

# CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Adjourned Regular Meeting  
Wednesday, May 31, 2023  
2:00 p.m.

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

Cynthia Conners  
Mayor

Noel Hatch  
Mayor Pro Tem

Shari L. Horne  
Councilmember



Annie McCary  
Councilmember

Carol Moore  
Councilmember

***Welcome to a meeting of the Laguna Woods City Council!***

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

**Public Comments:** The City offers four options for public comments:

1. Make public comments in-person
2. Submit public comments in writing
3. Make public comments by telephone
4. Make public comments by computer (Zoom)

For more information, please refer to page three of this agenda.

**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](http://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.

Special and Emergency Meetings: Agenda posting and availability for special and emergency meetings is conducted pursuant to all applicable provisions of California Government Code (Ralph M. Brown Act).

---

AGENDA DISTRIBUTION LISTS

Electronic Distribution: The City of Laguna Woods provides notification of agenda posting and availability via email. To sign up for email notifications, please visit [www.cityoflagunawoods.org/email-notifications](http://www.cityoflagunawoods.org/email-notifications), email [cityhall@cityoflagunawoods.org](mailto:cityhall@cityoflagunawoods.org), or contact the City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535. Please note that the City is not responsible for, and makes no guaranties or warranties related to, the transmission or receipt of email notifications.

Mail Distribution: The City of Laguna Woods is able to mail agendas and/or agenda materials if provided with advance payment for postage and printing (if applicable). To request mail distribution, please email [cityhall@cityoflagunawoods.org](mailto:cityhall@cityoflagunawoods.org) or contact the City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535.

---

FOR ADDITIONAL INFORMATION

For additional information, please contact the City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535, [cityhall@cityoflagunawoods.org](mailto: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](http://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.

/s/ Yolie Trippy  
YOLIE TRIPPY, CMC, City Clerk

5/25/23  
Date

## OPTIONS FOR PUBLIC COMMENTS

**1. Make public comments in-person.** Members of the public wishing to make in-person public comments are asked, but not required, to complete and submit a speaker card to City staff. Speaker cards are available near the entrance to the meeting location. If you do not wish to submit a speaker card, or wish to remain anonymous, you may indicate your desire to speak from the floor. Speakers are requested, but not required, to identify themselves.

**2. Submit public comments in writing.** Written public comments may be submitted via email ([cityhall@cityoflagunawoods.org](mailto:cityhall@cityoflagunawoods.org)) or delivered to 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 written public comments are advised 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) 444-9171. When prompted enter the following meeting ID: 898 2757 6546 followed by pound (#) and the following meeting passcode: 043593 followed by pound (#). When an item you wish to comment on is discussed, press \*9 on your telephone 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 public comments by computer (Zoom).**

- Visit [www.zoom.us](http://www.zoom.us)
- Click on “Join” toward the top right of the webpage
- Enter the following meeting ID: 898 2757 6546
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 043593
- 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**

### **1.1 Call to Order**

Introductory Note: Members of the public wishing to address the City Council on items appearing on this agenda are advised to indicate their interest in doing so at the time an item is considered by notifying City staff if present in-person, pressing \*9 on their telephone if participating by telephone, or clicking on “Raise Hand” if participating by computer via Zoom. Members of the public wishing to address the City Council on items *not* appearing on this agenda may do so during Item V.

### **1.2 Emergency Circumstances and Just Cause Teleconferencing**

*Recommendation:* Receive and act upon disclosures and requests from members of the City Council related to teleconferencing pursuant to California Assembly Bill 2449 (2021-2022).

## **II. ROLL CALL**

## **III. PLEDGE OF ALLEGIANCE**

## **IV. PRESENTATIONS AND CEREMONIAL MATTERS**

### **4.1 Drowning Prevention Awareness Period – May-August 2023**

*Recommendation:* Approve and present the proclamation.

### **4.2 City Hall/Public Library Project Update**

*Recommendation:* Receive and file.

## **V. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

About Public Comments on Non-Agenda Items: This is the time and place for members of the public to address the City Council on items *not* appearing on this agenda. To indicate interest, please notify City staff if present in-person, press \*9 on your telephone if participating by telephone, or click on “Raise Hand” if participating by computer via Zoom. 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 member of 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 regular meeting on April 19, 2023.

### 6.2 Community Development Block Grant (CDBG) and Other United States Housing and Urban Development Programs

*Recommendation:* Approve amendment six to the cooperation agreement with the County of Orange related to participation in the Urban County Community Development Block Grant (CDBG) Program and other United States Department of Housing and Urban Development programs, and authorize the Mayor to execute the amendment subject to approval as to form by the City Attorney.

### 6.3 Measure M2 (OC Go) Eligibility

*Recommendation:* Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, CONCERNING THE STATUS AND UPDATE OF THE CIRCULATION ELEMENT, AND MITIGATION FEE PROGRAM FOR THE MEASURE M (M2) (OC GO) PROGRAM

## **VII. PUBLIC HEARINGS**

## **VIII. CITY COUNCIL BUSINESS**

### 8.1 Senior Mobility Program

*Recommendation:* Approve, in concept, a new iteration of the Senior Mobility Program for Fiscal Years 2023-25 that operates on a two-year cycle, eliminates the use of vouchers, allows residents to travel to and from John Wayne Airport, eliminates the annual

enrollment fee, and revises resident costs to \$0 (trips to or from Laguna Woods City Hall/Public Library or Irvine Station), \$5 (trips up to 10 miles), \$10 (trips greater than 10 miles), \$15 (trips to or from VA Long Beach), and \$25 (trips to or from John Wayne Airport).

## 8.2 Employee Compensation and Benefits

*Recommendation:* Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 22-57, AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

## 8.3 Fiscal Years 2023-25 Budget and Work Plan & Fiscal Years 2023-34 Capital Improvement Program Development

*Recommendation:* Provide direction to staff.

## 8.4 City Council Meeting Schedule

*Recommendation:* Schedule adjourned regular meetings of the City Council to be held at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

# IX. CITY COUNCIL REPORTS AND COMMENTS

About City Council Reports and Comments: 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 McCary, First Alternate: Councilmember Horne, Second Alternate: Mayor Connors

## 9.2 Orange County Fire Authority Mayor Pro Tem Hatch

- 9.3 Orange County Library Advisory Board  
Councilmember Moore; Alternate: Councilmember McCary
- 9.4 Orange County Mosquito and Vector Control District  
Councilmember Horne
- 9.5 San Joaquin Hills Transportation Corridor Agency  
Mayor Conners; Alternate: Mayor Pro Tem Hatch
- 9.6 South Orange County Watershed Management Area  
Councilmember Moore; Alternate: Councilmember Horne
- 9.7 Liaisons to Community Bridge Builders  
Councilmember Horne and Councilmember McCary
- 9.8 Other Comments and Reports

**X. CLOSED SESSION**

**XI. CLOSED SESSION REPORT**

**XII. ADJOURNMENT**

Next Regular Meeting:                      Wednesday, June 21, 2023 at 2 p.m.  
Laguna Woods City Hall  
24264 El Toro Road, Laguna Woods, California 92637

*This page is intentionally blank.*



**4.1**  
**DROWNING PREVENTION AWARENESS**  
**PERIOD –**  
**MAY-AUGUST 2023**

*This page is intentionally blank.*

**Proclamation  
City of Laguna Woods  
Drowning Prevention Awareness Period  
May-August 2023**

**WHEREAS**, drowning is the leading cause of death and disability in California for children under five years of age; and

**WHEREAS**, for every child who dies from drowning, another seven receive emergency care for non-fatal submersion injuries; and

**WHEREAS**, fatal and non-fatal drowning is a silent event, occurring in as little as two inches of water, including inflatable swimming pools, spas, bath tubs, the ocean, and any other body of water; and

**WHEREAS**, the themes of the Orange County Fire Authority’s 2023 water safety campaign are “Always Watch the Water” and “Never Swim Alone”; and

**WHEREAS**, the Orange County Fire Authority’s “ABCs of Water Safety” program is intended to increase public awareness regarding proper procedures to prevent the needless tragedy of drowning.

**NOW, THEREFORE, BE IT RESOLVED** that the Laguna Woods City Council does hereby proclaim May-August 2023 as “Drowning Awareness Prevention Period” in the City of Laguna Woods and encourages all residents, businesses, and homeowners associations to become partners in preparedness by increasing their knowledge of proper safety measures in drowning prevention.

Dated this 31<sup>st</sup> day of May, 2023

---

Cynthia S. Connors  
Mayor

---

Attest: Yolie Trippy, CMC  
City Clerk

*This page is intentionally blank.*

**4.2**  
**CITY HALL/PUBLIC LIBRARY UPDATE**  
***(NO REPORT)***

*This page is intentionally blank.*

**6.0**  
**CONSENT CALENDAR SUMMARY**

*This page is intentionally blank.*





# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** May 31, 2023 Adjourned Regular Meeting

**SUBJECT:** Consent Calendar Summary

---

### **Recommendation**

Approve all proposed actions on the May 31, 2023 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 May 31, 2023 Consent Calendar contains the following items:

- 6.1 Approval of the City Council meeting minutes for the regular meeting on April 19, 2023
- 6.2 Approval of amendment six to the cooperation agreement with the County of Orange related to participation in the Urban County Community Development Block Grant (CDBG) Program and other United States Department of Housing and Urban Development programs, and authorization for the Mayor to execute the amendment subject to approval as to form by the City Attorney. The proposed amendment would provide for continued

participation in the Urban County CDBG Program and other United States Department of Housing and Urban Development programs administered by the County of Orange between July 1, 2024 and June 30, 2026. The City has been a signatory to the agreement since July 1, 2005. The City Council last approved an extension of the agreement on June 3, 2020 by unanimous vote. Participation in the Urban County CDBG program continues to be necessary as the City is not eligible to receive CDBG funds directly from the federal government due to its population being less than 50,000.

- 6.3 Adoption of a resolution concerning the status and update of the Circulation Element, and Mitigation Fee Program for the Measure M (M2) (OC Go) Program. The City is required to take this action every two fiscal years to remain eligible to receive Measure M2 (OC Go) funds. The City Council's most recent, similar action was taken on May 19, 2021 by unanimous vote. The proposed resolution is based on a model resolution from the Orange County Transportation Authority and includes confirmation that the City's General Plan Circulation Element is consistent with the Orange County Master Plan of Arterial Highways, as well as certification that the City has an existing mitigation fee program that assesses traffic impacts of new development and requires new development to pay a fair share of necessary transportation improvements attributable to the new development. The City collects the following mitigation fees from qualifying new development projects: Coastal Area Road Improvements and Traffic Signals Zone 2D (on behalf of the County of Orange), Moulton Parkway and Laguna Niguel Fee Program (on behalf of the County of Orange), and San Joaquin Hills Road Fee Program zones A and B (on behalf of the San Joaquin Hills Transportation Corridor Agency).

**6.1**  
**CITY COUNCIL MINUTES**

---

**For additional information on this item,  
please refer to Item 6.0 (Consent Calendar Summary).**

*This page is intentionally blank.*

**CITY OF LAGUNA WOODS CALIFORNIA  
 CITY OF LAGUNA WOODS CITY COUNCIL &  
 LAGUNA WOODS CIVIC SUPPORT FUND BOARD OF DIRECTORS  
 MINUTES  
 MEETING  
 April 19, 2023  
 2:00 P.M.  
 Laguna Woods City Hall  
 24264 El Toro Road  
 Laguna Woods, California 92637**

---

**I. CALL TO ORDER**

*(City Council & Laguna Woods Civic Support Fund Board of Directors)*

1.1 Call to Order

Mayor Connors called the Regular Meeting of the City Council of the City of Laguna Woods and the Special Meeting of the Laguna Woods Civic Support Fund Board of Directors to order at 2:00 p.m.

1.2 Emergency Circumstances and Just Cause Teleconferencing – N/A

**II. ROLL CALL**

*(City Council & Laguna Woods Civic Support Fund Board of Directors)*

COUNCILMEMBER/  
DIRECTOR:

PRESENT: Horne, McCary, Moore, Hatch, Connors

ABSENT: -

All councilmembers/directors participated in-person at the meeting location.

STAFF PRESENT:

City Manager/Chief Executive Officer Macon, City Attorney Patterson, City Clerk/Secretary Trippy

All staff participated in-person at the meeting location.

**III. PLEDGE OF ALLEGIANCE**

*(City Council & Laguna Woods Civic Support Fund Board of Directors)*

Councilmember Moore led the pledge of allegiance.

**IV. PRESENTATIONS AND CEREMONIAL MATTERS**

4.1 Community College Awareness Month – April 2023

Mayor Conners made comments.

City Clerk Trippy read the proclamation.

Councilmembers made comments.

Marcia Milchiker, Member of the South Orange County Community College District Board of Trustees, made comments and responded to questions from councilmembers.

Moved by Councilmember Horne, seconded by Councilmember McCary, and carried unanimously on a 5-0 vote, to approve and present the proclamation.

4.2 Donate Life Month – April 2023

City Clerk Trippy read the proclamation.

Councilmembers made comments.

Joy Bradley, Ambassador for Donate Life California, made comments and responded to questions from councilmembers.

Moved by Councilmember Horne, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to approve and present the proclamation.

The City Council took a brief recess at 2:33 p.m. to pose for photographs with Ms. Milchiker and Ms. Bradley.

The City Council reconvened at 2:36 p.m.

4.3 Presentation Regarding Providence Mission Hospital Expansion – Seth Teigen, Chief Executive, Providence Mission Hospital

Seth Teigen, Chief Executive, Providence Mission Hospital, provided a presentation and responded to questions from councilmembers.

