



# City of Laguna Woods

## Memorandum

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** November 18, 2020 Regular Meeting

**SUBJECT:** Supplemental Agenda Packet Materials

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The following revisions have been made to the agenda packet for the City Council meeting on November 18, 2020:

- ITEM 6.1 has been revised. Please replace with the enclosed document.
- ITEM 8.3 has been revised. Please replace with the enclosed documents.

**CITY OF LAGUNA WOODS CALIFORNIA  
CITY COUNCIL MINUTES  
REGULAR MEETING  
October 21, 2020  
2:00 P.M.  
Laguna Woods City Hall  
24264 El Toro Road  
Laguna Woods, California 92637**

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**I. CALL TO ORDER**

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

**II. ROLL CALL**

COUNCILMEMBER:           PRESENT:   Conners, Moore, Horne, Hatch  
                                  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 – None**

**VI. CONSENT CALENDAR**

Moved by Councilmember Conners, seconded by Mayor Pro Tem Horne, and carried unanimously on a 4-0 vote, to approve Consent Calendar items 6.1 – 6.5. This vote was conducted by roll call.

**6.1 City Council Minutes**

Approved the City Council meeting minutes for the regular meeting on September 16,

2020 and the adjourned regular meeting on October 15, 2020.

6.2 City Treasurer’s Report

Received and filed the City Treasurer’s Report for the month of September 2020.

6.3 Warrant Register

Approved the warrant register dated October 21, 2020 in the amount of \$772,395.49.

6.4 Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4

1. Approved the “American with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4” design plans and specifications as prepared by the project engineer.

AND

2. Awarded a contract agreement to CT&T Concrete Paving, Inc. for the construction of the “American with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 4”, in the amount of \$111,800, plus authorized change orders not to exceed 10% of the base amount; and authorized the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

6.5 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)

1. Approved the “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)” design plans and specifications as prepared by the project engineer.

AND

2. Awarded a contract agreement to Hardy & Harper, Inc. for the construction of the “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)”, in the amount of \$201,160, plus authorized change orders not to exceed 10% of the base amount; and authorized the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

**VII. PUBLIC HEARINGS – None**

**VIII. CITY COUNCIL BUSINESS****8.1 State of Local Emergency (COVID-19)**

City Manager Macon made a presentation. He stated that facts and figures had changed since the City Council last continued the existing local emergency proclamation, which speak to the proclamation's ongoing need, including:

- The local emergency proclamation references morbidity and mortality statistics from the World Health Organization. Those figures have increased from 23,057,288 persons infected with COVID-19, worldwide, as of August 24, 2020, to 40,118,333 persons infected, worldwide, as of the WHO's October 20, 2020 COVID-19 Weekly Epidemiological Update. Likewise, the number of deaths, worldwide, has increased from 800,906 to 1,114,749 over the same period of time.
- In Orange County, according to information provided by the Orange County Health Care Agency, the total number of COVID-19 cases has increased from 47,090 as of August 26, 2020 to 57,373 as of October 20, 2020. Approximately 24% of cases have been adults age 55 and older. Despite accounting for approximately 24% of cases, adults age 55 and older account for approximately 88% of the 1,412 total COVID-19 deaths in Orange County. In Laguna Woods – where the average age as of the 2010 Census was nearly 78 – there have been 70 COVID-19 cases and 8 deaths.
- Orange County remains in the State of California's red, substantial Tier 2 with a current daily COVID-19 positive case rate per 100,000 of 4.6 as of October 20, 2020.
- On March 22, 2020, President Trump approved a Major Disaster Declaration for the State of California. That Major Disaster Declaration remains in effect.

Councilmembers discussed the item and staff answered related questions.

Moved by Councilmember Conners, seconded by Mayor Pro Tem Horne, and carried unanimously on a 4-0 vote, to adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL FO THE CITY OF LAGUNA WOODS, CALIFORNIA, CONTINUING THE EFFECT OF THE PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY THAT WAS ISSUED BY THE DIRECTOR OF EMERGENCY SERVICES ON MARCH 19, 2020 AND THEN RATIFIED AND CONTINUED IN EFFECT BY THE CITY COUNCIL ON MARCH 24, 2020, MAY 11, 2020, AND JUNE 30, 2020, AND AUGUST 27, 2020, ON THE BASIS OF ONGOING NEED FOR 60 DAYS (THROUGH DECEMBER 20, 2020) UNLESS TERMINATED PRIOR TO THAT DATE BY THE CITY COUNCIL, PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 8630

This vote was conducted by roll call.

Mayor Hatch requested that Item 8.3 be considered next. There were no objections.

8.3 Coronavirus Aid, Relief, and Economic Security Act Funding

City Manager Macon made a presentation.

Councilmembers discussed the item and provided feedback.

Moved by Mayor Pro Tem Horne, seconded by Councilmember Conners, and carried unanimously on a 4-0 vote, to authorize the City Manager to implement and administer a COVID-19 Facility Disinfection Reimbursement Program to provide financial assistance to private assisted living facilities and private skilled nursing facilities with direct costs as a result of COVID-19-related facility disinfection, using Coronavirus Aid, Relief, and Economic Security Act funding. This vote was conducted by roll call.

