

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Adjourned Regular Meeting
Friday, December 15, 2023
3:00 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/Testimony: The City accepts public comments/testimony in-person and in writing. 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); and, at other locations designated by Resolution No. 17-30, at least 72 hours in advance of regular and adjourned regular meetings. Agendas and agenda materials are available at Laguna Woods City Hall during normal business hours and on the City’s website. Printed copies of agendas and agenda materials are provided at no charge in advance of meetings. After meetings have occurred, a per page fee is charged for printed copies.

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FOR ADDITIONAL INFORMATION

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

AFFIDAVIT OF POSTING

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

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

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

12/11/23
Date

OPTIONS FOR PUBLIC COMMENTS/TESTIMONY

1. In-Person

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 by submitting a speaker card to City staff or proceeding to the podium, one-by-one, at the time an item is considered.

Members of the public wishing to address the City Council on items *not* appearing on this agenda may do so during Item V.

Each speaker will have the opportunity to speak for up to three minutes once per agenda item, unless otherwise allowed by the City Council.

Speakers are requested, but not required, to identify themselves, both on speaker cards and in comments/testimony. Speakers are advised that their names and any information submitted on speaker cards or otherwise provided in writing to the City may be disclosed or become a matter of public record. No speaker should expect privacy of such information.

2. In Writing

Written public comments/testimony may be delivered to Laguna Woods City Hall (24264 El Toro Road, Laguna Woods, CA 92637) or sent via email (cityhall@cityoflagunawoods.org) provided that they are received by the City prior to 3:00 p.m. on the day of this meeting.

Written public comments/testimony will be provided to the City Council and included in the City Clerk's written record of this meeting.

Parties submitting written public comments/testimony are requested, but not required, to identify themselves. Parties are advised that their names, email addresses, and any information submitted in writing to the City may be disclosed or become a matter of public record. No party should expect privacy of such information.

STREAM THIS MEETING ONLINE

This meeting will be live streamed on Zoom (audio and/or video).

- Visit www.zoom.us
- Click on "Join" toward the top right of the webpage
- Enter the following meeting ID: 829 7197 0945
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 726369
- Enter a name and email address as required by Zoom

Please note that information you enter into Zoom may be publicly visible and/or visible to the City. No party should expect privacy of such information.

I. CALL TO ORDER

Introductory Notes:

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 by submitting a speaker card to City staff or proceeding to the podium, one-by-one, at the time an item is considered.

Members of the public wishing to address the City Council on items *not* appearing on this agenda may do so during Item V.

Each speaker will have the opportunity to speak for up to three minutes once per agenda item, unless otherwise allowed by the City Council.

Speakers are requested, but not required, to identify themselves, both on any applicable speaker cards and in comments/testimony. Speakers are advised that their names and any information submitted on speaker cards or otherwise provided in writing to the City may be disclosed or become a matter of public record. No speaker should expect privacy of such information.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 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. Pursuant to state law, the City Council is unable to take action on such items, but may ask clarifying questions of the speaker, engage in brief discussion, refer items to City staff, and/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 or City staff requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action. Members of the public may address the City Council on items appearing on the Consent Calendar regardless of whether an item is removed for separate discussion and consideration of action.

6.1 City Council Minutes

Recommendation: Approve the City Council meeting minutes for the adjourned regular meeting on October 25, 2023 and the special meeting on November 13, 2023.

6.2 Fiscal Years 2023-25 Budget Adjustments

Recommendation: Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADJUSTING THE ASSIGNED RESERVE BALANCES FOR THE GENERAL FUND CONTINGENCY RESERVE FOR FISCAL YEAR 2023-24 AND FISCAL YEAR 2024-25

6.3 Measure M2 (OC Go) Expenditure Report

Recommendation: Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AND CONCERNING THE MEASURE M2 EXPENDITURE REPORT FOR FISCAL YEAR 2022-23 COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023

6.4 American with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7

Recommendation: Approve an increase of the City Manager's authority to approve change orders for the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7" from 10% of the \$81,075.00 base amount (\$8,107.50) to 25% of the base amount (\$20,268.75).

VII. PUBLIC HEARINGS

VIII. CITY COUNCIL BUSINESS

8.1 El Toro Road Medians Improvement Project

Recommendation:

1. Approve the “El Toro Road Medians Improvement Project” design plans and specifications as prepared by the project engineer.

AND

2. Approve a notice of exemption for the “El Toro Road Medians Improvement Project” finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorize the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

3. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2023-25 BUDGET AND WORK PLAN FOR FISCAL YEAR 2023-24 COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024, AND FISCAL YEAR 2024-25 COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025, RELATED TO ALLOCATION OF EXISTING FEDERAL GRANTS FUND (AMERICAN RESCUE PLAN ACT (CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS)) APPROPRIATIONS TO THE EL TORO ROAD MEDIANS IMPROVEMENT PROJECT (WESTBOUND EL TORO ROAD BETWEEN MOULTON PARKWAY TO CALLE SONORA)

AND

4. Award a contract agreement to Kormex Construction, Inc. for the construction of the “El Toro Road Medians Improvement Project” in the amount of \$119,647.00, plus authorized change orders not to exceed 10% of the base amount; and authorize 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.

8.2 Employee Positions, Compensation, and Benefits

Recommendation:

1. Approve a job classification for the following new employee position: Assistant to the City Manager.

AND

2. Approve an amended job classification for the Development Administrator employee position, including a title change to Development Manager.

AND

3. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 23-20 AND RESOLUTION NO. 23-24, AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

AND

4. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING THE AUTHORIZED CITY EMPLOYEE POSITIONS FOR FISCAL YEAR 2023-24 COMMENCING JULY 1, 2023 AND

ENDING JUNE 30, 2024, AND FISCAL YEAR 2024-25
COMMENCING JULY 1, 2024 AND ENDING JUNE 30,
2025

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 Connors; 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

Closed Session Note: While members of the public are not permitted to attend closed session, prior to convening in closed session, the City Council will accept public

comments on items appearing on the closed session agenda.

10.1 The City Council will meet in closed session under the authority of California Government Code Section 54956.9(d)(4) and (e)(1) to confer with and receive advice from its legal counsel regarding the potential initiation of litigation in one case.

XI. CLOSED SESSION REPORT

XII. ADJOURNMENT

Next Regular Meeting: Wednesday, December 20, 2023 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

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4.1
CITY HALL/PUBLIC LIBRARY PROJECT UPDATE
(NO REPORT)

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6.0
CONSENT CALENDAR SUMMARY

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: December 15, 2023 Adjourned Regular Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the December 15, 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 December 15, 2023 Consent Calendar contains the following items:

- 6.1 Approval of the City Council meeting minutes for the adjourned regular meeting on October 25, 2023 (Attachment A) and the special meeting on November 13, 2023 (Attachment B).
- 6.2 Adoption of a resolution adjusting the assigned reserve balances for the General Fund Contingency Reserve for Fiscal Year 2023-24 and Fiscal Year 2024-25. The proposed resolution would increase the assigned reserve balances for the General Fund Contingency Reserve for Fiscal Year 2023-24 by \$67,500 and for Fiscal Year 2024-25 by \$69,500. Following the budget

adjustments that were approved by the City Council on September 20, 2023, these actions are necessary to comply with Administrative Policy 2.9, which calls for an overall target for committed and assigned reserves in an amount equal to 50% of the adopted General Fund revenue budget for each fiscal year, less any one-time revenues and non-operating revenues.

- 6.3 Approval of an increase of the City Manager’s authority to approve change orders for the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 7” from 10% of the \$81,075.00 base amount (\$8,107.50) to 25% of the base amount (\$20,268.75). The City was awarded \$150,000 in Community Development Block Grant (“CDBG”) funding to design and construct this project. Increasing the City Manager’s authority to approve change orders by \$12,161.25 would help maximize the City’s use of available CDBG funding.
- 6.4 Adoption of a resolution adopting and concerning the Measure M2 Expenditure Report for Fiscal Year 2022-23 commencing July 1, 2022 and ending June 30, 2023. The City is required to annually report on Measure M2 net revenues, developer/traffic impact fees, and funds expended to meet maintenance of effort requirements. The annual report must be submitted to the Orange County Transportation Authority (“OCTA”) within six months of each fiscal year in order for the City to remain eligible to receive Measure M2 funds. The proposed report has been reviewed by OCTA staff.

6.1
CITY COUNCIL MINUTES

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

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**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
ADJOURNED REGULAR MEETING
October 25, 2023
3:30 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

Mayor Connors called the Adjourned Regular Meeting of the City Council of the City of Laguna Woods to order at 3:30 p.m.

II. ROLL CALL

COUNCILMEMBER: PRESENT: Horne, McCary, Moore, Hatch, Connors
 ABSENT: -

All councilmembers participated in-person at the meeting location.

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

All staff participated in-person at the meeting location.

III. PLEDGE OF ALLEGIANCE

Councilmember Moore led the pledge of allegiance.

City Manager Macon asked if the City Council would like to receive public comments on items appearing on the closed session agenda at this point. There were no objections.

X. CLOSED SESSION (PUBLIC COMMENTS ONLY)

Catherine Weinberg, representing Kolnick, Inc., Foodline, Inc., Robert Lewis Porter, Gloria Jean Porter, and Mary Louise Furia, commented on a nuisance abatement lawsuit filed by the City regarding a former, illegal cannabis dispensary at 24365 El Toro Road.

Councilmembers briefly responded to Ms. Weinberg’s comments.

Mayor Connors continued with public comments on non-agenda items.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Sarah D’Agostino, District Representative for Orange County Fifth District Supervisor Katrina

Foley, introduced herself and commented on an upcoming Senior Summit event.

Councilmembers briefly responded to Ms. D’Agostino’s comments.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Quarterly Presentation Regarding Status of the Fiscal Years 2023-34 Capital Improvement Plan Program – City staff

City Manager Macon made a presentation.

Councilmembers discussed the item and staff answered related questions.

VI. CONSENT CALENDAR – None

VII. PUBLIC HEARINGS – None

VIII. CITY COUNCIL BUSINESS

8.1 City of Laguna Hills’ Paseo De Valencia – Moulton Parkway Confluence Bypass Corridor Project

City Manager Macon made a presentation.

Mayor Connors left the meeting at 4:38 p.m. and returned at 4:41 p.m.

Councilmembers discussed the item and staff answered related questions.

Moved by Councilmember Moore, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to:

1. Approve the City’s participation in the City of Laguna Hills’ application for grant funding from the Orange County Transportation Authority’s Regional Traffic Signal Synchronization Program (Project P) for the “Paseo De Valencia – Moulton Parkway Confluence Bypass Corridor Project,” including traffic signal-related improvements for portions of El Toro Road and Moulton Parkway within the City of Laguna Woods that, if funding, is awarded, would require expenditures equal to 20% of those improvement costs (80% would be funded by the grant) (estimated at \$109,945.50).

AND

2. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING THE SUBMITTAL OF A GRANT APPLICATION TO THE ORANGE COUNTY TRANSPORTATION

AUTHORITY FOR FUNDING UNDER THE COMPREHENSIVE
TRANSPORTATION FUNDING PROGRAMS, AND MAKING RELATED
AUTHORIZATIONS

IX. CITY COUNCIL REPORTS AND COMMENTS

9.1 Coastal Greenbelt Authority

No report.

9.2 Orange County Fire Authority

Mayor Pro Tem Hatch provided a report.

9.3 Orange County Library Advisory Board

No report.

9.4 Orange County Mosquito and Vector Control District

Councilmember Horne provided a report.

9.5 San Joaquin Hills Transportation Corridor Agency

No report.

9.6 South Orange County Watershed Management Area

No report.

9.7 Liaisons to Community Bridge Builders

No report.

9.8 Other Comments and Reports – None

X. CLOSED SESSION

Prior to convening in closed session, the City Council provided an opportunity for public comments on items appearing on the closed session agenda. The only public comments received were from Ms. Weinberg earlier in the meeting.

10.1 The City Council met in closed session under the authority of California Government Code Section 54956.9(a) to confer with, or receive advice from, its legal counsel regarding pending litigation – one case.

CASE NAME:

CITY OF LAGUNA WOODS vs. KENNETH PHAXAYASENG, an individual and dba LAGUNA HEALING, a corporate or other entity of unknown structure; KOLNICK, INC., a Delaware corporation; ROBERT LEWIS PORTER, an individual; GLORIA JEAN PORTER, an individual; MARY LOUISE FURIA, an individual; and DOES 1 through 100, inclusive

CASE NUMBER:

Orange County Superior Court, 30-2023-01341696-CU-OR-CJC

XI. CLOSED SESSION REPORT

The City Council reconvened in open session at 5:54 p.m. City Attorney Patterson stated that there was no reportable action.