Councilmembers made comments.

4.4 City Hall/Public Library Project Update

City Manager Macon provided an update and responded to a question from Councilmember McCary.

**V. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

*(City Council & Laguna Woods Civic Support Fund Board of Directors)*

Kimberlee Belli, representing Orange County Supervisor Katrina Foley, introduced herself and

discussed Supervisor Foley’s priorities, as well as upcoming events and opportunities for public participation and volunteerism.

Councilmembers briefly commented on Ms. Belli’s comments. Ms. Belli responded to questions from councilmembers.

**VI. CONSENT CALENDAR**

Moved by Councilmember Horne, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 6.1 – 6.7.

6.1 City Council Minutes

Approved the City Council meeting minutes for the adjourned regular meeting on March 22, 2023.

6.2 City Treasurer’s Report

Received and filed the City Treasurer’s Report for the month of March 2023.

6.3 Warrant Register

Approved the warrant register dated April 19, 2023 in the amount of \$1,157,698.97.

6.4 Right of Way Certifications

Adopted a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE RIGHT OF WAY CERTIFICATIONS AND RELATED DOCUMENTS NECESSARY TO OBTAIN APPROVALS FOR, AND IMPLEMENT, FEDERAL AND/OR STATE-FUNDED LOCAL TRANSPORTATION PROJECTS

6.5 Ridge Route Drive Landscape Project

1. Approved the final record plans and specifications reflecting completion of the “Ridge Route Drive Landscape Project” as prepared by the project architect.

AND

2. Accepted projected completion of the contract agreement with Marina Landscape, Inc. for the “Ridge route Drive Landscape Project”.

AND

3. Release contract retention in the amount of \$8,883.52 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.

6.6 City Hall Electric Vehicle Charging Infrastructure Project

1. Approved the “City Hall Electric Vehicle Charging Infrastructure Project” design plans and specifications as prepared by the project engineer.

AND

2. Approved a notice of exemption for the “City Hall Electric Vehicle Charging Infrastructure Project” finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorized the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

3. Awarded a contract agreement to Smart City Electric Group for the construction of the “City Hall Electric Vehicle Charging Infrastructure Project”, in the amount of \$28,400, plus authorized change orders not to exceed 25% 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.

6.7 Laguna Woods Civic Support Fund

1. In the capacity of the Laguna Woods Civic Support Fund Board of Directors, approved amended bylaws for the Laguna Woods Civic Support Fund.

AND

2. In the capacity of the City Council, ratified amended bylaws for the Laguna Woods Civic Support Fund.

AND

3. In the capacity of the Laguna Woods Civic Support Fund Board of Directors, authorized a payment to the City of Laguna Woods in the amount of \$458.75 to offset costs for maintenance of “A Place for Paws” Dog Park incurred for September 2022, with the payment drawn from funds raised by contributions restricted for use to support “A Place for Paws” Dog Park.



## VII. PUBLIC HEARINGS

- 7.1 Site Development Permit SDP-1521 to allow for the establishment of an administrative/professional office, including construction of an approximately 4,555 square foot building and physical modifications of existing parking, landscaping, and other site features, and Sign Program SP-2022-0002 to allow for various signage at 24221 Paseo de Valencia, Laguna Woods, CA 92637

City Manager Macon introduced the item and noted that there is at least one document that was included in the agenda packet that needs to be corrected. He recommended that the public hearing be opened and continued to the next regularly scheduled City Council meeting, with the formal staff report to occur at that time, as well.

Mayor Conners opened the public hearing.

Kathryn Freshley, resident, noted her support for development, but expressed concerns regarding the architectural design and compatibility of the proposed new building. Ms. Freshley also stated that she sent an email to the City Council on this subject earlier in the week.

Moved by Councilmember Moore, seconded by Councilmember Hatch, and carried unanimously on a 5-0 vote, to continue the public hearing to the next regular meeting of the City Council on May 17, 2023 at 2 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

## VIII. CITY COUNCIL BUSINESS

- 8.1 Mobility Technology Plan

City Manager Macon introduced the item.

Councilmember Moore left the meeting at 3:19 p.m. and returned at 3:21 p.m.

Steve Wilks, IBI Group/Arcadis, made a presentation.

Councilmember Horne left the meeting at 3:32 p.m. and returned at 3:34 p.m.

City Manager Macon made comments.

Mr. Wilks and City Manager Macon responded to questions from councilmembers.

Kathryn Freshley, resident, commented on the challenge of federal funding not being available for use on private property and the need for transportation pick-ups to occur where people actually are.

City Manager Macon briefly responded to Ms. Freshley's comments.

Councilmembers discussed the item.

Mr. Wilks and City Manager Macon responded to questions from councilmembers.

8.2 Ad Hoc Fiscal Year 2022-23 Audit Committee

Mayor Conners and City Manager Macon introduced the item.

Mayor Pro Tem Hatch left the meeting at 4:00 p.m.

Councilmembers discussed the item.

Moved by Councilmember Moore, seconded by Mayor Conners, and carried unanimously on a 4-0 vote, with Mayor Pro Tem Hatch absent, to appoint Councilmember McCary and Councilmember Horne to an Ad Hoc Audit Committee beginning immediately through October 18, 2023 to work with the City's independent auditors on matters related to the Fiscal Year 2022-23 audit.

8.3 Fiscal Years 2023-25 Budget and Work Plan & Fiscal Years 2023-34 Capital Improvement Program Development

City Manager Macon made a presentation.

Mayor Pro Tem Hatch returned to the meeting at 4:05 p.m.

Councilmembers discussed the item and staff responded to questions.

Councilmember McCary left the meeting at 4:57 p.m. and returned at 5:00 p.m.

Items for follow-up by staff include:

- Potential additional tree planting in street medians
- Include in draft budget/capital improvement program: landscape improvements to the El Toro Road medians between Moulton Parkway and Calle Sonora
- Note in draft budget/capital improvement program: potential interest in considering modification of the westbound El Toro Road sidewalk between Calle Sonora and Calle Corta to create a more linear path of pedestrian travel, if grant funds were to become available
- Potential prioritization of the development of architectural and landscape design standards
- Potential new technology at City Hall for teleconferencing

**IX. CITY COUNCIL REPORTS AND COMMENTS**

9.1 Coastal Greenbelt Authority

Councilmember McCary stated that there would be a meeting next month.

9.2 Orange County Fire Authority

Mayor Pro Tem Hatch provided a report.

9.3 Orange County Library Advisory Board

Councilmember Moore stated that there would be a meeting tomorrow.

9.4 Orange County Mosquito and Vector Control District

Councilmember Horne provided a report.

9.5 San Joaquin Hills Transportation Corridor Agency

Mayor Conners stated that there would be committee meetings next week.

9.6 South Orange County Watershed Management Area

Councilmember Moore stated that she would provide her report at the next meeting.

9.7 Liaisons to Community Bridge Builders

Rebeca Gilad, Community Bridge Builders, provided a report and responded to questions from Councilmember Hatch. Ms. Gilad also provided the City Council with flyers for an upcoming speaker event and intercultural festival.

Councilmember Horne made comments.

9.8 Other Comments and Reports – None

**X. CLOSED SESSION – None**

**XI. CLOSED SESSION REPORT – None**

**XII. ADJOURNMENT**

*(City Council & Laguna Woods Civic Support Fund Board of Directors)*

The meeting was adjourned at 5:18 p.m. The next regular meeting of the City Council will be at 2:00 p.m. on Wednesday, May 17, 2023 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

---

YOLIE TRIPPY, CMC, City Clerk

Approved: May 31, 2023

---

CYNTHIA S. CONNERS, Mayor

**6.2**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
(CDBG) AND OTHER UNITED STATES HOUSING  
AND URBAN DEVELOPMENT PROGRAMS**

---

**For additional information on this item,  
please refer to Item 6.0 (Consent Calendar Summary).**

*This page is intentionally blank.*

**AMENDMENT SIX TO  
COOPERATION AGREEMENT BETWEEN  
THE COUNTY OF ORANGE  
AND  
CITY OF \_\_\_\_\_**

This Amendment Number SIX (hereinafter "Amendment SIX") is made and entered into by the County of Orange, a political subdivision of the State of California, ("COUNTY") and CITY OF \_\_\_\_\_, a municipal corporation, ("CITY"), UEI Number \_\_\_\_\_ which are sometimes individually referred to as "Party" or collectively referred to as "Parties", and is effective as of July 1, 2024, hereinafter referred to as "EFFECTIVE DATE".

WHEREAS, COUNTY and CITY executed that certain COOPERATION AGREEMENT "Small-City" (hereinafter, as amended, "Original Agreement" or "Agreement") for commencement July 1, 2005; and

WHEREAS, the Original Agreement was amended by Amendment ONE, effective as of July 16, 2008; and

WHEREAS, the Original Agreement was amended by Amendment TWO, effective as of July 1, 2012; and

WHEREAS, the Original Agreement was amended by Amendment THREE, effective as of July 1, 2015; and

WHEREAS, the Original Agreement was amended by Amendment FOUR, effective as of July 1, 2018; and

WHEREAS, the Original Agreement was amended by Amendment FIVE, effective as of July 1, 2021; and

WHEREAS, U.S. Department of Housing and Urban Development ("HUD") Notice CPD-23-02 allows "automatic" renewals for up to three years provided that COUNTY sends a letter to CITY notifying it that the Original Agreement will be renewed unless CITY notifies COUNTY that it wishes to terminate the agreement and a copy of such a letter is provided to HUD; and

WHEREAS, COUNTY sent CITY a letter notifying CITY of such renewal on May 2, 2023; and

WHEREAS, CITY did not advise COUNTY that it wished to terminate the Original Agreement with County; and

WHEREAS, the Parties agree to further amend the Original Agreement at this time in the manner set forth herein.

NOW, THEREFORE, the Parties hereby agree as follows:

I. Modifications to the Original Agreement

1. Section 2 of the Original Agreement is amended in its entirety as follows:

“COUNTY shall have the authority to carry out activities, which will be funded from annual Community Development Block Grant (CDBG), Home Investment Partnership (HOME) and Emergency Solutions Grant (ESG) Program funds appropriated for Fiscal Years 2024-2025, 2025-2026 and 2026-2027 and from any program income generated from the expenditure of such funds.”

2. Section 9 of the Original Agreement shall read as amended in its entirety as follows:

“This Agreement shall cover Fiscal Years 2024-2025, 2025-2026 and 2026-2027, respectively of CDBG, HOME and ESG program applications, including any subsequent Supplemental sources (Paragraph 23 of the Agreement). In no event shall this agreement be terminated by either Party before June 30, 2027, except as allowed in legislation enacted by the U.S. Congress for termination or withdrawal from the Urban County Program and as permitted by HUD.

This Agreement remains in effect until the CDBG (and, where applicable, HOME and ESG) funds and program income received (with respect to activities carried out during the three-year qualification period, and any successive qualification periods under agreements that provide for automatic renewal) are expended and the funded activities completed, and the COUNTY and CITY cannot terminate or withdraw from this Agreement while it remains in effect.”

3. Section 10 shall be added to Agreement to read:

“In accordance with HUD Notice CPD 23-03, and subsequent CPD Notices, this Agreement will be automatically extended for an additional 3 (three) year period (July 1, 2024 to June 30, 2027) unless COUNTY or CITY provides written notice that it elects not to participate in a new qualification period. A copy of the notice must be sent to HUD Field Office. COUNTY shall notify CITY in writing of its right not to participate any longer than the date specified in HUD’s Urban County Qualification Notice for the next qualification period.”

4. Section 11 of the Original Agreement is amended to read:

“CITY and COUNTY agree to adopt amendments (s) to this Agreement as may be required by HUD to meet any new Urban County Qualification



- requirement(s) subsequent to June 30, 2024 and to submit such amendments to HUD. The COUNTY will notify CITY of its right to terminate its participation in the program based on the adoption of any such amendment. If either CITY or COUNTY refuses to adopt any such amendment, this automatic renewal provision herein will be void.”
5. Section 14 of the Original Agreement is amended to add subsection (d) as follows:
 

“d. May receive a formula allocation under the ESG Program only through the Urban County.”
  6. Section 24 of the Original Agreement is amended to read:
 

“CITY may void this Agreement only if it submits to COUNTY on or before July 21, 2023 the notification from HUD that CITY has qualified as a “Metropolitan City” or an “Entitlement City” prior to the completion of the re-qualification process for Fiscal Years 2024-25, 2025-2026, and 2026-2027. Upon such notification by HUD, CITY also must submit to COUNTY and HUD written notification of its decision to either remain in the Urban County Program as a “Metropolitan City” or become an “Entitlement City” as a separate entity.”

## II. Additional Agreements

1. The COUNTY and the CITY agree to cooperate to undertake, or assist in undertaking, community renewal and lower-income housing assistance activities.
2. The COUNTY and the CITY shall take all actions necessary to assure compliance with the COUNTY’S certification under section 104(b) of Title I of the Housing and Community Development Act of 1974, that the grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act and will affirmatively further fair housing as required under See 24 CFR 91.225(a) and 5.105(a). The Parties shall comply with section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 of Title II of the Americans with Disabilities Act, the Age Discrimination Act of 1975, and Section 3 of the Housing and Urban Development Act of 1968, and all other applicable laws. The Parties agree that no urban county funding will be used for activities in, or in support of, any cooperating unit of general local government that does not affirmatively further fair housing within its own jurisdiction or that impedes the COUNTY’S actions to comply with the COUNTY’S fair housing certification. The Parties acknowledge and agree that noncompliance by a unit of general local government included in an urban county may constitute noncompliance by the grantee (i.e., the urban 14 county) that

can, in turn, provide cause for funding sanctions or other remedial actions by the Department.

