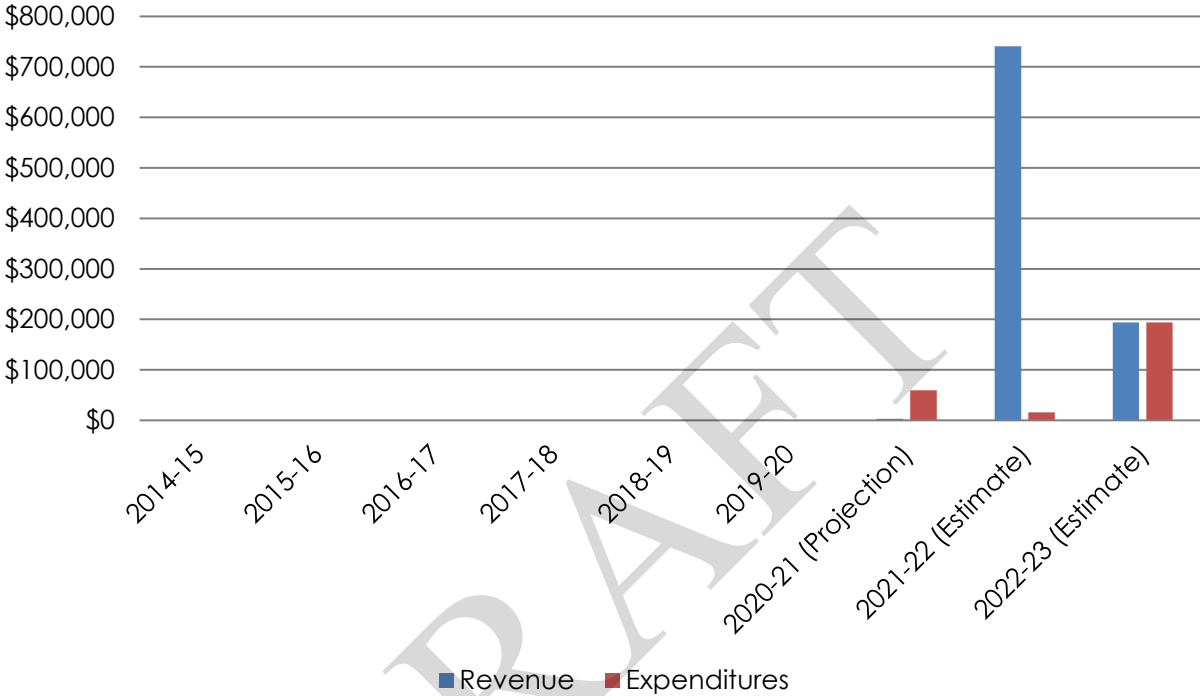
In Fiscal Year 2022-23, the City expects to receive and expend its Proposition 68 (Per Capita Program) allocation on the Woods End Wilderness Preserve Trail Drainage and Improvement Project.

State of California Budget Appropriation: City Hall/Public Library Project

With the assistance of Assemblywoman Cottie Petrie-Norris, the City was able to secure a \$500,000 State of California budget appropriation (Assembly Bill 74, 2019) to support the City Hall/Public Library Project. The City Hall/Public Library Project is underway with completion expected in Fiscal Year 2021-22.

- Unspent appropriations approved prior to July 1, 2021 are expected to be carried over to Fiscal Year 2021-22, pursuant to Section 2.9.04(10) of Administrative Policy 2.9.

[State of California Grants Fund Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2022-23]



Fiscal Year	Revenue	Expenditures
2020-21 (Projection)	\$3,098	\$59,308
2021-22 (Estimate)	\$741,000	-
2021-22 (Budget)	-	\$16,000
2022-23 (Estimate)	\$193,952	-
2022-23 (Budget)	-	\$193,952

Note: The State of California Grants Fund was established in Fiscal Year 2019-20. Prior to Fiscal Year 2019-20, grants and other awards and allocations from the State of California were accounted for in other funds.

Federal Grants Fund

The City uses the Federal Grants Fund to account for revenues from grants and other awards and allocations from the United States government that are not otherwise accounted for in a separate fund.

FUNDING SOURCES ACTIVE IN FISCAL YEARS 2021-23

American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds)

H.R. 1319 (“American Rescue Plan Act of 2021”) was signed by President Biden on March 11, 2021. H.R. 1319 includes \$350 billion in emergency funding for state, local, territorial, and Tribal governments related to the COVID-19 public health emergency. The City’s one-time allocation is \$3,791,657.

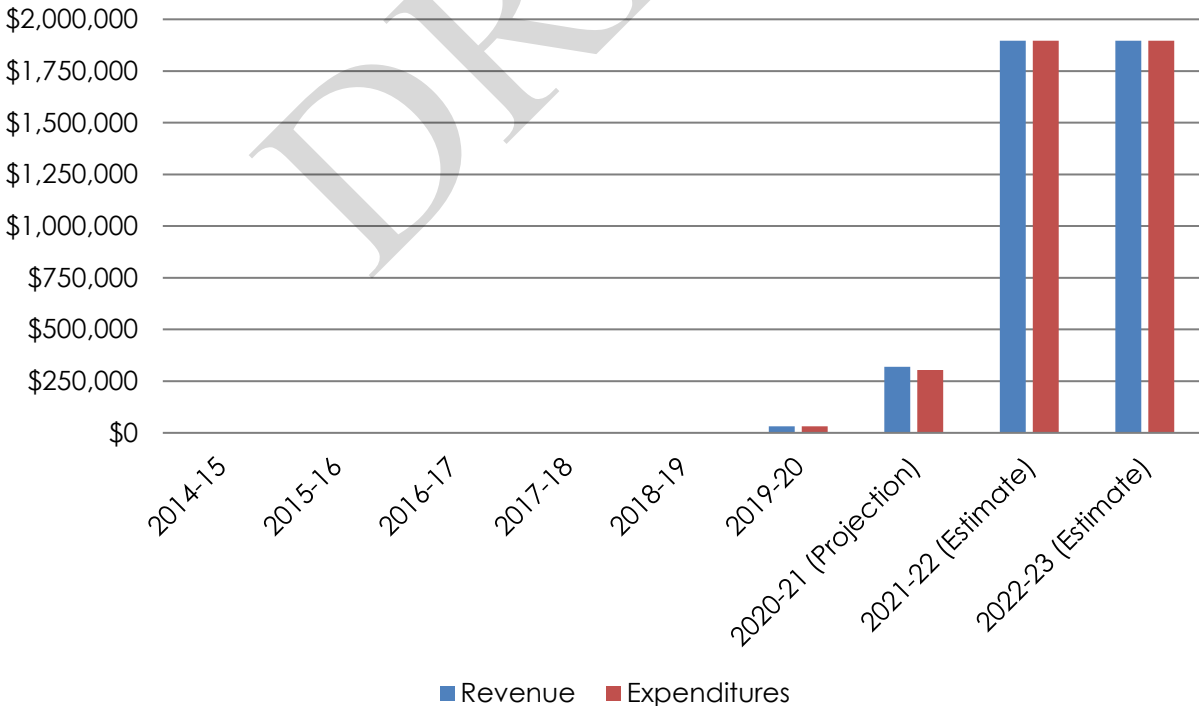
The City was notified of its allocation on June 7, 2021, just 16 days prior to the planned adoption of the Fiscal Years 2021-23 Budget & Work Plan. As a result, placeholders are included herein with the expectation that adjustments will likely be necessary once the City Council finalizes its spending decisions.

INACTIVE FUNDING SOURCES WITH ACTIVITY PRIOR TO FISCAL YEAR 2021-22

Coronavirus Aid, Relief, and Economic Security (CARES) Act

Activity in fiscal years 2019-20 and 2020-21 was related to the receipt and expenditure of COVID-19 emergency funding, made available as a result of H.R. 748 (“Coronavirus Aid, Relief and Economic Security Act of 2020”).

[Federal Grants Fund Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2022-23]



Fiscal Year	Revenue	Expenditures
2020-21 (Projection)	\$319,279	\$304,717
2021-22 (Estimate)	\$1,895,829	-
2021-22 (Budget)	-	\$1,895,829
2022-23 (Estimate)	\$1,895,828	-
2022-23 (Budget)	-	\$1,895,828

Note: The Federal Grants Fund was established in Fiscal Year 2019-20. Prior to Fiscal Year 2019-20, grants and other awards and allocations from the United States government were accounted for in other funds.

Laguna Woods Civic Support Fund

The Laguna Woods Civic Support Fund is a separate nonprofit public benefit corporation that raises and distributes funds to support programs, projects, and services of the City, and functions as a “friends of the library” group in support of the Laguna Woods branch of OC Public Libraries.

A Board of Directors appointed by the City Council governs the Laguna Woods Civic Support Fund. Administrative support is provided by City personnel.