8.2 Unfunded Retirement Liability

City Manager Macon made a presentation.

Councilmembers discussed the item and provided feedback. Staff answered related questions.

Moved by Councilmember Moore, seconded by Councilmember Conners, and carried unanimously on a 4-0 vote, to adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL FO THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEAR 2019-21 BUDGET AND WORK PLAN FOR FISCAL YEAR 2019-20 COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020, AND FISCAL YEAR 2020-21 COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021, RELATED TO LUMP SUM PAYMENTS TO PAY OFF CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS) UNFUNDED ACCRUED LIABILITY, AND MAKING RELATED AUTHORIZATIONS

This vote was conducted by roll call.

8.4 City Council Vacancy

Councilmembers discussed the item and staff answered related questions.

Moved by Councilmember Conners, seconded by Mayor Pro Tem Horne, and carried unanimously on a 4-0 vote, to choose to fill the City Council vacancy by way of appointment rather than special election.

Councilmembers discussed the City Council vacancy appointment process and staff

answered related questions.

City Manager Macon noted that Kathryn Freshley, resident, suggested that applications be accepted after the election is completed and the elected City Council is seated with interviews and a selection to occur the first week of December.

Moved by Councilmember Moore, seconded by Mayor Pro Tem Horne, and carried unanimously on a 4-0 vote, to direct staff to solicit applications to fill the City Council vacancy beginning on November 2, 2020 through November 16, 2020 and to agendize an item to review applications and select candidates to interview at the November 18, 2020 regular meeting. 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.

### 9.2 Orange County Fire Authority

Mayor Hatch stated that there had been no meeting since the last meeting and commented on Orange County Fire Authority issues.

### 9.3 Orange County Library Advisory Board

Councilmember Moore stated that there had been no meeting since the last meeting.

### 9.4 Orange County Mosquito and Vector Control District

At Mayor Pro Tem Horne's request, a video from the Orange County Mosquito and Vector Control District titled "The Ankle Biter: Aedes Mosquito" was played. Mayor Pro Tem Horne provided a report.

### 9.5 San Joaquin Hills Transportation Corridor Agency

Councilmember Connors provided a report.

### 9.6 South Orange County Watershed Management Area

Councilmember Moore commented on water issues.

Mayor Hatch briefly responded to Councilmember Moore's comments.

### 9.7 Other Comments and Reports

Mayor Hatch commented on a letter regarding homeowner's association CC&Rs.

Councilmember Moore briefly responded to Mayor Hatch's comments.

City Attorney Cosgrove advised against discussion of non-agendized items.

Councilmember Conners and Mayor Hatch expressed appreciation for Joe Rainey's service to the community.

**X. CLOSED SESSION** – None

**XI. CLOSED SESSION REPORT** – None

**XII. ADJOURNMENT**

The meeting was adjourned at 3:21 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, November 18, 2020, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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YOLIE TRIPPY, CMC, City Clerk

Approved: November 18, 2020

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NOEL HATCH, Mayor



# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** November 18, 2020 Regular Meeting

**SUBJECT:** City Council Vacancy [REVISED 11/17/2020](#)

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### **Recommendation**

1. Review the applications received from individuals interested in being appointed to fill the City Council vacancy.

AND

2. Select individuals to interview for the City Council vacancy.

AND

3. Schedule an adjourned regular meeting of the City Council at which to conduct interviews to fill the City Council vacancy.

### **Background**

Due to health reasons, Joe Rainey resigned from the City Council on October 13, 2020. A vacancy now exists for the balance of the unexpired term formerly held by Mr. Rainey (through November 2022).

At the regular meeting on October 21, 2020, the City Council unanimously voted to fill the vacancy by appointment with applications accepted from November 2, 2020 through November 16, 2020. California Government Code Section 36512(b) requires that such appointment be made “within 60 days from the commencement of the vacancy” which, in this case, results in a deadline of December 12, 2020.

**Discussion**

Today's meeting is an opportunity for City Council action, as well as public input, on the matter of filling the City Council vacancy created by Joe Rainey's resignation. At the regular meeting on October 21, 2020, the City Council indicated that applications would be reviewed at today's meeting and individuals would be selected for future interviews.

Due to the application deadline falling after the regularly scheduled agenda packet distribution date for today's meeting, a supplemental packet will be provided to the City Council and made publicly available on November 17, 2020 containing all applications received prior to the application deadline.

**REVISED 11/17/2020**

Applications were received from Prakash (Cash) M. Achrekar, Edward Hong-Ting Tao, Judith P. Troutman, and Frances M. Williams prior to the application deadline. Each application is attached hereto. The accompanying Fair Political Practices Commission (FPPC) Form 700s (Statements of Economic Interest) are available for review at or from City Hall.

**Fiscal Impact**

Expenses related to filling the vacancy by appointment will be accommodated in the City's budget.

**REVISED 11/17/2020**

Attachments: A – Application from Prakash (Cash) M. Achrekar  
B – Application from Edward Hong-Ting Tao  
C – Application from Judith P. Troutman  
D – Application from Frances M. Williams

Positions of employment and positions on governmental bodies that have only advisory powers are not subject to the incompatible public offices prohibition.