XII. ADJOURNMENT

The meeting was adjourned at 5:55 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, November 15, 2023, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, CMC, City Clerk

Approved: December 15, 2023

CYNTHIA S. CONNERS, Mayor

**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
SPECIAL MEETING
November 13, 2023
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

Mayor Conners called the Special Meeting of the City Council of the City of Laguna Woods to order at 2:03 p.m.

II. ROLL CALL

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

All councilmembers participated in-person at the meeting location.

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

All staff participated in-person at the meeting location.

III. PLEDGE OF ALLEGIANCE

Councilmember Moore led the pledge of allegiance.

IV. PUBLIC COMMENTS ON NON-AGENDA ITEMS – None

V. CLOSED SESSION

Prior to convening in closed session, the City Council provided an opportunity for public comments on items appearing on the closed session agenda. No such public comments were received.

5.1 The City Council met in closed session under the authority of California Government Code Section 54957(a) to discuss matters posing a threat to the security of public buildings or services.

CONSULTATION WITH:

Chief of Police Services, Orange County Sheriff’s Department, and/or his deputy/deputies

5.2 The City Council met in closed session under the authority of California Government

Code Section 54956.9(a) to confer with, or receive advice from, its legal counsel regarding pending litigation – one case.

CASE NAME:

CITY OF LAGUNA WOODS vs. KENNETH PHAXAYASENG, an individual and dba LAGUNA HEALING, a corporate or other entity of unknown structure; KOLNICK, INC., a Delaware corporation; ROBERT LEWIS PORTER, an individual; GLORIA JEAN PORTER, an individual; MARY LOUISE FURIA, an individual; and DOES 1 through 100, inclusive

CASE NUMBER:

Orange County Superior Court, 30-2023-01341696-CU-OR-CJC

VI. CLOSED SESSION REPORT

The City Council reconvened in open session at 4:28 p.m. City Attorney Patterson stated that there was no reportable action and that, if a settlement agreement is finalized, that will be a public record.

VII. ADJOURNMENT

The meeting was adjourned at 4:29 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, November 15, 2023, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, CMC, City Clerk

Approved: December 15, 2023

CYNTHIA S. CONNERS, Mayor

6.2
FISCAL YEARS 2023-25 BUDGET
ADJUSTMENTS

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

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RESOLUTION NO. 23-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADJUSTING THE ASSIGNED RESERVE BALANCES FOR THE GENERAL FUND CONTINGENCY RESERVE FOR FISCAL YEAR 2023-24 AND FISCAL YEAR 2024-25

WHEREAS, the Fiscal Years 2023-25 Budget (“Budget”) was adopted by the City Council on June 28, 2023; and

WHEREAS, the Budget includes contingency funds for paid leave, self-insurance, and General Fund purposes; and

WHEREAS, in accordance with Administrative Policy 2.9, the Budget was adopted with an overall target for committed and assigned reserves in an amount equal to 50% of the adopted General Fund revenue budget for each fiscal year, less any one-time revenues and non-operating revenues, based on information available as of the adoption of the Budget; and

WHEREAS, on September 20, 2023, the City Council corrected the General Fund revenue budget and General Fund appropriations for fiscal years 2023-24 and 2024-25 by adopting Resolution No. 23-25; and

WHEREAS, the adoption of Resolution No. 23-25 has made it necessary to adjust the assigned reserve balances for the General Fund Contingency Reserve for fiscal years 2023-24 and 2024-25 to comply with Administrative Policy 2.9; and

WHEREAS, the proposed adjustments of assigned reserve balances would increase the assigned reserve balance for the General Fund Contingency Reserve for Fiscal Year 2023-24 by \$67,500 and for Fiscal Year 2024-25 by \$69,500, with corresponding increases in the total amount of committed and assigned reserves for each respective fiscal year.

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

SECTION 1. Section 3 of Resolution No. 23-16, as previously amended by Resolution No. 23-21, is hereby amended, in its entirety, to read as follows:

The General Fund assigned reserves authorized are:

	<i>Fiscal Year 2023-24</i>	<i>Fiscal Year 2024-25</i>
Paid Leave Contingency Reserve	\$122,607	\$120,046
Self-Insurance Contingency Reserve	\$50,000	\$50,000
General Fund Contingency Reserve	\$3,495,193	\$3,583,654
TOTAL	\$3,667,800	\$3,753,700

Assigned reserves shall be maintained, administered, and expended in accordance with Administrative Policy 2.9.

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

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6.3

MEASURE M2 (OC GO) EXPENDITURE REPORT

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

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RESOLUTION NO. 23-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AND CONCERNING THE MEASURE M2 EXPENDITURE REPORT FOR FISCAL YEAR 2022-23 COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023

WHEREAS, local jurisdictions are required to meet eligibility requirements and submit eligibility verification packages to the Orange County Transportation Authority (“OCTA”) in order to remain eligible to receive Measure M2 funds; and

WHEREAS, local jurisdictions are required to adopt an annual Measure M2 Expenditure Report as part of one of the Measure M2 eligibility requirements; and

WHEREAS, local jurisdictions are required to account for Net Revenues, developer/traffic impact fees, and funds expended by local jurisdiction in the Measure M2 Expenditure Report that satisfy the Measure M2 Maintenance of Effort requirements; and

WHEREAS, the Measure M2 Expenditure Report is required to include all Net Revenue fund balances, interest earned, and expenditures identified by type and program or project; and

WHEREAS, the Measure M2 Expenditure Report is required to be adopted and submitted to the OCTA each year within six months of the end of each local jurisdiction’s fiscal year to be eligible to receive Net Revenues as part of Measure M2.

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

SECTION 1. That the Measure M2 Expenditure Report for the Fiscal Year ended June 30, 2023, attached hereto as Exhibit A, is in conformance with the template provided in the Measure M2 Eligibility Guidelines and accounts for Net Revenues, including interest earned, expenditures during the fiscal year, and balances at the end of the fiscal year.

SECTION 2. That the Measure M2 Expenditure Report for the Fiscal Year ended June 30, 2023, attached hereto as Exhibit A, is hereby adopted by the City of

Laguna Woods.

SECTION 3. That the City of Laguna Woods’ Administrative Services Director/City Treasurer is hereby authorized to sign and submit the Measure M2 Expenditure Report to the OCTA for the Fiscal Year ended June 30, 2023, acting in the capacity of the City of Laguna Woods’ Director of Finance.

SECTION 4. 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

M2 Expenditure Report
Fiscal Year Ended June 30, 2023
Beginning and Ending Balances

ITEM 6.3 - Exhibit A

Description	Line No.	Amount	Interest
Balances at Beginning of Fiscal Year			
A-M Freeway Projects	1	\$ -	\$ -
O Regional Capacity Program (RCP)	2	\$ -	\$ -
P Regional Traffic Signal Synchronization Program (RTSSP)	3	\$ (3,109.56)	\$ 1,035
Q Local Fair Share	4	\$ 172,588.46	\$ -
R High Frequency Metrolink Service	5	\$ -	\$ -
S Transit Extensions to Metrolink	6	\$ -	\$ -
T Convert Metrolink Station(s) to Regional Gateways that connect Orange County with High-Speed Rail Systems	7	\$ -	\$ -
U Senior Mobility Program or Senior Non-Emergency Medical Program	8	\$ 113,471.89	\$ -
V Community Based Transit/Circulators	9	\$ -	\$ -
W Safe Transit Stops	10	\$ -	\$ -
X Environmental Cleanup Program (Water Quality)	11	\$ -	\$ -
Other*	12	\$ -	\$ -
Balances at Beginning of Fiscal Year	13	\$ 282,950.79	\$ 1,035
Monies Made Available During Fiscal Year	14	\$ 435,302.88	\$ 11,217
Total Monies Available (Sum Lines 13 & 14)	15	\$ 718,253.67	\$ 12,252
Expenditures During Fiscal Year	16	\$ 262,493.04	\$ 11,217
Balances at End of Fiscal Year			
A-M Freeway Projects	17	\$ -	\$ -
O Regional Capacity Program (RCP)	18	\$ -	\$ -
P Regional Traffic Signal Synchronization Program (RTSSP)	19	\$ (3,109.56)	\$ 1,035
Q Local Fair Share	20	\$ 240,446.80	\$ -
R High Frequency Metrolink Service	21	\$ -	\$ -
S Transit Extensions to Metrolink	22	\$ -	\$ -
T Convert Metrolink Station(s) to Regional Gateways that connect Orange County with High-Speed Rail Systems	23	\$ -	\$ -
U Senior Mobility Program or Senior Non-Emergency Medical Program	24	\$ 218,423.39	\$ -
V Community Based Transit/Circulators	25	\$ -	\$ -
W Safe Transit Stops	26	\$ -	\$ -
X Environmental Cleanup Program (Water Quality)	27	\$ -	\$ -
Other*	28	\$ -	\$ -

* Please provide a specific description

M2 Expenditure Report
Fiscal Year Ended June 30, 2023
Sources and Uses

Description	Line No.	Amount	Interest
Revenues:			
A-M Freeway Projects	1	\$ -	\$ -
O Regional Capacity Program (RCP)	2	\$ -	\$ -
P Regional Traffic Signal Synchronization Program (RTSSP)	3	\$ -	\$ -
Q Local Fair Share	4	\$ 310,075	\$ 4,224
R High Frequency Metrolink Service	5	\$ -	\$ -
S Transit Extensions to Metrolink	6	\$ -	\$ -
T Convert Metrolink Station(s) to Regional Gateways that connect Orange County with High-Speed Rail Systems	7	\$ -	\$ -
U Senior Mobility Program or Senior Non-Emergency Medical Program	8	\$ 125,228	\$ 6,994
V Community Based Transit/Circulators	9	\$ -	\$ -
W Safe Transit Stops	10	\$ -	\$ -
X Environmental Cleanup Program (Water Quality)	11	\$ -	\$ -
Other*	12	\$ -	\$ -
TOTAL REVENUES (Sum lines 1 to 12)	13	\$ 435,303	\$ 11,217
Expenditures:			
A-M Freeway Projects	14	\$ -	\$ -
O Regional Capacity Program (RCP)	15	\$ -	\$ -
P Regional Traffic Signal Synchronization Program (RTSSP)	16	\$ -	\$ -
Q Local Fair Share	17	\$ 242,216	\$ 4,224
R High Frequency Metrolink Service	18	\$ -	\$ -
S Transit Extensions to Metrolink	19	\$ -	\$ -
T Convert Metrolink Station(s) to Regional Gateways that connect Orange County with High-Speed Rail Systems	20	\$ -	\$ -
U Senior Mobility Program or Senior Non-Emergency Medical Program	21	\$ 20,277	\$ 6,994
V Community Based Transit/Circulators	22	\$ -	\$ -
W Safe Transit Stops	23	\$ -	\$ -
X Environmental Cleanup Program (Water Quality)	24	\$ -	\$ -
Other*	25	\$ -	\$ -
TOTAL EXPENDITURES (Sum lines 14 to 25)	26	\$ 262,493	\$ 11,217
TOTAL BALANCE (Subtract line 26 from 13)	27	\$ 172,810	\$ -

* Please provide a specific description

M2 Expenditure Report
Fiscal Year Ended June 30, 2023
Streets and Roads Detailed Use of Funds

ITEM 6.3 - Exhibit A

Type of Expenditure	Line No.	MOE	Developer / Impact Fees ⁺	O	O Interest	P	P Interest	Q	Q Interest	X	X Interest	Other M2 ²	Other M2 Interest	Other*	TOTAL
Indirect and/or Overhead	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650
Construction & Right-of-Way															
New Street Construction	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Street Reconstruction	3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Signals, Safety Devices, & Street Lights	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pedestrian Ways & Bikepaths	5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drains	6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Damage	7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Construction¹	8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Right of Way Acquisition	9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Construction & Right-of-Way	10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance															
Patching	11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overlay & Sealing	12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Street Lights & Traffic Signals	13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241,566.40	\$ 4,223.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,790
Storm Damage	14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Street Purpose Maintenance	15	\$ 134,769.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,770
Total Maintenance¹	16	\$ 134,769.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241,566.40	\$ 4,223.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380,560
Other	17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,276.64	\$ 6,993.72	\$ -	\$ 27,270
GRAND TOTALS (Sum Lines 1, 10, 16, 17)	18	\$ 134,770	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242,216	\$ 4,224	\$ -	\$ -	\$ 20,277	\$ 6,994	\$ -	\$ 408,480
Finance Director Confirmation	19	Any California State Constitution Article XIX streets and road eligible expenditure may be "counted" in local jurisdictions' calculation of MOE if the activity is supported (funded) by a local jurisdictions' discretionary funds (e.g. general fund). The California State Controller also provides useful information on Article XIX and the Streets and Highways Code eligible expenditures in its "Guidelines Relating to Gas Tax Expenditures for Cities and Counties". I have reviewed and am aware of these guidelines and their applicability in calculating and reporting on Maintenance of Effort expenditures. Finance Director initial: _____													