[Appointed Officials (Board of Directors)]

City Council Members

Carol Moore
Ed H. Tao

Resident Members

Ryna Rothberg
James Tung

Local Business Members

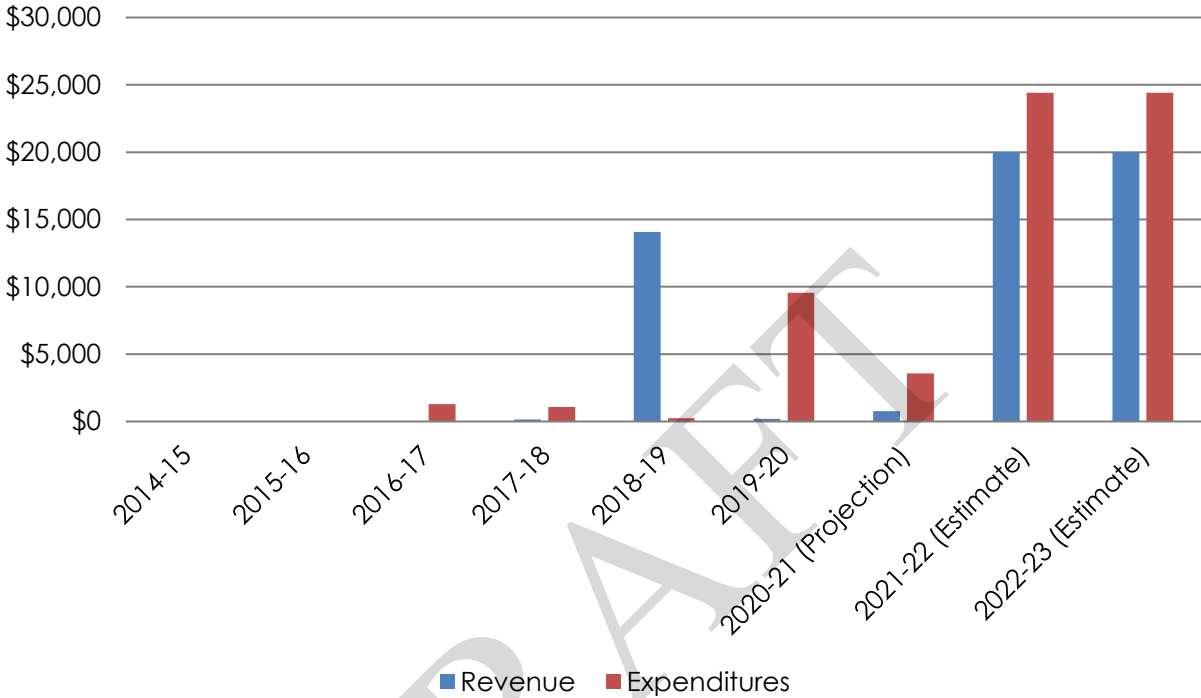
Steve Carpenter

The Laguna Woods Civic Support Fund is accounted for as a Special Revenue Fund for financial reporting purposes because it meets the criteria of a “component unit” as that term is defined by the Governmental Accounting Standards Board (refer to footnote 1 on page 6.0-1).

The Laguna Woods Civic Support Fund budget is adopted on an annual basis by the Board of Directors and, as a result, revenue and expenditures for Fiscal Year 2022-23 are placeholders that mirror the budget adopted for Fiscal Year

2021-22. Adjustments will likely be necessary after the Board of Directors adopts a budget for Fiscal Year 2022-23.

[Laguna Woods Civic Support Fund Revenue and Expenditures Comparison – Fiscal Years 2014-15 through 2022-23]



Fiscal Year	Revenue	Expenditures
2020-21 (Projection)	\$773	\$3,579
2021-22 (Estimate)	\$20,015	-
2021-22 (Budget)	-	\$24,408
2022-23 (Estimate)	\$20,015	-
2022-23 (Budget)	-	\$24,408

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CITY OF LAGUNA WOODS Fiscal Years 2021-23 Budget & Work Plan Revenue Summary - Special Revenue Funds								
Line Item	Fiscal Year 2018-19 Actual	Fiscal Year 2019-20 Actual	Fiscal Year 2020-21 Budget	Fiscal Year 2020-21 Projection	Fiscal Year 2021-22 Budget	Percent Change from Prior Year Projection	Fiscal Year 2022-23 Budget	Percent Change from Prior Year Budget
SPECIAL REVENUE FUNDS								
Fuel Tax	360,886	395,192	397,457	361,683	403,237	11.5%	407,319	1.0%
Road Maintenance & Rehabilitation Program	281,445	292,739	283,889	282,690	315,609	11.6%	322,469	2.2%
Measure M2 (OC Go)	384,458	232,616	220,158	282,657	243,941	-13.7%	218,800	-10.3%
Coastal Area Road Improvement & Traffic Signals (CARITS)	5,081	5,413	4,000	3,185	3,000	-5.8%	3,000	0.0%
Service Authority for Abandoned Vehicles	751	782	-	460	-	-100.0%	-	-
Supplemental Law Enforcement Services Act	149,327	156,806	158,100	164,265	167,200	1.8%	171,000	2.3%
Mobile Source Reduction	24,977	19,632	73,000	23,675	22,000	-7.1%	72,000	227.3%
Mobile Source Reduction - Local Government Partnership	-	-	Fund Closed					
Beverage Container Recycling	-	Fund Closed						
Used Oil/Oil Payment Program	106	111	-	65	Fund Closed			
PEG/Cable Television	15,333	15,419	14,900	14,986	14,500	-3.2%	14,700	1.4%
Senior Mobility	211,592	167,420	175,049	144,480	170,000	17.7%	133,800	-21.3%
Community Development Block Grant (CDBG)	231,789	145,699	183,713	177,726	350,000	96.9%	150,000	-57.1%
Proposition 68 (2018) Per Capita	-	-	Fund Closed					
Federal Grants	-	30,985	316,868	319,279	1,895,829	493.8%	1,895,828	0.0%
State of California Grants	-	1,453	675,000	3,098	741,000	23818.7%	193,952	-73.8%
Laguna Woods Civic Support Fund	14,073	207	20,015	773	20,015	2489.3%	20,015	0.0%
TOTAL SPECIAL REVENUE FUNDS (ALL REVENUE)	1,679,818	1,464,474	2,522,149	1,779,022	4,346,331	144.3%	3,602,883	-17.1%

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CITY OF LAGUNA WOODS				
Fiscal Years 2021-23 Budget & Work Plan				
Expenditures Detail - Special Revenue Funds				
Line Item	Fiscal Year 2019-20 Actual	Fiscal Year 2020-21 Projection	Fiscal Year 2021-22 Budget	Fiscal Year 2022-23 Budget
Fuel Tax				
Contract - Landscaping	197,848	222,604	228,274	234,120
Contract - Street Maintenance	128,464	110,754	127,240	127,240
Contract - Street Sweeping	-	-	-	-
Contract - Traffic Signal Maintenance	22,466	-	-	-
El Toro Water Efficient Median Improvement Project (Between Calle Sonora and Moulton Parkway, Moulton Parkway between South City Limit and Calle Aragon) (Design)	4,167	-	-	-
Pavement Management Plan Project (Eastbound El Toro Road between Avenida Sevilla and Church Intersection) and Various Median and Sidewalk Reconstruction	10,157	-	-	-
Water Efficient Median Improvement Project (El Toro Road between Calle Sonora and Moulton Parkway, Moulton Parkway between South City Limit and Calle Aragon, Santa Maria Avenue Shared Median) (Construction)	272,143	66,863	-	-
Ridge Route Drive Landscape Project	-	-	20,000	-
Total Fuel Tax	635,245	400,221	375,514	361,360
Road Maintenance & Rehabilitation Program				
Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Willow Tree Center)	154,245	-	-	-
Pavement Management Plan Project (Eastbound El Toro Road between Church Intersection and Moulton Parkway, Westbound El Toro Road between Willow Tree Center and Moulton Parkway)	-	218,289	-	-
Pavement Management Plan Project (Southbound Moulton Parkway between Via Campo Verde and Calle Cortez)	-	-	270,600	-
Pavement Management Plan Project (Southbound Moulton Parkway between Calle Cortez and City Limits)	-	-	-	309,800
Total Road Maintenance & Rehabilitation Program	154,245	218,289	270,600	309,800
Measure M2 (OC Go)				
Street Lighting - Public Right-of-Way	25,562	28,685	29,832	31,026
Contract - Traffic Engineering	119,540	150,060	161,040	167,482

CITY OF LAGUNA WOODS Fiscal Years 2021-23 Budget & Work Plan Expenditures Detail - Special Revenue Funds				
Line Item	Fiscal Year 2019-20 Actual	Fiscal Year 2020-21 Projection	Fiscal Year 2021-22 Budget	Fiscal Year 2022-23 Budget
Contract - Traffic Signal Maintenance	46,177	47,152	49,328	52,208
Allowable Overhead Costs	650	650	650	650
El Toro Road Traffic Signal Synchronization Project	11,699	-	-	-
Moulton Parkway Traffic Signal Synchronization Project	35,077	-	-	-
City-maintained Catch Basins Full Capture Systems Retrofit Project	-	-	-	-
Total Measure M2 (OC Go)	238,705	226,547	240,850	251,366
Coastal Area Road Improvement and Traffic Signals (CARITS)				
Program Activity	-	-	-	-
Total Coastal Area Road Improvement and Traffic Signals (CARITS)	-	-	-	-
Service Authority for Abandoned Vehicles				
Program Activity	-	-	-	-
Total Service Authority for Abandoned Vehicles	-	-	-	-
Supplemental Law Enforcement Services Act				
Law Enforcement Services	154,100	158,100	158,100	158,100
Total Supplemental Law Enforcement Services Act	154,100	158,100	158,100	158,100
Mobile Source Reduction				
Program Activity	1,581	-	-	-
City Hall Refurbishment and Safety Project: Phase 3 and Electric Vehicle Charging Infrastructure (Design)	5,285	290	-	-
City Hall Electric Vehicle Charging Infrastructure Project	-	-	-	92,500
Total Mobile Source Reduction	6,866	290	-	92,500
Used Oil/Oil Payment Program				
Grant Activities	-	5,326	Fund Closed	
Total Used Oil/Oil Payment Program	-	5,326		
PEG/Cable Television				
Equipment & Maintenance	-	3,000	-	-
City Hall Television Broadcast Improvement Project	-	101,668	-	-

CITY OF LAGUNA WOODS				
Fiscal Years 2021-23 Budget & Work Plan				
Expenditures Detail - Special Revenue Funds				
Line Item	Fiscal Year 2019-20 Actual	Fiscal Year 2020-21 Projection	Fiscal Year 2021-22 Budget	Fiscal Year 2022-23 Budget
Total PEG/Cable Television	-	104,668	-	-
Senior Mobility				
Salaries, Full-Time	2,954	21,250	23,000	23,500
Printing	3,775	3,884	4,000	4,000
Contract - Transportation	28,054	12,558	32,300	36,300
Contract - Taxi Voucher NEMT	54,622	30,132	59,700	67,200
Total Senior Mobility	89,405	67,824	119,000	131,000
Community Development Block Grant (CDBG)				
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 3	145,699	-	-	-
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4	-	144,013	-	-
COVID-19 CDBG-CV	-	33,713	-	-
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 5	-	-	350,000	-
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 6	-	-	-	150,000
Total Community Development Block Grant (CDBG)	145,699	177,726	350,000	150,000
Federal Grants				
Coronavirus Aid, Relief, and Economic Security (CARES) Act - State	-	187,805	-	-
Coronavirus Aid, Relief, and Economic Security (CARES) Act - County	30,985	116,912	-	-
American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds)	-	-	1,895,829	1,895,828
Total Federal Grants	30,985	304,717	1,895,829	1,895,828
State of California Grants				
Local Early Action Planning (LEAP) Grant	-	8,589	-	-
Senate Bill 2 Planning Grant	-	50,719	-	-
Permanent Local Housing Allocation (PLHA)	-	-	16,000	16,000
Proposition 68 (Per Capita Program) - Woods End Wilderness Preserve Trail Drainage and Improvement Project	-	-	-	177,952

CITY OF LAGUNA WOODS Fiscal Years 2021-23 Budget & Work Plan Expenditures Detail - Special Revenue Funds				
Line Item	Fiscal Year 2019-20 Actual	Fiscal Year 2020-21 Projection	Fiscal Year 2021-22 Budget	Fiscal Year 2022-23 Budget
State Budget Appropriation - City Hall/Public Library Project	-	-	-	-
Total State of California Grants	-	59,308	16,000	193,952
Laguna Woods Civic Support Fund				
Nonprofit Activities	9,566	3,579	24,408	24,408
Total Laguna Woods Civic Support Fund	9,566	3,579	24,408	24,408
TOTAL SPECIAL REVENUE FUNDS (ALL EXPENDITURES)	1,464,816	1,726,595	3,450,301	3,568,314

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7.0. CITY WORK PLAN

This chapter describes programs, projects, and services included in this budget and work plan, and their alignment with the City Council's priority focus areas.