The consequence of holding an incompatible public office is that the person is "deemed to have forfeited the first office upon acceding to the second."

If you have questions about the compatibility of public offices that you hold or seek to hold, please contact the California Attorney General's Office at (916) 322-3360 or visit <https://oag.ca.gov/>.

**Application**

NAME: PRAKASH (CASH) M. ACHREKAR

TELEPHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

REGISTERED VOTER IN THE CITY OF LAGUNA WOODS: YES  NO

OCCUPATION: Retired

NAME/ADDRESS OF PRESENT EMPLOYER (if applicable): \_\_\_\_\_

DO YOU HAVE ANY INTERESTS OR ASSOCIATIONS WHICH MIGHT PRESENT A CONFLICT OF INTEREST OR CREATE AN INCOMPATIBLE OFFICE? IF YES, PLEASE EXPLAIN.

N/A

LIST ANY COMMUNITY ACTIVITIES IN WHICH YOU ARE CURRENTLY INVOLVED OR HAVE BEEN INVOLVED IN THE LAST TWELVE MONTHS.

Volunteer Director on the United Laguna Woods Mutual organisation that supervises the Co-Op section of the Laguna Woods Homes. I can easily accomplish my remaining goals as an outsider to the Board without spending extra time away from my duties as a Councilman, if selected.

WHAT DO YOU BELIEVE TO BE THE MAIN RESPONSIBILITIES OF THE CITY COUNCIL?

A City council, votes on legislation, rules, bylaws, that run the City. As a group, the City Council analyzes the City's health and works at making a better future for the City as well as all its residents. The City Council also supervises the administrative arm of the City and makes sure the City functions productively for all its residents. City Council is the eyes, ears, and voice for its citizens. The Council is responsible for the health of the City and to insure safety of its residents. A strong and progressive City Council can make significant improvements in the City's jurisdiction and make the City a more desirable choice to live in. Thus City Council can improve the quality of life of its citizens.

WHAT DO YOU BELIEVE ARE YOUR MOST IMPORTANT QUALIFICATIONS FOR A CITY COUNCIL POSITION?

I am a hard working, people person, always trying to make a better tomorrow. I am a good listener and pursues goals until the results are achieved. I have been complemented for my exceptional and unique problem solving abilities all through my career. I have resolved many complex problems in the shortest time, under extreme program and schedule pressures, and saved my employers from grave consequences. My reinstating the Handyman program for Village demonstrates my abilities to work the best from Team efforts.

A volunteer contribution of salvaging a small community when land slide needed relief by involving the Mayor and FEMA also shows my ingenuity to accomplish results for the common good.

WHY DO YOU WISH TO SERVE AS A MEMBER OF THE CITY COUNCIL?

My experiences as a resident in the Village, and as a director on the Board of the United Laguna Woods Mutual for almost four years, are valuable as a City Council member. Establishing communication between the City and the Village is very important and I know the village well. The first hand access to City & State Governing laws and opportunity to work with State and local organisations and politicians will be beneficial to serve our citizens better.

WHAT WOULD YOU BRING BY WAY OF PERSPECTIVE OR EXPERIENCE TO THE CITY COUNCIL AND WHAT ARE YOUR GOALS FOR THE CITY DURING YOUR TERM?

My unique problem solving abilities, all-round education, as well as practical knowledge in many business acumen, will assist in strengthening the City's position on the map as the best place for senior living. My ability to pull valuable resources together for massive progress on path for resolutions has been proven over and over again. I am sure, as a member of the City Council, I will make some exceptional strides for our City and benefit our residents by leaps and bounds.

YOU MAY USE THE BACK OF THIS APPLICATION OR ADDITIONAL PAGES TO COMPLETE YOUR ANSWERS TO THE ABOVE QUESTIONS.

PLEASE ATTACH YOUR RESUME, LETTER OF INTEREST, OR ANY ADDITIONAL INFORMATION OR STATEMENTS THAT YOU FEEL WOULD BE HELPFUL TO THE CITY COUNCIL IN REVIEWING YOUR QUALIFICATIONS.

THIS APPLICATION MUST BE ACCOMPANIED BY A COMPLETED AND SIGNED FAIR POLITICAL PRACTICES COMMISSION (FPPC) FORM 700. FOR MORE INFORMATION, PLEASE CONTACT THE FPPC AT (866) ASK-FPPC OR VISIT <http://www.fppc.ca.gov/Form700.html>.

**AUTHORIZATION AND RELEASE**

I understand that in connection with this application for appointment, all information contained herein and attached hereto will be made available to the general public. I further understand that if appointed, I will be required to take the oath of office and file additional financial disclosure statements.

