

**CITY of LAGUNA WOODS CITY COUNCIL &
LAGUNA WOODS CIVIC SUPPORT FUND BOARD OF DIRECTORS
AGENDA**

Adjourned Regular Meeting (City Council)
Special Meeting (Board of Directors)
Wednesday, June 25, 2025
2:00 p.m.

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

Shari L. Horne
Mayor/Chair

Annie McCary
Mayor Pro Tem/
Vice Chair

Cynthia Conners
Councilmember/Director



Pearl Lee
Councilmember/Director

Carol Moore
Councilmember/Director

Welcome to a joint meeting of the Laguna Woods City Council and Laguna Woods Civic Support Fund Board of Directors!

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

Public Comments/Testimony: Public comments/testimony will be accepted 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 and Laguna Woods Civic Support Fund 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 and Laguna Woods Civic Support Fund request at least two business days' notice in order to effectively facilitate the provision of reasonable accommodations.

CITY COUNCIL 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 and Laguna Woods Civic Support Fund post 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. 24-08, at least 72 hours in advance of regular and adjourned regular meetings. Agendas and agenda materials are available at Laguna Woods City Hall during normal business hours and on the City’s website. Printed copies of agendas and agenda materials are provided at no charge in advance of meetings. After meetings have occurred, a per page fee is charged for printed copies.

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

AGENDA DISTRIBUTION LISTS

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

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

FOR ADDITIONAL INFORMATION

For additional information, please contact the City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535, cityhall@cityoflagunawoods.org, 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, and Secretary, Laguna Woods Civic Support Fund, 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. 24-08, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.

/s/ Yolie Trippy
YOLIE TRIPPY, CMC, City Clerk, City of Laguna Woods
Secretary, Laguna Woods Civic Support Fund

6/20/25
Date

OPTIONS FOR PUBLIC COMMENTS/TESTIMONY

1. In Person

Members of the public wishing to address the City Council/Board of Directors 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/Board of Directors 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/Board of Directors.

Speakers are requested, but not required, to identify themselves, either on speaker cards or in comments/testimony. Speakers are advised that their names and any information submitted on speaker cards or otherwise provided in writing to the City/Laguna Woods Civic Support Fund 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/Laguna Woods Civic Support Fund prior to 2:00 p.m. on the day of this meeting.

Written public comments/testimony will be provided to the City Council/Board of Directors and included in the City Clerk/Secretary'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/Laguna Woods Civic Support Fund may be disclosed or become a matter of public record. No party should expect privacy of such information.

REMOTE VIEWING AND/OR LISTENING OPPORTUNITIES

The City/Laguna Woods Civic Support Fund plans to offer the following remote viewing and/or listening opportunities as a courtesy for this meeting. These opportunities are not guaranteed to be operable, technically feasible, or uninterrupted. The instructions provided below are not guaranteed to be correct or all-inclusive as Zoom and YouTube may modify their interfaces and interfaces may differ by device or application. Members of the public who wish to ensure that they are able to view and/or listen to this meeting should attend in person.

1. Zoom (on a computer)

The City/Laguna Woods Civic Support Fund plans to live stream this meeting on Zoom (audio and/or video). ***Public comments/testimony will not be accepted via Zoom.***

- Visit www.zoom.us
- Click on “Join” (if given an option select “by meeting ID”)
- Enter the following meeting ID: 885 3538 0938
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 001853
- Enter a name and email address as required by Zoom

Parties are advised that information they provide to Zoom may be publicly visible and/or visible to the City/Laguna Woods Civic Support Fund and others. No party should expect privacy of such information.

2. Zoom (on a telephone)

The City/Laguna Woods Civic Support Fund plans to live stream this meeting on Zoom (audio and/or video). ***Public comments/testimony will not be accepted via Zoom.***

- Call (669) 444-9171 or (346) 248-7799
- Follow the prompts and provide the information required by Zoom
- When prompted for a webinar ID enter: 885 3538 0938
- When prompted for a passcode enter: 001853

Parties are advised that their telephone number and information provided to Zoom may be publicly visible and/or visible to the City/Laguna Woods Civic Support Fund and others. No party should expect privacy of such information.

3. YouTube

The City/Laguna Woods Civic Support Fund plans to live stream this meeting on YouTube (audio and/or video). ***Public comments/testimony will not be accepted via YouTube.***

- Visit www.youtube.com/@cityoflagunawoods
- Click on the “Live” button
- Click on the “Laguna Woods Channel 3” button

Parties are advised that information they provide to YouTube may be publicly visible and/or visible to the City/Laguna Woods Civic Support Fund and others. No party should expect privacy of such information.

4. Cable Television

The City/Laguna Woods Civic Support Fund plans to broadcast this meeting on cable television Channel 3 within Laguna Woods Village (audio and/or video). ***Public comments/testimony will not be accepted via cable television Channel 3.***

I. CALL TO ORDER

Introductory Notes: Members of the public wishing to address the City Council/Board of Directors 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/Board of Directors 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/Board of Directors.

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/Laguna Woods Civic Support Fund may be disclosed or become a matter of public record. No speaker should expect privacy of such information.

This meeting will be held concurrently with a special meeting of the Laguna Woods Civic Support Fund Board of Directors (“Board of Directors”), which is comprised of the five members of the City Council. Items I, II, III, and V will be heard by the City Council and Board of Directors. Item 7.2 will be heard by the Board of Directors.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS – None

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/Board of Directors on items *not* appearing on this agenda. Pursuant to state law, the City Council/Board of Directors 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. CITY TREASURER’S REPORT – None; the monthly City Treasurer’s Report was provided at the regular meeting on June 18, 2025

VII. 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/Board of Directors 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/Board of Directors on items appearing on the Consent Calendar regardless of whether an item is removed for separate discussion and consideration of action.

7.1 Waste Management Consulting Services

Recommendation:

1. Waive the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding for an extension and amendment of the agreement with CityGreen Consulting, LLC.

AND

2. Approve an extension and amendment with CityGreen Consulting, LLC for waste management consulting services and authorize the City Manager to execute the extension and amendment, subject to approval as to form by the City Attorney.

7.2 Laguna Woods Civic Support Fund Fiscal Years 2025-27 Budget

Recommendation: In the capacity of the Laguna Woods Civic Support Fund Board of Directors, approve budgets for the Laguna Woods Civic Support Fund for Fiscal Year 2025-26 and Fiscal Year 2026-27.