CONTINUED PROGRAMS, PROJECTS, AND SERVICES

This budget and work plan generally includes the continuation of programs, projects, and services that were ongoing or underway as of the close of Fiscal Year 2020-21, including all core municipal functions such as:

Law Enforcement	Animal Control and Shelter	Development Permitting, Plan Review, Inspection, and Enforcement
City Hall Operations and Maintenance	Public Park Operations and Maintenance	Public Road and Right-of-Way Operations and Maintenance
Traffic Signal and Control Operations and Maintenance	Solid Waste Regulatory Compliance	Water Quality (Stormwater) Regulatory Compliance

Continuing services also include:

- The **Senior Mobility Program**, which subsidizes the cost of taxi travel for residents who are at least 60 years of age.
- The **Household Hazardous Waste Door-to-Door Collection Program**, which allows residents to safely and easily dispose of unwanted paint, aerosols, chemicals, light bulbs, motor oil, vehicle batteries, and other household hazardous waste, at no charge.
- The **City Hall Waste Drop-Off Program**, which allows residents to safely and easily dispose of medications, home-generated sharps waste, non-vehicle batteries, and certain other items by dropping them off at City Hall, at no charge.

- **Twice Annual Goods Exchange/Drop-Off Events**, which allow residents to donate or safely and easily dispose of unwanted appliances, books, electronic waste, furniture, and other household items, at no charge.
- **National Prescription Drug Take Back Day Events**, which allow residents to safely and easily dispose of most unwanted, unused, and expired prescription medications, at no charge. These events are typically held twice annually with the Orange County Sheriff's Department.
- **Notary and foreign pension acknowledgement services**, most of which are provided to residents at no charge.
- **Other community functions**, which in recent fiscal years have included art, culture, health, public safety, transportation, and small business workshops, as well as pet vaccination clinics and legislative office hours for federal and state elected representatives.

LAW ENFORCEMENT SERVICES

This budget and work plan continues the City's contract relationship with the Orange County Sheriff's Department for law enforcement services, including proactive patrol, 911 emergency response, investigation, and related support services (e.g., crime scene analysis, custody/jail services, coroner operations, and missing persons). Under the direction of the City's Chief of Police Services, law enforcement personnel will continue to work with private security and property management to maintain a high level of public safety.

ANIMAL CONTROL AND SHELTER SERVICES

This budget and work plan continues the City's contract relationship with the City of Laguna Beach for animal control and shelter services. Residents and their pets will continue to enjoy the high quality of services provided by the Laguna Beach/Laguna Woods Animal Services Division, including access to a humane animal shelter located in nearby Laguna Canyon.

SIGNIFICANT CHANGES IN SERVICE LEVELS

The following significant changes in service levels will be made beginning in Fiscal Year 2021-22:

- A new **document shredding service** will be offered as part of the City Hall Waste Drop-Off Program. Residents will be able to safely and easily dispose of sensitive documents (e.g., bank statements, tax returns, and

mortgage paperwork), at no charge. This year-round, appointment-based service will replace the periodic document shredding events that were held prior to the onset of COVID-19.

- A new **Accessibility Improvement Reimbursement Program** will provide financial assistance to lower income, senior households that make accessibility improvements (e.g., installation of grab bars, widening of doorways, and addition of ramps and electric wheelchair lifts) inside their homes. Reimbursements will be funded using State of California Permanent Local Housing Allocation (PLHA) monies.

Additional changes in service levels are described in the Significant Work Plan Items tables beginning on page 7.0-5, as well as in the City Capital Projects chapter beginning on page 8.0-1.

SIGNIFICANT WORK PLAN ITEMS

For ease of reference and to assist with implementation, programs, projects, and services that represent substantial new and/or limited-term undertakings by the City are presented in tables beginning on page 7.0-5.

The following information is included in the Significant Work Plan Items tables:

- ID – A numerical designation for reference purposes only
- Description – A brief summary of the significant work plan item
- Priority Alignment – A visual representation of the City Council's priority focus areas that are addressed by the significant work plan item; while many priority focus areas may be directly or indirectly addressed by a single significant work plan item, only the primary priority focus areas are shown in the table
- Lead Department – Designation of the City personnel who are primarily responsible for implementing the significant work plan item
- Scheduling Consideration – Notes regarding any timing requirements or other factors that affect when a significant work plan item must be undertaken or completed

The Significant Work Plan Items tables are presented alphabetically by lead department. Where the Planning & Environmental Services Department is the lead department, the Significant Work Plan Items tables are further presented alphabetically by primary service area – building, planning, waste, or water.







Significant work plan items that are not completed within the current fiscal year will be automatically carried over until the item is completed.


The City Council retains the ability to modify this work plan at its discretion.


This work plan replaces all previous work plans approved for the City.


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[Significant Work Plan Items]



<p align="center">Priority Alignment Legend THE CITY OF LAGUNA WOODS SEEKS TO CREATE A CITY THAT IS...</p>					
 Healthy and safe	 High in quality of life	 Environmentally conscious	 Economically prosperous	 Fiscally responsible	 Professionally and efficiently served



ID	Description	Priority Alignment
1	<p>Personnel Policies and Workplace Safety Programs Update – Review and update the City's personnel policies and workplace safety programs in order to align the same with recommendations from the California Joint Powers Insurance Authority. This item will address matters related to both City employees and volunteers.</p>	
Lead Department:		Administrative Services
Scheduling Consideration:		-



ID	Description	Priority Alignment
2	<p>Document Retention Policy Update – Review and update the City's document retention policy in order to efficiently and effectively manage the maintenance, preservation, and disposal of City records in a manner that complies with applicable federal, state, and local laws, as well as contractual obligations.</p>	
Lead Department:		City Clerk's Office
Scheduling Consideration:		-


ID	Description	Priority Alignment
3	<p>Requests for Proposals – Conduct competitive processes to select contract providers for the following services:</p> <p><u>Fiscal Year 2021-22</u> <i>(Existing agreements end on June 30, 2022 with no remaining extensions)</i></p> <ul style="list-style-type: none"> • Arborist and Tree Risk Assessment Services • City Engineering Services • Traffic Engineering Services • Tree Pruning and Removal Services <p><u>Fiscal Year 2022-23</u> <i>(Existing agreements end on June 30, 2023 with no remaining extensions)</i></p> <ul style="list-style-type: none"> • Landscape Maintenance Services • Planning and Geographic Information System (GIS) Services • Traffic Signal, Street Light, and City Hall Lighting Maintenance Services • Tree Pruning and Removal Services 	
Lead Department:	City Manager's Office	
Scheduling Consideration:	See "Description" above	


ID	Description	Priority Alignment
4	<p>Senior Mobility Program 3.0 – Develop a plan for modernizing the City's subsidized transportation program in order to better meet local needs. This item will be undertaken in a manner that ensures continued compliance with the Orange County Transportation Authority's Senior Mobility Program guidelines.</p>	
Lead Department:	City Manager's Office	
Scheduling Consideration:	-	


ID	Description	Priority Alignment
5	Accessibility Improvement Reimbursement Program – Develop and launch a program to provide financial assistance to lower income, senior households that make accessibility improvements inside their homes. Reimbursements will be funded using State of California Permanent Local Housing Allocation (PLHA) monies.	 
Lead Department:		Engineering & Infrastructure Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
6	Golf Cart Path and Low-Speed Vehicle Crossing Zone Signage – Review and update the City’s golf cart path and low-speed vehicle crossing zone signs and markings in order to comply with the California Vehicle Code and support regulations set forth in the California Vehicle Code and Laguna Woods Municipal Code.	 
Lead Department:		Engineering & Infrastructure Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
7	Maintenance Inspection and Repair Programs Update – Review and update the City’s maintenance inspection and repair programs in order to align the same with recommendations from the California Joint Powers Insurance Authority. This item will address matters related to both City property and equipment.	 
Lead Department:		Engineering & Infrastructure Services
Scheduling Consideration:		-


ID	Description	Priority Alignment
8	Pavement Management Plan Update for Fiscal Years 2022-32 – Review and update the City's Pavement Management Plan in order to plan for and manage the long-term preservation, rehabilitation, and maintenance of public streets. This item is also a biennial requirement for the receipt of Measure M2 (OC Go) funds.	
Lead Department:		Engineering & Infrastructure Services
Scheduling Consideration:		Adoption required no later than June 30, 2022


ID	Description	Priority Alignment
9	2022 Triennial California Building Standards Code Adoption – Adopt regulations implementing the 2022 Triennial California Building Standards Code, including any local building standards amendments that are reasonably necessary due to local climatic, geological, topographic, or environmental conditions.	
Lead Department:		Planning & Environmental Services (Building)
Scheduling Consideration:		2022 Code is effective January 1, 2023