¹ Includes direct charges for staff time
² Other M2 includes A-M, R,S,T,U,V, and W
 + Transportation related only
 * Please provide a specific description

Legend

Project	Description
A-M	Freeway Projects
O	Regional Capacity Program (RCP)
P	Regional Traffic Signal Synchronization Program (RTSSP)
Q	Local Fair Share
R	High Frequency Metrolink Service
S	Transit Extensions to Metrolink
T	Convert Metrolink Station(s) to Regional Gateways that connect Orange County with High-Speed Rail Systems
U	Senior Mobility Program or Senior Non-Emergency Medical Program
V	Community Based Transit/Circulators
W	Safe Transit Stops
X	Environmental Cleanup Program (Water Quality)

M2 Expenditure Report
Fiscal Year Ended June 30, 2023

I hereby certify that:

- All the information attached herein and included in schedules 1 through 4 is true and accurate to the best of my knowledge;
- The interest earned on Net Revenues allocated pursuant to the Ordinance shall be expended only for those purposes for which the Net Revenues were allocated;
- The City of Laguna Woods is aware of the State Controller’s “Guidelines Relating to Gas Tax Expenditures for Cities and Counties”, which is a guide for determining MOE Expenditures for M2 Eligibility purposes;
- The City’s Expenditure Report is in compliance with direction provided in the State Controller’s “Guidelines Relating to Gas Tax Expenditures for Cities and Counties;” and
- The City of Laguna Woods has expended in this fiscal year an amount of local discretionary funds for streets and roads purposes at least equal to or exceeding the FY 2022-23 MOE benchmark dollar amount¹¹.

Elizabeth Torres

Director of Finance (Print Name)

Date

Signature

¹¹ Jurisdictions are encouraged to submit MOE eligible expenditures higher than their MOE benchmark, so that should certain expenses be ruled ineligible during an MOE audit, the local jurisdiction still has sufficient MOE expenditures to demonstrate continued achievement of the MOE benchmark.

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6.4

**AMERICAN WITH DISABILITIES ACT (ADA)
PEDESTRIAN ACCESSIBILITY IMPROVEMENT
PROJECT: PHASE 7
(NO REPORT)**

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

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8.1
EL TORO ROAD MEDIANS IMPROVEMENT
PROJECT

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: December 15, 2023 Adjourned Regular Meeting

SUBJECT: El Toro Road Medians Improvement Project

Recommendation

1. Approve the “El Toro Road Medians Improvement Project” design plans and specifications as prepared by the project engineer.

AND

2. Approve a notice of exemption for the “El Toro Road Medians Improvement Project” finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorize the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

3. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2023-25 BUDGET AND WORK PLAN FOR FISCAL YEAR 2023-24 COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024, AND FISCAL YEAR 2024-25 COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025, RELATED TO ALLOCATION OF EXISTING FEDERAL GRANTS FUND (AMERICAN RESCUE PLAN ACT (CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS)) APPROPRIATIONS TO THE EL TORO ROAD MEDIANS

IMPROVEMENT PROJECT (WESTBOUND EL TORO ROAD
BETWEEN MOULTON PARKWAY TO CALLE SONORA)

AND

4. Award a contract agreement to Kormex Construction, Inc. for the construction of the “El Toro Road Medians Improvement Project” in the amount of \$119,647.00, plus authorized change orders not to exceed 10% of the base amount; and authorize 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.

Background

The El Toro Road Medians Improvement Project (“project”) is included in the Fiscal Years 2023-34 Capital Improvement Program. The project consists of, but is not limited to, removal of landscaping, installation and modification of irrigation systems, and installation of landscaping within the two medians located on El Toro Road between Moulton Parkway and Calle Sonora.

At the regular meeting on August 16, 2023, the City Council voted unanimously to approve a conceptual design, tree palette, and plant palette for the project. Staff was also authorized to proceed with preparing final design documents.

A conceptual planting plan/rendering is included as Attachment A. *(Please note that the conceptual rendering view depicts only one portion of the project area – the entirety of the landscaped areas of both medians on El Toro Road between Moulton Parkway and Calle Sonora are included in the project.)*

Discussion

Today’s meeting is an opportunity for City Council action, as well as public input, on the El Toro Road Medians Improvement Project. Staff recommends that the City Council take the following four actions to allow construction to proceed:

Recommendation 1

Approval of the project design plans and specifications as prepared by the project engineer (RJM Design Group). The design plans and specifications are available

for review at or from the City Clerk's Office, Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Telephone: (949) 639-0500. Email: cityhall@cityoflagunawoods.org.

Recommendation 2

Approval of a notice of exemption for the project (Attachment B) finding that the project is categorically exempt from the California Environmental Quality Act ("CEQA") and authorization for the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

Recommendation 3

Approval of a resolution amending and adopting the Fiscal Years 2023-25 Budget and Work Plan for Fiscal Year 2023-24 commencing July 1, 2023 and ending June 30, 2024, and Fiscal Year 2024-25 commencing July 1, 2024 and ending June 30, 2025, related to allocation of existing Federal Grants Fund (American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds)) appropriations to the project (Attachment C).

The project is currently budgeted in the amount of \$27,370 using American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) appropriations. The existing budget is for design only with funding for construction deferred until after the completion of design documents, construction drawings, and competitive bidding.

With design documents, construction drawings, and competitive bidding now complete, the proposed resolution would allocate \$141,612 in additional American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) appropriations to construct the project. The total amended project budget would be \$168,982.

Sufficient American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) appropriations to support the recommendation are included in the City's budget. \$589,344 of the \$3,791,657 allocation has yet to be allocated to specific projects.

Recommendation 4

Award of a contract agreement to Kormex Construction, Inc. for the construction of the project, in the amount of \$119,647.00, plus authorized change orders not to exceed 10% of the base amount; and authorization for 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.

Bids to construct the project were solicited from November 2, 2023, through November 30, 2023. Three bids were received (see Table 1). After review, Kormex Construction, Inc. is the lowest cost-responsive bidder.

Table 1: Bids Received

Bidder	Bid Amount
KASA Construction, Inc.	\$178,922.00
Kormex Construction, Inc.	\$119,647.00
Marina Landscape, Inc.	\$145,071.29

It is anticipated that construction would be complete within 30 working days of the date the City issues a Notice to Proceed to the selected contractor.

Environmental Review

The project is categorically exempt from CEQA pursuant to California Code of Regulations, Title 14, Section 15301. For additional information, refer to the proposed notice of exemption (Attachment B).

Fiscal Impact

Sufficient funds to support this project are included in the City's budget.

With the approval of Recommendation 3, the amount of the American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) allocation that has yet to be allocated to specific projects would be reduced from \$589,344 to \$447,732.

Report Prepared With: April Baumgarten, Public Works Administrator

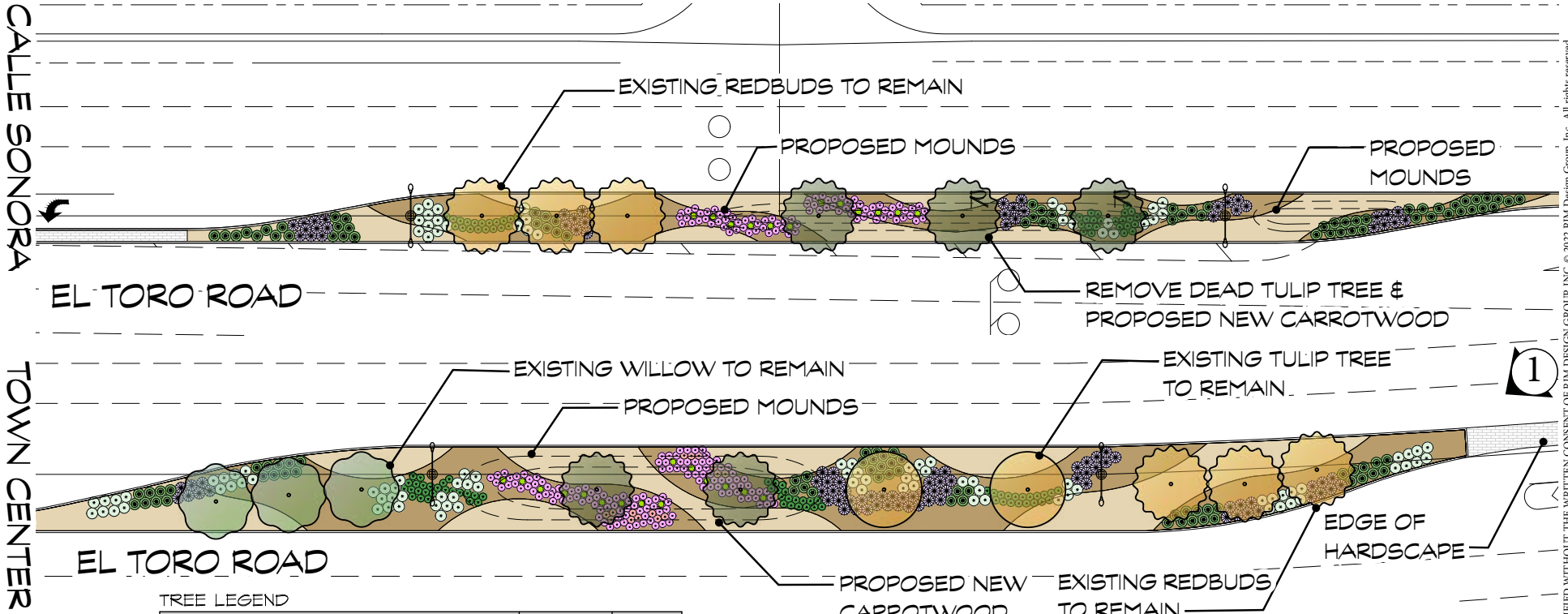
Attachments: A – Conceptual Planting Plan/Rendering
 B – Proposed Notice of Exemption
 C – Proposed Resolution

ITEM 8.1

Attachment A

Conceptual Planting Plan/Rendering

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TREE LEGEND

	BOTANICAL NAME	COMMON NAME	SIZE	QTY.
T-1	CUPANIOPSIS ANACARDIOIDES	CARROTWOOD	-	5
PROTECT IN PLACE - EXISTING TREES				
E-1	CERCIS CANADENSIS	EASTERN REDBUD	-	6
E-2	GEIJERA PARVIFLORA	AUSTRALIAN WILLOW	-	5
E-3	LIRIODENDRON TULIPIFERA	TULIP TREE	-	2
REMOVE - EXISTING TREES				
R-1	LIRIODENDRON TULIPIFERA	TULIP TREE AND REPLACE WITH CARROTWOOD	-	2

MULCH LEGEND

	ITEM NAME	SQ FT
M-1	3" LAYER ORANGE MULCH	6,538 SQ FT
M-2	3" LAYER BROWN MULCH	6,719 SQ FT

SHRUB LEGEND

	BOTANICAL NAME	COMMON NAME	SIZE	QTY.
HT-1	AGAVE ATTENUATA	FOXTAIL AGAVE	5 GAL	121
HT-2	AGAVE DESMETTIANA	SMOOTH AGAVE	5 GAL	27
HT-3	ALOE STRIATA	CORAL ALOE	5 GAL	15
HT-4	LANTANA MONTEVIDENSIS	TRAILING LANTANA	5 GAL	210
HT-5	MUHLENBERGIA RIGENS	DEERGRASS	5 GAL	82
HT-6	SALVIA LEUCANTHA	MEXICAN BUSH SAGE	5 GAL	103
HT-7	ROSMARINUS OFFICINALIS	ROSEMARY	5 GAL	104

EXISTING MOULTON PARKWAY PLANTING - INSPIRATION IMAGE BOARD



Tulip Tree Median of Existing Moulton Parkway Planting



Redbud Median of Existing Moulton Parkway Planting



Willow Edge of Existing Moulton Parkway Planting



11/28/2023

INSPIRATION IMAGE BOARD

EL TORO ROAD MEDIANS IMPROVEMENT PROJECT

(WESTBOUND EL TORO ROAD BETWEEN MOULTON PARKWAY TO CALLE SONORA)
CITY OF LAGUNA WOODS, CALIFORNIA





11/28/2023

EXISTING VIEW FROM ANIMAL HOSPITAL
EL TORO ROAD MEDIANS IMPROVEMENT PROJECT
(WESTBOUND EL TORO ROAD BETWEEN MOULTON PARKWAY TO CALLE SONORA)
CITY OF LAGUNA WOODS, CALIFORNIA



NOTE: PLANTING ILLUSTRATION PROVIDED IS INTENDED TO DEPICT A STATE OF MATURITY, NOT DAY OF INSTALLATION.