ADJOURN THE SPECIAL MEETING OF THE LAGUNA WOODS CIVIC SUPPORT FUND BOARD OF DIRECTORS

VIII. PUBLIC HEARINGS – None

IX. CITY COUNCIL BUSINESS

9.1 Fiscal Years 2025-27 Budget and Work Plan & Fiscal Years 2025-36 Capital Improvement Program

Recommendation:

1. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING THE FISCAL YEARS 2025-27 BUDGET AND WORK PLAN FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, AND FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027

AND

2. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A NEW 11-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2025-26 THROUGH 2035-36, IN CONFORMANCE WITH APPLICABLE CITY POLICIES AND DISCRETION

AND

3. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A STATEMENT OF THE TRANSPORTATION-RELATED PROJECTS AND MEASURE M2 (OC GO) BUDGETS INCLUDED IN THE CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2025-26 THROUGH 2031-32, IN CONFORMANCE WITH MEASURE M2 (OC GO) REQUIREMENTS

AND

4. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING THE ANNUAL APPROPRIATIONS LIMIT (GANN LIMIT) FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, IN ACCORDANCE WITH ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION

9.2 Road Repair and Accountability Act of 2017 Project List

Recommendation: Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A LIST OF FISCAL YEAR 2025-26 PROJECTS PROPOSED TO RECEIVE FUNDING FROM THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017'S LOCAL STREETS AND ROADS FUNDING PROGRAM (ROAD MAINTENANCE AND REHABILITATION ACCOUNT), AS REQUIRED BY CALIFORNIA STREETS AND HIGHWAYS CODE SECTION 2034(A)(1), AND MAKING RELATED AFFIRMATIONS AND AUTHORIZATIONS

9.3 Employee Positions, Compensation, and Benefits

Recommendation:

1. Approve a job classification for the following City employee position: Senior Planner.

AND

2. Repeal job classifications for the following City employee positions, effective July 1, 2025: Conservation Administrator

and Development Manager.

AND

3. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 25-15, AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES, INCLUDING THE CITY MANAGER AND OTHER LOCAL AGENCY EXECUTIVES AS DEFINED IN CALIFORNIA GOVERNMENT CODE SECTION 3511.1

9.4 Smoking, Fire Hazards, and Resident Safety
(agendized by Councilmember Moore)

Recommendation: Provide direction to the City Manager on matters concerning smoking, fire hazards, and resident safety.

X. 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.

10.1 Coastal Greenbelt Authority
Mayor Pro Tem McCary, First Alternate: Councilmember Lee, Second Alternate: Councilmember Connors

10.2 Orange County Fire Authority
Mayor Horne

10.3 Orange County Library Advisory Board
Councilmember Moore; Alternate: Mayor Pro Tem McCary

- 10.4 Orange County Mosquito and Vector Control District
Councilmember Lee
- 10.5 San Joaquin Hills Transportation Corridor Agency
Councilmember Conners; Alternate: Councilmember Lee
- 10.6 South Orange County Watershed Management Area
Councilmember Moore; Alternate: Mayor Pro Tem McCary
- 10.7 Liaisons to Laguna Woods Community Bridge Builders
Mayor Horne and Mayor Pro Tem McCary
- 10.8 Other Comments and Reports

XI. 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.

- 11.1 The City Council will meet in closed session under the authority of California Government Code Section 54957(b)(1) to consider the following: Public Employee Performance Evaluation – City Manager.

XII. CLOSED SESSION REPORT

XIII. ADJOURNMENT

Next Regular Meeting: Wednesday, July 16, 2025 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

7.0
CONSENT CALENDAR SUMMARY

This page is intentionally blank.



City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: June 25, 2025 Adjourned Regular Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the June 25, 2025 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 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.

Summary

The June 25, 2025 Consent Calendar contains the following items:

- 7.1 [1] Waive the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding for an extension and amendment of the agreement with CityGreen Consulting, LLC. The City's procurement regulations generally require competitive bidding when the estimated cost of services is \$25,000 or more over the term of the agreement, but allow for the waiver of those provisions at the discretion of the City Council. CityGreen

Consulting has provided as needed waste management services to the City since July 1, 2024. For many years prior to that date, the City contracted directly with CityGreen Consulting's President, Michael Balliet, for similar services. CityGreen Consulting (and/or Mr. Balliet) provides or has provided similar services to the cities of Costa Mesa, Fountain Valley, Irvine, Los Alamitos, Newport Beach, and Villa Park. Due to the continuing need for the services provided by CityGreen Consulting and CityGreen Consulting's qualifications and past performance, staff recommends waiving competitive bidding requirements for the proposed extension and amendment.

AND

[2] Approve an extension and amendment with CityGreen Consulting, LLC for waste management consulting services and authorize the City Manager to execute the extension and amendment, subject to approval as to form by the City Attorney. The proposed extension is for one year from July 1, 2025 through June 30, 2026. Some rates would be increased.

- 7.2 In the capacity of the Laguna Woods Civic Support Fund Board of Directors, approve budgets for the Laguna Woods Civic Support Fund for Fiscal Year 2025-26 and Fiscal Year 2026-27. The proposed budgets are included as attachments A and B. The Laguna Woods Civic Support Fund is expected to remain largely inactive during fiscal years 2025-26 and 2026-27. Planned expenditures include annual corporate filings and other minimum activities necessary to maintain the corporation.

7.1 WASTE MANAGEMENT CONSULTING SERVICES

**For additional information on this item,
please refer to Item 7.0 (Consent Calendar Summary).**

This page is intentionally blank.

**EXTENSION AND AMENDMENT OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
CITYGREEN CONSULTING, LLC
FOR WASTE MANAGEMENT CONSULTING SERVICES**

This EXTENSION AND AMENDMENT of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on June 5, 2025, by and among the City of Laguna Woods, a California municipal corporation ("CITY") and CityGreen Consulting, LLC ("CONSULTANT"), is made and entered into this _____ by and among the CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between July 1, 2024 and 11:59 p.m. on June 30, 2025; and

WHEREAS, the AGREEMENT allows for the term of the AGREEMENT to be extended upon written agreement of both parties to the AGREEMENT; and

WHEREAS, the AGREEMENT allows for amendments to the AGREEMENT provided they are made in writing and approved by both parties to the AGREEMENT; and

WHEREAS, CITY has identified a need for and requested CONSULTANT provide services through 11:59 p.m. on June 30, 2026; and

WHEREAS, CONSULTANT is willing and able to provide the additional services requested by CITY, subject to the terms and conditions of this EXTENSION AND AMENDMENT.

NOW THEREFORE, the parties amend the AGREEMENT as follows:

1. CITY and CONSULTANT hereby agree to an EXTENSION of the AGREEMENT for a period beginning on July 1, 2025 and ending at 11:59 p.m. on June 30, 2026 with no changes to the terms and conditions of the AGREEMENT except as provided herein.

2. CITY and CONSULTANT hereby agree to an AMENDMENT of the AGREEMENT consisting of the modifications shown on page 3 of this AMENDMENT to Exhibit "B" of the AGREEMENT.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this EXTENSION AND AMENDMENT to be executed the day and year first above written.

CITY OF LAGUNA WOODS:

Approved as to Form:

By _____
Christopher Macon, City Manager

Alisha Patterson, City Attorney

CONSULTANT:

By _____
Michael Balliet, President

AMENDMENT TEXT

Exhibit "B" ("Compensation") of the AGREEMENT is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

EXHIBIT "B"
COMPENSATION

CONSULTANT shall be compensated using the rates set forth in Table B-1.