PRINT NAME: PRARASH (CASH) ACHREKAR

SIGNATURE: \_\_\_\_\_ DATE: 11/5/2020

RESUME

*Prakash (Cash) Achrekar*

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**INTRODUCTION:**

*A hard working, people oriented, selfless, World traveled team player, Retired Aerospace Engineer, with exceptional history of many unique accomplishments throughout his career is looking for challenging position, to improve the quality of life for everyone in his neighborhood.*

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**EDUCATION:**

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<i>MSTM (Pepperdine) Technology Management</i>	<i>2000</i>
<i>CMfgE (Philadelphia) Manufacturing</i>	<i>1987</i>
<i>MBA (West Coast Univ) Business</i>	<i>1985</i>
<i>MS (Mich State Univ) Metallurgy</i>	<i>1968</i>
<i>B.Tech (Indian Inst. Of Technology) Metallurgical Engineering</i>	<i>1967</i>

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**POSITIONS:**

<i>Director, United Mutual of Laguna Woods Inc.</i>	<i>2016 -- Present</i>
<i>Real Estate Agent &amp; Owner/Broker Licensee, Professional's Broker</i>	<i>1980 -- Present</i>
<i>Material Science &amp; Manufacturing Forensics, Achrekar Consultants</i>	<i>2001 -- 2016</i>
<i>Materials &amp; Processes, The Boeing Company</i>	<i>1984 -- 2001</i>
<i>Materials &amp; Processes, Rockwell International</i>	<i>1980 -- 1984</i>
<i>Materials &amp; Processes, ORMCO Orthodontics</i>	<i>1977 -- 1980</i>
<i>Quality Control Manager, Industrial Alloys</i>	<i>1975 -- 1977</i>
<i>Metallurgical Engineer, J &amp; L Steel Company</i>	<i>1969 -- 1975</i>
<i>Metallurgical Engineer, Diamond Chain Company</i>	<i>1968 -- 1969</i>

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**ACCOMPLISHMENTS:**

*As a Director, credited for the Handyman Program for the Laguna Woods Village, Chair/member for several United Mutual's Committees, member of GRF Disaster Preparedness.*

*Credited for numerous timely & critical problem resolutions including 1<sup>st</sup> MX Missile, Space Shuttle Turbopump hardware, under severe program schedule and time constraints.*

*Led recovery of a community involved in a land slide. Owner of three US Patents*

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**GOALS:**

*Assist in making City of Laguna Woods to be known as "The best place for Senior Living."*

*Investigate innovative ways to make the City financially healthy.*

*Reduce logjams between the City and the Village in various areas by improving communication.*

## LETTER OF INTEREST

Laguna Woods is one of the most unique cities in the World. It is probably the only city in the USA, where more than 95% of the population is over the age of 75. The seniors, from all echelons of life and from every corner of the World, come to reside here, occupying one of the 12,743 manors, and blend in the community of 18,900. A community such as Laguna Woods is extremely rare.

These retirees bring with them more than 500,000 many years of very diversified experiences in all areas of life. We have amongst us CEOs, CFOs, lawyers, mayors, Colonels, Artists, Actors, successful tradesmen, musicians, chefs, and so many other fields. Unfortunately, these talents end with them when they finally check out of this Gateway to Heaven.

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Most seniors want to leave a legacy, share with the next generation how they handled difficult situations. Yet, individually such knowledge transfer is difficult and rarely achieved. Yet, given a platform whereby such dissemination could be possible, this vast knowledgebase is a vast National Resource, that is yet untapped. If properly funneled, maybe such knowledge could be utilized to increase GDP at a local level. A win-win situation could be possible.

I would like to investigate how this can be achieved so that Laguna Woods' unique assets could be utilized.

Cash Achrekar

Positions of employment and positions on governmental bodies that have only advisory powers are not subject to the incompatible public offices prohibition.

The consequence of holding an incompatible public office is that the person is "deemed to have forfeited the first office upon acceding to the second."

If you have questions about the compatibility of public offices that you hold or seek to hold, please contact the California Attorney General's Office at (916) 322-3360 or visit <https://oag.ca.gov/>.

**Application**

NAME: Edward Hong-Ting Tao

TELEPHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

REGISTERED VOTER IN THE CITY OF LAGUNA WOODS: YES  NO

OCCUPATION: Retired

NAME/ADDRESS OF PRESENT EMPLOYER (if applicable): \_\_\_\_\_

DO YOU HAVE ANY INTERESTS OR ASSOCIATIONS WHICH MIGHT PRESENT A CONFLICT OF INTEREST OR CREATE AN INCOMPATIBLE OFFICE? IF YES, PLEASE EXPLAIN.

None

LIST ANY COMMUNITY ACTIVITIES IN WHICH YOU ARE CURRENTLY INVOLVED OR HAVE BEEN INVOLVED IN THE LAST TWELVE MONTHS.

I was appointed to the Board of Directors of the Laguna Woods Civic Support Fund as a resident member. I am also a current member of the Chinese American Club of Laguna Woods Village and serve on the Board.  
Volunteer Taichi Class instructor at Florence Sylvester Center and LW Clubhous 7, now teaching on Zoom.  
In 2013, I co-started a Club (ACC: Association of Condos & Co-ops) with my wife Wei-Ming and some very experienced friends. Our main goals were to provide a platform to educate and improve the governance and attract good candidates to run or support the GRF/ Mutual Boards.