11/28/2023






CONCEPTUAL RENDERING VIEW FROM ANIMAL HOSPITAL

EL TORO ROAD MEDIANS IMPROVEMENT PROJECT

(WESTBOUND EL TORO ROAD BETWEEN MOULTON PARKWAY TO CALLE SONORA)

CITY OF LAGUNA WOODS, CALIFORNIA

TREE LEGEND

	BOTANICAL NAME COMMON NAME	SIZE	QTY.
 T-1	CUPANIOPSIS ANACARDIOIDES - CARROTWOOD	-	5
PROTECT IN PLACE - EXISTING TREES			
 E-1	CERCIS CANADENSIS - EASTERN REDBUD	-	6
 E-2	GEIJERA PARVIFLORA - AUSTRALIAN WILLOW	-	5
 E-3	LIRIODENDRON TULIPIFERA - TULIP TREE	-	2
REMOVE - EXISTING TREES			
 R-1	LIRIODENDRON TULIPIFERA - TULIP TREE AND REPLACE WITH CARROTWOOD	-	2

PROTECT IN PLACE TREES

EASTERN REDBUD

Cercis canadensis



25' - 30' Height
25' - 30' Wide
60" Box Tree - 16' H x 10' W
Moderate Water Use
Fast Growth Rate
Deciduous Tree

AUSTRALIAN WILLOW

Geijera Parviflora



20' - 35' Height
20' - 30' Wide
60" Box Tree - 16' H x 10' W
Low Water Use
Fast Growth Rate
Evergreen Tree

TULIP TREE

Liriodendron tulipifera



60' - 80' Height
25' - 40' Wide
60" Box Tree - 16' H x 10' W
Moderate Water Use
Fast Growth Rate
Deciduous Tree

PROPOSED TREES

CARROTWOOD

Cupaniopsis anacardioides



30' - 40' Height
25' - 30' Wide
60" Box Tree - 16' H x 10' W
Moderate Water Use
Fast Growth Rate
Evergreen Tree



11/28/2023

CONCEPTUAL TREE PLANTING IMAGE BOARD EL TORO ROAD MEDIANS IMPROVEMENT PROJECT

(WESTBOUND EL TORO ROAD BETWEEN MOULTON PARKWAY TO CALLE SONORA)
CITY OF LAGUNA WOODS, CALIFORNIA

PROPOSED SHRUBS

AGAVE ATTENUATA
Foxtail Agave



AGAVE DESMETTIANA
Smooth Agave



ALOE STRIATA
Coral Aloe



LANTANA MONTEVIDENSIS
Trailing lantana



MUHLENBERGIA RIGENS
Deergrass










SALVIA LEUCANTHA
Mexican Bush Sage



ROSMARINUS OFFICINALIS
Rosemary



SHRUB LEGEND

	BOTANICAL NAME COMMON NAME	SIZE	QTY.
	HT-1 AGAVE ATTENUATA - FOXTAIL AGAVE	5 GAL	121
	HT-2 AGAVE DESMETTIANA - SMOOTH AGAVE	5 GAL	27
	HT-3 ALOE STRIATA - CORAL ALOE	5 GAL	15
	HT-4 LANTANA MONTEVIDENSIS - TRAILING LANTANA	5 GAL	210
	HT-5 MUHLENBERGIA RIGENS - DEERGRASS	5 GAL	82
	HT-6 SALVIA LEUCANTHA - MEXICAN BUSH SAGE	5 GAL	103
	HT-7 ROSMARINUS OFFICINALIS - ROSEMARY	5 GAL	104



11/28/2023

CONCEPTUAL SHRUB PLANTING IMAGE BOARD

EL TORO ROAD MEDIANS IMPROVEMENT PROJECT

(WESTBOUND EL TORO ROAD BETWEEN MOULTON PARKWAY TO CALLE SONORA)

CITY OF LAGUNA WOODS, CALIFORNIA

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Recording requested by City of Laguna Woods
When recorded, mail to City of Laguna Woods,
24264 El Toro Road, Laguna Woods, CA 92637.
(949) 639-0500

Exemption Code 6103



NOTICE OF EXEMPTION

To: County of Orange Orange County Clerk-Recorder P.O. Box 238 Santa Ana, CA 92701	From: City of Laguna Woods 24264 El Toro Road Laguna Woods, CA 92637 (949) 639-0500
--	---

Project Title: El Toro Road Medians Improvement Project

Project Applicant: City of Laguna Woods
24264 El Toro Road
Laguna Woods, CA 92637
(949) 639-0500

Project Location – Specific: The project is located within the City of Laguna Woods’ public right-of-way on El Toro Road between Moulton Parkway and Calle Sonora.

Project Location – City: Laguna Woods, California **Project Location – County:** Orange

Description of Nature, Purpose, and Beneficiaries of Project: The project consists of, but is not limited to, removal of landscaping, installation and modification of irrigation systems, and installation of landscaping within the two medians located on El Toro Road between Moulton Parkway and Calle Sonora.

The project is intended to enhance streetscape aesthetics and achieve benefits set forth in the California Urban Forestry Act of 1978, as amended, including, but not limited to, expanding urban forest canopies, greening, increasing carbon sequestration, reducing impacts of the urban heat island effect, improving management of stormwater and dry weather runoff, improving local water capture and the efficient use of water for urban forest maintenance, and climate adaptation.

Name of Public Agency Approving Project: City of Laguna Woods

Name of Person or Agency Carrying Out Project: City of Laguna Woods

Exempt Status:

X	Categorical Exemption (Sec. 15301)
---	------------------------------------

**NOTICE OF EXEMPTION
EL TORO ROAD MEDIANS IMPROVEMENT PROJECT
CITY OF LAGUNA WOODS**

	Declared Emergency (Sec. 21080(b)(3); 15269(a))
	Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
	Ministerial (Sec. 21080(b)(1); 15268)
	Statutory Exemption
	Not Subject to CEQA (Sec. 15061(b)(3))

Reasons Why Project is Exempt: The project is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to California Code of Regulations, Title 14 (the State CEQA Guidelines) Section 15301 (Class 1, Existing Facilities). Section 15301 exempts from environmental review the “the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use.”

Subsection (c) of Section 15301 provides the following as non-exclusive examples of types of “existing facilities,” “Existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities...”

The project involves planting additional trees and refreshing the landscaping on two existing medians located within the City of Laguna Woods’ public right of way on El Toro Road between Moulton Parkway and Calle Sonora. Medians are recognized as a common component of public streets. Both medians included in the project are existing, would remain the same size, presently contain landscaping (including trees), and have contained landscaping for numerous years. Thus, the project would involve negligible or no expansion of existing or former use of the public right of way.

Based on the scope of work, the project meets the criteria for Class 1 categorical exemption.

Lead Agency Contact Person:

Signature: _____ Date: _____
Christopher Macon
City Manager
City of Laguna Woods

Date Received for Filing at OPR: _____

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

RESOLUTION NO. 23-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2023-25 BUDGET AND WORK PLAN FOR FISCAL YEAR 2023-24 COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024, AND FISCAL YEAR 2024-25 COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025, RELATED TO ALLOCATION OF EXISTING FEDERAL GRANTS FUND (AMERICAN RESCUE PLAN ACT (CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS)) APPROPRIATIONS TO THE EL TORO ROAD MEDIANS IMPROVEMENT PROJECT (WESTBOUND EL TORO ROAD BETWEEN MOULTON PARKWAY TO CALLE SONORA)

WHEREAS, the Fiscal Years 2023-25 Budget (“Budget”) was adopted by the City Council on June 28, 2023; and

WHEREAS, City Council action is required to increase fund-level budget appropriations adopted as a part of the Budget; and

WHEREAS, the “El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora)” is included in the Capital Improvement Program; and

WHEREAS, the existing El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora) budget was for design only with funding for construction deferred until after the completion of design documents, construction drawings, and competitive bidding; and

WHEREAS, design documents, construction drawings, and competitive bidding for the El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora) are now complete; and

WHEREAS, additional appropriations are required to construct the El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora); and

WHEREAS, the City Council wishes to allocate existing Federal Grants Fund (American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds)) appropriations in the amount of \$141,612 to construct the El Toro Road Medians

Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora); and

WHEREAS, there are sufficient unallocated Federal Grants Fund (American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds)) appropriations to accommodate the desired allocation; and

WHEREAS, with the proposed allocation of existing appropriations, the total El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora) budget would be \$168,982 (\$168,982 Federal Grants Fund).

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

SECTION 1. The following allocations are made from the American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds) funds budgeted in the Federal Grants Fund. Appropriations not allocated to a specific use total \$447,732.

<i>City Council Action</i>	<i>Use</i>	<i>Allocation</i>
10/29/21	City Hall/Public Library Project	\$1,552,044
6/15/22	El Toro Road and Moulton Parkway Water Quality Treatment Project	\$186,500
6/15/22	City Hall/Public Library Project	\$157,371
6/15/22	City-maintained Catch Basins Full Capture Systems Retrofit Project	\$84,896
6/15/22	Woods End Wilderness Preserve Trail Drainage and Improvement Project	\$37,500
9/15/22	Ridge Route Drive Landscape Project	\$211,300
12/21/22	City Hall/Public Library Project	\$178,557
6/28/23	City Hall Complex Parking Lot Improvement Project	\$300,000
6/28/23	City Hall/Public Library Project	\$118,525
6/28/23	El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora)	\$27,370
6/28/23	Ridge Route Drive Drainage Repair Project	\$273,250
6/28/23	Transit Shelter and Street Furniture Replacement Project	\$75,000
12/15/23	El Toro Road Medians Improvement Project (Westbound El Toro Road between Moulton Parkway to Calle Sonora)	\$141,612
TOTAL		\$3,343,925

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

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8.2
EMPLOYEE POSITIONS, COMPENSATION,
AND BENEFITS

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
FOR: December 15, 2023 Adjourned Regular Meeting
SUBJECT: Employee Positions, Compensation, and Benefits

Recommendation

1. Approve a job classification for the following new employee position:
Assistant to the City Manager.

AND

2. Approve an amended job classification for the Development Administrator employee position, including a title change to Development Manager.

AND

3. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 23-20 AND RESOLUTION NO. 23-24, AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

AND

4. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING THE AUTHORIZED CITY

EMPLOYEE POSITIONS FOR FISCAL YEAR 2023-24 COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024, AND FISCAL YEAR 2024-25 COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025

Background

The City Manager is responsible for hiring and supervising employees, subject to the City Council's authorization of positions and establishment of compensation and benefits policies. 10.25 full-time equivalent positions are currently authorized.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on the following proposals:

Position Modifications –

- *Approval of a job classification for a new Assistant to the City Manager position, and authorization to fill one existing Management Analyst/Senior Management Analyst position as an Assistant to the City Manager position.* Staff recommends establishing a new Assistant to the City Manager position that would provide managerial and complex administrative support to the City Manager and Administrative Services Director/City Treasurer. Having unsuccessfully recruited to fill the vacant Senior Management Analyst position for six months, staff believes the establishment of this new position is necessary to attract a candidate with the desired skills and experience. The proposed action would not increase the number of authorized positions, but rather change the types of positions authorized.
- *Approval of an amended job classification and new title for the Development Administrator position.* After reviewing comparable positions in other cities, staff recommends recasting this position as Development Manager. The City is currently recruiting to fill this position and the proposed title and job classification would better represent its role and function.