Table B-1: Compensation Schedule

CONSULTANT Position	Hourly Rate¹
Principal Level Project Manager	\$135 <u>\$145</u> per hour
Senior Staff Consultant	\$125 <u>\$130</u> per hour
Staff Consultant	\$110 per hour

¹ CONSULTANT shall bill hourly rates in 15-minute increments with no minimum or maximum.

The rates set forth in Table B-1 are all inclusive, with the exception of courier/mailing services and special, non-routine expenses, all of which must be authorized by CITY, in advance, and may only be charged to CITY at cost (as evidenced by receipts).

CONSULTANT shall not receive separate compensation for travel, lodging, mileage, telephone service, internet service, food, or drink.

This page is intentionally blank.

7.2

**LAGUNA WOODS CIVIC SUPPORT FUND
FISCAL YEARS 2025-27 BUDGET**

**For additional information on this item,
please refer to Item 7.0 (Consent Calendar Summary).**

This page is intentionally blank.

**LAGUNA WOODS CIVIC SUPPORT FUND
FISCAL YEAR 2025-26 BUDGET**

<u>Beginning Fund Balance</u>	June 30, 2025 - Projected Beginning Fund Balance	\$ 1,439
<u>Revenues - Estimated*</u>	<u>General Description</u>	
R1 Donations - Restricted	Friends of the Library - Contributions from individuals and businesses	\$ -
R2 Donations - Restricted	Friends of the Dog Park - Contributions from individuals and businesses	\$ -
R3 Donations - Unrestricted	Civic Support Fund, No Specific Designation - Contribution from individuals and businesses	\$ -
R4 Fundraising	Funds from special events, may be unrestricted or restricted	\$ -
R5 Grant Funding	Monies applied for and received from government and private giving programs	\$ -
R6 Miscellaneous	All other revenue, including support from City of Laguna Woods and bank interest	\$ -
	TOTAL	\$ -
<u>Expenditures - Projected**</u>	<u>General Description</u>	PROPOSED
E1 Contract Services	Accounting, graphic design, legal, and other professional services (excluding information technology)	\$ -
E2 Corporate Fees	Monies paid to maintain corporate and charitable status (e.g., IRS, CA Attorney General)	\$ 100
E3 Information Technology	Domain name registration, email service, website hosting/design, and related professional services	\$ 200
E4 Supplies and Printing	Letterhead, envelopes, flyers, and other purchases or reproductions (excluding equipment)	\$ -
E5 Supportive Contributions	Friends of the Library - Expenditures from restricted contributions for programs, projects, etc.	\$ -
E6 Supportive Contributions	Friends of the Dog Park - Expenditures from restricted contributions for programs, projects, etc.	\$ -
E7 Miscellaneous	All other expenditures, including bank fees	\$ -
	TOTAL	\$ 300
	REVENUES OVER / (UNDER EXPENDITURES)	\$ (300)
 <u>Unappropriated Fund Balance</u>	 June 30, 2026 - Projected Ending Fund Balance	 \$ 1,139

* The Chief Executive Officer may decrease revenue estimates to reflect economic change during the fiscal year and may reduce expenditure appropriations as a method of fiscal control.

** The Chief Executive Officer is authorized to transfer appropriations and make adjustments within and between expenditure accounts, provided that there is no increase in overall appropriations and such transfers are not between restricted and unrestricted funds. Appropriations from unappropriated fund balance must be approved by the Board of Directors.

This page is intentionally blank.

**LAGUNA WOODS CIVIC SUPPORT FUND
FISCAL YEAR 2026-27 BUDGET**

<u>Beginning Fund Balance</u>	June 30, 2026 - Projected Beginning Fund Balance	\$ 1,139
<u>Revenues - Estimated*</u>	<u>General Description</u>	
R1 Donations - Restricted	Friends of the Library - Contributions from individuals and businesses	\$ -
R2 Donations - Restricted	Friends of the Dog Park - Contributions from individuals and businesses	\$ -
R3 Donations - Unrestricted	Civic Support Fund, No Specific Designation - Contribution from individuals and businesses	\$ -
R4 Fundraising	Funds from special events, may be unrestricted or restricted	\$ -
R5 Grant Funding	Monies applied for and received from government and private giving programs	\$ -
R6 Miscellaneous	All other revenue, including support from City of Laguna Woods and bank interest	\$ -
	TOTAL	\$ -
<u>Expenditures - Projected**</u>	<u>General Description</u>	PROPOSED
E1 Contract Services	Accounting, graphic design, legal, and other professional services (excluding information technology)	\$ -
E2 Corporate Fees	Monies paid to maintain corporate and charitable status (e.g., IRS, CA Attorney General)	\$ 100
E3 Information Technology	Domain name registration, email service, website hosting/design, and related professional services	\$ 200
E4 Supplies and Printing	Letterhead, envelopes, flyers, and other purchases or reproductions (excluding equipment)	\$ -
E5 Supportive Contributions	Friends of the Library - Expenditures from restricted contributions for programs, projects, etc.	\$ -
E6 Supportive Contributions	Friends of the Dog Park - Expenditures from restricted contributions for programs, projects, etc.	\$ -
E7 Miscellaneous	All other expenditures, including bank fees	\$ -
	TOTAL	\$ 300
	REVENUES OVER / (UNDER EXPENDITURES)	\$ (300)
 <u>Unappropriated Fund Balance</u>	 June 30, 2027 - Projected Ending Fund Balance	 \$ 839

* The Chief Executive Officer may decrease revenue estimates to reflect economic change during the fiscal year and may reduce expenditure appropriations as a method of fiscal control.

** The Chief Executive Officer is authorized to transfer appropriations and make adjustments within and between expenditure accounts, provided that there is no increase in overall appropriations and such transfers are not between restricted and unrestricted funds. Appropriations from unappropriated fund balance must be approved by the Board of Directors.

This page is intentionally blank.

9.1

**FISCAL YEARS 2025-27 BUDGET AND WORK
PLAN & FISCAL YEARS 2025-36 CAPITAL
IMPROVEMENT PROGRAM**

This page is intentionally blank.