WHAT DO YOU BELIEVE TO BE THE MAIN RESPONSIBILITIES OF THE CITY COUNCIL?

I believe the City Council's main responsibilities are to appoint and supervise a City Manager and also appoint a City legal counsel. The City Council provides oversight to ensure the City Manager effectively executes the day-to-day administration of the City and implements the City Council's ordinances, regulations, and policy direction.

Others include to review and approve Budget and work plan, Investment of financial assets policy, Pavement Management Plan, and Treasurer's report; Review Employee Benefit plan; Coordinate with other agencies for various projects (i.e. Orange County Fire Authority, Library, Mosquito and Vector Control, water efficient median improvement, coastal greenbelt authority)

WHAT DO YOU BELIEVE ARE YOUR MOST IMPORTANT QUALIFICATIONS FOR A CITY COUNCIL POSITION?

I think my most important qualification is my upbringing, education, experience, training, and a positive mind set which enabled me to have the confidence that we can improve any systems for the betterment of its intended purposes provided that we trust & respect each other while working together as a team. I am amazed at the diversity and multi-cultural talents living here in our Community and would love to see more expanded cultural interfaces, sharing the best practices in the areas of city governance, as well as other areas impacting the quality of lives for the residents. With ACC, to date, we had many good candidates that contributed well to the entire Community. It is this intangible human networking system which will continue to flourish.

WHY DO YOU WISH TO SERVE AS A MEMBER OF THE CITY COUNCIL?

After the hectic, painful time with immense losses brought about by the Covid-19 Pandemic, plus the highly contested US Presidential election, I think our lives are so vulnerable, and our earth is at such a critical crossroads, it's the right time to contribute toward the healing and reconstruction of this beautiful land we call home for ourselves and the future generations. City Council can be a great place to help out.

WHAT WOULD YOU BRING BY WAY OF PERSPECTIVE OR EXPERIENCE TO THE CITY COUNCIL AND WHAT ARE YOUR GOALS FOR THE CITY DURING YOUR TERM?

I have used many tools during my work experience which can help bring about steady continuous improvement (Best Practice, Benchmarking, Kaizen/ Balance Score Cards, etc.) or quantum jump (Malcolm Baldrige Nat'l award/Six Sigma). With my MBA background, I was hoping I can contribute to the budgeting process and investment subcommittee in terms of balancing better yield with risks.

I am familiar with how this community operates. I am still running ACC Club and also on Chinese American Club board and have strong support in networking with Korean American Club for the betterment of our community for the past 10 years. I am confident our future will continue to improve when we work together as one unified diverse community

YOU MAY USE THE BACK OF THIS APPLICATION OR ADDITIONAL PAGES TO COMPLETE YOUR ANSWERS TO THE ABOVE QUESTIONS.

PLEASE ATTACH YOUR RESUME, LETTER OF INTEREST, OR ANY ADDITIONAL INFORMATION OR STATEMENTS THAT YOU FEEL WOULD BE HELPFUL TO THE CITY COUNCIL IN REVIEWING YOUR QUALIFICATIONS.

THIS APPLICATION MUST BE ACCOMPANIED BY A COMPLETED AND SIGNED FAIR POLITICAL PRACTICES COMMISSION (FPPC) FORM 700. FOR MORE INFORMATION, PLEASE CONTACT THE FPPC AT (866) ASK-FPPC OR VISIT <http://www.fppc.ca.gov/Form700.html>.

**AUTHORIZATION AND RELEASE**

I understand that in connection with this application for appointment, all information contained herein and attached hereto will be made available to the general public. I further understand that if appointed, I will be required to take the oath of office and file additional financial disclosure statements.

PRINT NAME: Edward Hong-Ting Tao

SIGNATURE: \_\_\_\_\_ DATE: 11/13 2020

# EDWARD TAO

## QUALIFICATIONS SUMMARY

Creative, results-focused **Quality Management Professional** with a proven record of responsiveness to the needs of operating units and a thorough understanding of customer satisfaction and process / product quality. 20+ years diversified quality and industrial engineering experience in the manufacturing environment. Expertise includes: supplier management ; Lean / Six Sigma; advanced quality planning & deployment; quality improvement; quality systems development (ISO/TS16949, QS-9000/ISO 9000, Baldrige)

## PROFESSIONAL EXPERIENCE

**APEX / Omnex CONSULTING**, Shanghai, China (starting Feb., 2006) 2003 - 2008  
*Comprehensive quality management consulting company*

### Senior Consultant / VP China Operations

- Collaborated with clients to achieve results through continuous improvements, reductions in total cost of quality, new program launch enhancement, effective problem solving, and design / process FMEA, Lean systems, Six Sigma, TS16949 deployment, and other proven quality management tools.