Compensation Modifications –

- *Increases of the compensation ranges for all employee positions based on a market survey.* Compensation ranges establish minimum and maximum rates

of pay for each job classification. Increases in compensation ranges are not the same as pay raises; unless an employee is paid less than the beginning of their job classification’s proposed compensation range, compensation range increases modify only the minimum and maximum amounts each employee can be paid. Movement within compensation ranges is based on merit and subject to budgetary constraints.

For the limited part-time Receptionist position, staff recommends increasing the compensation range to begin at \$20 per hour to ensure employees are paid no less than the statewide hourly minimum wage for fast food restaurant employees, which will increase to \$20 per hour on April 1, 2024 (California Assembly Bill 1228 (Holden, Chapter 262, Statutes of 2023)).

EXEMPT POSITIONS	
Position	Compensation Range (annual equivalent)
Administrative Services Director/City Treasurer*	Existing: \$117,919.00-\$165,087.00 Proposed: \$125,465.60-\$175,656.00
City Clerk	Existing: \$80,690.00-\$112,966.00 Proposed: \$84,385.60-\$118,144.00
Conservation Administrator	Existing: \$80,690.00-\$112,966.00 Proposed: \$84,385.60-\$118,144.00
Development Administrator (Development Manager)	Existing: \$80,690.00-\$112,966.00 Proposed: \$89,918.40-\$125,881.60
Public Works Administrator	Existing: \$80,690.00-\$112,966.00 Proposed: \$84,385.60-\$118,144.00
Senior Management Analyst	Existing: \$80,690.00-\$112,966.00 Proposed: \$84,385.60-\$118,144.00
Management Analyst	Existing: \$69,263.00-\$96,969.00 Proposed: \$72,883.20-\$102,044.80
Deputy City Clerk	Existing: \$59,746.00-\$83,644.00 Proposed: \$67,225.60-\$94,120.00

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

NON-EXEMPT POSITIONS	
Position	Compensation Range (hourly)
Senior Accountant	Existing: \$35.50-\$49.70 Proposed: \$38.91-\$54.47

Accountant	Existing: \$32.78-\$45.89 Proposed: \$34.09-\$47.73
Accounting Clerk	Existing: \$21.51-\$30.11 Proposed: \$24.29-\$34.00
Receptionist	Existing: \$17.00-\$23.80 Proposed: \$20.00-\$28.00

- *Establishment of a compensation range for an Assistant to the City Manager job classification.* Based on a market survey, staff recommends establishing the proposed compensation range at \$98,529.60-\$137,945.60 annually.
- *Increase of the City Manager's base salary by 2%, from \$200,303.98 to \$204,310.06 annually.* This increase has already been approved as part of the City Manager's May 17, 2023 employment agreement but would be updated in the proposed resolution in the interest of transparency.

Benefit Modifications –

- *Addition of two annual paid holidays for full-time and part-time employees.* With the City's small number of employees resulting in an inability to offer 4/10 (four-day) or 9/80 (nine days in a two-week period, e.g., every other Friday off) work schedules as many other cities do, providing paid holidays helps to promote the City's competitiveness as an employer and support a healthy work-life balance for employees.
 - Cesar Chavez Day, which is intended to promote community service in honor of Cesar Chavez's life and work, would be added as a paid holiday (March 31 annually). Cesar Chavez Day is the only California state holiday that the City does not currently observe.
 - Juneteenth National Independence Day, which commemorates the end of slavery in the United States, would be added as a paid holiday (June 19 annually). Juneteenth National Independence Day was made a federal holiday on June 17, 2021.
- *Adjustment of the days the paid Winter Holiday is observed for full-time and part-time employees.* The Winter Holiday is currently observed from December 24 through January 1 annually, and through January 2 when January 1 falls on a Sunday. To avoid a single-day workweek following the

Winter Holiday, when January 1 falls on a Thursday, the Winter Holiday is observed for one additional day through January 2. The proposed resolution would adjust the days the Winter Holiday is observed to also avoid a single-day workweek preceding the Winter Holiday by beginning the observance on December 23 when December 24 falls on a Tuesday. December 24 falls on a Tuesday in 2024 and not again until 2030.

- *Explicit identification of the additional Class 1 Benefit Provisions that the City offers in California Public Employees' Retirement System ("CalPERS") retirement plans.* This modification would not change existing retirement plan offerings; it is proposed only in the interest of transparency. Class 1 Benefit Provisions are elective retirement benefits that the City previously elected to offer its employees. Class 1 Benefit Provisions are disclosed in annual actuarial valuation reports but have not historically been identified in compensation and benefits resolutions.
- *Increase of the monthly benefit allowances for full-time and part-time employees due to the rising cost of health insurance.* The City offers a monthly benefit allowance to full-time and part-time employees that can be used for health insurance, dental insurance, vision insurance, health flexible spending, dependent care flexible spending, and/or up to \$500 in taxable compensation (taxable compensation is only available to full-time employees hired prior to January 1, 2019, of which there are four). Any amount of the monthly benefit allowance that remains after each employee makes their annual elections is forfeited.

Health insurance premiums have been rising for several years. For the 2024 calendar year, four of the 11 health plans available to full-time and part-time employees will see premiums increase by 10% or more, resulting in new premiums ranging from a low of \$684.77 to a high of \$1,151.50 depending on the plan selected. While the 2024 monthly benefit allowance for full-time employees (\$1,200), will be sufficient to cover the cost of the employee premium for any of the 11 health plans, the same is not true for part-time employees who will receive a \$960 monthly benefit allowance. If a full-time employee selects the highest cost health plan, only \$48.50 per month will be available for dental insurance, vision insurance, health flexible spending, and dependent care flexible spending, meaning that if an employee elects to receive those benefits, the balance would be at the employee's cost.

Staff recommends that the monthly benefit allowance be increased to \$1,500 per month for full-time employees and \$1,200 per month for part-time employees, beginning January 1, 2025. January 1, 2025 is the beginning of the next calendar year employee benefits cycle for which open enrollment has not already occurred.

Employee Type	Monthly Benefit Allowance
Full-Time Employees	<p><i>Previously Approved</i> 2006-2023 Calendar Year: \$1,000 per month 2024 Calendar Year: \$1,200 per month</p> <p><i>Proposed</i> 2025 Calendar Year: \$1,500 per month</p> <p><i>Note: The increase in the monthly benefit allowance from the 2006 to 2025 calendar years (19 years) would be 50%, or approximately 2.6% per year. For comparison, the change in the annual average Consumer Price Index for All Urban Consumers (“CPI-U”) in the Los Angeles-Long Beach-Anaheim Area between the 2006 and 2022 calendar years (16 years) was 47.7%, or approximately 2.9% per year. The annual average CPI-U is not yet available for the 2023 calendar year; however, the average as of October 2023 was approximately 3.6% greater than the 2022 calendar year average as of October 2022 and 3.4% greater than the 2022 calendar year annual average.</i></p>

Employee Type	Monthly Benefit Allowance
Part-Time Employees (employees working 20 hours or more, but less than 40 hours, per week on a regular basis)	<p><i>Previously Approved</i> 2020-2023 Calendar Years: \$800 per month 2024 Calendar Year: \$960 per month</p> <p><i>Proposed</i> 2025 Calendar Year: \$1,200 per month</p> <p><i>Note: The monthly benefit allowance for part-time employees is set at 80% of the monthly benefit allowance for full-time employees.</i></p>

- *Addition of paid bereavement leave for full-time and part-time employees.*

Full-time and part-time employees who experience a death in their immediate families or reproductive loss event are currently required to use their regular paid time off for grieving, funerals, and memorial services, or take unpaid leave pursuant to the California Fair Employment and Housing Act. The proposed resolution would provide up to 40 hours of paid bereavement leave for deaths or reproductive loss events per 12-month period. The use of regular paid time off and/or unpaid leave pursuant to the California Fair Employment and Housing Act would remain options for time off in excess of 40 hours per 12-month period. Paid bereavement leave would not be compensable upon separation.

Beginning January 1, 2024, California Senate Bill 848 (Rubio, Chapter 724, Statutes of 2023) generally requires employers to allow employees who receive paid time off or paid bereavement leave to be permitted to take up to five consecutive or non-consecutive days of such accrued leave following the day of each reproductive loss event in which they would have been a parent if the reproductive event had been successful, up to a maximum of 20 days (for multiple reproductive loss events) within a 12-month period. California Senate Bill 848 defines “reproductive loss event” as the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

- *Addition of paid court leave for full-time and part-time employees.* Full-time and part-time employees who are required to serve on a jury or appear in court are currently required to use their regular paid time off for hours they are not able to work, or take unpaid leave pursuant to the California Labor Code. The proposed resolution would provide up to 80 hours of paid court leave per 12-month period for full-time employees and up to 64 hours per 12-month period for part-time employees. The use of regular paid time off and/or unpaid leave pursuant to the California Labor Code would remain options for time off in excess of paid court leave. Paid court leave would not be compensable upon separation and would be administered in a manner compliant with California Government Code Section 1230, which generally requires that jury and witness fees be deducted from paid court leave.
- *Changes to paid time off accrual and use for limited part-time employees to comply with California Senate Bill 616 (Gonzalez, Chapter 309, Statutes of 2023).* Beginning January 1, 2024, state law generally requires employers to provide at least 40 hours of paid time off per calendar year to all employees.

As full-time and part-time employees currently receive more than 40 hours of paid time off per calendar year, this requirement affects only limited part-time employees who work less than 20 hours per week on a regular basis. Limited part-time employees currently receive 24 hours of paid time off per calendar year, after 30 calendar days of employment, and every January 1 thereafter. As proposed, limited part-time employees would receive 40 hours of paid time off per calendar year, after 90 calendar days of employment, and every January 1 thereafter. Paid time off would be usable in two-hour increments or more for purposes specified in California Senate Bill 616.

- *Authorization for technology allowances to be offered to employees who are regularly required to use their personal cellular telephone as part of the City's multi-factor authentication and cyber security protocols.* At present, employees who are regularly required to use their personal technology to conduct City business are eligible to receive a \$79.50 per month technology allowance (this excludes the City Manager who receives a separate technology allowance per his employment agreement). Staff recommends creating an additional tier of technology allowances that would allow employees to receive \$25 per month when the only regularly required use of their personal technology is use of their personal cellular telephone as part of the City's multi-factor authentication and cyber security protocols. Eligible employees would receive either \$25 or \$79.50 per month (not both) depending on the specific required use of their personal technology. Multi-factor authentication requires users of the City's network to verify their identities in multiple ways when performing certain functions. Multi-factor authentication is an important part of the City's cybersecurity efforts.

Fiscal Impact

Increasing the monthly benefit allowance to \$1,500 per month for full-time employees and \$1,200 per month for part-time employees, beginning on January 1, 2025, would result in new costs to the City of up to \$3,600 per year per full-time employee and up to \$2,880 per year per part-time employee. The City currently has nine authorized full-time employee positions (one of which is filled as a part-time employee position), which would result in a new cost to the City of up to \$31,680 per year beginning on January 1, 2025. The current two-year budget cycle runs through June 30, 2025, during which new costs would be no more than \$15,840.

While there would be no direct fiscal impact of the addition of paid holidays, paid

bereavement leave, or paid court leave, employees may choose to use regular paid time off in lesser or different manners than they would have otherwise, which could result in increased quantities of accrued regular paid time off compensable upon separation. The cost to the City of such hypothetically increased compensable paid time off is unknown but would likely be negligible.

Offering an additional tier of technology allowances would result in a negligible additional cost to the City. Even if all employees who do not currently receive a technology allowance were to receive a \$25 per month technology allowance, the total annual cost to the City would be \$1,800.

The Fiscal Years 2023-25 Budget & Work Plan includes sufficient funds to support the proposed employee positions, compensation, and benefits without amendment. No new or increased appropriations are sought as part of this agenda item.