City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: June 25, 2025 Adjourned Regular Meeting

SUBJECT: Fiscal Years 2025-27 Budget and Work Plan & Fiscal Years 2025-36 Capital Improvement Program

Recommendation

1. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING THE FISCAL YEARS 2025-27 BUDGET AND WORK PLAN FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, AND FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027

AND

2. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A NEW 11-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2025-26 THROUGH 2035-36, IN CONFORMANCE WITH APPLICABLE CITY POLICIES AND DISCRETION

AND

3. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A STATEMENT OF THE TRANSPORTATION-RELATED PROJECTS AND MEASURE M2 (OC GO) BUDGETS INCLUDED IN THE CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2025-26 THROUGH 2031-32, IN CONFORMANCE WITH MEASURE M2 (OC GO) REQUIREMENTS

AND

4. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING THE ANNUAL APPROPRIATIONS LIMIT (GANN LIMIT) FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, IN ACCORDANCE WITH ARTICLE XIIIB OF THE CALIFORNIA STATE CONSTITUTION

Background

The proposed Fiscal Years 2025-27 Budget & Work Plan (Attachment A) establishes a scope of work and financial plan for the City to undertake during the fiscal years spanning July 1, 2025 through June 30, 2027. The Fiscal Years 2025-36 Capital Improvement Program is incorporated therein.

Publicly noticed City Council meetings were held on March 19, April 16, May 21, May 28, and June 18 to discuss and provide direction to staff on the development of the Fiscal Years 2025-27 Budget & Work Plan. Each meeting included an opportunity for public input.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on the proposed Fiscal Years 2025-27 Budget & Work Plan (Attachment A) and implementing resolutions (attachments B, C, D, and E).

The proposed budget and work plan adoption resolution (Attachment B) includes the establishment of three assigned reserves. The annual target for the Paid Leave Contingency Reserve is calculated based on projected accrued paid leave balances

at the end of each fiscal year (June 30), in accordance with the City's paid leave policies and obligations. Once fiscal-year-end calculations are available to finalize such calculations, the City Council will be asked to adjust the annual targets for assigned reserves, accordingly.

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

- Attachments:
- A – Proposed Fiscal Years 2025-27 Budget & Work Plan
 - B – Proposed Budget and Work Plan Adoption Resolution
 - C – Proposed Capital Improvement Program Adoption Resolution
 - Exhibit A – Fiscal Years 2025-36 Capital Improvement Program
 - D – Proposed Capital Improvement Program Adoption Resolution for OCTA
 - Exhibit A – OCFundtracker Statement for Fiscal Years 2025-32
 - E – Proposed Annual Appropriations Limit Adoption Resolution
 - Exhibit A – Annual Appropriations Limit Fiscal Year 2025-26 Calculation

This page is intentionally blank.

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING THE FISCAL YEARS 2025-27 BUDGET AND WORK PLAN FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, AND FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027

WHEREAS, publicly noticed City Council meetings were held on March 19, 2025, April 16, 2025, May 21, 2025, May 28, 2025, June 18, 2025, and June 25, 2025, to discuss and provide direction to staff on the development of the Fiscal Years 2025-27 Budget & Work Plan and allow opportunities for public input; and

WHEREAS, the City Manager presented the proposed Fiscal Years 2025-27 Budget & Work Plan to the City Council on June 25, 2025.

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

SECTION 1. The Fiscal Years 2025-27 Budget & Work Plan for the City is hereby adopted for the period of July 1, 2025 through June 30, 2027, as presented at the City Council meeting on June 25, 2025 and described herein.

SECTION 2. The budget appropriations authorized, on a fund level, are:

	<i>Fiscal Year 2025-26 Adopted Budget</i>	<i>Fiscal Year 2024-25 Carryover Appropriations</i>	<i>Fiscal Year 2025-26 Budget Amendments</i>	<i>Fiscal Year 2025-26 Amended Budget</i>
General Fund	\$10,814,328 (includes transfers to Capital Projects Fund of \$1,860,000 and to the Senior Mobility Fund of \$406,052)	-	-	\$10,814,328 (includes transfers to Capital Projects Fund of \$1,860,000 and to the Senior Mobility Fund of \$406,052)
Capital Projects Fund	\$1,860,000	-	-	\$1,860,000

ITEM 9.1 – Attachment B

Fuel Tax	\$404,557	-	-	\$404,557
Road Maintenance & Rehabilitation Program	\$515,824	-	-	\$515,824
Measure M2 (OC Go)	\$267,780	-	-	\$267,780
Service Authority for Abandoned Vehicles	\$0	-	-	\$0
Supplemental Law Enforcement Services	\$231,600	-	-	\$231,600
Mobile Source Reduction	\$10,000	-	-	\$10,000
PEG/Cable Television	\$15,000	-	-	\$15,000
Senior Mobility	\$652,598	-	-	\$652,598
Community Development Block Grant (CDBG)	\$500,000	-	-	\$500,000
Federal Grants	\$0	-	-	\$0
State of California Grants	\$0	-	-	\$0
Miscellaneous Special Revenue	\$0	-	-	\$0
Laguna Woods Civic Support Fund	\$300	-	-	\$300
Less: Transfer to Other Funds	(\$2,266,052)	-	\$0	(\$2,266,052)
TOTAL	\$13,411,987	\$0	\$0	\$13,411,987

	<i>Fiscal Year 2026-27 Adopted Budget</i>	<i>Fiscal Year 2025-26 Carryover Appropriations</i>	<i>Fiscal Year 2026-27 Budget Amendments</i>	<i>Fiscal Year 2026-27 Amended Budget</i>
General Fund	\$9,611,466 (includes transfers to Capital Projects Fund of \$350,000 and to the Senior Mobility Fund of \$406,052)	-	-	\$9,611,466 (includes transfers to Capital Projects Fund of \$350,000 and to the Senior Mobility Fund of \$406,052)
Capital Projects Fund	\$350,000	-	-	\$350,000
Fuel Tax	\$439,580	-	-	\$439,580
Road Maintenance & Rehabilitation Program	\$529,206	-	-	\$529,206
Measure M2 (OC Go)	\$284,878	-	-	\$284,878

ITEM 9.1 – Attachment B

Service Authority for Abandoned Vehicles	\$0	-	-	\$0
Supplemental Law Enforcement Services	\$231,600	-	-	\$231,600
Mobile Source Reduction	\$10,500	-	-	\$10,500
PEG/Cable Television	\$15,000	-	-	\$15,000
Senior Mobility	\$686,906	-	-	\$686,906
Community Development Block Grant (CDBG)	\$500,000	-	-	\$500,000
Federal Grants	\$0	-	-	\$0
State of California Grants	\$0	-	-	\$0
Miscellaneous Special Revenue	\$0	-	-	\$0
Laguna Woods Civic Support Fund	\$300	-	-	\$300
Less: Transfer to Other Funds	(\$756,052)	-	(\$0)	(\$756,052)
TOTAL	\$12,309,436	\$0	\$0	\$12,309,436

SECTION 3. The General Fund assigned reserves authorized are:

	<i>Fiscal Year 2025-26</i>	<i>Fiscal Year 2026-27</i>
Paid Leave Contingency Reserve	\$136,394	\$136,394
Self-Insurance Contingency Reserve	\$500,000	\$500,000
General Fund Contingency Reserve	\$4,015,206	\$4,126,206
TOTAL	\$4,651,600	\$4,762,600

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

SECTION 4. The authorized City personnel positions for fiscal years 2025-26 and 2026-27 are:

Full-time

- (1) ACCOUNTANT or SENIOR ACCOUNTANT
- (1) ACCOUNTING CLERK

- (1) ADMINISTRATIVE SERVICES DIRECTOR/CITY TREASURER
 - (1) ASSISTANT TO THE CITY MANAGER
 - (3) BUILDING INSPECTOR
 - (1) BUILDING OFFICIAL
 - (1) CITY MANAGER
 - (1) CODE ENFORCEMENT OFFICER
 - (1) DEPUTY CITY CLERK or CITY CLERK
 - (1) MANAGEMENT ANALYST or SENIOR MANAGEMENT ANALYST
 - (2) PERMIT TECHNICIAN
 - (1) PLANNING & ENVIRONMENTAL SERVICES DIRECTOR
 - (1) PUBLIC WORKS ADMINISTRATOR
 - (1) SENIOR PLANNER
- TOTAL: 17 FULL-TIME EQUIVALENTS

Limited part-time

- (4) RECEPTIONIST [1.25 FULL-TIME EQUIVALENT]
- TOTAL LIMITED PART-TIME: 1.25 FULL-TIME EQUIVALENTS

SECTION 5. From the effective date of said budget, the total amount as stated therein for the operating budget shall be, and is, appropriated subject to expenditure pursuant to all applicable ordinances of the City of Laguna Woods and statutes of the State of California. The operating budget may be reallocated by the City Manager providing there is no change in the total appropriations within any fund as authorized by the City Council.

SECTION 6. The City Manager is authorized to make budget adjustments within adopted fund-level appropriations, and may also reduce adopted fund-level appropriations, based on economic conditions or the needs of the City. Increases in adopted-fund level appropriations require City Council approval.

SECTION 7. The City Manager may decrease revenue estimates to reflect economic change during the fiscal year and may reduce expenditure appropriations as a method of fiscal control.

SECTION 8. At the close of Fiscal Year 2024-25, all appropriations shall lapse, except that unexpended appropriations shall be encumbered as necessary to underwrite the expense of outstanding purchase commitments. Unexpended appropriations for capital improvements projects and non-operating projects shall be automatically carried over to Fiscal Year 2025-26, unless the project is completed.

SECTION 9. At the close of Fiscal Year 2025-26, all appropriations shall lapse, except that unexpended appropriations shall be encumbered as necessary to underwrite the expense of outstanding purchase commitments. Unexpended appropriations for capital improvements projects and non-operating projects shall be automatically carried over to Fiscal Year 2026-27, unless the project is completed.

SECTION 10. 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 2025.

SHARI L. HORNE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 25-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 2025, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk

This page is intentionally blank.

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A NEW 11-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2025-26 THROUGH 2035-36, IN CONFORMANCE WITH APPLICABLE CITY POLICIES AND DISCRETION

WHEREAS, City Administrative Policy 2.9 establishes the following policy related to the adoption of capital improvement programs:

“In order to assist with the long-term development of funding for major capital improvement projects on public property, an 11-year Capital Improvement Program (CIP) for “major capital improvements projects” shall be adopted as a part of each budget. To comply with Orange County Transportation Authority requirements for maintaining eligibility to receive Measure M2 (OC Go) funds, a CIP shall also be adopted at each fiscal year intervening biennial budget adoptions. The adoption of intervening CIPs may also necessitate amendment of adopted budgets. A “major capital improvement project” is any project that meets the definition of a “public project” in California Public Contracts Code Section 22002, including “construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work” of facilities owned, leased, or operated by the City, as well as any non-minor “painting or repainting.” Maintenance is not considered a public project. A “major capital improvement project” also includes pavement management work included in the City’s 10-year Pavement Management Plan, work that is required to be included in the CIP for Measure M2 (OC Go) eligibility, and any other project so-designated by the City Council.”

; and

WHEREAS, publicly noticed City Council meetings were held on March 19, 2025, April 16, 2025, May 21, 2025, May 28, 2025, June 18, 2025, and June 25, 2025, to discuss and provide direction to staff on the development of the Fiscal Years 2025-36 Capital Improvement Program (“CIP”) and allow opportunities for public input; and

WHEREAS, the City Manager presented the proposed Fiscal Years 2025-36 CIP to the City Council on June 25, 2025; and

WHEREAS, the Fiscal Year 2025-26 expenditures identified in the Fiscal Years 2025-36 CIP are consistent with the City’s adopted Fiscal Year 2025-27 Budget; and

WHEREAS, the Fiscal Year 2026-27 expenditures identified in the Fiscal Years 2025-36 CIP are consistent with the City’s adopted Fiscal Year 2025-27 Budget.

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

SECTION 1. The City’s 11-Year Capital Improvement Program for Fiscal Years 2025-26 through 2035-36 is adopted in conformance with applicable City policies and discretion, as attached hereto as Exhibit A and incorporated herein by reference. Exhibit A replaces and supersedes all previous capital improvement programs adopted by the City Council for all or a portion of fiscal years 2025-26 through 2035-36.

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 2025.

SHARI L. HORNE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 25-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 2025, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk

CITY OF LAGUNA WOODS Fiscal Years 2025-36 Capital Improvement Program Funding Plan				
Project Title	Estimated Project Cost	Fiscal Year	Projected Funding	Funding Source
<u>CARRYOVER PROJECTS TO FISCAL YEAR 2025-26</u>				
Circulation Improvement Project - Fiscal Year 2024-25	137,644	2024-25 2024-25	161,577.15	Federal Grants Fund (American Rescue Plan Act)
			31,604	Capital Projects Fund
			193,181.15	
City Hall Complex Parking Lot Improvement Project	91,804	2023-24 2025-26	41,804	Federal Grants Fund (American Rescue Plan Act)
			50,000	Capital Projects Fund
			41,804	
City Centre Park Enhancement Project	TBD	2024-25	125,000	Capital Projects Fund
			125,000	
City Hall Refurbishment and Safety Project: Phase 4	922,482	2023-24 2024-25 2024-25	250,000	Capital Projects Fund
			350,000	Capital Projects Fund
			322,482	Capital Projects Fund
			922,482	
City Hall Refurbishment and Safety Project: Phase 5	TBD	2023-24 2025-26	85,000	Capital Projects Fund
			1,600,000	Capital Projects Fund
			1,685,000	
Paseo de Valencia - Moulton Parkway Confluence Bypass Corridor Project	109,946	2024-25	109,946	Capital Projects Fund
Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)	424,942.65	2024-25 2024-25 2024-25	64,000	Road Maintenance & Rehabilitation Program Fund
			160,942.65	Federal Grants Fund (American Rescue Plan Act)
			200,000	State of California Grants Fund (COVID Relief Funds)
			424,942.65	
Woods End Wilderness Preserve Trail Drainage and Improvement Project	272,560	2022-23 2022-23 2022-23	47,012	Capital Projects Fund
			188,048	State of California Grants Fund (Proposition 68)
			37,500	Federal Grants Fund (American Rescue Plan Act)
			272,560	
<u>NEW PROJECTS FOR FISCAL YEAR 2025-26</u>				
Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9	500,000	2025-26	500,000	Community Development Block Grant (CDBG) Fund
			500,000	
Circulation Improvement Project - Fiscal Year 2025-26	169,042	2025-26	169,042	Road Maintenance & Rehabilitation Program Fund
			169,042	
Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria Drive and Moulton Parkway)	431,782	2025-26 2025-26	85,000	Capital Projects Fund
			346,782	Road Maintenance & Rehabilitation Program Fund
			431,782	
Public Works Warehouse Project	TBD	2025-26	50,000	Capital Projects Fund
			50,000	
Transit Shelter and Street Furniture Project	TBD	2025-26 2026-27	75,000	Capital Projects Fund
			350,000	Capital Projects Fund
			425,000	
<u>NEW PROJECTS FOR FISCAL YEAR 2026-27</u>				
Circulation Improvement Project - Fiscal Year 2026-27	135,209	2026-27	135,209	Road Maintenance & Rehabilitation Program Fund
			135,209	
Pedestrian Accessibility Improvement Project: Phase 10	500,000	2026-27	500,000	Community Development Block Grant (CDBG) Fund
			500,000	
Pavement Management Plan Project (Northbound Moulton Parkway between City Limits and Calle Cortez)	393,997	2026-27	393,997	Road Maintenance & Rehabilitation Program Fund
			393,997	
<u>PROJECTS FOR FUTURE FISCAL YEARS - SCHEDULED PROJECTS</u>				
Circulation Improvement Project - Fiscal Year 2027-28	236,873	2027-28	236,873	Road Maintenance & Rehabilitation Program Fund
			236,873	
Pavement Management Plan Project (Westbound El Toro Road between Moulton Parkway and Calle Sonora)	333,408	2027-28	333,408	Road Maintenance & Rehabilitation Program Fund
			333,408	
Pedestrian Accessibility Improvement Project: Phase 11	500,000	2027-28	500,000	Community Development Block Grant (CDBG) Fund
			500,000	
Circulation Improvement Project - Fiscal Year 2028-29	135,235	2028-29	135,235	Road Maintenance & Rehabilitation Program Fund
			135,235	

ITEM 9.1 - Exhibit A to Attachment C

CITY OF LAGUNA WOODS Fiscal Years 2025-36 Capital Improvement Program Funding Plan				
Project Title	Estimated Project Cost	Fiscal Year	Projected Funding	Funding Source
Pavement Management Plan Project (Northbound Moulton Parkway between Via Campo Verde and Gate 12)	331,000	2028-29	331,000 331,000	Road Maintenance & Rehabilitation Program Fund
Pedestrian Accessibility Improvement Project: Phase 12	500,000	2028-29	500,000 500,000	Community Development Block Grant (CDBG) Fund
Pavement Management Plan Project (Southbound Moulton Parkway between Gate 16 and Via Campo Verde)	325,000	2029-30	325,000 325,000	Road Maintenance & Rehabilitation Program Fund
Pedestrian Accessibility Improvement Project: Phase 13	500,000	2029-30	500,000 500,000	Community Development Block Grant (CDBG) Fund
Pavement Management Plan Project (Westbound Santa Maria Avenue between Moulton Parkway and Terminus)	350,000	2030-31	350,000 350,000	Road Maintenance & Rehabilitation Program Fund
Pedestrian Accessibility Improvement Project: Phase 14	500,000	2030-31	500,000 500,000	Community Development Block Grant (CDBG) Fund
Pavement Management Plan Project (Eastbound El Toro Road between City Limits and Aliso Creek Road, and Avenida Sevilla and Paseo de Valencia)	276,000	2031-32	276,000 276,000	Road Maintenance & Rehabilitation Program Fund
Pedestrian Accessibility Improvement Project: Phase 15	500,000	2031-32	500,000 500,000	Community Development Block Grant (CDBG) Fund
Pavement Management Plan Project (Westbound El Toro Road between Paseo de Valenica and Avenida Sevilla, and Tanager Lane and Calle Corta)	343,000	2032-33	343,000 343,000	Road Maintenance & Rehabilitation Program Fund
Pedestrian Accessibility Improvement Project: Phase 16	500,000	2032-33	500,000 500,000	Community Development Block Grant (CDBG) Fund
Pavement Management Plan Project (Southbound Moulton Parkway between Santa Maria Avenue and Gate 16, and Via Iglesia and Calle Aragon)	336,000	2033-34	336,000 336,000	Road Maintenance & Rehabilitation Program Fund
Pedestrian Accessibility Improvement Project: Phase 17	500,000	2033-34	500,000 500,000	Community Development Block Grant (CDBG) Fund
TBD pending adoption of the Pavement Management Plan for 20226-27 through 20235-26	TBD	2034-35	TBD TBD	Road Maintenance & Rehabilitation Program Fund
Pedestrian Accessibility Improvement Project: Phase 18	500,000	2034-35	500,000 500,000	Community Development Block Grant (CDBG) Fund
TBD pending adoption of the Pavement Management Plan for 20226-27 through 20235-26	TBD	2035-36	TBD TBD	Road Maintenance & Rehabilitation Program Fund
Pedestrian Accessibility Improvement Project: Phase 19	500,000	2035-36	500,000 500,000	Community Development Block Grant (CDBG) Fund
PROJECTS FOR FUTURE FISCAL YEARS - UNSCHEDULED PROJECTS				
Bus Stop Relocation Project - Eastbound El Toro Road past Moulton Parkway	470,634	TBD	470,634 470,634	Not Yet Identified - Seek Grant Opportunities
City Hall Complex Emergency Backup Generator Project	425,000	TBD	425,000 425,000	Not Yet Identified - Seek Grant Opportunities
City Hall Refurbishment and Safety Project - Future Phases	TBD > \$150,000	TBD	TBD > \$150,000 TBD > \$150,000	Anticipate Capital Projects Fund
El Toro Road Green Street and Flood Relief Project	1,950,000	TBD	1,950,000 1,950,000	Not Yet Identified - Seek Grant Opportunities
Ridge Route Drive Utility Undergrounding Project	TBD	TBD	TBD TBD	Not Yet Identified - Anticipate Capital Projects Fund
Streetscape Enhancement Project - Moulton Parkway	225,000	TBD	225,000 225,000	Not Yet Identified - Seek Grant Opportunities
Streetscape Enhancement Project - Santa Maria Avenue	375,000	TBD	375,000 375,000	Not Yet Identified - Seek Grant Opportunities