- 3. The CITY, and all other applicable units of general local government, may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act.

All other provisions of the Original Agreement, as amended, a copy of which is attached hereto as Exhibit A and incorporated by this reference, to the extent they are not inconsistent with this Amendment SIX, remain unchanged and in full force and effect.

IN WITNESS WHEREOF, CITY has caused this Amendment SIX to be executed by its City Manager and attested by its City Clerk; COUNTY has caused this Amendment SIX to be executed by the Director of the Orange County Community Resources; each having been duly authorized by the CITY Council and the COUNTY Board of Supervisors, respectively.

ATTEST:

City of \_\_\_\_\_, a municipal Corporation in the State of California

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

Name:

Title: City Mayor

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

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

Name:

Title: City Clerk

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

COUNTY OF ORANGE, a political  
subdivision of the State of California

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

Dylan Wright, Director

Orange County Community Resources

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

//

ORIGINAL FORM CONTRACT

APPROVED AS TO FORM and REQUIRED COUNTY COUNSEL STATEMENT:

"The terms and provisions of the agreement are fully authorized under State and local law and the agreement provides full legal authority for the County."

By: Deputy County Counsel \_\_\_\_\_ Date: \_\_\_\_\_

Attachment: HUD 424-B

*This page is intentionally blank.*

**6.3**

## **MEASURE M2 (OC GO) ELIGIBILITY**

---

**For additional information on this item,  
please refer to Item 6.0 (Consent Calendar Summary).**

*This page is intentionally blank.*

**RESOLUTION NO. 23-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, CONCERNING THE STATUS AND UPDATE OF THE CIRCULATION ELEMENT, AND MITIGATION FEE PROGRAM FOR THE MEASURE M (M2) (OC GO) PROGRAM

**WHEREAS**, the City of Laguna Woods (“City”) seeks to maintain its eligibility to receive apportionments of Measure M2 (OC Go) sales tax revenues that can be used to fund transportation-related projects and programs; and

**WHEREAS**, a prerequisite of such eligibility for the City is the annual filing of a Measure M2 eligibility package for review and approval by the Orange County Transportation Authority (“OCTA”); and

**WHEREAS**, one component of the Measure M2 eligibility package is the information contained in this resolution; and

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

**WHEREAS**, the City has endorsed a definition of, and process for, determining consistency of the City’s Traffic Circulation Plan with the MPAH; and

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

**WHEREAS**, the City is required to adopt a resolution biennially informing the OCTA that the City’s Circulation Element is in conformance with the MPAH and whether any changes to any arterial highways of said Circulation Element have been adopted by the City during Fiscal Year 2021-22 and Fiscal Year 2022-23; and

**WHEREAS**, the City is required to send, biennially, to the OCTA all recommended changes to the City’s Circulation Element and the MPAH for the purposes of re-qualifying for participation in the Comprehensive Transportation Funding Programs; and

**WHEREAS**, the City is required to adopt a resolution biennially certifying that the City has an existing Mitigation Fee Program that assesses traffic impacts of

new development and requires new development to pay a fair share of necessary transportation improvements attributable to the new development.

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

**SECTION 1.** The City Council for the City does hereby inform OCTA that:

- a) The arterial highway portion of the City’s Circulation Element is in conformance with the MPAH.
- b) The City attests that no unilateral reduction in through lanes has been made on any MPAH arterials during Fiscal Year 2021-22 and Fiscal Year 2022-23.
- c) The City affirms that it will bring forward requests to amend the MPAH, when necessary, in order to ensure that the MPAH and the General Plan Circulation Element remain consistent.
- d) The City Council reaffirms that the existing Mitigation Fee Program is in effect.

**SECTION 2.** The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2023.

\_\_\_\_\_  
CYNTHIA S. CONNERS, 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. 23-XX** was duly adopted by the City Council of the City of Laguna Woods at an adjourned regular meeting thereof, held on the XX day of XX 2023, by the following vote:

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

---

YOLIE TRIPPY, CMC, City Clerk

*This page is intentionally blank.*

**8.1**  
**SENIOR MOBILITY PROGRAM**

*This page is intentionally blank.*



# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** May 31, 2023 Adjourned Regular Meeting

**SUBJECT:** Senior Mobility Program

### **Recommendation**

Approve, in concept, a new iteration of the Senior Mobility Program for Fiscal Years 2023-25 that operates on a two-year cycle, eliminates the use of vouchers, allows residents to travel to and from John Wayne Airport, eliminates the annual enrollment fee, and revises resident costs to \$0 (trips to or from Laguna Woods City Hall/Public Library or Irvine Station), \$5 (trips up to 10 miles), \$10 (trips greater than 10 miles), \$15 (trips to or from VA Long Beach), and \$25 (trips to or from John Wayne Airport).

### **Background**

The Fiscal Years 2021-23 Budget & Work Plan includes the following significant work plan item:

*“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.”*

The Senior Mobility Program began in 2002 with initial funding from the Orange County Transportation Authority (“OCTA”). The current program, which continues to receive funding from OCTA through the Measure M2 (OC Go) countywide, half-cent sales tax, subsidizes the cost of both general travel and non-emergency medical transportation for residents who are at least 60 years of age. All transportation is

provided by taxi cabs operated by California Yellow Cab.

The City has conducted regular, competitive procurement processes to select Senior Mobility Program transportation service providers. Despite being publicly noticed and distributed directly to a number of transportation companies known to operate in Orange County, California Yellow Cab has been the only company to submit a proposal in each of the last three procurement processes (2016, 2020, and 2023). Attempts to engage ride-hailing services like Lyft and Uber have been unsuccessful, potentially due, in part, to the level of coordination required to confirm participant eligibility, as well as the probability of their existing services. Notably, none of the 32 cities with OCTA-funded senior mobility programs use ride-hailing services.

### General Travel

General travel vouchers (or, “taxi bucks”) are available in books valued at \$100 (sold for \$70; a 30% discount from the City’s cost) and can be used for any trip beginning or ending in Laguna Woods to or from any destination in Orange County except John Wayne Airport. Though the City offers separate non-emergency medical transportation vouchers, residents are also able to use taxi bucks for non-emergency medical transportation. Residents purchase taxi bucks at City Hall and use them in lieu of cash or other payment (with one taxi buck equaling \$1). Travel arrangements are made by residents directly with California Yellow Cab.

As an alternative to taxi bucks, Irvine Station travel vouchers are available for taxi trips beginning or ending in Laguna Woods to or from Irvine Station. Residents purchase vouchers at City Hall and use them in lieu of cash or other payment (with each voucher valid for a one-way trip to or from Irvine Station). Travel arrangements are made by residents directly with California Yellow Cab. Each voucher is sold for \$10, compared to the City’s cost of \$25 (a 60% discount).

Irvine Station is a transportation hub that allows residents to connect with Amtrak and Metrolink passenger rail services, as well as a variety of OCTA bus lines.

### Non-Emergency Medical Transportation

Non-emergency medical transportation (or, “NEMT”) travel vouchers are available for certain non-emergency medical trips (e.g., routine doctors’ appointments; does not include stand-alone pharmacy trips) beginning or ending in Laguna Woods to or from a designated medical facility in Orange County or the VA Long Beach (see list

below). Residents purchase vouchers at City Hall and use them in lieu of cash or other payment (with each voucher valid for a one-way trip to or from one designated medical facility). Travel arrangements are made by residents directly with California Yellow Cab. Depending on the length of the trip, resident costs range from \$6 to \$16 one-way (discounts of 50-87% from the City's cost).

*NEMT VOUCHER #1 (sold for \$6)*

Fresenius Medical Care (23681 Via Linda, Mission Viejo, 92691)  
 Gottschalk Medial Plaza (1 Medical Plaza Drive, Irvine, 92617)  
 Hoag – Irvine (16200-16300 Sand Canyon Avenue, Irvine, 92618)  
 Kaiser Aliso Viejo / Foothill Ranch / Irvine / Mission Viejo / Tustin  
 Mission Medical Plaza (26800 Crown Valley Parkway, Mission Viejo, 92691)  
 Mission Viejo Medical Offices (27800 Medical Center Road, Mission Viejo, 92691)  
 Saddleback Medical Center-Hospital (24451 Health Center Drive, Laguna Hills, 92653)  
 Taj Mahal Medical Center (23521 Paseo de Valencia, Laguna Hills, 92653)  
 UCI – Irvine (850 Health Sciences Road, Irvine, 92617)

*NEMT VOUCHER #2 (sold for \$10)*

Hoag Hospital (1 Hoag Drive, Newport Beach, 92663)  
 Hoag Hospital nearby addresses (520 Superior Avenue, Newport Beach, 92663 and 1441 Avocado Avenue, Newport Beach, 92660)  
 Kaiser Anaheim (3440 E. La Palma Avenue, Anaheim, 92806 and 411 N. Lakeview, Anaheim, 92807)  
 Newport Lido Medical Center (351 Hospital Road, Newport Beach, 92663 and 361 Hospital Road, Newport Beach, 92663)  
 Newport Orthopedic Institute (22 Corporate Plaza Drive, Newport Beach, 92660)  
 Santa Ana Veterans Medical Clinic (1506 Brookhollow Drive, Santa Ana, 92705)  
 UCI Orange (101 The City Drive South, Orange, 92868)

*NEMT VOUCHER #3 (sold for \$16)*

Kaiser Brea (1900 E. Lambert Road, Brea, 92821)  
 Long Beach Veterans Hospital (5901 E. 7<sup>th</sup> Street, Long Beach, 90822)

### Program Usage

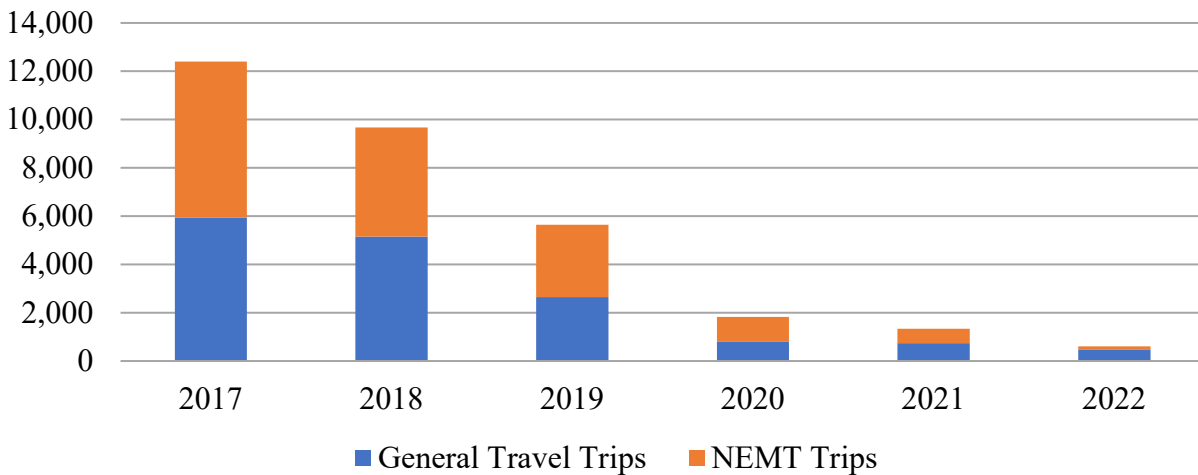
Trips provided by the Senior Mobility Program have declined significantly in recent years, likely due, in part, to increased transportation options (e.g., ride-hailing services such as Lyft and Uber), changes in travel patterns both during and following the COVID-19 pandemic, and a decentralization of medical services resulting in new clinics and offices closer to residents (e.g., many of the services veteran residents were formerly required to travel to VA Long Beach for are now offered at the Laguna Hills VA Clinic). The “Discussion” section of this agenda report identifies several circumstances specific to the City’s Senior Mobility Program that have likely also

played a role in residents choosing to obtain transportation elsewhere.

*Table 1: Senior Mobility Program Trips by Calendar Year and Type of Voucher*

	2017	2018	2019	2020	2021	2022
General Travel Trips	5,935	5,156	2,652	793	740	462
NEMT Trips	6,463	4,511	2,988	1,034	601	150
Total	12,398	9,667	5,640	1,827	1,341	612

*Chart 1: Senior Mobility Program Trips by Calendar Year and Type of Voucher*



**Discussion**

Today’s meeting is an opportunity for City Council action, as well as public input, on a proposed new iteration of the Senior Mobility Program. As previously directed by the City Council, staff has sought to identify ways to modernize the Senior Mobility Program and better meet local needs, while continuing to comply with OCTA’s Senior Mobility Program guidelines.

If the City Council conceptually approves the proposed new iteration of the Senior Mobility Program, staff would agendize actions necessary to implement it at future meetings, including the approval of a new agreement with California Yellow Cab, paperwork required by OCTA, and a revised fee schedule. The new iteration of the program would be in effect from July 1, 2023 through June 30, 2025.