Report Prepared With: Liz Torres, Administrative Services Director/City Treasurer

- Attachments:
- A – Proposed Job Classification - Assistant to the City Manager
 - B – Proposed Job Classification - Development Manager (clean)
 - C – Proposed Job Classification - Development Manager (redline)
 - D – Proposed Resolution - Compensation and Benefits (clean)
 - E – Proposed Resolution - Compensation and Benefits (redline)
 - F – Proposed Resolution - Authorized Positions

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CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: ASSISTANT TO THE CITY MANAGER

STATUS: EXEMPT AND AT-WILL

DEFINITION:

Under general supervision, the Assistant to the City Manager provides managerial and highly complex administrative, analytical, professional, and technical support to the City Manager and Executive Management Team; leads interdepartmental teams and facilitates interdepartmental dialogue; plans, organizes, directs, coordinates, manages, and oversees assigned programs, projects, and services; conducts research, evaluation, and analysis; and, represents the City in a variety of intergovernmental and public settings.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, all or a variety of, the following:

- Plan, organize, direct, coordinate, manage, and oversee assigned programs, projects, and services at a highly advanced journey- or senior-level. Employees are expected to apply highly developed program knowledge and skill to their exercise of independent discretion and judgment. Employees may only receive minimal instruction or assistance as new and unusual situations arise. Work is typically reviewed upon completion and, primarily, for overall outcomes.
- Provide managerial and highly complex administrative, analytical, professional, and technical support to the City Manager and Executive Management Team on matters that may involve any aspect of the City's operations. Support may be temporary, ongoing, or project-based, variable in nature, and include oversight of work product generated by other City staff.
- Lead interdepartmental teams and facilitate interdepartmental dialogue to ensure that City operations and activities are implemented in accordance with established goals, objectives, budgets, work plans, regulations, and policies.
- Receive and respond to public and private inquiries and complaints, including by

providing information and referrals.

- Track, verify, and report on the status, history, and outcomes of inquiries and complaints, including referrals to other departments and outside agencies.
- Prepare responses to public records requests, discovery requests, subpoenas, and similar requests for information.
- Coordinate with code enforcement and legal counsel on enforcement matters and legal proceedings related to assigned programs, projects, and services.
- Coordinate with risk management and insurance services providers to minimize risk exposure and loss related to assigned programs, projects, and services.
- Monitor, analyze, and report on legislative and regulatory proposals for impacts on the City's operations and assigned programs, projects, and services, including preparation of positional correspondence and engagement with legislative and regulatory offices.
- Develop, administer, implement, and monitor budgets for assigned programs, projects, and services, including preparing and monitoring budget estimates and projections; analyzing trends; collaborating with other City staff and external parties; reviewing invoices; and, processing warrant requests.
- Ensure that assigned programs, projects, and services are implemented lawfully and in accordance with applicable goals, objectives, budgets, work plans, rules, regulations, and policies.
- Prepare statutorily required reporting, notices, and other documentation related to assigned programs, projects, and services.
- Research, compile, and analyze information and assorted data.
- Develop alternative, benchmark, feasibility, and operational studies for potential new and modified programs, projects, and services that consider factors including goals, objectives, legal and policy considerations, fiscal impacts, demographics, prior history, community support, and intergovernmental relations.
- Prepare ordinances, resolutions, proclamations, commendations, public notices, and other documents for or related to City Council proceedings.
- Prepare, compile, and disseminate qualitative and quantitative documentation and data, including correspondence, news releases, newsletters, brochures, flyers, billing records, reimbursement records, budgets, budget tracking sheets, statistics, reports, manuals, inventories, logs, minutes, and photographs.
- Create, scan, file, and maintain physical and electronic records.

- Negotiate, develop, and administer contractual agreements with public and private parties, including developing and implementing solicitation processes, as well as evaluating performance and enforcing terms and conditions.
- Coordinate grant processes, including preparing, reviewing, and monitoring grant applications, as well as administering and implementing grant activities.
- Prepare and present oral and written reports, briefs, plans, budgets, and studies to the City Manager, City staff, City Council, and City committees.
- Serve as a staff liaison to one or more City committees, including developing agendas, facilitating meetings, making presentations, and preparing minutes.
- Represent the City and department to internal and external parties (e.g., members of the public, elected officials, other City departments, and outside organizations), including negotiating and resolving sensitive and controversial issues, as well as explaining and defending City and department operations and activities.
- Attend, participate in, and organize meetings and events, including developing, assembling, and distributing agendas; facilitating meetings; making presentations; preparing minutes; and, setting up for and cleaning up after meetings and events, including by configuring and operating teleconferencing software and equipment; and moving, arranging, assembling, and configuring tables, chairs, computers, projectors, screens, microphones, and other equipment, as well as food, beverages, signs, displays, waste, and other items and materials.
- Coordinate community outreach, education, and volunteer programs, including planning events and selecting, training, assisting, and supervising volunteers.
- Assist with maintenance and updates to the City’s television channel and website.
- Select, train, supervise, and regularly evaluate assigned employees, including participating in discipline and termination proceedings when necessary.
- Maintain knowledge of current laws, legislative and regulatory proposals, rules, regulations, policies, best practices, trends, innovations, and technology related to assigned programs, projects, and services.
- Provide support and relief coverage for City and department employees.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.

- Responsive customer service practices, including active listening.
- Standards, laws, rules, and regulations, as well as operational and activity characteristics, applicable to the assigned programs, projects, and services.
- Principles of local government accounting procedures and methods applicable to the operational delivery of programs, projects, and services, including the role, design, and implementation of internal control systems.
- Principles of local government budgeting and financial recordkeeping, including relevant standards, laws, rules and regulations.
- Principles of grant applications and administration.
- Principles of human resources management (both employees and volunteers).
- Principles of the California Public Records Act and Ralph M. Brown Act.
- Principles and techniques of record keeping and filing.
- Methods of program evaluation and assessment.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Exercise the judgment, initiative, decisiveness, and creativity required to perform the essential duties described in this job classification during critical, emergency, and time-sensitive situations involving risk or loss to the City.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Establish and maintain effective and collaborative professional relationships with internal and external parties.
- Demonstrate an awareness and appreciation of local cultural diversity.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.

- Maintain confidentiality and discretion when necessary or directed.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, interpret, and apply data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply standards, laws, rules, regulations, and policies to assigned duties.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, analyze, interpret, and apply design and descriptive information, including plans, maps, property records, statistics, charts, graphs, and tables.
- Understand, calculate, and interpret percentages, fractions, ratios, statistics, and spatial relationships, including areas, square footages, and dimensions.
- Analyze and resolve issues that require complex planning for multi-disciplinary operations and activities, as well as concrete and abstract variables.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a bachelor's degree from an accredited college or university with major course work in public administration, public policy, business administration, or subjects applicable to the assignment, and five years of increasingly responsible full-time work experience involving relevant operations and activities. Possession of a master's degree; prior experience administering programs, projects, or services for a municipal or other government agency, preferably in a City Manager's Office; and, prior experience in a supervisory position are highly desirable.

Licenses/Certifications:

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's Vehicle Policy. These positions involve the periodic performance of duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment,

tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. While many activities are performed sitting at a desk in a sedentary manner, employees are frequently required to exert physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 30 pounds.

While the duties of either class are primarily performed in an office setting with low to moderate noise and regular interruption, employees are also frequently required to travel and work in other settings (e.g., meetings, events, and inspections), including in outside weather with exposure to rain, humidity, heat, cold, and sunlight. Employees frequently experience high levels of noise, as well as exposure to odors, fumes, dust, smoke, hazardous substances, and other irritants that can cause discomfort and injury. Employees may also come into contact with hazardous traffic conditions.

Work schedules and hours vary for this class based on the City's needs and include some early mornings, evenings, weekends, and holidays.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, microfiche readers, telephones, digital cameras, and other measuring devices to collect data and information. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, Edge, and SharePoint, and Google Earth, as well as the City's accounting, cashiering, code enforcement, geographic information system ("GIS"), permitting, records, and teleconferencing software, as may change from time-to-time.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for this position will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve "at will" and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City

ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee's normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position's essential functions.

Additional laws, rules, and regulations apply to this position.

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CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: **DEVELOPMENT MANAGER**

STATUS: **EXEMPT AND AT-WILL**

DEFINITION:

Under general supervision, the Development Manager plans, organizes, coordinates, manages, and oversees planning, building, economic development, code enforcement, and other programs, projects, and services generally related to community development. The Development Manager also processes planning projects; issues permits and licenses; performs complex administrative, analytical, professional, and technical duties; conducts research, evaluation, and analysis; and, interacts extensively with members of the public and other external parties.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, all or a variety of, the following:

- Plan, organize, coordinate, manage, and oversee assigned programs, projects, and services at an advanced journey-level or higher. Employees are expected to apply well-developed program knowledge and skill to their exercise of independent discretion and judgment. Employees may only receive periodic instruction or assistance as new and unusual situations arise. Work is typically reviewed upon completion and, primarily, for overall outcomes.
- Perform administrative, analytical, professional, and technical functions, including processing planning projects, reviewing plans, conducting field inspections, and issuing permits and licenses.
- Receive and respond to public and private inquiries and complaints, including by providing information and referrals.
- Track, verify, and report on the status, history, and outcomes of inquiries and complaints, including referrals to other departments and outside agencies.

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- Prepare responses to public records requests, discovery requests, subpoenas, and similar requests for information.
- Coordinate with code enforcement and legal counsel on enforcement matters and legal proceedings related to assigned programs, projects, and services.
- Coordinate with risk management and insurance services providers to minimize risk exposure and loss related to assigned programs, projects, and services.
- Monitor, analyze, and report on legislative and regulatory proposals for impacts on assigned programs, projects, and services, including preparation of positional correspondence and engagement with legislative and regulatory offices.
- Develop, administer, implement, and monitor budgets for assigned programs, projects, and services, including preparing and monitoring budget estimates and projections; analyzing trends; collaborating with other City staff and external parties; reviewing invoices; and, processing warrant requests.
- Ensure that assigned programs, projects, and services are implemented lawfully and in accordance with applicable goals, objectives, budgets, work plans, rules, regulations, and policies.
- Prepare statutorily required reporting, notices, and other documentation related to assigned programs, projects, and services.
- Research, compile, and analyze information and assorted data.
- Review projects for applicability under the California Environmental Quality Act and prepare notices of exemption and other documentation.
- Prepare zoning confirmation letters and other responses to inquiries from agents, developers, property owners, and prospective project applicants regarding allowed uses and existing entitlements for specific properties.
- Prepare, compile, and disseminate qualitative and quantitative documentation and data, including correspondence, news releases, newsletters, brochures, flyers, billing records, reimbursement records, budgets, budget tracking sheets, statistics, reports, manuals, inventories, logs, minutes, and photographs.
- Create, scan, file, and maintain physical and electronic records.
- Negotiate, develop, and administer contractual agreements with public and private parties, including developing and implementing solicitation processes, as well as evaluating performance and enforcing terms and conditions.
- Coordinate grant processes, including preparing, reviewing, and monitoring grant applications, as well as administering and implementing grant activities.

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- Prepare and present oral and written reports, briefs, plans, budgets, and studies to the City Manager, City staff, City Council, and City committees.
- Serve as a staff liaison to one or more City committees, including developing agendas, facilitating meetings, making presentations, and preparing minutes.
- Represent the City and department to internal and external parties (e.g., members of the public, elected officials, other City departments, and outside organizations), including negotiating and resolving sensitive and controversial issues, as well as explaining and defending City and department operations and activities.
- Attend, participate in, and organize meetings and events, including developing, assembling, and distributing agendas; facilitating meetings; making presentations; preparing minutes; and, setting up for and cleaning up after meetings and events, including by configuring and operating teleconferencing software and equipment; and moving, arranging, assembling, and configuring tables, chairs, computers, projectors, screens, microphones, and other equipment, as well as food, beverages, signs, displays, waste, and other items and materials.
- Coordinate community outreach, education, and volunteer programs, including planning events and selecting, training, assisting, and supervising volunteers.
- Select, train, supervise, and regularly evaluate assigned employees, including participating in discipline and termination proceedings when necessary.
- Maintain knowledge of current laws, legislative and regulatory proposals, rules, regulations, policies, best practices, trends, innovations, and technology related to assigned programs, projects, and services.
- Serve as a “specialist” to assist with the processing and approval of applications to develop accessory dwelling units and junior accessory dwelling units.
- Provide support and relief coverage for City and department employees.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Standards, laws, rules, and regulations, as well as operational and activity characteristics, applicable to the assigned programs, projects, and services.

- Principles of the California Environmental Quality Act.
- Principles of the California Permit Streamlining Act.
- Principles of local government budgeting and financial recordkeeping, including relevant standards, laws, rules and regulations.
- Principles of grant applications and administration.
- Principles of human resources management (both employees and volunteers).
- Principles of the California Public Records Act and Ralph M. Brown Act.
- Principles and techniques of record keeping and filing.
- Methods of program evaluation and assessment.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Establish and maintain effective and collaborative professional relationships with internal and external parties.
- Demonstrate an awareness and appreciation of local cultural diversity.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary or directed.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy

office environment with frequent interruptions.