**ARVINMERITOR**, Troy, Michigan 2001 – 2002  
*Global provider of integrated automotive systems, modules, and components for light vehicle, commercial truck, trailer, and specialty original equipment manufacturers (OEMs) and related aftermarkets*

### Director, Quality, CVS – Trailer, Suspension, Specialty Products, and Ride Control (\$240M)

- Managed overall quality functions for company-wide quality and process improvements in 10 facilities in 5 countries.
- Reduced specialty customer defect PPM level from 40,000+ to less than 500 in under six months; recognized by a key customer as the most improved supplier.
- Revamped warranty tracking systems, partnering with European operations, to achieve reduction of warranty costs, resulting in annual savings of \$460,000.
- Managed Product Safety related campaigns, along with U.S. / Canadian operations, key customers, and suppliers, leading to improved product design and reliability, avoiding future recalls and potential costly fines.
- Improved North American product launch systems by enhancing APQP processes and conducting lessons learned sessions, resulting in more robust products and processes and reduction of internal and external failure costs.
- Organized and facilitated cross-functional workshops to apply Six Sigma processes to reduce costs and improve quality and reliability in design, manufacturing, and customer services.

**HOWARD PLATING**, Madison Heights, Michigan 2000 – 2001  
*Global leader in automotive plating technologies*

### Director, Quality Improvement (\$87M)

- Reorganized and managed overall quality functions aimed at company-wide quality and process improvements.
- Reduced customer concerns by 45% and reduced rework hours by 28% in eight months; substantial improvements were recognized by major customers such as Honda and Toyota.

**DANA**, Auburn Hills and Rochester Hills, Michigan 1995 – 2000  
*Global leader in design, engineering, and manufacture of products for vehicle manufacturers*

### Director, Quality – Fluid System Products (\$210M) (1997-2000)

- Managed overall quality, as change agent, working with manufacturing facilities, Customer Representatives, and management at all levels for 6 facilities in 3 countries.
- Planned and implemented continuous improvement strategies using quality as a strategic tool.

- Enhanced QS-9000 systems at all locations, including the coordination of company-wide QOS systems, and consolidation of Supplier Development Systems; participated as internal Baldrige examiner.
- Organized corporate process improvement teams to continuously enhance product and process quality to support quality improvement activities utilizing Six Sigma principles.

**Manager – Quality Systems, Echlin Automotive (1995-1997)**

- Worked with customer representatives, registrar, and management team at all levels on the planning, development, and implementation of QS-9000 based quality systems for 14 facilities in 6 countries.
- Achieved QS-9000 registration for five facilities in the PTG Division.
- Developed and conducted Internal Audit training workshops to ensure effective quality systems implementation.
- Participated with Corporate Task Force Team in the design and deployment of Cost of Quality.
- Improved training and deployment in key quality areas, including APQP and problem solving.

ABB POWER T&D COMPANY, Raleigh, North Carolina

1993 – 1994

*Global leader in power and automation technologies*

**Advisory Engineer / P.E.M.P Manager – Transmission Technology Institute (\$190M)**

- Served as senior internal consultant engaged in Six Sigma defect reduction program for 8 facilities across the U.S.; organized teams to improve business / operation process flows.
- Worked closely with key personnel in Overhead Transformer Division to reduce defects by 57%.
- Developed on-line manufacturing information systems to document key process parameters to accommodate J.I.T. conversion.

TENNECO AUTOMOTIVE, INC., Grass Lake, Michigan

1986 – 1993

*Global Tier 1 automotive supplier of ride control and emission control products and systems*

**Manufacturing Quality Manager – Walker Manufacturing Division (\$410M) (1988-1993)**

- Conducted corporate quality engineering to improve quality systems for 12 manufacturing facilities in 4 countries; coordinated company-wide ISO 9000 registration and Malcolm Baldrige national quality award application.
- Achieved FORD Q-1 rating for 2 manufacturing facilities.
- Accomplished GM's top quality rating for Canadian operations.
- Obtained ISO 9002 for a North American facility.

**Supplier Quality Assurance Manager (1986-1988)**

- Reduced purchase components defect rates by 70%; reduced supplier base by 32%.
- Achieved cost savings of \$220,000 on purchased components traceable to quality improvement.

FARLEY INDUSTRY, INC., Toledo, Ohio

1983 – 1986

*Aluminum die casting manufacturer primarily serving the automotive industry*

**Quality Engineering Supervisor / Product Manager – Doehler Jarvis Division (1985-1986)**

**Senior Industrial Engineer (1983-1985)**

## EDUCATION

**Master of Business Administration**, University of Toledo, Toledo, Ohio

**Master of Industrial Engineering**, Auburn University, Auburn, Alabama

**Bachelor of Science in Industrial Engineering**, Tunghai University, Taichung, Taiwan

## CERTIFICATES & TRAINING

- Certified Quality Engineer (CQE-178530 )
- RAB ISO 9000 Lead Auditor (Certification Q03557)
- Dana Corporation certified Malcolm Baldrige National Quality Award Examiner (1997-2000)

Positions of employment and positions on governmental bodies that have only advisory powers are not subject to the incompatible public offices prohibition.

The consequence of holding an incompatible public office is that the person is "deemed to have forfeited the first office upon acceding to the second."

If you have questions about the compatibility of public offices that you hold or seek to hold, please contact the California Attorney General's Office at (916) 322-3360 or visit <https://oag.ca.gov/>.