**Conceptual Framework**

- *Challenge: The existing program is difficult for residents to navigate as there are several similar, but different, types of vouchers offered, all requiring trips*



*to City Hall to purchase and the management of paper vouchers.*

## KEY PROPOSED IMPROVEMENTS

- Eliminate the use of all taxi bucks and vouchers. The new iteration of the program would be voucherless.
- End the annual enrollment requirement and, instead, allow residents to enroll once every two years. In addition to enhancing the convenience of the program, this change would add to a sense of program stability and align the program with the City's two-year budget cycle.
  - As is currently the case, due to OCTA's funding requirements, residents must be at least 60 years of age to enroll.
- The new process would generally function as follows:
  - Every two years, residents would visit City Hall to complete new enrollment paperwork and obtain a program identification card. The enrollment process is necessary to validate eligibility for the program per OCTA's funding requirements and to update the City's liability waiver paperwork. The enrollment process also provides a regular interval for the City to make changes to the program as enrollment visits can double as opportunities to easily and timely communicate changes to all participants.
  - Travel arrangements would be made by residents directly with California Yellow Cab. Residents would inform the dispatcher that they participate in the Senior Mobility Program and provide their participant number from their program identification card. The City and California Yellow Cab would maintain a shared database of participants that would allow dispatchers to look up participant numbers should a resident not have their participant identification card readily available.
  - California Yellow Cab's dispatcher would inform residents of the "co-pay" amount required for each trip and transmit the same information to assigned taxi drivers. Co-pay amounts would be set by the City Council.

- When taxis arrive, residents would present their program identification cards to the taxi driver who would match the name and photograph to them, as well as confirm that the card is not expired. As is currently the case, accompanying guests may ride with a resident who is enrolled in the program, as long as there is only one pick-up and drop-off location for all passengers.
  - At the conclusion of each trip, residents would pay the co-pay amount to the taxi driver. California Yellow Cab would invoice the City for the balance of the fare. Tips would remain optional at the discretion of residents.
- *Challenge: Many residents would like to use the program to travel to and from John Wayne Airport. Travel to and from John Wayne Airport is currently not allowed.*

#### KEY PROPOSED IMPROVEMENTS

- Allow residents to travel to and from John Wayne Airport. The City disallowed travel to and from John Wayne Airport after June 30, 2011 due to budget concerns. The City's economic condition is different now and there exists a sufficient balance of OCTA monies to accommodate reasonably anticipated trips to and from John Wayne Airport.
- *Challenge: Fares paid by residents need to remain low in order to accomplish the core purpose of the program – to promote lifelong mobility through the provision of affordable, older adult-oriented transportation services.*

The Senior Mobility Program remains unique both within Laguna Woods and amongst other local, government-funded transportation services in that it offers subsidized travel throughout the entirety of Orange County (with the current exception of John Wayne Airport) and to VA Long Beach, at all hours. The extended geographic range of the City's program differentiates it from Laguna Woods Village's transportation services which generally only provide travel within Laguna Woods and surrounding areas, and Age Well Senior Services' program which provides transportation within a designated service area and outside of it only with a maximum trip length of 15 miles. The City's program includes no limit on the number of trips and is available 24/7, which further differentiates it from Age Well Senior Services' program.

KEY PROPOSED IMPROVEMENTS

- Offer all travel within Orange County for \$0 (City Hall/Public Library and Irvine Station), \$5 (trips up to 10 miles), \$10 (trips over 10 miles), or \$25 (John Wayne Airport), one-way. As compared to the lowest existing resident costs, this would result in:
  - A decrease of \$12 for trips to or from City Hall/Public Library;
  - A decrease of \$10 for trips to or from Irvine Station;
  - A decrease of \$1 for trips up to 10 miles;
  - An increase of \$4 for trips >10 to 25 miles;
  - A decrease of \$6 for trips over 25 miles; and
  - A new opportunity for subsidized travel to John Wayne Airport. Using California Yellow Cab’s online booking tool, a trip from City Hall to John Wayne Airport is estimated to cost \$47.

As is currently the case, all trips must start or end in Laguna Woods.

For context, in the 2022 calendar year, approximately 81% of all trips were 10 miles or less, 18% of trips were from >10 to 25 miles, and 1% of trips were over 25 miles.

- Offer travel to or from VA Long Beach for \$15. This would result in a decrease of \$1 per trip, as compared to the existing resident cost. As is currently the case, all trips must start or end in Laguna Woods.
- Based on projected costs to the City, subsidies would be as follows:

*Table 2: Proposed Costs and Subsidies by Trip*

Trip	Resident Co-Pay	Contract Cost <sup>1</sup>	City Subsidy
City Hall/ Public Library	\$0.00	\$18.50	\$18.50 (100%)
Irvine Station	\$0.00	\$18.50	\$18.50 (100%)
Up to 10 Miles	\$5.00	\$18.50 (0.1-5 mi)	\$13.50 (73%)
		\$27.50 (5.1-10 mi)	\$22.50 (82%)

<sup>1</sup> “Contract Cost” is the rate California Yellow Cab proposes to charge the City. Contract costs differ from regular market rates for travel (e.g., using California Yellow Cab’s online booking tool, a trip from City Hall to John Wayne Airport is estimated to cost \$47. The contract cost for that same trip would be \$27.50. At a resident co-pay of \$25.00, the City subsidy would be \$2.50, but the resident would save \$22 – 47% - off the regular market rate.).

Trip	Resident Co-Pay	Contract Cost <sup>1</sup>	City Subsidy
Over 10 miles	\$10.00	\$52.00 (10.1-20 mi) +\$3.00/mi (20.1+ mi)	\$42.00 (81%) varies
John Wayne Airport	\$25.00	\$27.50 (5.1-10 mi) \$52.00 (10.1-20 mi)	\$2.50 (9%) \$27.00 (52%)
VA Long Beach	\$15.00	\$90	\$75 (83%)

- Eliminate the annual enrollment fee of \$10 per person, per fiscal year. This fee was charged beginning for Fiscal Year 2017-18 (at \$5, then increased to \$10 for Fiscal Year 2018-19) to help offset the City’s costs of administering the Senior Mobility Program. Due first to the impacts of COVID-19 on residents, and then to more favorable than anticipated budget conditions, the City Council has suspended this fee since Fiscal Year 2020-21. Staff does not reasonably foresee a need for this fee for Fiscal Years 2023-25, but would request OCTA authorization to reinstate it in the future should circumstances change.
- Request OCTA authorization to discontinue subsidized travel to John Wayne Airport for new enrollees (i.e., residents who have not already enrolled in the program) at some future date, should doing so become necessary or advantageous as a cost control measure.
- *Challenge: The process of issuing participant identification cards is time-consuming, and the identification cards are easily damaged.*

**KEY PROPOSED IMPROVEMENTS**

- A card printer has been purchased. Instead of printing, cutting, and laminating cardstock, staff will be able to produce “hard” identification cards (similar in type to Laguna Woods Village ID cards) more quickly.
- *Challenge: The annual process of refunding and exchanging unused vouchers purchased for use during the previous fiscal year is time-consuming and an inconvenience to residents as it requires an in-person trip to City Hall within a certain time period and a delay in receiving larger refunds by mail.*

**KEY PROPOSED IMPROVEMENTS**

- As proposed, the City would no longer sell taxi bucks or vouchers and,

therefore, there would be no need for refunds or exchanges. Residents would only pay for the travel they need; at the time they receive it.

### **Fiscal Impact**

As of April 30, 2023, the Senior Mobility Fund had an unassigned fund balance of \$397,377 that is restricted for use on the Senior Mobility Program. At present, annual revenue from OCTA exceeds the City's cost of providing the program. Those excess revenues are accumulated in the Senior Mobility Program and must be spent within two fiscal years of receipt unless extended by OCTA. Staff anticipates pursuing an extension of the deadline to spend revenue received in Fiscal Year 2021-22.

Revenues and expenditures associated with the proposed new iteration of the Senior Mobility Program are difficult to project due to declining program usage in recent years and uncertainty regarding the impact of the proposed changes on demand. Still, based on our history of operating the program, and the demand for and existence of other local transportation options, staff is confident that absent an extraordinary increase in both demand and length of trips, the Senior Mobility Fund will contain balances sufficient to fund the City's cost of providing the program for the two fiscal years for which approval is sought (Fiscal Years 2023-25).

*This page is intentionally blank.*

**8.2**  
**EMPLOYEE COMPENSATION AND BENEFITS**

*This page is intentionally blank.*





# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** May 31, 2023 Adjourned Regular Meeting

**SUBJECT:** Employee Compensation and Benefits

---

### **Recommendation**

Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 22-57, AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

### **Background**

The City Manager is responsible for hiring and supervising employees, subject to the City Council's establishment of compensation and benefits policies.

### **Discussion**

Today's meeting is an opportunity for City Council action, as well as public input, on a proposed employee compensation and benefits resolution (Attachment A) that would supersede the existing resolution that was unanimously approved by the City Council on November 16, 2022. A redline version identifying specific, proposed modifications is included as Attachment B.

- Modifications regarding the City Manager's compensation and benefits. The proposed resolution would modify Section 2 to reflect the 2% change in the City Manager's base salary that was approved by a 4-1 vote of the City

Council (Councilmember Moore opposed) on May 17, 2023. A new Section 8 is proposed to be added to the resolution to cross reference the new City Manager employment agreement that was approved by a 4-1 vote of the City Council (Councilmember Moore opposed) on May 17, 2023.

- Modifications regarding retiree medical benefits. The proposed resolution modifies sections 3(D) and 4(D) regarding retiree medical benefits that the California Public Employees' Medical & Hospital Care Act ("PEMHCA") requires the City to provide to eligible retired employees. The proposed resolution includes new language meant to more comprehensively reflect statutory and California Public Employees' Retirement System ("CalPERS") contract requirements. The proposed modifications would not change or increase the City's existing obligations under PEMHCA/CalPERS.

### **Fiscal Impact**

The proposed resolution would not make any new changes to employee compensation or benefits. The change in the City Manager's base salary and the new City Manager employment agreement were previously approved. The proposed modifications regarding retiree medical benefits would not change or increase the City's existing obligations under PEMHCA/CalPERS.

Attachments: A – Proposed Resolution (clean)  
B – Proposed Resolution (redline)

**RESOLUTION NO. 23-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 22-57, 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 May 20, 2023, Resolution No. 22-57 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	\$200,303.98
Administrative Services Director/ City Treasurer	\$117,919 – \$165,087
City Clerk	\$80,690 – \$112,966
Senior Management Analyst	\$80,690 – \$112,966
Management Analyst	\$69,263 – \$96,969
Deputy City Clerk	\$59,746 – \$83,644

Non-Exempt Full-Time Employees (Hourly Rate)

Senior Accountant	\$35.50 – \$49.70
Accountant	\$32.78 – \$45.89
Accounting Clerk	\$21.51 – \$30.11

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

Receptionist	\$17.00 – \$23.80
--------------	-------------------

The City Manager is authorized to hire, promote, and compensate employees within established compensation ranges, to offer benefits, to fill any full-time position as a part-time or limited part-time position, and to hire employees for time-limited periods, 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, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, and Winter Holiday (December 24 through January 1; when January 1 falls on a Sunday or 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, unless excluded in the City’s agreement with CalPERS. 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 meet the applicable statutory and CalPERS contract requirements to obtain CalPERS retiree medical benefits. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet applicable statutory and CalPERS contract requirements, 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 first from each full-time employee's monthly benefit allowance and then from salary (if necessary).

- 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 Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans 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 Sunday or 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, unless excluded in the City's agreement with CalPERS. 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 meet the applicable statutory and CalPERS contract requirements to obtain CalPERS retiree medical benefits. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet applicable statutory and CalPERS contract requirements, with each 174 hours counting as one month.

- E. Monthly Benefit Allowance: The City shall provide part-time employees with a monthly benefit allowance of \$800 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. 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 first from each part-time employee’s monthly benefit allowance and then from salary (if necessary).
- 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 less than 40 hours per week. Paid time off may be used for



doctors' appointments, personal and family sick time, bereavement leave, jury duty leave, vacation, and personal business. Paid time off may also be used up to the number of hours regularly worked during unpaid holidays that fall on weekdays (less any floating holiday time used). 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 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 limited 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 Manager is authorized to offer notary public stipends of \$100 per employee per month to employees who regularly provide notary public and foreign pension acknowledgement services in the course of City business, with the exception of the City Manager. Such notary public stipends 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, and in possession of an active and valid notary public commission from the State of California as of the payroll processing date for the first pay period of each month, in order to receive payment. The City Manager is also authorized to incur and pay, on behalf of the City, costs related to the education and commission of employees who regularly provide notary public services in the course of City business, with the exception of the City Manager.

**SECTION 8.** The City Manager shall receive such other compensation and benefits as set forth in the employment agreement separately approved by the City Council on May 17, 2023.

**SECTION 9.** The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2023.

---

CYNTHIA S. CONNERS, 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. 23-XX** was duly adopted by the City Council of the City of Laguna Woods at an adjourned regular meeting thereof, held on the XX day of XX 2023, by the following vote:

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

\_\_\_\_\_  
YOLIE TRIPPY, CMC, City Clerk

*This page is intentionally blank.*

**RESOLUTION NO. 23-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 22-~~3757~~, 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 ~~November 16, 2022~~May 20, 2023, Resolution No. 22-~~3757~~ 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	<del>\$196,376.45</del> <u>\$200,303.98</u>
Administrative Services Director/ City Treasurer	\$117,919 – \$165,087
City Clerk	\$80,690 – \$112,966
Senior Management Analyst	\$80,690 – \$112,966
Management Analyst	\$69,263 – \$96,969
Deputy City Clerk	\$59,746 – \$83,644

Non-Exempt Full-Time Employees (Hourly Rate)

Senior Accountant	\$35.50 – \$49.70
Accountant	\$32.78 – \$45.89
Accounting Clerk	\$21.51 – \$30.11

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

Receptionist	\$17.00 – \$23.80
--------------	-------------------

The City Manager is authorized to hire, promote, and compensate employees within established compensation ranges, to offer benefits, to fill any full-time position as a part-time or limited part-time position, and to hire employees for time-limited periods, 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, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, and Winter Holiday (December 24 through January 1; when January 1 falls on a Sunday or 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, unless excluded in the City’s agreement with CalPERS. 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~~ meet the applicable statutory and CalPERS contract requirements to obtain CalPERS retiree medical benefits. 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 applicable statutory and CalPERS contract~~ requirements, 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 first from each full-time employee's monthly benefit allowance and then from salary (if necessary).