- Understand, analyze, interpret, and apply data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply standards, laws, rules, regulations, and policies to assigned duties.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, analyze, interpret, and apply design and descriptive information, including plans, maps, property records, statistics, charts, graphs, and tables.
- Understand, calculate, and interpret percentages, fractions, ratios, statistics, and spatial relationships, including areas, square footages, and dimensions.
- Analyze and resolve issues that require complex planning for multi-disciplinary operations and activities, as well as concrete and abstract variables.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a bachelor’s degree from an accredited college or university with major course work in public administration, public policy, planning, architecture, or subjects applicable to the assignment, and five years of increasingly responsible full-time work experience involving relevant operations and activities. Possession of a master’s degree; prior experience administering programs, projects, or services for a municipal or other government agency; prior experience in a supervisory position; and, American Institute of Certified Planners (“AICP”) certification are highly desirable.

Licenses/Certifications:

Must possess and maintain a valid Class C California Driver’s License and must qualify for and maintain insurability under the City’s Vehicle Policy. This position involves the periodic performance of duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. While many activities are performed sitting at a desk in a sedentary manner, employees are frequently required to exert physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and

crouching, as well as carrying, lifting, pushing, and pulling objects up to 30 pounds.

While the duties of either class are primarily performed in an office setting with low to moderate noise and regular interruption, employees are also frequently required to travel and work in other settings (e.g., meetings, events, and inspections), including in outside weather with exposure to rain, humidity, heat, cold, and sunlight. Employees frequently experience high levels of noise, as well as exposure to odors, fumes, dust, smoke, hazardous substances, and other irritants that can cause discomfort and injury. Employees may also come into contact with hazardous traffic conditions.

Work schedules and hours vary for this class based on the City's needs and include some early mornings, evenings, weekends, and holidays.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, microfiche readers, telephones, digital cameras, rulers, architectural scales, drafting compasses, and other measuring devices to collect data and information. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, Edge, and SharePoint, and Google Earth, as well as the City's accounting, cashiering, code enforcement, geographic information system ("GIS"), permitting, records, and teleconferencing software, as may change from time-to-time.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for this position will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve "at will" and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee's normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression,

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genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position's essential functions.

Additional laws, rules, and regulations apply to this position.

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CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: DEVELOPMENT ~~ADMINISTRATOR~~MANAGER

STATUS: EXEMPT AND AT-WILL

DEFINITION:

Under general supervision, the Development ~~Administrator~~Manager plans, organizes, coordinates, manages, and oversees planning, building, economic development, code enforcement, and other programs, projects, and services generally related to community development. The Development ~~Administrator~~Manager also processes planning projects; issues permits and licenses; performs complex administrative, analytical, professional, and technical duties; conducts research, evaluation, and analysis; and, interacts extensively with members of the public and other external parties.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, all or a variety of, the following:

- Plan, organize, coordinate, manage, and oversee assigned programs, projects, and services at an advanced journey-level or higher. Employees are expected to apply well-developed program knowledge and skill to their exercise of independent discretion and judgment. Employees may only receive periodic instruction or assistance as new and unusual situations arise. Work is typically reviewed upon completion and, primarily, for overall outcomes.
- Perform administrative, analytical, professional, and technical functions, including processing planning projects, reviewing plans, conducting field inspections, and issuing permits and licenses.
- Receive and respond to public and private inquiries and complaints, including by providing information and referrals.
- Track, verify, and report on the status, history, and outcomes of inquiries and complaints, including referrals to other departments and outside agencies.

- Prepare responses to public records requests, discovery requests, subpoenas, and similar requests for information.
- Coordinate with code enforcement and legal counsel on enforcement matters and legal proceedings related to assigned programs, projects, and services.
- Coordinate with risk management and insurance services providers to minimize risk exposure and loss related to assigned programs, projects, and services.
- Monitor, analyze, and report on legislative and regulatory proposals for impacts on assigned programs, projects, and services, including preparation of positional correspondence and engagement with legislative and regulatory offices.
- Develop, administer, implement, and monitor budgets for assigned programs, projects, and services, including preparing and monitoring budget estimates and projections; analyzing trends; collaborating with other City staff and external parties; reviewing invoices; and, processing warrant requests.
- Ensure that assigned programs, projects, and services are implemented lawfully and in accordance with applicable goals, objectives, budgets, work plans, rules, regulations, and policies.
- Prepare statutorily required reporting, notices, and other documentation related to assigned programs, projects, and services.
- Research, compile, and analyze information and assorted data.
- Review projects for applicability under the California Environmental Quality Act and prepare notices of exemption and other documentation.
- Prepare zoning confirmation letters and other responses to inquiries from agents, developers, property owners, and prospective project applicants regarding allowed uses and existing entitlements for specific properties.
- Prepare, compile, and disseminate qualitative and quantitative documentation and data, including correspondence, news releases, newsletters, brochures, flyers, billing records, reimbursement records, budgets, budget tracking sheets, statistics, reports, manuals, inventories, logs, minutes, and photographs.
- Create, scan, file, and maintain physical and electronic records.
- Negotiate, develop, and administer contractual agreements with public and private parties, including developing and implementing solicitation processes, as well as evaluating performance and enforcing terms and conditions.
- Coordinate grant processes, including preparing, reviewing, and monitoring grant applications, as well as administering and implementing grant activities.

- Prepare and present oral and written reports, briefs, plans, budgets, and studies to the City Manager, City staff, City Council, and City committees.
- Serve as a staff liaison to one or more City committees, including developing agendas, facilitating meetings, making presentations, and preparing minutes.
- Represent the City and department to internal and external parties (e.g., members of the public, elected officials, other City departments, and outside organizations), including negotiating and resolving sensitive and controversial issues, as well as explaining and defending City and department operations and activities.
- Attend, participate in, and organize meetings and events, including developing, assembling, and distributing agendas; facilitating meetings; making presentations; preparing minutes; and, setting up for and cleaning up after meetings and events, including by configuring and operating teleconferencing software and equipment; and moving, arranging, assembling, and configuring tables, chairs, computers, projectors, screens, microphones, and other equipment, as well as food, beverages, signs, displays, waste, and other items and materials.
- Coordinate community outreach, education, and volunteer programs, including planning events and selecting, training, assisting, and supervising volunteers.
- Select, train, supervise, and regularly evaluate assigned employees, including participating in discipline and termination proceedings when necessary.
- Maintain knowledge of current laws, legislative and regulatory proposals, rules, regulations, policies, best practices, trends, innovations, and technology related to assigned programs, projects, and services.
- Serve as a “specialist” to assist with the processing and approval of applications to develop accessory dwelling units and junior accessory dwelling units.
- Provide support and relief coverage for City and department employees.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Standards, laws, rules, and regulations, as well as operational and activity characteristics, applicable to the assigned programs, projects, and services.

- Principles of the California Environmental Quality Act.

- Principles of the California Permit Streamlining Act.
- Principles of local government budgeting and financial recordkeeping, including relevant standards, laws, rules and regulations.
- Principles of grant applications and administration.
- Principles of human resources management (both employees and volunteers).
- Principles of the California Public Records Act and Ralph M. Brown Act.
- Principles and techniques of record keeping and filing.
- Methods of program evaluation and assessment.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Establish and maintain effective and collaborative professional relationships with internal and external parties.
- Demonstrate an awareness and appreciation of local cultural diversity.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary or directed.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.

- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, interpret, and apply data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply standards, laws, rules, regulations, and policies to assigned duties.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, analyze, interpret, and apply design and descriptive information, including plans, maps, property records, statistics, charts, graphs, and tables.
- Understand, calculate, and interpret percentages, fractions, ratios, statistics, and spatial relationships, including areas, square footages, and dimensions.
- Analyze and resolve issues that require complex planning for multi-disciplinary operations and activities, as well as concrete and abstract variables.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a bachelor's degree from an accredited college or university with major course work in public administration, public policy, planning, architecture, or subjects applicable to the assignment, and five years of increasingly responsible full-time work experience involving relevant operations and activities. Possession of a master's degree; prior experience administering programs, projects, or services for a municipal or other government agency; prior experience in a supervisory position; and, American Institute of Certified Planners ("AICP") certification are highly desirable.

Licenses/Certifications:

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's Vehicle Policy. This position involves the periodic performance of duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. While many activities are performed sitting at a desk in a sedentary manner, employees are frequently required to exert physical effort, involving a

combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 30 pounds. ~~Employees are frequently required to exert physical effort involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 30 pounds.~~

While the duties of either class are primarily performed in an office setting with low to moderate noise and regular interruption, employees are also frequently required to travel and work in other settings (e.g., meetings, events, and inspections), including in outside weather with exposure to rain, humidity, heat, cold, and sunlight. Employees frequently experience high levels of noise, as well as exposure to odors, fumes, dust, smoke, hazardous substances, and other irritants that can cause discomfort and injury. Employees may also come into contact with hazardous traffic conditions.

Work schedules and hours vary for this class based on the City's needs and include some early mornings, evenings, weekends, and holidays.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, microfiche readers, telephones, digital cameras, rulers, architectural scales, drafting compasses, and other measuring devices to collect data and information. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, ~~and~~ Edge, and SharePoint, and Google Earth, as well as the City's accounting, cashiering, code enforcement, geographic information system ("GIS"), permitting, records, and teleconferencing software, as may change from time-to-time.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for this position will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve "at will" and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee's normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position's essential functions.

Additional laws, rules, and regulations apply to this position.

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RESOLUTION NO. 23-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 23-20 AND RESOLUTION NO. 23-24, 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 December 15, 2023, Resolution No. 23-24 is hereby repealed.

SECTION 2. Effective January 1, 2024, Resolution No. 23-20 is hereby repealed and replaced by this resolution.

SECTION 3. Compensation Schedule. The compensation schedule for City employees is established as follows:

Exempt Full-Time Employees (Annual Equivalent)

City Manager	\$204,310.06
Administrative Services Director/ City Treasurer	\$125,465.60 – \$175,656.00
City Clerk	\$84,385.60 – \$118,144.00
Conservation Administrator	\$84,385.60 – \$118,144.00
Development Manager	\$89,918.40 – \$125,881.60
Public Works Administrator	\$84,385.60 – \$118,144.00
Senior Management Analyst	\$84,385.60 – \$118,144.00
Management Analyst	\$72,883.20 – \$102,044.80
Deputy City Clerk	\$67,225.60 – \$94,120.00

Non-Exempt Full-Time Employees (Hourly Rate)

Senior Accountant	\$38.91 – \$54.47
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Accountant	\$34.09 – \$47.73
Accounting Clerk	\$24.29 – \$34.00
<u>Non-Exempt Part-Time/Limited Part-Time Employees (Hourly Rate)</u>	
Receptionist	\$20.00 – \$28.00

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 4. Full-Time Employee Benefits. 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, Cesar Chavez Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, and Winter Holiday (December 24 through January 1; when December 24 falls on a Tuesday, Winter Holiday shall be observed beginning on December 23; 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. The CalPERS plans have the following additional Class 1 Benefit Provisions: One Year Final Compensation (FAC 1) (classic employees only) and Increased Industrial Disability Retirement (IDR) Allowance to 75% of Compensation (75% IDR) (all employees).
- 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 \$1,200.00 per month through December 2024 and \$1,500.00 per month beginning January 2025. A portion of the allowance shall be allocated to pay for 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. 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).
- G. 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.
- H. 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.
- I. Paid Time Off: Full-time employees shall accrue 160 hours per calendar 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.

- J. Paid Bereavement Leave: Full-time employees shall be eligible for a total of up to 40 hours per 12-month period of paid bereavement leave in the event of any death in the immediate family or reproductive loss event. For the purpose of this provision, "immediate family" includes spouse, registered domestic partner, mother, stepmother, father, stepfather, brother, stepbrother, sister,

stepsister, child, stepchild, grandparent, stepgrandparent, grandchild, and stepgrandchild of the full-time employee or the full-time employee’s spouse or registered domestic partner. For the purpose of this provision, “reproductive loss event” shall have the meaning set forth in California Government Code 12945.6.

- K. Paid Court Leave: While California Government Code Section 1230 does not require the City to grant full-time employees paid leaves of absence to appear as a witness in court other than as a litigant, to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the full-time employee, full-time employees shall be eligible for a total of up to 80 hours per 12-month period of paid court leave for those purposes when proof of such obligation is provided and proof of any amounts received for jury and/or witness fees is provided (if applicable). During paid court leave, full-time employees shall (i) be paid the amount of the difference between his/her/their regular earnings and any amounts received for jury and/or witness fees, and (ii) be responsive to the City’s telephone and other communications when not precluded by the purposes for which paid court leave is granted.