ID	Description	Priority Alignment
10	Building Permitting Records Digitization – Convert paper records to digital files in order to enhance long-term preservation, improve ease of reference, and reduce physical storage needs. While the City's digitization goals extend to all departments, the current work effort is focused on building permitting records.	
Lead Department:		Planning & Environmental Services (Building)
Scheduling Consideration:		-


ID	Description	Priority Alignment
11	Building Permitting Software and Electronic Plan Review Enhancements – Enhance existing building permitting software in order to increase operational efficiencies, automate workflows, add new internal controls, offer expanded online customer self-service opportunities, and implement electronic plan review.	
Lead Department:		Planning & Environmental Services (Building)
Scheduling Consideration:		-


ID	Description	Priority Alignment
12	Commercial Zoning Regulations – Review and update the City's commercial zoning regulations in order to better align zoning districts with local needs, permitted uses, and off-street parking standards. This item is consistent with the City's goal of providing residents with access to high quality goods and services close to home.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		-


ID	Description	Priority Alignment
13	County Easement and City Boundary Clarification – Review and correct property records for easements that were transferred from the County of Orange to the City upon incorporation. Adjust City boundaries to improve the provision of maintenance services. This item may also include the vacation or transfer of easements.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		-


ID	Description	Priority Alignment
14	Discretionary Zoning Permits and Procedures Regulations – Review and update the City’s discretionary zoning permits and procedures regulations in order to better align zoning activities with local needs, as well as to enhance the efficiency and effectiveness of the discretionary review and permitting process.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		-


ID	Description	Priority Alignment
15	General Plan Update – Review and update the City’s General Plan to establish a long-range vision for the future of Laguna Woods. The General Plan is required by state law and reflects the community’s intentions about land use and its relationship to conservation, housing, mobility, noise, open space, and safety.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		California Government Code Section 65302 et al.


ID	Description	Priority Alignment
16	Housing Rezone Program – Complete the rezoning necessary to accommodate the City’s 6 th Cycle Regional Housing Needs Assessment (“RHNA”) housing needs allocation. This item is required by state housing law and will be further described in the General Plan Housing Element update due no later than October 15, 2021.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		California Government Code Section 65583(c)(1)(A)


ID	Description	Priority Alignment
17	Local California Environmental Quality Act Guidelines Update – Review and update the City’s Local California Environmental Quality Act (“CEQA”) Guidelines in order to ensure compliance with state law, create new public education materials, and promote the efficient, effective, and economical conduct of City business.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		-



ID	Description	Priority Alignment
18	Outdoor Business Activities Regulations – Review and update the City’s business regulations in order to address the types of outdoor activities observed during the COVID-19 public health emergency. This item is consistent with the City’s goal of providing residents with access to high quality goods and services close to home.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		-



ID	Description	Priority Alignment
19	Water Conscious Development Regulations – Review and update the City’s development regulations in order to reduce potable water use. Regulations to be reviewed and potentially updated include, but are not limited to, tree maintenance and removal, water conservation, and water efficient landscapes.	
Lead Department:		Planning & Environmental Services (Planning)
Scheduling Consideration:		-




ID	Description	Priority Alignment
20	Construction and Demolition Materials Management Regulations – Review and update the City’s construction and demolition materials management regulations in order to enhance the efficiency and effectiveness of the permitting process for covered projects, as well as to ensure compliance with state law.	
Lead Department:		Planning & Environmental Services (Waste)
Scheduling Consideration:		-


ID	Description	Priority Alignment
21	Senate Bill 1383 (2016) Compliance – Take actions necessary to comply with Senate Bill 1383, including implementation of residential organic waste collection and recycling services, procurement of recycled organic material, establishment of an edible food recovery program, and adoption of an enforcement ordinance.	
Lead Department:		Planning & Environmental Services (Waste)
Scheduling Consideration:		California Senate Bill 1383 (2016)


ID	Description	Priority Alignment
22	State Trash Orders Compliance – Take actions necessary to comply with the State Water Resources Control Board’s Statewide Water Quality Control Plans for Trash, which generally require the installation, operation, and maintenance of full capture systems for all storm drains that capture stormwater runoff from priority land uses.	
Lead Department:		Planning & Environmental Services (Water)
Scheduling Consideration:		Regional Water Quality Control Board Orders

ID	Description	Priority Alignment
23	Animal Regulations – Review and update the City's animal regulations in order to strengthen enforcement related to nuisance, potentially dangerous, and vicious animals, as well as feeding of wildlife. Animal regulations will also be reviewed and updated as necessary to ensure efficiency and effectiveness.	 
Lead Department:		Public Safety Services
Scheduling Consideration:		-

ID	Description	Priority Alignment
24	Crime Prevention through Environmental Design Regulations – Adopt Crime Prevention through Environmental Design (“CPTED”) regulations related to the design and maintenance of the built environment (new development, redevelopment, and existing properties) in order to prevent criminal activity and enhance quality of life.	 
Lead Department:		Public Safety Services
Scheduling Consideration:		-

ID	Description	Priority Alignment
25	Emergency Operations Plan Update – Review and update the City's Emergency Operations Plan in order to enhance collaboration with public and private stakeholders, incorporate the City's Local Hazard Mitigation Plan, prepare for updates in the City's Climate Adaptation Plan, and reflect organizational changes.	  
Lead Department:		Public Safety Services
Scheduling Consideration:		-

ID	Description	Priority Alignment
26	<p>Local Hazard Mitigation Plan Update – Review and update the City’s Local Hazard Mitigation Plan in order to further a long-term strategy to reduce disaster losses and prevent cycles of disaster damage, reconstruction, and repeated damage. This item is also a requirement for the receipt of certain federal disaster assistance funds.</p>	
Lead Department:		Public Safety Services
Scheduling Consideration:		-

ID	Description	Priority Alignment
27	<p>Sidewalk Vending Regulations – Due to changes in state law (Senate Bill 946, 2018), adopt sidewalk vending regulations in order to promote health, safety, and welfare, as well as for other purposes authorized by Senate Bill 946. The City is unable to regulate sidewalk vending except as authorized by Senate Bill 946.</p>	
Lead Department:		Public Safety Services
Scheduling Consideration:		-

8.0. CITY CAPITAL PROJECTS

This chapter describes major capital improvement projects that are included in this budget, as well as projects that are currently unfunded, but may be considered in the future.

CAPITAL IMPROVEMENT PROGRAM

The City Council adopts an 11-year Capital Improvement Program (“CIP”) on an annual basis in order to assist with the long-term development of funding for major capital improvement projects. The City is required to adopt an at least seven-year CIP in order to receive funding from Orange County’s Measure M2 (OC Go) half-cent sales tax, which voters approved in 2006 to fund transportation projects and activities. While the first two years of the CIP are included in this budget and work plan, the City Council retains the ability to modify the CIP at its discretion and no funding commitment is created by the inclusion of unfunded projects or projects planned for future years.

The City considers a “major capital improvement project” to be any project that meets the definition of a “public project” in California Public Contract Code Section 22002, including “construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work” of facilities owned, leased, or operated by the City, as well as any non-minor “painting or repainting.” Maintenance is not considered a public project. A “major capital improvement project” also includes pavement management work included in the City’s 10-year Pavement Management Plan, work that is required to be included in the CIP for Measure M2 (OC Go) eligibility, and any other project so-designated by the City Council.

Major capital improvement projects are categorized as either funded, partially funded, or unfunded. Partial funding of projects is not unusual, as full funding may be developed over the course of several fiscal years, as grants and other federal, state, and county funds are obtained in order to reduce impacts to the General Fund. In other cases, funding from the General Fund may be set aside for projects over multiple fiscal years in the interest of fiscal prudence. The preparation of design documents and construction drawings may also precede the allocation of construction funding.

The term of this CIP is fiscal years 2021-22 through 2031-32.

CAPITAL PROJECTS APPROPRIATIONS SUMMARY – BUDGETED

The appropriations summarized below are included in the Fiscal Years 2021-23 Budget & Work Plan. For additional information on specific projects, please refer to the worksheets beginning on page 8.0-9.

Fiscal Year 2021-22

- *Capital Projects Fund*
 - City Hall Refurbishment and Safety Project: Phase 3 (\$20,000)
 - City Hall/Public Library Project (\$250,000)
 - Ridge Route Drive Landscape Project (\$20,000)
 - City-maintained Catch Basins Full Capture Systems Retrofit Project (\$11,296)

FUND TOTAL: \$301,296
- *Fuel Tax Fund*
 - Ridge Route Drive Landscape Project (\$20,000)

FUND TOTAL: \$20,000
- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Southbound Moulton Parkway between Via Campo Verde and Calle Cortez) (\$270,600)

FUND TOTAL: \$270,600
- *Community Development Block Grant (CDBG) Fund*
 - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 5 (\$350,000)

FUND TOTAL: \$350,000

GRAND TOTAL – FISCAL YEAR 2021-22: \$941,896

Unspent appropriations approved prior to July 1, 2021 are expected to be carried over to Fiscal Year 2022-23 for the following projects, pursuant to Section 2.9.04(10) of Administrative Policy 2.9:

- *Capital Projects Fund*
 - City Hall/Public Library Project
- *Measure M2 (OC Go) Fund*

- City-maintained Catch Basins Full Capture Systems Retrofit Project
- *State of California Grants Fund*
 - City Hall/Public Library Project

Fiscal Year 2022-23

- *Capital Projects Fund*
 - City Hall Refurbishment and Safety Project: Phase 3 (\$230,000)
 - Woods End Wilderness Preserve Trail Drainage and Improvement Project (\$35,591)

FUND TOTAL: \$265,591
- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Southbound Moulton Parkway between Calle Cortez and South City Limit) (\$309,800)

FUND TOTAL: \$309,800
- *Mobile Source Reduction Fund*
 - City Hall Electric Vehicle Charging Infrastructure Project (\$92,500)

FUND TOTAL: \$92,500
- *Community Development Block Grant (CDBG) Fund*
 - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 6 (\$150,000)

FUND TOTAL: \$150,000
- *State of California Grants Fund*
 - Woods End Wilderness Preserve Trail Drainage and Improvement Project (\$177,952)

FUND TOTAL: \$ 177,952

GRAND TOTAL – FISCAL YEAR 2022-23: \$995,843

Unspent appropriations approved prior to July 1, 2022 are expected to be carried over to Fiscal Year 2021-22 for projects that are not yet complete, pursuant to Section 2.9.04(10) of Administrative Policy 2.9.