CITY OF LAGUNA WOODS Fiscal Years 2025-36 Capital Improvement Program Funding Plan				
Project Title	Estimated Project Cost	Fiscal Year	Projected Funding	Funding Source
TRANSPORTATION-RELATED OPERATIONS & MAINTENANCE				
<i>The following information is included at the direction of the Orange County Transportation Authority. Operations and maintenance expenses are not capital improvement projects.</i>				
	<i>Fiscal Year 2025-26 Budget</i>	<i>Fiscal Year 2026-27 Budget</i>	<i>Fiscal Year 2027-28 Estimate</i>	
Measure M2 (OC Go) Fair Share Expenditures				
Landscaping Services, Public Rights-of-Way	87,090	90,576	93,293	
Utilities, Electric, Street Lights, Public Rights-of-Way	38,845	43,118	44,412	
Utilities, Water, Landscaping, Public Rights-of-Way	55,285	60,814	62,638	
Contract - Traffic Signal Maintenance	54,360	56,610	58,308	
Utilities, Electric, Traffic Signals	31,200	32,760	33,743	
Allowable Overhead Costs	1,000	1,000	1,000	
	<u>267,780</u>	<u>284,878</u>	<u>293,394</u>	
	<i>Fiscal Year 2028-29 Estimate</i>	<i>Fiscal Year 2029-30 Estimate</i>	<i>Fiscal Year 2030-31 Estimate</i>	
Measure M2 (OC Go) Fair Share Expenditures				
Landscaping Services, Public Rights-of-Way	96,092	98,975	101,944	
Utilities, Electric, Street Lights, Public Rights-of-Way	45,744	47,116	48,530	
Utilities, Water, Landscaping, Public Rights-of-Way	64,518	66,453	68,447	
Contract - Traffic Signal Maintenance	60,058	61,859	63,715	
Utilities, Electric, Traffic Signals	34,755	35,798	36,872	
Allowable Overhead Costs	1,000	1,000	1,000	
	<u>302,166</u>	<u>311,201</u>	<u>320,507</u>	
	<i>Fiscal Year 2031-32 Estimate</i>			
Measure M2 (OC Go) Fair Share Expenditures				
Landscaping Services, Public Rights-of-Way	105,002			
Utilities, Electric, Street Lights, Public Rights-of-Way	49,986			
Utilities, Water, Landscaping, Public Rights-of-Way	70,500			
Contract - Traffic Signal Maintenance	65,627			
Utilities, Electric, Traffic Signals	37,978			
Allowable Overhead Costs	1,000			
	<u>330,092</u>			

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A STATEMENT OF THE TRANSPORTATION-RELATED PROJECTS AND MEASURE M2 (OC GO) BUDGETS INCLUDED IN THE CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2025-26 THROUGH 2031-32, IN CONFORMANCE WITH MEASURE M2 (OC GO) REQUIREMENTS

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

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

WHEREAS, a required component of the Measure M2 (OC Go) eligibility package is an adopted seven-year Capital Improvement Program that includes, at a minimum, all programs and projects which are needed to meet and maintain adopted levels of service and performance standards, in addition to all projects and programs proposed to receive Measure M2 (OC Go) funding; and

WHEREAS, the Capital Improvement Program, for the purpose of Measure M2 (OC Go) eligibility, is recognized as a program and project finance and planning tool to assist the City in the long-term development and funding of transportation-related programs and projects, and not a budget commitment beyond the fiscal year(s) for which budgets have been adopted by the City Council; and

WHEREAS, the City updates the Capital Improvement Program annually to include adjustments to funding and project schedules; and

WHEREAS, the City has identified the development and adoption of an 11-year Capital Improvement Program that includes both transportation and non-transportation-related programs and projects as a prudent action to assist with long-term financial planning; and

WHEREAS, OCTA requires that the City Council adopt a statement of the transportation-related projects and Measure M2 (OC Go) budgets included in the next seven years of the City’s 11-year Capital Improvement Program in the format

generated by the OCTA’s OCFundtracker database.

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

SECTION 1. The OCFundtracker database-generated statement of the transportation-related projects and Measure M2 (OC Go) budgets included in the City’s Capital Improvement Program for fiscal years 2025-26 through 2031-32 is adopted in conformance with Measure M2 (OC Go) requirements, as attached hereto as Exhibit A and incorporated herein by reference. Exhibit A replaces and supersedes all previous OCFundtracker database-generated statements of the transportation-related projects and Measure M2 (OC Go) budgets included in the City’s Capital Improvement Program for fiscal years 2025-26 through 2031-32 adopted by the City Council for all or a portion of fiscal years 2025-26 through 2031-32.

SECTION 2. This resolution shall be used for no other purpose than to satisfy requirements for the City to maintain Measure M2 (OC Go) eligibility.

SECTION 3. 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 2025.

SHARI L. HORNE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 25-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 2025, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk

This page is intentionally blank.

Orange County Transportation Authority
FY 2025/26 - FY 2031/32 Capital Improvement Program

TIP ID CP-12718		IMPLEMENTING AGENCY Laguna Woods, City of							
Local Project Number:		Project Title							
Additional Project IDs:		Americans with Disability Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9							
Type of Work: Pedestrian		Project Description							
Type of Work Description: Pedestrian - Installation of ADA access ramps		Improvements of pedestrian paths-of-travel, including sidewalk improvements to eliminate gaps, lifts and uneven surfaces; reconstruction of curb ramps and driveways, replacement of detectable warning surfaces, and obtaining any required easements.							
Limits		<u>FISCAL YEAR</u>	<u>FUND TYPE</u>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>
Various Locations City Wide		2026	Community Development Block Grant	\$0	\$0	\$500,000	\$0	\$500,000	\$512,500
Project Notes									
								Totals:	\$0 \$0 \$500,000 \$0 \$500,000 \$512,500
Last Revised: 25-00 - In Progress								Total Programmed: \$500,000	

TIP ID CP-12720		IMPLEMENTING AGENCY Laguna Woods, City of							
Local Project Number:		Project Title							
Additional Project IDs:		Circulation Improvement Project - Fiscal Year 2025-26							
Type of Work: Traffic Signals		Project Description							
Type of Work Description: Traffic Signals - Replace and upgrade traffic signals and equipment		This project involves the addition of safety lights over pedestrian crosswalks and the replacement of various traffic signal components (backplates, visors, and illuminated street name signs)							
Limits		<u>FISCAL YEAR</u>	<u>FUND TYPE</u>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>
Various Locations City Wide		2026	Local Streets and Roads apportionments	\$0	\$0	\$169,042	\$0	\$169,042	\$173,268
Project Notes									
								Totals:	\$0 \$0 \$169,042 \$0 \$169,042 \$173,268
Last Revised: 25-00 - In Progress								Total Programmed: \$169,042	