- 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 Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans 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 Sunday or 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, unless excluded in the City's agreement with CalPERS. 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~~ meet the applicable statutory and CalPERS contract requirements to obtain CalPERS retiree medical benefits. 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 applicable statutory and CalPERS contract~~ requirements, with each 174 hours counting as one month.

- E. Monthly Benefit Allowance: The City shall provide part-time employees with a monthly benefit allowance of \$800 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. 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 first from each part-time employee's monthly benefit allowance and then from salary (if necessary).
- 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 less than 40 hours per week. Paid time off may be used for

doctors' appointments, personal and family sick time, bereavement leave, jury duty leave, vacation, and personal business. Paid time off may also be used up to the number of hours regularly worked during unpaid holidays that fall on weekdays (less any floating holiday time used). 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 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 limited 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 Manager is authorized to offer notary public stipends of \$100 per employee per month to employees who regularly provide notary public and foreign pension acknowledgement services in the course of City business, with the exception of the City Manager. Such notary public stipends 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, and in possession of an active and valid notary public commission from the State of California as of the payroll processing date for the first pay period of each month, in order to receive payment. The City Manager is also authorized to incur and pay, on behalf of the City, costs related to the education and commission of employees who regularly provide notary public services in the course of City business, with the exception of the City Manager.

**SECTION 8.** The City Manager shall receive such other compensation and benefits as set forth in the employment agreement separately approved by the City Council on May 17, 2023.

**SECTION 89.** The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2023.

---

CYNTHIA S. CONNERS, 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. 23-XX** was duly adopted by the City Council of the City of Laguna Woods at an adjourned regular meeting thereof, held on the XX day of XX 2023, by the following vote:

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

\_\_\_\_\_  
YOLIE TRIPPY, CMC, City Clerk

*This page is intentionally blank.*

**8.3**

**FISCAL YEARS 2023-25 BUDGET AND WORK  
PLAN & FISCAL YEARS 2023-34 CAPITAL  
IMPROVEMENT PROGRAM DEVELOPMENT**

*This page is intentionally blank.*





# City of Laguna Woods

## Agenda Report

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Christopher Macon, City Manager

**FOR:** May 31, 2023 Adjourned Regular Meeting

**SUBJECT:** Fiscal Years 2023-25 Budget and Work Plan & Fiscal Years 2023-34 Capital Improvement Program Development

---

### **Recommendation**

Provide direction to staff.

### **Overview**

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 2023-25 Budget and Work Plan (July 1, 2023 through June 30, 2025) & Fiscal Years 2023-34 Capital Improvement Program (July 1, 2023 through June 30, 2034).

Preliminary drafts of chapters 1.0 and 2.0 of the Fiscal Years 2023-25 Budget and Work Plan are included as attachments A and B, respectively. Staff plans to discuss both preliminary drafts and other budgetary matters at the meeting.

Attachments: A – Draft Chapter 1.0 (City Background)  
B – Draft Chapter 2.0 (City Organization)

*This page is intentionally blank.*

# **1.0. CITY BACKGROUND**

*This chapter provides a brief overview of the City of Laguna Woods in order to establish a setting and context for understanding the decision-making that resulted in this budget and work plan.*

## **A BRIEF HISTORY**

Laguna Woods, California occupies approximately three-square miles of land that was once a part of South Orange County's expansive Moulton Ranch. Prior to the 1960s, dry farming and cattle grazing dominated the area, with a few scattered ranch dwellings and barns.

In 1962, Ross Cortese, a young developer whose previous projects included Rossmoor and Leisure World Seal Beach, purchased a portion of the Moulton Ranch. His goal was to create a second Leisure World community or, as he said, "to supply the basic needs of life for people aged 52 and older; create a serene atmosphere of beauty; and provide security, recreation, and religious facilities – then leave the living to the individual." His dream materialized and in 1964 Leisure World Laguna Hills received its first residents.

The prospect of incorporation first arose in 1971 and was a lingering issue until 1996, when the potential for a reduction in county services and the possibility of a commercial airport at the nearby site of the former Marine Corps Air Station, El Toro, became very real concerns. Proponents of cityhood were successful in placing the issue of incorporation on the ballot for a special election on March 2, 1999.

On March 24, 1999, Laguna Woods officially became Orange County's 32<sup>nd</sup> city. In an afternoon ceremony, Superior Court Judge Francisco F. Firmat swore in the five newly elected members of the City Council.

The City of Laguna Woods celebrated its 24<sup>th</sup> anniversary in 2023.

## **PHYSICAL SETTING**

The City of Laguna Woods is bordered by the cities of Aliso Viejo, Irvine, Laguna Beach, and Laguna Hills, as well as the Laguna Coast Wilderness Park and other natural open spaces. Nearby transportation corridors include

Interstate 5, State Route 73, and State Route 133. The Pacific Ocean is approximately five miles to the west. Notable land uses include the private community of Laguna Woods Village, several other senior-oriented residential communities, a number of commercial centers, and three public parks.

*[Regional Location]*



## LOCAL GOVERNMENT

The City of Laguna Woods is a general law city with a Council-Manager form of government, meaning that it operates within the parameters of California municipal law with an elected City Council as its legislative body. The City Council appoints and supervises a City Manager who is responsible for the day-to-day administration of the City and implementation of the City Council's ordinances, regulations, and policy direction. The City Council also appoints a City Attorney to serve as the City's primary legal counsel.

The five members of the City Council are residents of Laguna Woods who are elected by registered voters to four-year terms. Elections occur "at-large" (citywide) in even-numbered years with two and then three members of the City Council elected at subsequent elections. All five offices are nonpartisan.

The City Council appoints a Mayor and Mayor Pro Tem from amongst its membership to preside over City Council meetings, execute certain legal instruments and authorizations, and attend to various representative and ceremonial matters. The Mayor Pro Tem serves as the Mayor in their absence.

*[Elected Officials (City Council)]*

- Cynthia S. Conners– current term ends in 2024
- Noel Hatch – current term ends in 2024
- Shari L. Horne – current term ends in 2024
- Annie McCary – current term ends in 2026
- Carol Moore – current term ends in 2026

*[Officials Appointed by the City Council]*

City Manager..... Christopher Macon  
 City Attorney..... Alisha Patterson

The City has 10.25 full-time equivalent employees who are responsible for delivering a full range of municipal services. The City operates as a “contract city,” meaning that its small staff leverages the resources of a variety of contract, franchise, and joint powers agencies to provide efficient, effective, and economical services. If the City were a “full service city,” those services would be provided by City employees, often at higher costs and with considerably greater liability. While contract service providers may charge the City for current year liabilities, the City's contract service arrangements do not result in the assumption of any other agency's long-term retirement or other post-employment benefit liabilities.

*[Key Operating Contract Service Providers]*

- Animal Control & Shelter Services..... City of Laguna Beach
- Annual Audit Services.....  
Brown Armstrong Accountancy Corporation
- Building Services..... Interwest Consulting Group  
[TBD]
- Engineering Services..... CivilSource/NV5
- Hazardous Waste Handling Services..... WM Curbside
- Landscape Maintenance Services.....  
[TBD]
- Law Enforcement Services..... Orange County Sheriff's Department

- Legal Services (City Attorney).....Rutan & Tucker, LLP
- Senior Mobility Program Transportation Services.....  
California Yellow Cab
- Street, Right-of-Way, and Infrastructure Maintenance Services.....  
PV Maintenance
- Traffic Signal & Lighting Maintenance Services.....[TBD]

Fire/emergency medical services are provided by the Orange County Fire Authority ("OCFA"). Unlike the Orange County Sheriff's Department, which provides law enforcement services pursuant to a contract between the City and the County of Orange, OCFA's services are provided pursuant to a joint powers agreement and structural fire fund. As a "structural fire fund city," a fire tax is included in Laguna Woods' one-percent basic property tax levy. The fire tax was established prior to both the enactment of Proposition 13 in 1978 and the incorporation of the City in 1999. The County of Orange collects the fire tax, accumulates the proceeds in a structural fire fund, and makes payments to OCFA for Laguna Woods' fire services. Because the City is not involved in the levy, collection, or disbursement of the fire tax, expenses for fire services are not included in this budget and work plan.

Insurance and risk management services are provided by the California Joint Powers Insurance Authority ("CJPIA"). CJPIA's services are provided pursuant to a joint powers agreement.

Solid waste handling services (including trash collection and recycling) are provided by CR&R Incorporated pursuant to a franchise agreement.

*[Key Special Districts, Utility, and Other Service Providers]*

- Electricity.....Southern California Edison
- Mosquito Abatement and Vector Control.....  
Orange County Mosquito and Vector Control District
- Natural Gas.....Southern California Gas Company
- Public Library.....County of Orange (OC Public Libraries)

School District.....Capistrano Unified School District  
Saddleback Valley Unified School District  
South Orange County Community College District

Transportation.....Orange County Transportation Authority  
San Joaquin Hills Transportation Corridor Agency

Water & Sewer.....El Toro Water District

**CITY FACILITIES AND PARKS**

Most of the land within Laguna Woods is privately owned, including all local streets with the exception of El Toro Road, Moulton Parkway, Ridge Route Drive, and Santa Maria Avenue. The City is responsible for operating and maintaining the portions of those four streets that are located within Laguna Woods, as well as three public parks ("A Place for Paws" Dog Park, City Centre Park, and Woods End Wilderness Preserve); a multi-modal trail network for pedestrians, golf carts, and bicyclists; and, medians, parkways, and other public property. City Hall and the Public Library Building are the only buildings that are owned, operated, and maintained by the City.

*[Public Buildings]*

City Hall  
24264 El Toro Road  
Laguna Woods, CA 92637

City Hall was first occupied by the City in 2001 and acquired in 2011. The building was constructed in 1979/1980 for use as a bank and includes 7,910 square feet over two stories.

Public Library Building  
24266 El Toro Road  
Laguna Woods, CA 92637

The Public Library Building is expected to open in summer 2023. The building will include 1,161 square feet of interior space and an adjoining 573 square foot outdoor activity room. Portions of the building are leased to the County of Orange for use as the Laguna Woods branch of OC Public Libraries.

*[Public Parks]*"A Place for Paws" Dog Park

23199 Ridge Route Drive  
Laguna Woods, CA 92637

"A Place for Paws" Dog Park opened in its current location on July 27, 2019. The park provides a comfortable outdoor space for off-leash dog exercise and socialization. Park amenities include approximately 6,400 square feet of dog-friendly artificial turf, a dog water station, and seating. The park property is owned by the Golden Rain Foundation of Laguna Woods ("GRF"). The City and GRF entered into a memorandum of understanding in 2017 that provides for the City's use of the property through June 30, 2027, or as may be extended by mutual agreement.

City Centre Park

24121 Moulton Parkway  
Laguna Woods, CA 92637

City Centre Park includes 0.54 acres of passive recreation space located just west of Moulton Parkway near the Ayres Hotel. The park property had been intended for use in connection with the development of a grocery store at the location where the Ayres Hotel is today. The previous owner deeded the property to the City in 2002 and the park opened in 2011. Park amenities include a walking trail, picnic tables, and a small gathering area.

Woods End Wilderness Preserve

24995 El Toro Road  
Laguna Woods, CA 92637

Woods End Wilderness Preserve includes 10.6 acres of natural open space located near the intersection of El Toro Road and Aliso Creek Road. The park property was purchased by the City in 2002 for the purpose of adding it to the adjacent Laguna Coast Wilderness Park, providing non-vehicular access from El Toro Road into the Laguna Coast Wilderness Park, and for natural resource protection and restoration. Since 2011, the park has been leased to the County of Orange for operation as part of the Laguna Coast Wilderness Park. The trail that begins at the



entrance to the park provides close access to the nearby James Dilley Greenbelt Preserve and Barbara's Lake.

## LOCAL LAND USES

### Residential Communities

The vast majority of land within Laguna Woods is occupied by residential uses, including five private residential communities offering an assortment of apartment, assisted living, condominium, and cooperative housing.

#### *[Residential Communities]*

Residential Community	Housing Type	Dwelling Units
Ivy Park of Wellington (formerly Las Palmas)	Assisted Living	184
Ivy Park at Laguna Woods (formerly The Regency)	Assisted Living	192
Laguna Woods Village	Condominium, Cooperative	12,736
San Sebastian	Apartment	134
Whispering Fountains	Apartment	140
TOTAL		13,386

As the result of a density bonus agreement entered into in 2009 between the City and the developer of San Sebastian, San Sebastian includes 17 units that are deed-restricted for affordable housing for low-income, senior households through October 16, 2054 (45 years).

### Places of Worship

Laguna Woods is home to five dedicated places of worship serving Catholic, Jewish, Lutheran, Methodist, and Presbyterian faiths. Other faith-based groups and religious communities meet in locations throughout Laguna Woods.

### Shopping Centers, Hotels, and Commercial Properties

At just over three square miles, most of the land within Laguna Woods is zoned for residential, open space, and other non-commercial purposes. Less than one-fifth of a square mile is zoned for commercial purposes.

Laguna Woods is served by the following five major shopping centers:

- Town Centre (north of El Toro Road, west of Moulton Parkway)
- Home Depot Center (south of El Toro Road, west of Moulton Parkway)

- PS Business Park (south of Ridge Route Drive, east of Moulton Parkway)
- Valencia Center (south of El Toro Road, west of Paseo de Valencia)
- Willow Tree Center (south of El Toro Road, east of Moulton Parkway)

Laguna Woods is home to the 138-room Ayres Hotel in Town Centre.