CAPITAL PROJECTS APPROPRIATIONS SUMMARY – PLANNED

The appropriations summarized below are planned for inclusion in future

budgets and work plans. The City Council retains the ability to modify the CIP at its discretion and no funding commitment is created by planning for these projects. For additional information on specific projects, please refer to the worksheets beginning on page 8.0-23.

Fiscal Year 2023-24

- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and South City Limit) (\$309,800)
- FUND TOTAL: \$309,800
- *Community Development Block Grant (CDBG) Fund*
 - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7 (\$150,000)
- FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2023-24: \$459,800

Fiscal Year 2024-25

- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde) (\$270,600)
- FUND TOTAL: \$270,600
- *Community Development Block Grant (CDBG) Fund*
 - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8 (\$150,000)
- FUND TOTAL: \$150,000
- GRAND TOTAL – FISCAL YEAR 2024-25: \$420,600

Fiscal Year 2025-26

- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and West City Limit) (\$244,200)
- FUND TOTAL: \$244,200
- *Community Development Block Grant (CDBG) Fund*

- Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9 (\$150,000)

FUND TOTAL: \$150,000

GRAND TOTAL – FISCAL YEAR 2025-26: \$394,200

Fiscal Year 2026-27

- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Eastbound El Toro Road between West City Limit and Calle Corta) (\$253,100)

FUND TOTAL: \$253,100

- *Community Development Block Grant (CDBG) Fund*
 - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 10 (\$150,000)

FUND TOTAL: \$150,000

GRAND TOTAL – FISCAL YEAR 2026-27: \$403,100

Fiscal Year 2027-28

- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Westbound El Toro Road between Moulton Parkway and Calle Sonora) (\$240,900)

FUND TOTAL: \$240,900

- *Community Development Block Grant (CDBG) Fund*
 - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 11 (\$150,000)

FUND TOTAL: \$150,000

GRAND TOTAL – FISCAL YEAR 2027-28: \$390,900

Fiscal Year 2028-29

- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Westbound El Toro Road between Calle Sonora and Canyon Wren) (\$238,200)

FUND TOTAL: \$238,200

- *Community Development Block Grant (CDBG) Fund*

- Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 12 (\$150,000)

FUND TOTAL: \$150,000

GRAND TOTAL – FISCAL YEAR 2028-29: \$388,200

Fiscal Year 2029-30

- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager) (\$320,800)

FUND TOTAL: \$320,800

- *Community Development Block Grant (CDBG) Fund*
 - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 13 (\$150,000)

FUND TOTAL: \$150,000

GRAND TOTAL – FISCAL YEAR 2029-30: \$470,800

Fiscal Year 2030-31

- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Placeholder for project per forthcoming Fiscal Years 2022-32 Pavement Management Plan)

FUND TOTAL: \$TBD

- *Community Development Block Grant (CDBG) Fund*
 - Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 14 (\$150,000)

FUND TOTAL: \$150,000

GRAND TOTAL – FISCAL YEAR 2030-31: \$TBD

Fiscal Year 2031-32

- *Road Maintenance & Rehabilitation Program Fund*
 - Pavement Management Plan Project (Placeholder for project per forthcoming Fiscal Years 2022-32 Pavement Management Plan)

FUND TOTAL: \$TBD

- *Community Development Block Grant (CDBG) Fund*

- Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 15 (\$150,000)

FUND TOTAL: \$150,000

GRAND TOTAL – FISCAL YEAR 2031-32: \$TBD

FUTURE OUTLOOK FOR CAPITAL IMPROVEMENT PROJECTS

The City's 10-year Pavement Management Plan will undergo its next biennial update in Fiscal Year 2021-22 for a term spanning fiscal years 2022-23 through 2031-32. As a result of that update, it is anticipated that additional pavement management plan projects will be identified for inclusion in this CIP. Project placeholders are included for fiscal years 2030-31 and 2031-32.

In fiscal years 2021-22 and 2022-23, the City expects to receive \$3,791,657 in Coronavirus Local Fiscal Recovery Funds as a result of the federal American Rescue Plan Act. To the extent that the City Council elects to use a portion of that funding for capital improvement projects, this CIP will require revision.

The following projects are presently unfunded and unscheduled, but may be undertaken in the event that funding becomes available:

- El Toro Road Localized Flooding Relief Project
- City Hall Refurbishment and Safety Project: Phase 4
- City Hall Emergency Backup Generator Project
- City Centre Park Lighting Improvement Project
- Water Efficient Median Improvement Project (Santa Maria Avenue between Via Vista and Moulton Parkway)

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**CAPITAL IMPROVEMENT PROGRAM
PROJECT WORKSHEETS**

FISCAL YEAR 2021-22

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CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

City Hall Refurbishment and Safety Project: Phase 3

Funding Status: Partially Funded (2021-22); Funded (2022-23)

Priority

Alignment:



Healthy and safe

Project Description

This project involves refurbishments and safety improvements at City Hall. The scope of work is expected to include improvements from the following list:

- Modernization of the elevator and related control systems
- Replacement of exterior doors/windows and balcony railing
- Improvement of heating, ventilation, and air conditioning systems
- Creation of an employee break room/lactation room that meets the requirements of California Labor Code Section 1031
- Installation of a high-capacity records storage system
- Remodeling of the first-floor lobby, counter, and office areas
- Deferred maintenance (e.g., paint and signage/façade repair)
- Other work related to accessibility, functionality, and security

Work not included in Phase 3 will be considered for future phases.

Purpose

This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City's only public building and seat of government.

Cost

The one-time cost of designing and constructing this project is estimated at \$250,000 (as of May 2021; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

Unassigned General Fund balance will be used to fund this project.

- Fiscal Year 2021-22: Capital Projects Fund (\$20,000)
- Fiscal Year 2022-23: Capital Projects Fund (\$230,000)

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

City Hall/Public Library Project

Funding Status: Funded (2022-23)

Priority Alignment:



High in quality of life

Project Description

This project involves (1) the addition of a dedicated space for the Laguna Woods branch of OC Public Libraries, (2) expansion of the existing patio area to serve both City Hall and the public library, and (3) related site, landscape, signage, and parking lot improvements.

Purpose

This project is intended to provide continued local access to a public library in a new location with improved facilities and amenities. The project will also address maintenance needs and enhance City Hall's functionality.

Cost

The one-time cost of designing and constructing this project is estimated at \$1,170,280 (as of May 2021; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

\$670,280 in unassigned General Fund balance and \$500,000 in State of California Budget Appropriation monies will be used to fund this project.

- Fiscal Year 2019-20: Capital Projects Fund (\$400,000)
- Fiscal Year 2020-21: Capital Projects Fund (\$20,280)
- Fiscal Year 2020-21: State of California Grants Fund (\$500,000)
- Fiscal Year 2021-22: Capital Projects Fund (\$250,000)

Construction must be complete no later than June 30, 2022, in order to use the State of California Budget Appropriation monies.

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Ridge Route Drive Landscape Project

Funding Status: Partially Funded (2021-22)

Priority Alignment:



High in quality of life

Project Description

This project involves the removal of the fencing, artificial turf, and remaining fixtures from the former dog park site on Ridge Route Drive, and installation of parkway landscaping in its place.

Purpose

This project is intended to convert the former dog park site on Ridge Route Drive to a landscaped parkway. The site was a parkway prior to the opening of the dog park in 2001. The dog park was relocated to a new site on Ridge Route Drive beginning on July 27, 2019.

Cost

The one-time cost of designing this project is estimated at \$40,000 (as of May 2021). The one-time cost of constructing this project is not yet known, but will be calculated following the completion of design documents.

Funding

\$20,000 in unassigned General Fund balance and \$20,000 in Fuel Tax Fund monies will be used to fund the design of this project.

- Fiscal Year 2021-22: Capital Projects Fund (\$20,000)
- Fiscal Year 2021-22: Fuel Tax Fund (\$20,000)

Funding to construct this project has not yet been identified.

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**Pavement Management Plan Project (Southbound Moulton Parkway
between Via Campo Verde and Calle Cortez)**

Funding Status: Funded (2021-22)

Priority

Alignment:



Healthy and safe



High in quality of life

Estimated Useful Life: 15 years

Project Description

This project involves the rehabilitation of deteriorated pavement along the specified street section(s), including asphalt concrete pavement cold milling and repaving. The work may also include reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, and replacement of painted striping and pavement markings.

Purpose

This project is part of the City's 10-year Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index ("PCI") below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement. As of February 2020, the specified street section had a PCI of 80.

Cost

The one-time cost of designing and constructing this project is estimated at \$270,600 (as of June 2020; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

Road Maintenance & Rehabilitation Program Fund monies will be used to fund this project (\$270,600).

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 5

Funding Status: Contingent on the receipt of external funding (2021-22)

Priority

Alignment:



Healthy and safe



High in quality of life

Project Description

This project involves the improvement of pedestrian paths-of-travel, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings; and/or, replacement of detectable warnings. The work may also include modification of right-of-way to increase navigable area and clearances.

Purpose

This project is based on the findings of an accessibility survey of City sidewalks and curb ramps. The improvements are intended to enhance ease of travel and promote compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

Cost

The one-time cost of designing and constructing this project is estimated at \$350,000 (as of May 2021; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

The City anticipates using Community Development Block Grant ("CDBG") monies to fund this project (\$350,000).

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

City-maintained Catch Basins Full Capture Systems Retrofit Project

Funding Status: Partially Funded (2020-21); Funded (2021-22)

Priority

Alignment:



Healthy and safe



Environmentally conscious

Project Description

This project involves the removal of 38 existing catch basin filter inserts and the installation of 40 full capture systems in City-maintained catch basins.

Purpose

This project is a part of the City's strategy for complying with orders related to the State Water Resources Control Board's Statewide Water Quality Control Plans for Trash. The "state trash orders" are intended to address the adverse impacts of trash on beneficial uses of surface waters in California.