RECEIVED

**Application**

NOV 16 2020

NAME: Judith P. TROUTMAN  
City Clerk  
City of Laguna Woods

TELEPHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

REGISTERED VOTER IN THE CITY OF LAGUNA WOODS: YES  NO

OCCUPATION: Community Volunteer

NAME/ADDRESS OF PRESENT EMPLOYER (if applicable): N/A

DO YOU HAVE ANY INTERESTS OR ASSOCIATIONS WHICH MIGHT PRESENT A CONFLICT OF INTEREST OR CREATE AN INCOMPATIBLE OFFICE? IF YES, PLEASE EXPLAIN.

[Empty box for conflict of interest explanation]

LIST ANY COMMUNITY ACTIVITIES IN WHICH YOU ARE CURRENTLY INVOLVED OR HAVE BEEN INVOLVED IN THE LAST TWELVE MONTHS.

- GRF BOARD OF DIRECTORS  
- LAGUNA WOODS VILLAGE DISASTER PREPAREDNESS TASK FORCE - Sub Committee CHAIR ON Cyber-Terrorism  
- SALSA CLUB PRESIDENT (Seniors for Active Living)  
- HOSPICE VOLUNTEER CARE SOCIAL ACTIVITY  
MEMORIAL CARE  
- EUCHARISTIC MINISTER - ST NICHOLAS CHURCH AND SADDLEBACK MC

WHAT DO YOU BELIEVE TO BE THE MAIN RESPONSIBILITIES OF THE CITY COUNCIL?

Council Members represent its constituents by preparing, passing and ratifying laws and ordinances that support the needs of the City. They balance the City Budget, work with partnered agencies and neighboring cities when needed. The Council is **responsible to protect the City as a whole** by overseeing the commercial entities that serve the community, making sure our residents, constituents and city visitors are safe and protected, while feeling welcome to live and visit here.

WHAT DO YOU BELIEVE ARE YOUR MOST IMPORTANT QUALIFICATIONS FOR A CITY COUNCIL POSITION?

One important qualification is my experience serving the public. I have been serving on governing Boards in the Village for nine years. I am experienced at functioning as part of a legislative body that makes decisions to improve and protect the health and wellbeing of its citizens. **The most important** qualification is that I am a **Team Player**. A Military Veteran knows what it takes to complete a mission. I believe in synergy. I believe in equality for all. My race or gender should not define me or be considered over my qualifications.

WHY DO YOU WISH TO SERVE AS A MEMBER OF THE CITY COUNCIL?

I would be humbled at the opportunity to continue to serve this community from a different perspective. I believe this would complete the nurturing of the community as a whole, using both perspectives. I know I am qualified. I want to be a part of this professional team that loves this City as much as I do. I want to work with you. I hope you will want to work with me.

WHAT WOULD YOU BRING BY WAY OF PERSPECTIVE OR EXPERIENCE TO THE CITY COUNCIL AND WHAT ARE YOUR GOALS FOR THE CITY DURING YOUR TERM?

Working closely with the residents and governing bodies all these years may give me an advantage over most. Being an independent thinker, analyst and successful communicator allows me to look at all sides of any issue. I know how to serve the people from inside the gates. Now, I would like to balance that ability to serve, by using that knowledge to work from the commercial side. Past knowledge and experience coupled with city governance is a winning combination.

YOU MAY USE THE BACK OF THIS APPLICATION OR ADDITIONAL PAGES TO COMPLETE YOUR ANSWERS TO THE ABOVE QUESTIONS.

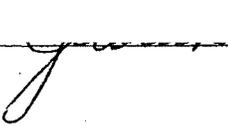
PLEASE ATTACH YOUR RESUME, LETTER OF INTEREST, OR ANY ADDITIONAL INFORMATION OR STATEMENTS THAT YOU FEEL WOULD BE HELPFUL TO THE CITY COUNCIL IN REVIEWING YOUR QUALIFICATIONS.

THIS APPLICATION MUST BE ACCOMPANIED BY A COMPLETED AND SIGNED FAIR POLITICAL PRACTICES COMMISSION (FPPC) FORM 700. FOR MORE INFORMATION, PLEASE CONTACT THE FPPC AT (866) ASK-FPPC OR VISIT <http://www.fppc.ca.gov/Form700.html>.

**AUTHORIZATION AND RELEASE**

I understand that in connection with this application for appointment, all information contained herein and attached hereto will be made available to the general public. I further understand that if appointed, I will be required to take the oath of office and file additional financial disclosure statements.

PRINT NAME: Judith P. Troutman

SIGNATURE:  DATE: NOV 13, 2020

The consequence of holding an incompatible public office is that the person is "deemed to have forfeited the first office upon acceding to the second."

If you have questions about the compatibility of public offices that you hold or seek to hold, please contact the California Attorney General's Office at (916) 322-3360 or visit <https://oag.ca.gov/>.

**Application**

NAME: Dr. Frances M. Williams

TELEPHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

REGISTERED VOTER IN THE CITY OF LAGUNA WOODS: YES  NO

OCCUPATION: College Professor/Psychotherapist - Retired

NAME/ADDRESS OF PRESENT EMPLOYER (if applicable): N/A

DO YOU HAVE ANY INTERESTS OR ASSOCIATIONS WHICH MIGHT PRESENT A CONFLICT OF INTEREST OR CREATE AN INCOMPATIBLE OFFICE? IF YES, PLEASE EXPLAIN.