## POPULATION

The 2020 U.S. Census estimated Laguna Woods' population at 17,644 as of April 1, 2020, an increase of approximately 9% from the 2010 U.S. Census estimate of 16,192 as of April 1, 2010. As compared to the 33 other cities in Orange County, Laguna Woods has a population larger than the cities of La Palma (15,581), Los Alamitos (11,780), and Villa Park (5,843).

The California Department of Finance ("DOF") produces annual population estimates for use by local governments in calculating annual appropriation limits (see Chapter 3.0 (City Budget Practices)) and to aid in the allocation of certain state subventions to cities and counties, including monies accounted for in the City's Fuel Tax Fund and Road Maintenance & Rehabilitation Program Fund. The DOF estimated Laguna Woods' population at 17,450 as of January 1, 2023, a reduction of approximately 0.5% from the January 1, 2022 estimate of 17,536<sup>1</sup>. Based on the January 1, 2023 estimate, Laguna Woods is the 312<sup>th</sup> most populous of 482 cities statewide (170 cities – or, just over 35% of all cities in California – have smaller populations).

## OTHER LOCAL DEMOGRAPHICS

[Sex]

Description	2010 U.S. Census	2020 U.S. Census
Male	35.5%	37.7%
Female	64.5%	62.3%

[Median Age]

Description	2010 U.S. Census	2020 U.S. Census
Median age	77.0 years	74.9 years

<sup>1</sup> State of California, Department of Finance, *E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change — January 1, 2022 and 2023*. Sacramento, California, May 2023.

Male	76.4 years	74.9 years
Female	77.4 years	75.0 years

[Age Distribution]

2010 U.S. Census

2020 U.S. Census



- Birth to 49 years
- 50 to 59 years
- 60 to 69 years
- 70 to 79 years
- 80 to 84 years
- 85 years and over

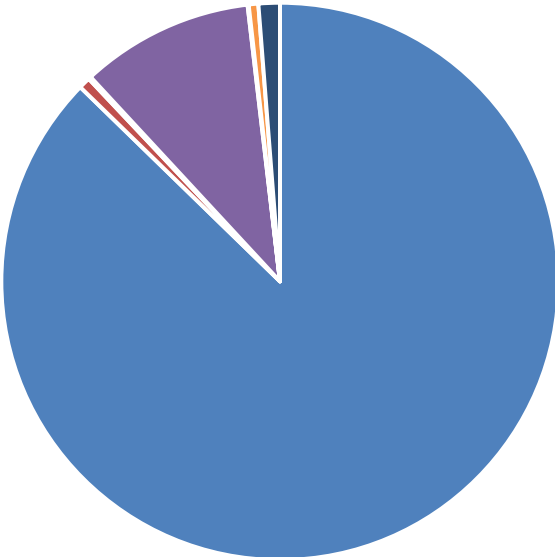
- Birth to 49 years
- 50 to 59 years
- 60 to 69 years
- 70 to 79 years
- 80 to 84 years
- 85 years and over

Description	2010 U.S. Census	2020 U.S. Census
Birth to 49 years*	3.5%	3.1%
50 to 59 years	8.0%	5.9%
60 to 69 years	20.5%	22.9%
70 to 79 years	26.6%	36.2%
80 to 84 years	17.5%	14.4%
85 years and over	23.9%	17.5%

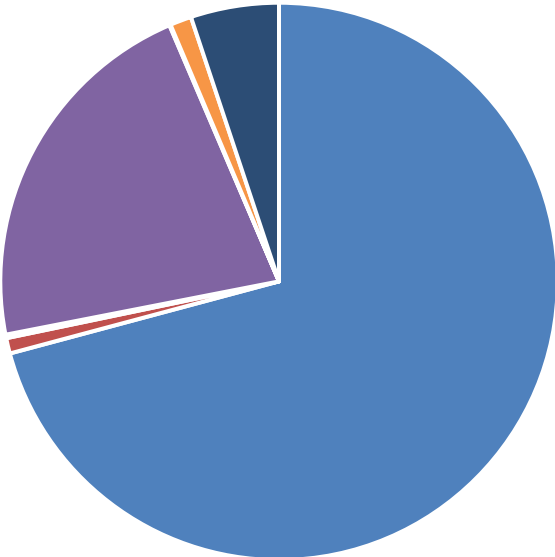
*Portion 19 years and under	0.4%	0.6%
-----------------------------	------	------

[Race]

2010 U.S. Census



2020 U.S. Census



- White alone
- Black or African American alone
- American Indian/Alaska Native alone
- Asian alone
- Native Hawaiian and Other Pacific Islander alone
- Some Other Race alone
- Two or More Races

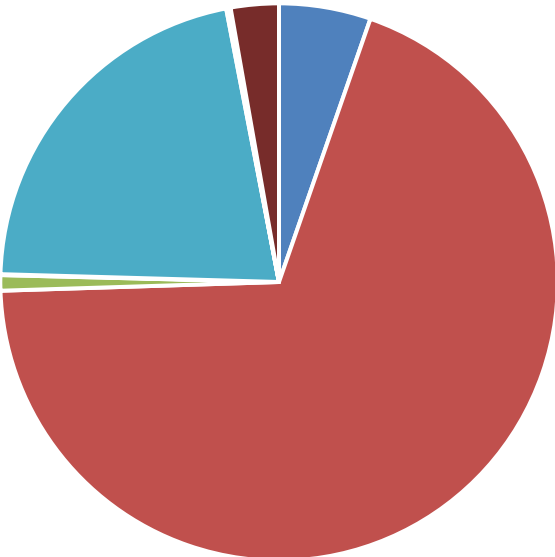
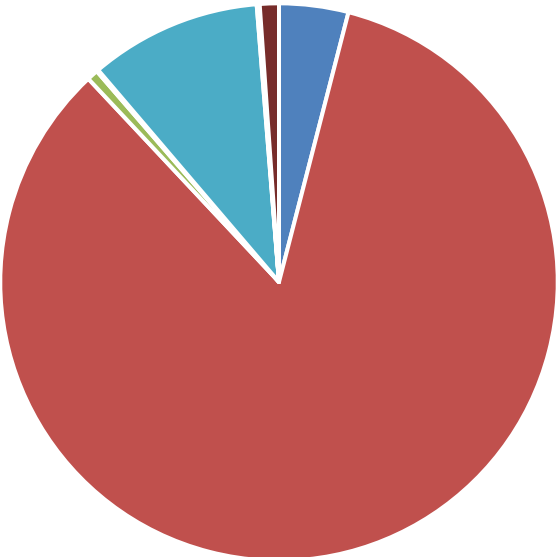
- White alone
- Black or African American alone
- American Indian/Alaska Native alone
- Asian alone
- Native Hawaiian and Other Pacific Islander alone
- Some Other Race alone
- Two or More Races

Description	2010 U.S. Census	2020 U.S. Census
White alone	87.3%	70.8%
Black or African American alone	0.7%	0.9%
American Indian/Alaska Native alone	0.1%	0.2%
Asian alone	10.0%	21.6%
Native Hawaiian and Other Pacific Islander alone	0.1%	0.1%
Some Other Race alone	0.6%	1.3%
Two or More Races	1.2%	5.1%

[Ethnicity]

2010 U.S. Census

2020 U.S. Census



- Hispanic or Latino
- White alone
- Black or African American alone
- American Indian/Alaska Native alone
- Asian alone
- Native Hawaiian/Other Pacific Islander alone
- Some Other Race alone
- Two or More Races

- Hispanic or Latino
- White alone
- Black or African American alone
- American Indian/Alaska Native alone
- Asian alone
- Native Hawaiian/Other Pacific Islander alone
- Some Other Race alone
- Two or More Races

Description	2010 U.S. Census	2020 U.S. Census
Hispanic or Latino	4.0%	5.3%
<i>Not Hispanic or Latino</i>		
White alone	84.0%	69.2%
Black or African American alone	0.6%	0.9%
American Indian/Alaska Native alone	0.1%	<0.1%
Asian alone	10.0%	21.5%
Native Hawaiian and Other Pacific Islander alone	0.1%	0.1%
Some Other Race alone	0.1%	0.2%
Two or More Races	1.1%	2.8%

## **CONGRESSIONAL DISTRICTS**

The majority of Laguna Woods is located in the 40<sup>th</sup> Congressional District. A portion of Laguna Woods is located in the 47<sup>th</sup> Congressional District.

## **CALIFORNIA ASSEMBLY DISTRICT**

Laguna Woods is located in the 72<sup>nd</sup> California Assembly District.

## **CALIFORNIA SENATE DISTRICT**

Laguna Woods is located in the 37<sup>th</sup> California Senate District.

## **CALIFORNIA BOARD OF EQUALIZATION DISTRICT**

Laguna Woods is located in the 4<sup>th</sup> California Board of Equalization District.

## **ORANGE COUNTY SUPERVISORIAL DISTRICT**

Laguna Woods is located in the 5<sup>th</sup> Orange County Supervisorial District.

## **SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS REGIONAL COUNCIL DISTRICT**

Laguna Woods is located in the 13<sup>th</sup> Southern California Association of Governments Regional Council District.

# 2.0. CITY ORGANIZATION

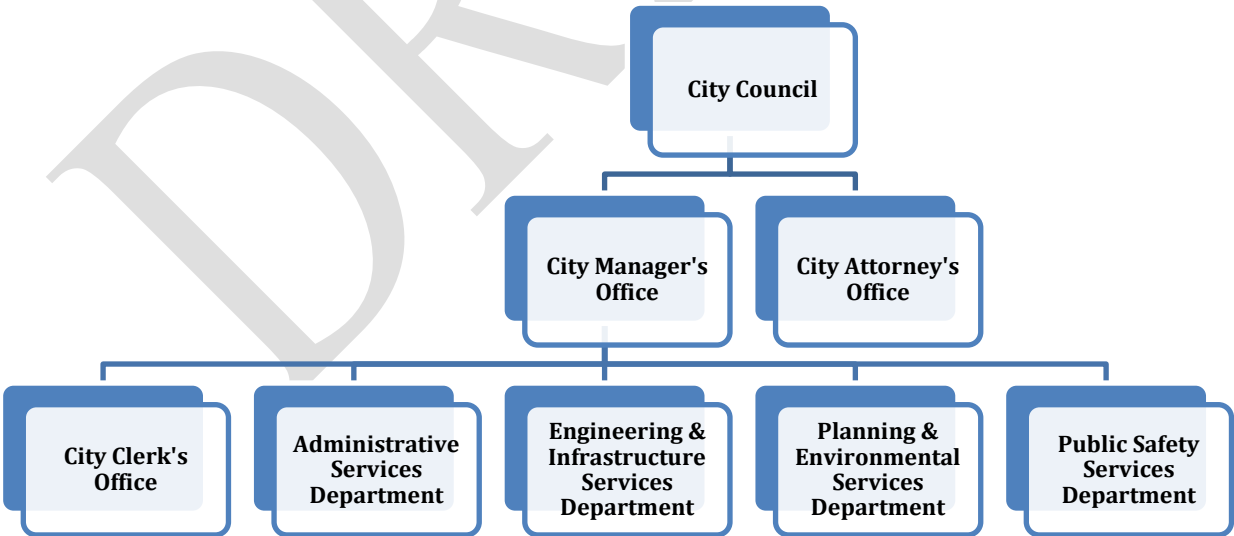
*This chapter provides a brief overview of the City of Laguna Woods' internal structure in order to establish a context for understanding how this budget and work plan will be implemented.*

## DEPARTMENTAL STRUCTURE

The City is organized into the following eight departments:

- City Council
- City Manager's Office
- City Attorney's Office
- City Clerk's Office
- Administrative Services Department
- Engineering & Infrastructure Services Department
- Planning & Environmental Services Department
- Public Safety Services Department

[Organizational Chart – Departments]



As a contract city, many departmental functions are coordinated by City personnel and performed under contract with independent, franchise, and

joint powers agencies. This chapter reviews the organizational structures and allocations of City personnel and the City Attorney's Office.

## **CITY COUNCIL**

*Cynthia S. Conners – current term ends in 2024*

*Noel Hatch – current term ends in 2024*

*Shari L. Horne – current term ends in 2024*

*Annie McCary – current term ends in 2026*

*Carol Moore – current term ends in 2026*

The City of Laguna Woods is a general law city with a Council-Manager form of government, meaning that it operates within the parameters of California municipal law with an elected City Council as its legislative body. The City Council appoints and supervises a City Manager who is responsible for the day-to-day administration of the City and implementation of the City Council's ordinances, regulations, and policy direction. The City Council also appoints a City Attorney to serve as the City's primary legal counsel.

The five members of the City Council are residents of Laguna Woods who are elected by registered voters to four-year terms. Elections occur "at-large" (citywide) in even-numbered years with two and then three members of the City Council elected at subsequent elections. All five offices are nonpartisan.

The City Council appoints a Mayor and Mayor Pro Tem from amongst its membership to preside over City Council meetings, execute certain legal instruments and authorizations, and attend to various representative and ceremonial matters. The Mayor Pro Tem serves as the Mayor in their absence.

Since April 19, 2023, the City Council has served as the Board of Directors of the Laguna Woods Civic Support Fund, a City-established nonprofit public benefit corporation that can support City and local public library activities.

## **CITY ATTORNEY'S OFFICE**

*Alisha Patterson, City Attorney (under contract with Rutan & Tucker, LLP)*

The City Attorney is appointed by the City Council to serve as the City's primary legal counsel. The City Attorney takes direction from the City Council and works closely with the City Manager.