Cost

The one-time cost of designing and constructing this project is estimated at \$42,937 (as of July 2020; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

\$11,296 in unassigned General Fund balance and \$31,641 in Measure M2 (OC Go) Environmental Cleanup, Tier 1 Grant Program monies will be used to fund this project.

- Fiscal Year 2020-21: Measure M2 (OC Go) Fund (\$31,641)
- Fiscal Year 2021-22: Capital Projects Fund (\$11,296) – *satisfies the 20% match required by the Measure M2 (OC Go) Environmental Cleanup, Tier 1 Grant Program*

**CAPITAL IMPROVEMENT PROGRAM
PROJECT WORKSHEETS**

FISCAL YEAR 2022-23

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CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

**Pavement Management Plan Project (Southbound Moulton Parkway
between Calle Cortez and South City Limit)**

Funding Status: Funded (2022-23)

Priority

Alignment:



Healthy and safe



High in quality of life

Estimated Useful Life: 15 years

Project Description

This project involves the rehabilitation of deteriorated pavement along the specified street section(s), including asphalt concrete pavement cold milling and repaving. The work may also include reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, and replacement of painted striping and pavement markings.

Purpose

This project is part of the City's 10-year Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index ("PCI") below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement. As of February 2020, the specified street sections had a blended PCI of 79.3.

Cost

The one-time cost of designing and constructing this project is estimated at \$309,800 (as of June 2020; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

Road Maintenance & Rehabilitation Program Fund monies will be used to fund this project (\$309,800).

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

City Hall Electric Vehicle Charging Infrastructure Project

Funding Status: Funded (2022-23)

Priority

Alignment:



Healthy and safe



Environmentally conscious

Project Description

This project involves the purchase and/or installation of electric vehicle charging infrastructure at a publicly accessible location at or in the vicinity of City Hall, generally consisting of two charging stations.

Purpose

This project is intended to support the expanded use of alternatively fueled vehicles in and around Laguna Woods.

Cost

The one-time cost of designing and constructing this project is estimated at \$92,500 (as of October 2019; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

\$42,500 in regular Mobile Source Reduction Fund monies and \$50,000 in Clean Transportation Funding™ 2017 Local Government Partnership Program monies will be used to fund this project. Both revenue sources are accounted for in the Mobile Source Reduction Fund.

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 6

Funding Status: Contingent on the receipt of external funding (2022-23)

Priority

Alignment:



Healthy and safe



High in quality of life

Project Description

This project involves the improvement of pedestrian paths-of-travel, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings; and/or, replacement of detectable warnings. The work may also include modification of right-of-way to increase navigable area and clearances.

Purpose

This project is based on the findings of an accessibility survey of City sidewalks and curb ramps. The improvements are intended to enhance ease of travel and promote compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

Cost

The one-time cost of designing and constructing this project is estimated at \$150,000 (as of May 2021; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

The City anticipates using Community Development Block Grant ("CDBG") monies to fund this project (\$150,000).

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title:

Woods End Wilderness Preserve Trail Drainage and Improvement Project

Funding Status: Funded (2022-23)

Priority

Alignment:



Healthy and safe



High in quality of life

Project Description

This project involves the construction and refurbishment of drainage and entry facilities at Woods End Wilderness Preserve, as well as work related to accessibility, safety, and security.

Purpose

This project is intended to improve drainage and prevent stormwater runoff from the Woods End Wilderness Preserve trail (fire road). It will also enhance the safety, visibility, and condition of City-maintained park areas.

Cost

The one-time cost of constructing this project is estimated at \$213,543 (as of June 2021; subject to the completion of design documents, construction drawings, and competitive bidding).

Funding

\$35,591 in unassigned General Fund balance and \$177,952 in Proposition 68 (Per Capita Program) monies will be used to fund this project.

- Fiscal Year 2022-23: Capital Projects Fund (\$35,591) – *satisfies the 20% match required by the Proposition 68 (Per Capita Program)*
- Fiscal Year 2022-23: State of California Grants Fund (\$177,952)

**CAPITAL IMPROVEMENT PROGRAM
PROJECT WORKSHEETS**

FUTURE FISCAL YEARS

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CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title: **Pavement Management Plan Project – Additional Phases**

Funding Status: Unfunded

Projected Funding Plan: See Table Below

Project Description

This project involves the rehabilitation of deteriorated pavement along the specified street section(s), including asphalt concrete pavement cold milling and repaving. The work may also include reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, and replacement of painted striping and pavement markings.

Purpose

This project is part of the City’s 10-year Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index (“PCI”) below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement.

Cost & Funding

Over the course of fiscal years 2023-24 through 2031-32, the one-time cost of constructing these projects is estimated to be at least \$1,877,600 (as of June 2020; subject to the completion of design documents, construction drawings, and competitive bidding, as well as the identification of projects for fiscal years 2030-31 and 2031-32). The City anticipates that Road Maintenance & Rehabilitation Program Fund monies will be used to fund these projects.

Street Section(s)	Blended PCI as of February 2020	Anticipated Fiscal Year	Total
Northbound Moulton Parkway between Calle Cortez and South City Limit	77.3	2023-24	\$309,800
Northbound Moulton Parkway between Calle Cortez and Via Campo Verde	66	2024-25	\$270,600
Westbound El Toro Road between Calle Corta and West City Limit	78	2025-26	\$244,200
Eastbound El Toro Road between West City Limit and Calle Corta	88	2026-27	\$253,100

Westbound El Toro Road between Moulton Parkway and Calle Sonora	75.5	2027-28	\$240,900
Westbound El Toro Road between Calle Sonora and Canyon Wren	77	2028-29	\$238,200
Westbound El Toro Road between Canyon Wren and Tanager	76	2029-30	\$320,800
To be determined following adoption of the Fiscal Years 2022-32 Pavement Management Plan in FY 2021-22	TBD	2030-31	TBD
To be determined following adoption of the Fiscal Years 2022-32 Pavement Management Plan in FY 2021-22	TBD	2031-32	TBD
Total			\$1,877,600

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CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title: **Americans with Disabilities Act (ADA) Pedestrian
Accessibility Improvement Project – Additional Phases**

Funding Status: Unfunded

Projected Funding Plan: See Table Below

Project Description

This project involves the improvement of pedestrian paths-of-travel, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings; and/or, replacement of detectable warnings. The work may also include modification of right-of-way to increase navigable area and clearances.

Purpose

This project is based on the findings of an accessibility survey of City sidewalks and curb ramps. The improvements are intended to enhance ease of travel and promote compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

Cost & Funding

Over the course of fiscal years 2023-24 through 2031-32, the one-time cost of designing and constructing these projects is estimated at \$1,350,000 (as of March 2019; subject to the completion of design documents, construction drawings, and competitive bidding). These projects are contingent on the receipt of external funding. The City anticipates applying for Community Development Block Grant ("CDBG") funding.

Phase	Anticipated Fiscal Year	Total
7	2023-24	\$150,000
8	2024-25	\$150,000
9	2025-26	\$150,000
10	2026-27	\$150,000
11	2027-28	\$150,000
12	2028-29	\$150,000
13	2029-30	\$150,000
14	2030-31	\$150,000
15	2031-32	\$150,000
Total		\$1,350,000

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title: **El Toro Road Localized Flooding Relief Project**

Funding Status: Unfunded

Projected Funding Plan: Unscheduled

Project Description

This project involves replacing and upsizing the existing storm drain and catch basins on eastbound El Toro Road between the St. Nicholas Church/Lutheran Church of the Cross intersection and the Valencia Center.

Purpose

This project is based on the findings of a technical study that was undertaken in 2019 to analyze recurring instances of localized flooding on eastbound El Toro Road between the St. Nicholas Church/Lutheran Church of the Cross intersection and the Valencia Center. The improvements are intended to mitigate localized flooding resultant of a 10-year storm event.

Cost & Funding

The one-time cost of designing and constructing this project is estimated at between \$605,000 and \$1,003,000 (as of November 2019; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; however, the City will continue to seek grant opportunities.

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title: **City Hall Refurbishment and Safety Project: Phase 4**

Funding Status: Unfunded

Projected Funding Plan: Unscheduled

Project Description

This project involves refurbishments and safety improvements at City Hall. The scope of work is expected to include improvements from the following list:

- Modernization of the elevator and related control systems
- Replacement of exterior doors/windows and balcony railing
- Improvement of heating, ventilation, and air conditioning systems
- Creation of an employee break room/lactation room that meets the requirements of California Labor Code Section 1031
- Installation of a high-capacity records storage system
- Remodeling of the first-floor lobby, counter, and office areas
- Deferred maintenance (e.g., paint and signage/façade repair)
- Other work related to accessibility, functionality, and security

Work not included in Phase 4 may be considered for future phases.

Purpose

This project is intended to address maintenance needs and ensure that City Hall remains accessible, functional, safe, and secure. The work will safeguard and enhance the City's only public building and seat of government.

Cost & Funding

The cost of designing and constructing this project is not yet known. Needs will be re-assessed, and the improvements list updated, following completion of Phase 3 and the City Hall/Public Library Project. The City anticipates that unassigned General Fund balance will be used to fund this project.

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title: **City Centre Park Lighting Improvement Project**

Funding Status: Unfunded

Projected Funding Plan: Unscheduled

Project Description

This project involves using existing conduit to install low-level walkway lighting along the serpentine walking path and hardscape areas in City Centre Park.

Purpose

This project is intended to improve the utility and function of City Centre Park. Light fixtures were included in the initial design for City Centre Park; however, only conduit to allow for future lighting was installed during construction.

Cost & Funding

The one-time cost of designing and constructing this project is estimated at \$115,000 (as of May 2016; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; however, the City will continue to seek grant opportunities.

DRAFT

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title: **City Hall Emergency Backup Generator Project**

Funding Status: Unfunded

Projected Funding Plan: Unscheduled

Project Description

This project involves the installation of an emergency backup generator and automatic transfer switch at City Hall. The emergency backup generator will be capable of providing sufficient power to allow City Hall to function for at least 24 hours of continuous use.

Purpose

This project is intended to ensure that City Hall remains accessible, functional, safe, and secure, particularly during power outages and Public Safety Power Shutdown (PSPS) events. The work will safeguard and enhance the City's only public building and seat of government.