SECTION 5. Part-Time Employee Benefits. 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, Cesar Chavez Day, Memorial Day, Juneteenth National Independence 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 December 24 falls on a Tuesday, Winter Holiday shall be observed beginning on December 23; 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. The use of floating holiday time need not correspond to a part-time employee's hours regularly worked.

- 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. The CalPERS plans have the following additional Class 1 Benefit Provisions: One Year Final Compensation (FAC 1) (classic employees only) and Increased Industrial Disability Retirement (IDR) Allowance to 75% of Compensation (75% IDR) (all employees).
- 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 \$960.00 per month through December 2024 and \$1,200.00 per month beginning January 2025. A portion of the allowance

shall be allocated to pay for 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 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. 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).
- G. 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.
- H. 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.
- I. Paid Time Off: Part-time employees shall accrue 160 hours per calendar 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.

- J. Paid Bereavement Leave: Part-time employees shall be eligible for a total of up to 40 hours per 12-month period of paid bereavement leave in the event of any death in the immediate family or reproductive loss event. For the purpose of this provision, "immediate family" includes spouse, registered domestic partner, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, child, stepchild, grandparent, stepgrandparent, grandchild, and stepgrandchild of the part-time employee or the part-time employee's spouse or registered domestic partner. For the purpose of this provision, "reproductive loss event" shall have the meaning set forth in California Government Code 12945.6.
- K. Paid Court Leave: While California Government Code Section 1230 does not require the City to grant part-time employees paid leaves of absence to appear as a witness in court other than as a litigant, to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the part-time employee, part-time employees shall be eligible for a total of up to 64 hours per 12-month period of paid court leave for those purposes when proof of such obligation is provided and proof of any amounts received for jury and/or witness fees is provided (if applicable). During paid court leave, part-time employees shall (i) be paid the amount of the difference between his/her/their regular earnings and any amounts received for jury and/or witness fees, and (ii) be responsive to the City's telephone and other communications when not precluded by the purposes for which paid court leave is granted.

SECTION 6. Limited Part-Time Employee Benefits. 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: On the 90th calendar day of employment, and every January 1 thereafter, limited part-time employees shall accrue 40 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 must be used in a minimum increment of two hours per calendar day. 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 7. Employee Assistance Program. The City shall contract for an employee assistance program to provide voluntary, confidential assistance to employees in working through various life challenges that may adversely affect job performance, health, and personal well-being in order to optimize the City’s success. All full-time, part-time, and limited part-time employees shall be enrolled in the employee assistance program with the cost of enrollment paid by the City.

SECTION 8. Technology Allowances. The City Manager is authorized to offer technology allowances of either (i) \$25.00 per employee per month to employees who are regularly required to use their personal cellular telephone as part of the City’s multi-factor authentication and cyber security protocols, with the exception of the City Manager, or (ii) \$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 9. Notary Public Stipends. The City Manager is authorized to offer notary public stipends of \$100.00 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 10. City Manager’s Compensation and Benefits. 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 11. 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

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RESOLUTION NO. 23-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 23-20 AND RESOLUTION NO. 23-24, 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 December 15, 2023, Resolution No. 23-24 is hereby repealed.

SECTION 12. Effective January 1, 2024, Resolution No. 23-20 is hereby repealed and replaced by this resolution.

SECTION 23. Compensation Schedule. The compensation schedule for City employees is established as follows:

Exempt Full-Time Employees (Annual Equivalent)

City Manager	\$200,303.98 <u>204,310.06</u>
Administrative Services Director/ City Treasurer	\$117,919 <u>125,465.60</u> –
	\$165,087 <u>175,656.00</u>
City Clerk	\$80,690 <u>84,385.60</u> –
	\$112,966 <u>118,144.00</u>
Conservation Administrator	\$80,690 <u>84,385.60</u> –
	\$112,966 <u>118,144.00</u>
Development Administrator <u>Manager</u>	\$80,690 <u>89,918.40</u> –
	\$112,966 <u>125,881.60</u>
Public Works Administrator	\$80,690 <u>84,385.60</u> –
	\$112,966 <u>118,144.00</u>
Senior Management Analyst	\$80,690 <u>84,385.60</u> –
	\$112,966 <u>118,144.00</u>

Management Analyst	\$ 69,263 <u>72,883.20</u> –
	\$ 96,969 <u>102,044.80</u>

Deputy City Clerk	\$ 59,746 <u>67,225.60</u> –
	\$ 83,644 <u>94,120.00</u>

Non-Exempt Full-Time Employees (Hourly Rate)

Senior Accountant	\$ 35.50 <u>38.91</u> – \$ 49.70 <u>54.47</u>
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Accountant	\$ 32.78 <u>34.09</u> – \$ 45.89 <u>47.73</u>
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Accounting Clerk	\$ 21.51 <u>24.29</u> – \$ 30.11 <u>34.00</u>
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Non-Exempt Part-Time/Limited Part-Time Employees (Hourly Rate)

Receptionist	\$ 17.00 <u>20.00</u> – \$ 23.80 <u>28.00</u>
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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 34. Full-Time Employee Benefits. 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, Cesar Chavez Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, and Winter Holiday (December 24 through January 1; when December 24 falls on a Tuesday, Winter Holiday shall be observed beginning on December 23; 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. The CalPERS plans have the following additional Class 1 Benefit Provisions: One Year Final Compensation (FAC 1) (classic employees only) and Increased Industrial Disability Retirement (IDR) Allowance to 75% of Compensation (75% IDR) (all employees).
- 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 \$1,200.00 per month through December 2024 and \$1,500.00 per month beginning January 2025. A portion of the allowance shall be allocated to pay for 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. 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).
- G. 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.
- H. 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.
- I. Paid Time Off: Full-time employees shall accrue 160 hours per calendar 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.

J. Paid Bereavement Leave: Full-time employees shall be eligible for a total of up to 40 hours per 12-month period of paid bereavement leave in the event of any death in the immediate family or reproductive loss event. For the purpose of this provision, “immediate family” includes spouse, registered domestic partner, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, child, stepchild, grandparent, stepgrandparent, grandchild, and stepgrandchild of the full-time employee or the full-time employee’s spouse or registered domestic partner. For the purpose of this provision, “reproductive loss event” shall have the meaning set forth in California Government Code 12945.6.

K. Paid Court Leave: While California Government Code Section 1230 does not require the City to grant full-time employees paid leaves of absence to appear as a witness in court other than as a litigant, to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the full-time employee, full-time employees shall be eligible for a total of up to 80 hours per 12-month period of paid court leave for those purposes when proof of such obligation is provided and proof of any amounts received for jury and/or witness fees is provided (if applicable). During paid court leave, full-time employees shall (i) be paid the amount of the difference between his/her/their regular earnings and any amounts received for jury and/or witness fees, and (ii) be responsive to the City’s telephone and other communications when not precluded by the purposes for which paid court leave is granted.

SECTION 45. Part-Time Employee Benefits. 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, Cesar Chavez Day, Memorial Day, Juneteenth National Independence 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 December 24 falls on a Tuesday, Winter Holiday shall be observed beginning on December 23; 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. The use of floating holiday time need not correspond to a part-time employee's hours regularly worked.

- 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. The CalPERS plans have the following additional Class 1 Benefit Provisions: One Year Final Compensation (FAC 1) (classic employees only) and Increased Industrial Disability Retirement (IDR) Allowance to 75% of Compensation (75% IDR) (all employees).

- 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 \$960.00 per month through December 2024 and \$1,200.00 per month beginning January 2025. A portion of the allowance shall be allocated to pay for 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 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. 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).
- G. 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.
- H. 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.

- I. Paid Time Off: Part-time employees shall accrue 160 hours per calendar 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.

- J. Paid Bereavement Leave: Part-time employees shall be eligible for a total of up to 40 hours per 12-month period of paid bereavement leave in the event of any death in the immediate family or reproductive loss event. For the purpose of this provision, "immediate family" includes spouse, registered domestic partner, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, child, stepchild, grandparent, stepgrandparent, grandchild, and stepgrandchild of the part-time employee or the part-time employee's spouse or registered domestic partner. For the purpose of this provision, "reproductive loss event" shall have the meaning set forth in California Government Code 12945.6.

- K. Paid Court Leave: While California Government Code Section 1230 does not require the City to grant part-time employees paid leaves of absence to appear as a witness in court other than as a litigant, to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the part-time employee, part-time employees shall be eligible for a total of up to 64 hours per 12-month period of paid court leave for those purposes when proof of such obligation is provided and proof of any amounts received for jury and/or

witness fees is provided (if applicable). During paid court leave, part-time employees shall (i) be paid the amount of the difference between his/her/their regular earnings and any amounts received for jury and/or witness fees, and (ii) be responsive to the City’s telephone and other communications when not precluded by the purposes for which paid court leave is granted.

SECTION 56. Limited Part-Time Employee Benefits. 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~~ On the 90th calendar days of employment, and every January 1 thereafter, limited part-time employees shall accrue ~~24~~ 40 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. Paid time off must be used in a minimum increment of two hours per calendar day.~~ 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 67. Employee Assistance Program. The City shall contract for an employee assistance program to provide voluntary, confidential assistance to employees in working through various life challenges that may adversely affect job performance, health, and personal well-being in order to optimize the City’s success. All full-time, part-time, and limited part-time employees shall be enrolled in the

employee assistance program with the cost of enrollment paid by the City.

SECTION 78. Technology Allowances. The City Manager is authorized to offer technology allowances of ~~up to~~ either (i) \$25.00 per employee per month to employees who are regularly required to use their personal cellular telephone as part of the City's multi-factor authentication and cyber security protocols, with the exception of the City Manager, or (ii) \$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 89. Notary Public Stipends. The City Manager is authorized to offer notary public stipends of \$100.00 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 910. City Manager's Compensation and Benefits. 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 1011. 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

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RESOLUTION NO. 23-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING THE AUTHORIZED CITY EMPLOYEE POSITIONS FOR FISCAL YEAR 2023-24 COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024, AND FISCAL YEAR 2024-25 COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025

WHEREAS, the Fiscal Years 2023-25 Budget (“Budget”) was adopted by the City Council on June 28, 2023; and

WHEREAS, as a part of the Budget adoption, the City Council authorized City employee positions for each of the applicable fiscal years; and

WHEREAS, staff has recommended amending the authorized City employee positions for fiscal years 2023-24 and 2024-25 to replace one existing Management Analyst/Senior Management Analyst position with an Assistant to the City Manager position.

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

SECTION 1. Section 4 of Resolution No. 23-16 is hereby amended, in its entirety, to read as follows:

The authorized City personnel positions for fiscal years 2023-24 and 2024-25 are:

FROM JULY 1, 2023 THROUGH DECEMBER 31, 2023

Full-time

- (1) ACCOUNTANT or SENIOR ACCOUNTANT
- (1) ACCOUNTING CLERK
- (1) ADMINISTRATIVE SERVICES DIRECTOR/CITY TREASURER
- (1) CITY MANAGER
- (1) CONSERVATION ADMINISTRATOR
- (1) DEPUTY CITY CLERK or CITY CLERK
- (1) DEVELOPMENT ADMINISTRATOR
- (1) MANAGEMENT ANALYST or SENIOR MANAGEMENT ANALYST
- (1) PUBLIC WORKS ADMINISTRATOR

TOTAL: 9 FULL-TIME EQUIVALENTS

Limited part-time

(4) RECEPTIONIST [1.25 FULL-TIME EQUIVALENT]

TOTAL LIMITED PART-TIME: 1.25 FULL-TIME EQUIVALENTS

FROM JANUARY 1, 2024 THROUGH JUNE 30, 2025

Full-time

(1) ACCOUNTANT or SENIOR ACCOUNTANT

(1) ACCOUNTING CLERK

(1) ADMINISTRATIVE SERVICES DIRECTOR/CITY TREASURER

(1) ASSISTANT TO THE CITY MANAGER

(1) CITY MANAGER

(1) CONSERVATION ADMINISTRATOR

(1) DEPUTY CITY CLERK or CITY CLERK

(1) DEVELOPMENT ADMINISTRATOR

(1) PUBLIC WORKS ADMINISTRATOR

TOTAL: 9 FULL-TIME EQUIVALENTS

Limited part-time

(4) RECEPTIONIST [1.25 FULL-TIME EQUIVALENT]

TOTAL LIMITED PART-TIME: 1.25 FULL-TIME EQUIVALENTS

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