In addition to providing legal representation for the City, the City Attorney's Office advises the City Council and City personnel on matters related to City business and is responsible for preparing, reviewing, and approving the form of ordinances, resolutions, agreements, and other instruments.

The City Attorney's Office is a contract function. Associated expenditures are included in the Legal Services line item of the General Government section of this budget; however, legal services provided for special projects, and other related expenditures, may be charged to those projects.

### AUTHORIZED CITY EMPLOYEE POSITIONS

This budget and work plan includes an authorized personnel allocation of 10.25 full-time equivalent ("FTE") employee positions, which is equal to the number of FTE employee positions that were authorized in the fiscal year immediately preceding this budget and work plan (Fiscal Year 2022-23). While the number of FTE employee positions remains the same, three Management Analyst Series positions have been reclassified to administrator-level positions to better reflect and define their programmatic responsibilities.

Over the 10 years spanning fiscal years 2015-16 through 2024-25, the average number of authorized employee positions is projected to be 9.36 FTE.

[Authorized City Employee Positions – Citywide (Table)]

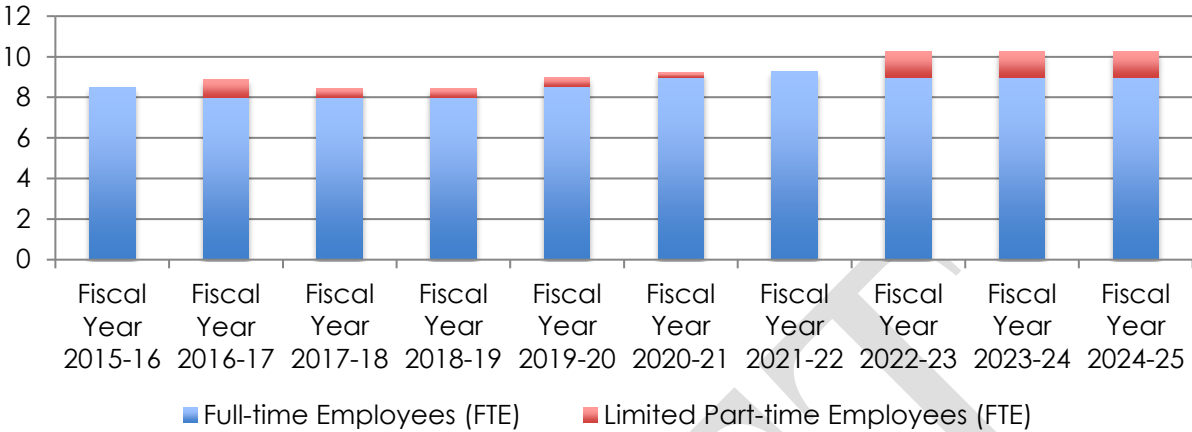
Position	Number Authorized									
	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25
<i>Full-time Employees [full-time equivalents (FTE)]</i>										
Accountant/ Senior Accountant (A) ("Accountant Series")	(A)	(A)	(A)	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-
Administrative Services Director/City Treasurer	1.00	1.00	1.00	1.00	1.00 (B)	1.00 (B)	1.00 (B)	1.00 (B)	1.00 (B)	1.00 (B)
Assistant City Manager	1.00	-	-	-	-	-	-	-	-	-
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Manager	0.50 (C)	-	-	-	-	-	-	-	-	-
Conservation Administrator	-	-	-	-	-	-	-	-	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	0.47 (D)	(D)	(D)	(D)	(D)	(D)	(D)

ITEM 8.3 - Attachment B

Position	Number Authorized									
	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25
Deputy City Clerk/ City Clerk (B) ("City Clerk Series")	-	-	-	0.53 (D)	1.00	1.00	1.00	1.00	1.00	1.00
Development Administrator	-	-	-	-	-	-	-	-	1.00	1.00
Management Analyst/ Senior Management Analyst ("Management Analyst Series")	0.44 (E)	2.00	2.00	2.00	2.54 (F)	3.00	3.29 (G)	4.00	1.00	1.00
Management Assistant	0.56 (E)	-	-	-	-	-	-	-	-	-
Public Works Administrator	-	-	-	-	-	-	-	-	1.00	1.00
Senior Accountant	1.00	1.00	1.00	(A)	(A)	(A)	(A)	(A)	(A)	(A)
Total FTE – full-time positions	8.50	8.00	8.00	8.00	8.54	9.00	9.29	9.00	9.00	9.00
<i>Limited Part-time Employees [full-time equivalents (FTE)]</i>										
Customer Service Representative	-	0.45 (H)	-	-	-	-	-	-	-	-
Management Analyst/ Senior Management Analyst ("Management Analyst Series")	-	0.45	0.45	0.45	0.45	0.23	-	-	-	-
Receptionist	-	-	-	-	-	-	-	1.25 (I)	1.25 (I)	1.25 (I)
Total FTE – part-time positions	-	0.90	0.45	0.45	0.45	0.23	-	1.25	1.25	1.25
Total FTE – all positions	8.50	8.90	8.45	8.45	9.99	9.23	9.29	10.25	10.25	10.25
Year-over-year change		0.40	(0.45)	-	1.54	(0.76)	0.06	0.96	-	-

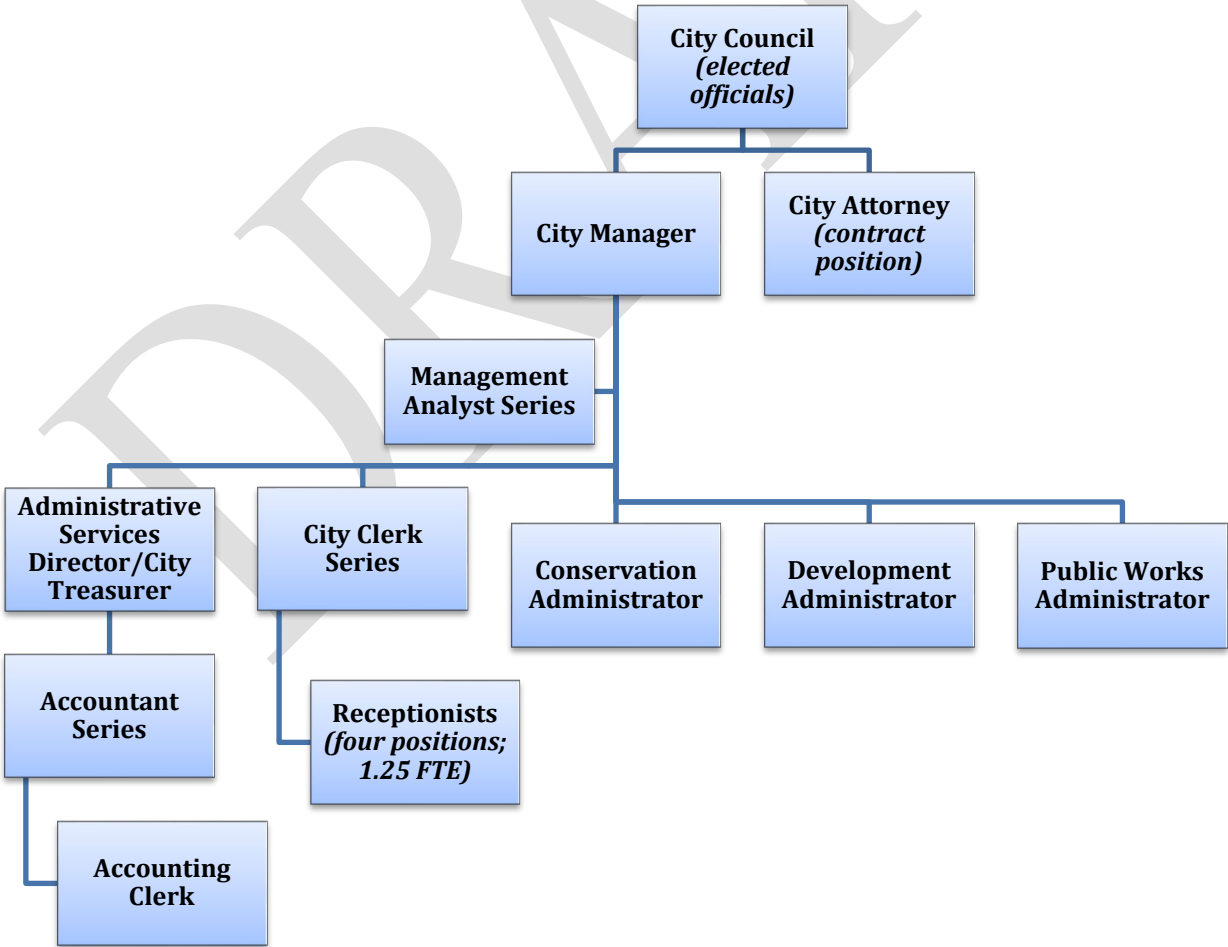
- (A) The Senior Accountant position was transitioned to a dual-class position consisting of both Accountant and Senior Accountant classes beginning in Fiscal Year 2018-19.
- (B) The Administrative Services Director/City Treasurer position has been authorized as a full-time, 1.00 FTE, but filled as a part-time, approximately 0.60 FTE, since January 2, 2020.
- (C) A Community Services Manager position was authorized from July 1, 2015-December 31, 2015 (0.50 FTE).
- (D) The Deputy City Clerk position was transitioned to a dual-class position consisting of both Deputy City Clerk and City Clerk classes beginning on December 18, 2019. A Deputy City Clerk position was authorized from July 1, 2018-December 17, 2018 (0.47 FTE), and a Deputy City Clerk/City Clerk position was authorized beginning on December 18, 2018 (0.52 FTE), resulting in a net FTE of 1.00.
- (E) A Management Analyst position was authorized from July 1, 2015-January 19, 2016 (0.56 FTE), and a Management Analyst/Senior Management Analyst position was authorized beginning on January 20, 2016 (0.44 FTE), resulting in a net FTE of 1.00.
- (F) 2.00 FTE Management Analyst/Senior Management Analyst positions were authorized from July 1, 2019-December 17, 2019. Beginning on December 18, 2019, an additional 1.00 position was authorized, resulting in a total net FTE of 2.54 for Fiscal Year 2019-20.
- (G) 3.00 FTE Management Analyst/Senior Management Analyst positions were authorized from July 1, 2021-March 15, 2022. Beginning on March 16, 2022, an additional 1.00 position was authorized, resulting in a total net FTE of 3.29 for Fiscal Year 2021-22. That additional position remained vacant through Fiscal Year 2022-23.
- (H) A 0.45 FTE Customer Service Representative was authorized, but never filled.
- (I) Four Receptionist positions were authorized up to a total of 1.25 FTE.

[Authorized City Employee Positions – Citywide (Graph)]



**REPORTING RELATIONSHIPS**

[Organizational Chart – Reporting Relationships]



**CITY MANAGER’S OFFICE**

*Christopher Macon, City Manager*

The City Manager is appointed by the City Council to serve as the City's chief executive officer responsible for overseeing the City's daily operations and implementing the City Council's direction and policy. All City employees are hired and work under the ultimate authority of the City Manager.

In addition to providing organizational oversight and development, the City Manager’s Office works closely with the City Attorney’s Office; facilitates public and inter-governmental relations; manages long-range planning and special projects; and, coordinates public safety services.

Due to the elimination of the full-time Assistant City Manager position in Fiscal Year 2016-17, the City Manager provides director-level management for both the Engineering & Infrastructure Services Department and the Planning & Environmental Services Department.

In the absence of separately appointed incumbents, the City Manager may also serve as City Clerk and City Treasurer. When serving as City Clerk, the City Manager provides director-level management of the City Clerk's Office.

The City Manager serves as the Chief Executive Officer of the Laguna Woods Civic Support Fund.

*[Authorized City Employee Positions – City Manager's Office]*

Position	Number Authorized									
	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25
<i>Full-time Employees [full-time equivalents (FTE)]</i>										
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Manager	0.50 (A)	-	-	-	-	-	-	-	-	-
Management Analyst/ Senior Management Analyst ("Management Analyst Series")	-	-	-	-	-	-	0.29 (B)	1.00 (B)	1.00	1.00
Management Assistant	0.56 (C)	-	-	-	-	-	-	-	-	-
Total FTE – full-time positions	2.06	1.00	1.00	1.00	1.00	1.00	1.29	2.00	2.00	2.00

Position	Number Authorized									
	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25
<i>Limited Part-time Employees [full-time equivalents (FTE)]</i>										
Management Analyst/ Senior Management Analyst ("Management Analyst Series")	-	0.45	0.45	0.45	0.45	0.23	-	-	-	-
Total FTE – part-time positions	-	0.45	0.45	0.45	0.45	0.23	-	-	-	-
Total FTE – all positions	2.06	1.45	1.45	1.45	1.45	1.23	1.29	2.00	2.00	2.00
Year-over-year change	(0.61)	-	-	-	-	(0.22)	0.06	0.71	-	-

- (A) A Community Services Manager position was authorized from July 1, 2015-December 31, 2015 (0.50 FTE).
- (B) A Management Analyst/Senior Management Analyst position was authorized on March 16, 2022, but remained vacant through Fiscal Year 2022-23.
- (C) A Management Assistant position was authorized from July 1, 2015-January 19, 2016 (0.56 FTE).

[Organizational Chart – City Manager’s Office]



Personnel allocated to the City Manager’s Office are included in the General Government section of this budget.