Cost & Funding

The one-time cost of designing and constructing this project is estimated at \$280,000 (as of May 2021; subject to the completion of design documents, construction drawings, and competitive bidding). Funding has not yet been identified; however, the City will continue to seek grant opportunities.

CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Project Title: **Water Efficient Median Improvement Project (Santa Maria Avenue between Via Vista and Moulton Parkway)**

Funding Status: Unfunded

Projected Funding Plan: Unscheduled

Project Description

This project involves retrofitting three medians on Santa Maria Avenue with drought-tolerant landscaping and water efficient irrigation systems. Irrigated area in the medians will be limited to 25% of the pervious surface area. All existing turf grass and overhead spray irrigation will be eliminated.

Purpose

This project is intended to enhance streetscape aesthetics, reduce irrigation-related water consumption, and enable the future use of recycled water for irrigation. The use of recycled water would help to conserve potable water, thereby reducing demand for imported water.

Cost & Funding

The one-time cost of designing and constructing this project is estimated at \$250,000 (as of March 2019; subject to the completion of design documents, construction drawings, and competitive bidding). The City anticipates that Fuel Tax Fund monies will be used to fund this project.

CITY OF LAGUNA WOODS Fiscal Years 2021-32 Capital Improvement Program Funding Plan				
Project Title	Estimated Project Cost	Fiscal Year	Projected Funding	Funding Source
FUNDED AND PARTIALLY FUNDED PROJECTS				
City Hall Refurbishment and Safety Project: Phase 3	250,000	2021-22 2022-23	20,000 230,000 250,000	Capital Projects Fund Capital Projects Fund
City Hall/Public Library Project	1,170,280	2019-20 2020-21 2020-21 2021-22	400,000 20,280 500,000 250,000 1,170,280	Capital Projects Fund Capital Projects Fund State of California Grants Fund Capital Projects Fund
Ridge Route Drive Landscape Project <i>(Partially funded only; construction costs will be calculated following the completion of design documents)</i>	40,000	2021-22 2021-22	20,000 20,000 40,000	Capital Projects Fund Fuel Tax Fund
Pavement Management Plan Project (Southbound Moulton Parkway between Via Campo Verde and Calle Cortez)	270,600	2021-22	270,600 270,600	Road Maintenance & Rehabilitation Program Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 5	350,000	2021-22	350,000 350,000	Community Development Block Grant (CDBG) Fund
City-maintained Catch Basins Full Capture Systems Retrofit Project	42,937	2020-21 2021-22	31,641 11,296 42,937	Measure M2 (OC Go) Fund Capital Projects Fund
Pavement Management Plan Project (Southbound Moulton Parkway between Calle Cortez and South City Limit)	309,800	2022-23	309,800 309,800	Road Maintenance & Rehabilitation Program Fund
City Hall Electric Vehicle Charging Infrastructure Project	92,500	2022-23	92,500 92,500	Mobile Source Reduction Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 6	150,000	2022-23	150,000 150,000	Community Development Block Grant (CDBG) Fund
Woods End Wilderness Preserve Trail Drainage and Improvement Project	213,543	2022-23 2022-23	35,591 177,952 213,543	Capital Projects Fund State of California Grants Fund
PLANNED PROJECTS				
Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and South City Limit)	309,800	2023-24	309,800 309,800	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde)	270,600	2024-25	270,600 270,600	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Westbound El Toro Road between Calle Cortez and West City Limit)	244,200	2025-26	244,200 244,200	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Eastbound El Toro Road between West City Limit and Calle Cortez)	253,100	2026-27	253,100 253,100	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Westbound El Toro Road between Moulton Parkway and Calle Sonora)	240,900	2027-28	240,900 240,900	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Westbound El Toro Road between Calle Sonora and Canyon Wren)	238,200	2028-29	238,200 238,200	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Westbound El Toro Road between Canyon Wren and Tanager)	320,800	2029-30	320,800 320,800	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Placeholder for project per forthcoming Fiscal Years 2022-23 Pavement Management Plan)	TBD	2030-31	TBD TBD	Road Maintenance & Rehabilitation Program Fund
Pavement Management Plan Project (Placeholder for project per forthcoming Fiscal Years 2022-23 Pavement Management Plan)	TBD	2031-32	TBD TBD	Road Maintenance & Rehabilitation Program Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7	150,000	2023-24	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 8	150,000	2024-25	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9	150,000	2025-26	150,000 150,000	Community Development Block Grant (CDBG) Fund

CITY OF LAGUNA WOODS Fiscal Years 2021-32 Capital Improvement Program Funding Plan				
Project Title	Estimated Project Cost	Fiscal Year	Projected Funding	Funding Source
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 10	150,000	2026-27	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 11	150,000	2027-28	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 12	150,000	2028-29	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 13	150,000	2029-30	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 14	150,000	2030-31	150,000 150,000	Community Development Block Grant (CDBG) Fund
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 15	150,000	2031-32	150,000 150,000	Community Development Block Grant (CDBG) Fund
UNFUNDED PROJECTS				
El Toro Road Localized Flooding Relief Project	605,000 - 1,003,000	Unscheduled	605,000 - 1,003,000	Not Yet Identified
City Hall Refurbishment and Safety Project: Phase 4	Not Yet Known	Unscheduled	Not Yet Known	Not Yet Identified
City Centre Park Lighting Improvement Project	115,000	Unscheduled	115,000	Not Yet Identified
City Hall Emergency Backup Generator Project	280,000	Unscheduled	280,000	Not Yet Identified
Water Efficient Median Improvement Project (Santa Maria Avenue between Via Visa and Moulton Parkway)	250,000	Unscheduled	250,000	Fuel Tax Fund
TRANSPORTATION-RELATED OPERATIONS & MAINTENANCE				
The following information is included at the direction of the Orange County Transportation Authority. Operations and maintenance expenses are not capital improvement projects.				
	<u>Fiscal Year 2021-22</u>	<u>Fiscal Year 2022-23</u>	<u>Fiscal Year 2023-24</u>	
	<u>Budget</u>	<u>Budget</u>	<u>Estimate</u>	
Measure M2 (OC Go) Fair Share Expenditures				
Street Lighting - Public Right of Way	29,832	31,026	31,957	
Contract - Traffic Engineering	161,040	167,482	172,506	
Contract - Traffic Signal Maintenance	49,328	52,208	53,774	
Allowable Overhead Costs	650	650	750	
	<u>240,850</u>	<u>251,366</u>	<u>258,987</u>	
	<u>Fiscal Year 2024-25</u>	<u>Fiscal Year 2025-26</u>	<u>Fiscal Year 2026-27</u>	
	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	
Measure M2 (OC Go) Fair Share Expenditures				
Street Lighting - Public Right of Way	32,915	33,903	34,920	
Contract - Traffic Engineering	177,682	183,012	188,502	
Contract - Traffic Signal Maintenance	55,387	57,049	58,761	
Allowable Overhead Costs	750	750	750	
	<u>266,735</u>	<u>274,714</u>	<u>282,933</u>	
	<u>Fiscal Year 2027-28</u>			
	<u>Estimate</u>			
Measure M2 (OC Go) Fair Share Expenditures				
Street Lighting - Public Right of Way	35,968			
Contract - Traffic Engineering	194,158			
Contract - Traffic Signal Maintenance	60,523			
Allowable Overhead Costs	750			
	<u>291,399</u>			

8.2
EMPLOYEE COMPENSATION AND BENEFITS

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: June 16, 2021 Regular Meeting

SUBJECT: Employee Compensation and Benefits

Recommendation

Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 19-26 AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

Background

Employee compensation and benefits policies are established by the City Council with the City Manager responsible for the “day-to-day” implementation thereof.

Discussion

Today’s meeting is an opportunity for City Council action, as well as public input, on proposed modifications of employee compensation and benefits (Attachment A). Staff recommends that the City Council adopt the proposed resolution in order to update compensation and benefit offerings.

The following modifications would be made effective July 1, 2021:

- Repeal Resolution No. 19-26, the most recent compensation and benefits resolution adopted by the City Council. No modifications have been made to the compensation and benefits resolution since November 20, 2019.

- Increase the City Manager’s base salary from \$187,445.40 to \$192,525.94 (approximately 2.71%), in accordance with the Consumer Price Index (CPI)-based methodology set forth in the City Manager’s employment agreement. Due to the impacts of COVID-19, the City Council previously accepted the City Manager’s waiver of the CPI-based salary increase that would have otherwise taken effect on July 1, 2020. As a result, the City Manager’s base salary has remained unchanged since July 1, 2019.
- Increase the compensation ranges for four employee positions based on a market survey. Movement within compensation ranges is based on merit and subject to budgetary constraints. Adoption of the proposed resolution would not directly increase any employee’s existing compensation.

Position	Compensation Range (annual equivalent unless otherwise noted)
Administrative Services Director/City Treasurer*	Existing: \$110,982-\$155,374 Proposed: \$113,201-\$158,481
Management Analyst	Existing: \$64,956-\$90,938 Proposed: \$65,774-\$92,083
Deputy City Clerk**	Existing: \$51,948-\$72,727 Proposed: \$59,746-\$83,644
Senior Accountant**	Existing: \$34.03-\$47.64 per hour Proposed: \$35.50-\$49.70 per hour

* This position is currently filled on a part-time basis.

** No employees are currently employed in this position.

- Formalize the ability to offer technology allowances in amounts up to \$79.50 per month to employees who are regularly required to use their personal cellular telephones, personal computers, and/or other personal technology to conduct City business. The City Manager receives a separate technology allowance and would not be eligible for this offering.

Fiscal Impact

The proposed modifications of employee compensation and benefits are expected to result in minimal additional costs and could be accommodated in the draft Fiscal Years 2021-23 General Fund operating budget that was presented on June 2, 2021.

Attachment: A – Proposed Resolution

RESOLUTION NO. 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 19-26 AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Effective July 1, 2021, Resolution No. 19-26 is hereby repealed and replaced by this resolution.