None

LIST ANY COMMUNITY ACTIVITIES IN WHICH YOU ARE CURRENTLY INVOLVED OR HAVE BEEN INVOLVED IN THE LAST TWELVE MONTHS.

1. Civic Support Fund Board of Directors L.W.
2. African American Heritage Club - Founder
3. Democrat Club of Laguna Woods
4. Orange County Grand Jury
5. Alpha Kappa Alpha Sorority Inc.
6. National Coalition of 100 Black Women - OC

WHAT DO YOU BELIEVE TO BE THE MAIN RESPONSIBILITIES OF THE CITY COUNCIL?

Main responsibilities of City Council

1. Oversee all municipal functions
2. Represent residents in all government matters
3. Maintain principal role in maintaining community
4. Support community development.

WHAT DO YOU BELIEVE ARE YOUR MOST IMPORTANT QUALIFICATIONS FOR A CITY COUNCIL POSITION?

My most important qualifications:

1. Ability to communicate with diverse populations both within and outside our community.
2. Extensive knowledge and experience working in OC government.
3. Willingness and capacity to lead or follow as needed for the good of community.

WHY DO YOU WISH TO SERVE AS A MEMBER OF THE CITY COUNCIL?

I wish to serve as a continuation of my passion to be a part of local government. It is my wish also to insure our city has as broad a perspective in its governance as possible.

WHAT WOULD YOU BRING BY WAY OF PERSPECTIVE OR EXPERIENCE TO THE CITY COUNCIL AND WHAT ARE YOUR GOALS FOR THE CITY DURING YOUR TERM?

I would bring a body of work and experience that gives added dimension and perspective to decision making to the municipal body.

Goals for the city are basically twofold:

1. Help residents distinguish between Laguna Woods City and Laguna Woods Village.
2. Help city become national model for harmonious living among diverse population of residents.

PLEASE ATTACH YOUR RESUME, LETTER OF INTEREST, OR ANY ADDITIONAL INFORMATION OR STATEMENTS THAT YOU FEEL WOULD BE HELPFUL TO THE CITY COUNCIL IN REVIEWING YOUR QUALIFICATIONS.

THIS APPLICATION MUST BE ACCOMPANIED BY A COMPLETED AND SIGNED FAIR POLITICAL PRACTICES COMMISSION (FPPC) FORM 700. FOR MORE INFORMATION, PLEASE CONTACT THE FPPC AT (866) ASK-FPPC OR VISIT <http://www.fppc.ca.gov/Form700.html>.

**AUTHORIZATION AND RELEASE**

I understand that in connection with this application for appointment, all information contained herein and attached hereto will be made available to the general public. I further understand that if appointed, I will be required to take the oath of office and file additional financial disclosure statements.

PRINT NAME: Frances Marabou Williams

SIGNATURE: \_\_\_\_\_ DATE: Nov. 12, 2020

## Resume

From: frances williams

To:

Date: Wednesday, November 11, 2020, 07:49 PM PST

## Community Service Vitae

### Personal

Dr. Frances M. Williams

### Education

B.A. Psychology; M.S. Community Clinical Psychology; CSULB  
Ed.D. Higher Education; Nova Southeastern University; Ft. Lauderdale, Fla.

### Licenses/Certifications with California State:

University and College Instructor, Life  
Community College Administrator, Life  
Community College Counselor, Life  
Foster Care Administration

### Orange County Work Experience:

Dean Weekend College; Rancho Santiago Community College  
Psychology Professor; Santa Ana College; CSULB; Chapman University;  
Owner/Executive Director Williams Institute, Residential treatment center,  
Owner/Principal Consultant Marabou, Creative Experiences in Education.

### Community Service Appointments:

Santiago Library System, appointed by Supervisor Roger Stanton  
Multicultural Committee, appointed by Supervisor Harriett Weider  
Bowers Museum Board of Directors Black Cultural Council  
City of Santa Ana Personnel Board  
City of Santa Ana Planning Commission  
OC Human Relations Commission  
Los Rancho Presbytery Committee on Representation  
Member, Geneva Presbyterian Church  
Sorooptimist International Santa Ana Tustin  
Alpha Kappa Alpha Sorority Inc.

OC Mental Health Board of Directors  
Founded African American Heritage Club of Laguna Woods  
Served one term on OC Grand Jury and one term with California  
State Grand Jury Association.

#### Publications

Multicultural Resource Guide, Santiago Library System, OC  
Profiles in Culture, Diversity Handbook, Rancho Santiago College  
Fostering Children of Ethnic Backgrounds Different from Your Own,  
California State Department of Social Service

Dr. Fran, widowed by her Aerospace husband of 35 years,  
presently lives in Laguna Woods and dedicates most of  
her time entertaining family of one son and daughter and  
her two grandkids one granddaughter, and one grandson.  
A former Opera Singer, Dr. Fran is passionate about music,  
board games, concerts, reading, community service and travel.