**CITY CLERK’S OFFICE**

*Yolie Trippy, CMC, City Clerk*

The City Clerk is appointed by the City Manager to serve as the City’s local elections official and custodian of records. The City Clerk implements state laws pertaining to the City’s legislative and recordkeeping functions, including the Political Reform Act, the Public Records Act, and Ralph M. Brown Act.

The City Clerk’s Office also operates City Hall’s front counter, provides notary public and acknowledgement services, responds to public records requests, and manages the local government television channel.

Since October 2022, notary public and acknowledgement services have been provided with assistance from personnel from other departments. All notary public and acknowledgement services are coordinated and supervised by the City Clerk’s Office.

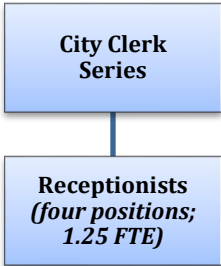
The City Clerk serves as the Secretary of the Laguna Woods Civic Support Fund.

*[Authorized City Employee Positions – City Clerk’s Office]*

Position	Number Authorized									
	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25
<i>Full-time Employees [full-time equivalents (FTE)]</i>										
Administrative Coordinator	(A)	(A)	(A)	(A)	1.00	1.00	1.00	-	-	-
Deputy City Clerk/ City Clerk (B) ("City Clerk Series")	(A)	(A)	(A)	(A)	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE – full-time positions	-	-	-	-	2.00	2.00	2.00	1.00	1.00	1.00
<i>Limited Part-time Employees [full-time equivalents (FTE)]</i>										
-	-	(C)	-	-	-	-	-	-	-	-
Receptionist	-	-	-	-	-	-	-	1.25 (D)	1.25 (D)	1.25 (D)
Total FTE – part-time positions	-	-	-	-	-	-	-	1.25	1.25	1.25
Total FTE – all positions	-	-	-	-	2.00	2.00	2.00	2.25	2.25	2.25
Year-over-year change	-	-	-	-	-	-	-	0.25	-	-

- (A) Prior to Fiscal Year 2019-20, these positions were allocated to the Administrative Services Department.
- (B) The Deputy City Clerk position was transitioned to a dual-class position consisting of both Deputy City Clerk and City Clerk classes beginning on December 18, 2019.
- (C) A Customer Service Representative position (0.45 FTE) was authorized, but never filled, in Fiscal Year 2016-17, when the City Clerk’s Office was allocated to the Administrative Services Department. The position was intended to support the functions of what is today the City’s Clerk Office.
- (D) Four Receptionist positions were authorized up to a total, full-time equivalency of 1.25.

*[Organizational Chart – City Clerk’s Office]*



Personnel allocated to the City Clerk's Office, and notary public stipends paid to personnel from other departments who assist with providing notary public and acknowledgement services, are included in the General Government section of this budget.

**ADMINISTRATIVE SERVICES DEPARTMENT**

*Liz Torres, Administrative Services Director/City Treasurer*

The Administrative Services Department is responsible for finance, accounting, purchasing, payroll, human resources, and information technology functions, as well as insurance and workers' compensation programs.

The City Treasurer's Office is part of the Administrative Services Department with investment-related responsibilities set forth in state law, the Laguna Woods Municipal Code, and City policy.

The City Treasurer serves as the Chief Financial Officer of the Laguna Woods Civic Support Fund.

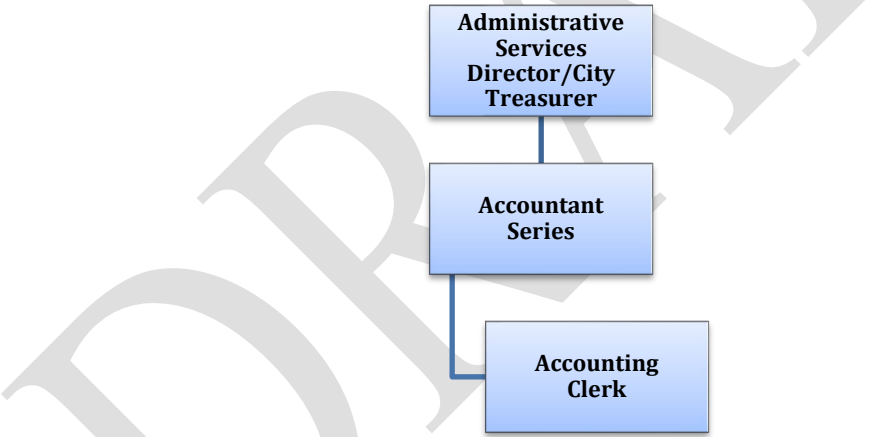
*[Authorized City Employee Positions – Administrative Services Department]*

Position	Number Authorized									
	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25
<i>Full-time Employees [full-time equivalents (FTE)]</i>										
Accountant/ Senior Accountant (A) ("Accountant Series")	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	(B)	(B)	(B)	(B)	(B)	(B)
Administrative Services Director/City Treasurer	1.00	1.00	1.00	1.00	1.00 (B)	1.00 (B)	1.00 (B)	1.00 (B)	1.00 (B)	1.00 (B)
Deputy City Clerk/ City Clerk (C) ("City Clerk Series")	-	-	-	0.53 (D)	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	0.47 (D)	(B)	(B)	(B)	(B)	(B)	(B)
Total FTE – full-time positions	5.00	5.00	5.00	5.00	3.00	3.00	3.00	3.00	3.00	3.00
<i>Limited Part-time Employees [full-time equivalents (FTE)]</i>										
Customer Service Representative	-	0.45 (E)	-	-	-	-	-	-	-	-
Total FTE – part-time positions	-	0.45	-	-	-	-	-	-	-	-
Total FTE – all positions	5.00	5.45	5.00	5.00	3.00	3.00	3.00	3.00	3.00	3.00

Position	Number Authorized									
	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25
Year-over-year change	0.45	(0.45)	-	(2.00)	-	-	-	-	-	-

- (A) The Senior Accountant position was transitioned to a dual-class position consisting of both Accountant and Senior Accountant classes beginning in Fiscal Year 2018-19.
- (B) Beginning in Fiscal Year 2019-20, these positions were reallocated to the newly separated City Clerk's Office.
- (C) The Administrative Services Director/City Treasurer position has been authorized as a full-time, 1.00 FTE, but filled as a part-time, approximately 0.60 FTE, since January 2, 2020.
- (D) The Deputy City Clerk position was transitioned to a dual-class position consisting of both Deputy City Clerk and City Clerk classes beginning on December 18, 2019. A Deputy City Clerk position was authorized from July 1, 2018-December 17, 2018 (0.47 FTE), and a Deputy City Clerk/City Clerk position was authorized beginning on December 18, 2018 (0.52 FTE), resulting in a net FTE of 1.00.
- (E) The Customer Service Representative position was authorized, but never filled. The position was intended to support the functions of what is today the City Clerk's Office.

*[Organizational Chart – Administrative Services Department]*



Personnel allocated to the Administrative Services Department are included in the Administrative Services Department section of this budget.

**ENGINEERING & INFRASTRUCTURE SERVICES DEPARTMENT**

The Engineering & Infrastructure Services Department is responsible for the operation, maintenance, construction, and improvement of public property. In addition to City Hall, the Public Library Building, and the City's three public parks, the Engineering & Infrastructure Services Department's purview includes public streets, sidewalks, traffic signals, street lights, transit shelters, drainage systems, and landscaping.



[Authorized City Employee Positions –  
Engineering & Infrastructure Services Department]

Position	Number Authorized									
	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25
<i>Full-time Employees [full-time equivalents (FTE)]</i>										
Assistant City Manager	0.25	-	-	-	-	-	-	-	-	-
Management Analyst/ Senior Management Analyst ("Management Analyst Series")	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	-
Public Works Administrator	-	-	-	-	-	-	-	-	1.00	1.00
Total FTE – full-time positions	1.25	1.00	1.00	1.00	1.00	1.00	1.0	1.00	1.00	1.00
<i>Limited Part-time Employees [full-time equivalents (FTE)]</i>										
-	-	-	-	-	-	-	-	-	-	-
Total FTE – part-time positions	-	-	-	-	-	-	-	-	-	-
Total FTE – all positions	1.25	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Year-over-year change	(0.25)	-	-	-	-	-	-	-	-	-

[Organizational Chart –  
Engineering & Infrastructure Services Department]



Due to the elimination of the full-time Assistant City Manager position in Fiscal Year 2016-17, the City Manager provides director-level management for the Engineering & Infrastructure Services Department. The City Manager is included in the General Government section of this budget.

Personnel allocated to the Engineering & Infrastructure Services Department are included in the Engineering & Infrastructure Services Department section of this budget.

**PLANNING & ENVIRONMENTAL SERVICES DEPARTMENT**

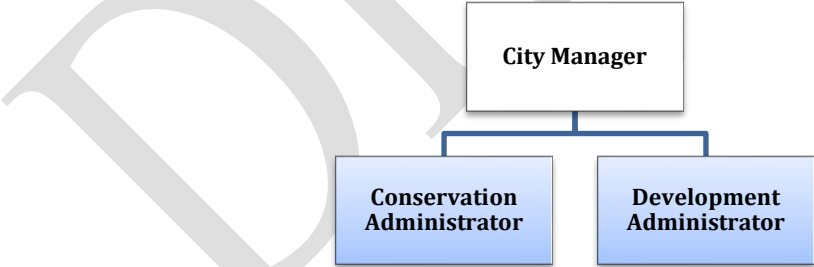
The Planning & Environmental Services Department is responsible for functions

related to private construction and the built environment, including planning, building, economic development, and code enforcement, as well as resource conservation, water quality (stormwater), and waste and recycling.

[Authorized City Employee Positions –  
Planning & Environmental Services Department]

Position	Number Authorized									
	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25
<i>Full-time Employees [full-time equivalents (FTE)]</i>										
Assistant City Manager	0.75	-	-	-	-	-	-	-	-	-
Conservation Administrator	-	-	-	-	-	-	-	-	1.00	1.00
Development Administrator	-	-	-	-	-	-	-	-	1.00	1.00
Management Analyst/ Senior Management Analyst ("Management Analyst Series")	-	2.00	2.00	2.00	2.00	2.00	2.00	2.00	-	-
Total FTE – full-time positions	0.75	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
<i>Limited Part-time Employees [full-time equivalents (FTE)]</i>										
-	-	-	-	-	-	-	-	-	-	-
Total FTE – part-time positions	-	-	-	-	-	-	-	-	-	-
Total FTE – all positions	0.75	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Year-over-year change		1.25	-	-	-	-	-	-	-	-

[Organizational Chart –  
Planning & Environmental Services Department]



Due to the elimination of the full-time Assistant City Manager position in Fiscal Year 2016-17, the City Manager provides director-level management for the Planning & Environmental Services Department. The City Manager is included in the General Government section of this budget.

Personnel allocated to the Planning & Environmental Services Department are included in the Planning & Environmental Services Department section of this budget.

## **PUBLIC SAFETY SERVICES DEPARTMENT**

The Public Safety Services Department includes law enforcement and animal control and shelter services, for which the City contracts with the Orange County Sheriff's Department and City of Laguna Beach, respectively. Other public safety agreements and emergency management functions are also included in the Public Safety Services Department, as are liaison activities with the Orange County Fire Authority (a joint powers authority of which the City is a member) and County of Orange-contracted ambulance services.

The City Manager's Office is principally responsible for coordinating public safety services. Personnel allocated to the City Manager's Office are included in the General Government section of this budget.

## **FUTURE OUTLOOK FOR CITY EMPLOYEE POSITIONS**

### *Building Services*

During Fiscal Years 2023-25 (prior to the fourth quarter of Fiscal Year 2024-25), the City anticipates conducting an analysis of the manner in which building services are provided. At present, building services are principally provided by contract service providers under agreements managed by the Planning & Environmental Services Department. Those agreements are currently set to end no later than June 30, 2025. While the City may ultimately pursue a new competitive procurement process to identify contract service providers for terms beginning after the end of the current agreements, the City anticipates first analyzing the efficiency, effectiveness, and economy (including potential effects on building services fees paid by residents and other private parties) of transitioning all or a portion of building services to new employee positions.

### *Code Enforcement Services*

During Fiscal Years 2023-25 (prior to the fourth quarter of Fiscal Year 2024-25), the City also anticipates conducting an analysis of the manner in which code enforcement services are provided. At present, code enforcement services are principally provided by contract service providers under agreements managed by the Planning & Environmental Services Department. The primary code enforcement services agreement is currently set to end no later than July 31, 2023. A competitive procurement process is underway to identify a primary contract service provider for a period ending no later than June 30, 2025. While the City may ultimately pursue a new competitive procurement

process to identify contract service providers for terms beginning after the end of current and prospective agreements, the City anticipates first analyzing the efficiency, effectiveness, and economy of transitioning all or a portion of code enforcement services to new employee positions.

Additional factors contributing to the anticipated analysis of the manner in which code enforcement services are provided include:

- Code enforcement needs have grown over time and are closely related to building services as a large portion of code enforcement cases are opened due to unpermitted construction and issues of building safety.
- The 2021-2029 General Plan Housing Element includes Program H-2.3.1, which requires the formalization of a proactive code enforcement program that focuses on housing-related rehabilitation needs, results in repairs, and seeks to mitigate potential cost, displacement, and relocation impacts on residents. The implementation of Program H-2.3.1 is scheduled to occur in Calendar Year 2025 and may affect the manner in which code enforcement services are provided thereafter.
- If the City Council elects to permit cannabis businesses, staff anticipates that additional code enforcement services will be necessary to assist with the administration of applicable Laguna Woods Municipal Code requirements and the collection of business tax proceeds.

**8.4**  
**CITY COUNCIL MEETING SCHEDULE**  
***(NO REPORT)***