SECTION 2. The compensation schedule for City employees is established as follows:

Exempt Full-Time Employees (Annual Equivalent)

City Manager	\$192,525.94
Administrative Services Director/ City Treasurer	\$113,201 – \$158,481
City Clerk	\$72,750 – \$101,850
Senior Management Analyst	\$72,750 – \$101,850
Management Analyst	\$65,774 – \$92,083
Deputy City Clerk	\$59,746 – \$83,644

Non-Exempt Full-Time Employees (Hourly Rate)

Senior Accountant	\$35.50 – \$49.70
Accountant	\$29.85 – \$41.79
Administrative Coordinator	\$22.40 – \$31.36
Accounting Clerk	\$18.93 – \$26.50

Non-Exempt Part-Time/Limited Part-Time Employees (Hourly Rate)

Customer Service Representative	\$15.00 – \$18.00
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The City Manager is authorized to hire, promote, and compensate employees within established compensation ranges, to offer benefits, and to fill any full-time position as a part-time or limited part-time position, consistent with City Council-adopted budgets and this resolution.

SECTION 3. All employees who work 40 or more hours per week on a regularly assigned basis shall be considered “full-time employees” for the purpose of this resolution. Full-time employees shall receive the following benefits:

- A. Paid Holidays: The City shall observe the following holidays with full-time employees receiving eight hours of compensation for each weekday on which a holiday is observed: Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, Friday after Thanksgiving, and Winter Holiday (December 24 through January 1; when January 1 falls on a Thursday, Winter Holiday shall be observed through January 2). Except for Winter Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it shall be observed the on prior Friday; when a holiday falls on a Sunday, it shall be observed on the following Monday.
- B. Floating Holidays: The City shall provide each full-time employee with two floating holidays per calendar year, equivalent to 16 hours of pay credited the first pay period of each calendar year. Floating holidays are not accrued on a pro-rata basis throughout the calendar year. Full-time employees must be in paid status on regularly scheduled workdays before and after using floating holiday time. Floating holiday time shall be used in increments of eight hours.

Full-time employees may maintain a balance of no more than 16 hours of unused floating holiday time (Floating Holiday Accrual Limit) and shall not accrue additional floating holiday time when the Floating Holiday Accrual Limit has been reached. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued floating holiday time.

- C. Retirement: All City employees, including full-time employees, are required to participate in the Social Security system. In addition, the City shall contract with the California Public Employees’ Retirement System (CalPERS) for retirement benefits for all eligible full-time employees. Full-time employees considered “classic” by CalPERS shall pay the 7% employee contribution pursuant to the terms of Resolution No. 12-18. Full-time employees

considered “new members” by CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time.

- D. Retiree Medical: As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who have worked for the City for a minimum of 10 years. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet the 10-year requirement, with each 174 hours counting as one month.
- E. Monthly Benefit Allowance: The City shall provide each full-time employee with a monthly benefit allowance of \$1,000 per month. A portion of the allowance shall be allocated to pay for the employee assistance program and health insurance, as provided in this resolution. The remaining balance of the monthly benefit allowance may be allocated by the employee to elect benefits available through the City’s Internal Revenue Code Section 125 Flexible Benefits Plan, in accordance with applicable plan documents. Any amount of the monthly benefit allowance that remains after the allocations described above shall be forfeited. Full-time employees shall be required to make elections for the annual calendar year use of the entirety of monthly benefit allowances during an enrollment/election period established by the City Manager, as may change from time to time. Modifications of annual calendar year elections following any enrollment/election period shall be limited to qualifying events as set forth in applicable plan documents.
- F. Employee Assistance Program: The City shall contract for an employee assistance program; enrollment in the program shall be mandatory for all full-time employees. The cost of enrollment in the employee assistance program shall be deducted from each full-time employee’s monthly benefit allowance.
- G. Health Insurance: All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under California law. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all full-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted from each full-time employee’s monthly benefit allowance.

- H. Flexible Benefits Plan: The City shall contract for the provision of an Internal Revenue Code Section 125 Flexible Benefits Plan; enrollment in the plan shall be voluntary for all full-time employees. Full-time employees may contribute to the plan by electing to allocate a portion of their monthly benefit allowance and/or through a salary reduction at their sole expense.
- I. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all full-time employees. Full-time employees may contribute to the plan through a salary reduction at their sole expense.
- J. Paid Time Off: Full-time employees shall accrue 160 hours per year of annual paid time off (leave), which may be used for doctors' appointments, personal and family sick time, bereavement leave, jury duty leave, vacation, and personal business. Hours earned are accrued on a pro-rata basis by pay period.

Full-time employees may maintain a balance of no more than 480 hours of paid time off (Leave Accrual Limit) and shall cease to accrue additional paid time off when the Leave Accrual Limit has been reached. When a full-time employee's balance of paid time off falls below the Leave Accrual Limit, accrual shall resume beginning with the first pay period following the pay period in which the balance of paid time off fell below the Leave Accrual Limit. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued paid time off.

SECTION 4. All employees who are not full-time employees, but who work 20 or more hours per week on a regularly assigned basis, shall be considered "part-time employees" for the purpose of this resolution. Part-time employees shall receive the following benefits:

- A. Paid and Unpaid Holidays: The City shall observe the following holidays with part-time employees receiving eight hours of compensation for each weekday on which a holiday is observed: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, and Friday after Thanksgiving. The City shall also observe the following unpaid holidays: Winter Holiday (December 24 through January 1; when January 1 falls on a Thursday, Winter Holiday shall be observed through January 2). Except for Winter Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it shall be observed on

the prior Friday; when a holiday falls on a Sunday, it shall be observed on the following Monday.

- B. Floating Holidays: The City shall provide each part-time employee with two floating holidays per calendar year, equivalent to 16 hours of pay credited the first pay period of each calendar year. Floating holidays are not accrued on a pro-rata basis throughout the calendar year. Part-time employees must be in paid status on regularly scheduled workdays before and after using floating holiday time. Floating holiday time shall be used in increments of eight hours and only between December 24 and 31.

Part-time employees may maintain a balance of no more than 16 hours of unused floating holiday time (Floating Holiday Accrual Limit) and shall not accrue additional floating holiday time when the Floating Holiday Accrual Limit has been reached. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued floating holiday time.

- C. Retirement: All City employees, including part-time employees, are required to participate in the Social Security system. Part-time employees who work 1,000 hours or more in a fiscal year, shall be eligible for membership in CalPERS for retirement benefits. Eligible part-time employees considered “classic” by CalPERS shall pay the 7% employee contribution pursuant to the terms of Resolution No. 12-18. Eligible part-time employees considered “new members” by CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time.
- D. Retiree Medical: As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who have worked for the City for a minimum of 10 years. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet the 10-year requirement, with each 174 hours counting as one month.
- E. Monthly Benefit Allowance: The City may provide certain part-time employees with a monthly benefit allowance of up to \$800 per month. If provided, a portion of the allowance shall be allocated to pay for the employee assistance program and health insurance, as provided in this resolution. The remaining balance of the monthly benefit allowance may be allocated by the employee to elect benefits available through the City’s Internal Revenue Code Section 125 Flexible Benefits Plan, in accordance with applicable plan

documents. Any amount of the monthly benefit allowance that remains after the allocations described above shall be forfeited. Part-time employees who are provided a monthly benefit allowance shall be required to make elections for the annual calendar year use of the entirety of monthly benefit allowances during an enrollment/election period established by the City Manager, as may change from time to time. Modifications of annual calendar year elections following any enrollment/election period shall be limited to qualifying events as set forth in applicable plan documents.

- F. Employee Assistance Program: The City shall contract for an employee assistance program; enrollment in the program shall be mandatory for all part-time employees. The cost of enrollment in the employee assistance program shall be deducted from each part-time employee's salary or monthly benefit allowance, if provided.
- G. Health Insurance: All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under California law. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all part-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted from each part-time employee's salary or monthly benefit allowance, if provided.
- H. Flexible Benefits Plan: The City shall contract for the provision of an Internal Revenue Code Section 125 Flexible Benefits Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a salary reduction at their sole expense and/or by electing to allocate a portion of their monthly benefit allowance, if provided.
- I. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a salary reduction at their sole expense.
- J. Paid Time Off: Part-time employees shall accrue 160 hours per year of annual paid time off (leave), which shall be pro-rated based on the number of hours regularly worked. Paid time off may be used for doctors' appointments, personal and family sick time, bereavement leave, jury duty leave, vacation,

and personal business. Hours earned are accrued on a pro-rata basis by pay period.

Part-time employees may maintain a balance of no more than 300 hours of paid time off (Leave Accrual Limit) and shall cease to accrue additional paid time off when the Leave Accrual Limit has been reached. When a part-time employee's balance of paid time off falls below the Leave Accrual Limit, accrual shall resume beginning with the first pay period following the pay period in which the balance of paid time off fell below the Leave Accrual Limit. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued paid time off.

SECTION 5. All employees who are not full-time employees and who work less than 20 hours per week on a regularly assigned basis shall be considered “limited part-time employees” for the purpose of this resolution. Limited part-time employees shall receive the following benefits:

- A. Retirement: All City employees, including part-time employees, are required to participate in the Social Security system.
- B. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all limited part-time employees. Limited part-time employees may contribute to the plan through a salary reduction at their sole expense.
- C. Paid Time Off: After the first 30 calendar days of employment, and every January 1 thereafter, limited part-time employees shall accrue 24 hours of annual paid time off (leave), which may be used for personal illness, to care for a sick family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if the limited part-time employee is a victim of domestic violence, sexual assault, or stalking. Paid time off shall not be used within the first 90 calendar days of employment for new limited part-time employees. There is no accrual or carryover of paid time off between or across calendar years. Upon termination from the City, limited part-time employees shall not be compensated for the balance of their paid time off. If a limited part-time employee separates from and is rehired by the City within one year, previously accrued and unused paid time off shall be reinstated.

SECTION 6. The City Manager is authorized to offer technology allowances of up to \$79.50 per employee per month to employees who are regularly required to use their personal cellular telephones, personal computers, and/or other personal technology to conduct City business, with the exception of the City Manager. Such technology allowances shall be added to employee compensation and shall be paid in the first pay period of each month, subject to any applicable wage withholding or similar taxes. Employees must be in paid status on regularly scheduled workdays during the first pay period of each month in order to receive payment.

SECTION 7. The City Clerk shall certify to the passage of this resolution.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2021.

SHARI L. HORNE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 21-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2021, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

YOLIE TRIPPY, CMC, City Clerk