TIP ID CP-12722		IMPLEMENTING AGENCY Laguna Woods, City of							
Local Project Number:		Project Title							
Additional Project IDs:		Circulation Improvement Project - Fiscal Year 2026-27							
Type of Work: Traffic Signals		Project Description							
Type of Work Description: Traffic Signals - Replace and upgrade traffic signals and equipment		This project involves the addition of safety lights over pedestrian crosswalks and the replacement of various traffic signal components (backplates, visors, and illuminated street name signs).							
Limits		<u>FISCAL YEAR</u>	<u>FUND TYPE</u>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>
Various Locations City Wide		2027	Local Streets and Roads apportionments	\$0	\$0	\$135,209	\$0	\$135,209	\$142,054
Project Notes									
								Totals:	\$0 \$0 \$135,209 \$0 \$135,209 \$142,054
Last Revised: 25-00 - In Progress								Total Programmed: \$135,209	

ITEM 9.1 - Exhibit A to Attachment D

TIP ID CP-12725	IMPLEMENTING AGENCY Laguna Woods, City of																		
Local Project Number:	Project Title																		
Additional Project IDs:	Circulation Improvement Project - Fiscal Year 2027-28																		
Type of Work: Traffic Signals	Project Description																		
Type of Work Description: Traffic Signals - Replace and upgrade traffic signals and equipment	This project involves the addition of safety lights over pedestrian crosswalks and the replacement of illuminated street name signs.																		
Limits	FISCAL YEAR																		
Various Locations City Wide	FUND TYPE																		
Project Notes	2028 Local Streets and Roads apportionments																		
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>ENG</u></th> <th style="text-align: left;"><u>ROW</u></th> <th style="text-align: left;"><u>CON/IMP</u></th> <th style="text-align: left;"><u>O&M</u></th> <th style="text-align: left;"><u>TOTAL</u></th> <th style="text-align: left;"><u>TOTAL ESCALATED</u></th> </tr> </thead> <tbody> <tr> <td>\$0</td> <td>\$0</td> <td>\$236,873</td> <td>\$0</td> <td>\$236,873</td> <td>\$255,086</td> </tr> <tr> <td colspan="6" style="text-align: right;">Totals: \$0 \$0 \$236,873 \$0 \$236,873 \$255,086</td> </tr> </tbody> </table>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>	\$0	\$0	\$236,873	\$0	\$236,873	\$255,086	Totals: \$0 \$0 \$236,873 \$0 \$236,873 \$255,086					
<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>														
\$0	\$0	\$236,873	\$0	\$236,873	\$255,086														
Totals: \$0 \$0 \$236,873 \$0 \$236,873 \$255,086																			
Total Programmed: \$236,873																			
Last Revised: 25-00 - In Progress																			

TIP ID CP-12728	IMPLEMENTING AGENCY Laguna Woods, City of																		
Local Project Number:	Project Title																		
Additional Project IDs:	Circulation Improvement Project - Fiscal Year 2028-29																		
Type of Work: Traffic Signals	Project Description																		
Type of Work Description: Traffic Signals - Replace and upgrade traffic signals and equipment	This project involves the addition of a safety light over a pedestrian crosswalk, the installation of new accessible pedestrian signals, the replacement of illuminated street name signs, and other traffic-related improvements.																		
Limits	FISCAL YEAR																		
Various Locations City Wide	FUND TYPE																		
Project Notes	2029 Local Streets and Roads apportionments																		
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>ENG</u></th> <th style="text-align: left;"><u>ROW</u></th> <th style="text-align: left;"><u>CON/IMP</u></th> <th style="text-align: left;"><u>O&M</u></th> <th style="text-align: left;"><u>TOTAL</u></th> <th style="text-align: left;"><u>TOTAL ESCALATED</u></th> </tr> </thead> <tbody> <tr> <td>\$0</td> <td>\$0</td> <td>\$135,235</td> <td>\$0</td> <td>\$135,235</td> <td>\$149,274</td> </tr> <tr> <td colspan="6" style="text-align: right;">Totals: \$0 \$0 \$135,235 \$0 \$135,235 \$149,274</td> </tr> </tbody> </table>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>	\$0	\$0	\$135,235	\$0	\$135,235	\$149,274	Totals: \$0 \$0 \$135,235 \$0 \$135,235 \$149,274					
<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>														
\$0	\$0	\$135,235	\$0	\$135,235	\$149,274														
Totals: \$0 \$0 \$135,235 \$0 \$135,235 \$149,274																			
Total Programmed: \$135,235																			
Last Revised: 25-00 - In Progress																			

TIP ID CP-12735	IMPLEMENTING AGENCY Laguna Woods, City of																		
Local Project Number:	Project Title																		
Additional Project IDs:	Pavement Management Plan Project (Eastbound El Toro Road between City Limits and Aliso Creek Road and Avenida Sevilla and Paseo de Valencia																		
Type of Work: Road Maintenance	Project Description																		
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Rehabilitation of deteriorated pavement along the specific street section(s). Reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, and restriping.																		
Limits	FISCAL YEAR																		
Eastbound El Toro Road between City Limits and Aliso Creek Road and Avenida Sevilla and Paseo de Valencia	FUND TYPE																		
Project Notes	2032 Local Streets and Roads apportionments																		
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>ENG</u></th> <th style="text-align: left;"><u>ROW</u></th> <th style="text-align: left;"><u>CON/IMP</u></th> <th style="text-align: left;"><u>O&M</u></th> <th style="text-align: left;"><u>TOTAL</u></th> <th style="text-align: left;"><u>TOTAL ESCALATED</u></th> </tr> </thead> <tbody> <tr> <td>\$0</td> <td>\$0</td> <td>\$276,000</td> <td>\$0</td> <td>\$276,000</td> <td>\$328,077</td> </tr> <tr> <td colspan="6" style="text-align: right;">Totals: \$0 \$0 \$276,000 \$0 \$276,000 \$328,077</td> </tr> </tbody> </table>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>	\$0	\$0	\$276,000	\$0	\$276,000	\$328,077	Totals: \$0 \$0 \$276,000 \$0 \$276,000 \$328,077					
<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>														
\$0	\$0	\$276,000	\$0	\$276,000	\$328,077														
Totals: \$0 \$0 \$276,000 \$0 \$276,000 \$328,077																			
Total Programmed: \$276,000																			
Last Revised: 25-00 - In Progress																			

ITEM 9.1 - Exhibit A to Attachment D

TIP ID	IMPLEMENTING AGENCY
CP-12721	Laguna Woods, City of
Local Project Number:	Project Title
Additional Project IDs:	Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria Drive and Moulton Parkway)
Type of Work: Road Maintenance	Project Description
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Rehabilitation of deteriorated pavement along the specific street section(s). Reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, and restriping.
Limits	FISCAL YEAR
Eastbound Santa Maria Avenue between Santa Vittoria Drive and Moulton Parkway	2026
Project Notes	FUND TYPE
	Other
	ENG
	ROW
	CON/IMP
	O&M
	TOTAL
	TOTAL ESCALATED
	\$0 \$0 \$85,000 \$0 \$85,000 \$87,125
	2026
	Local Streets and Roads apportionments
	\$0 \$0 \$346,782 \$0 \$346,782 \$355,452
Totals: \$0 \$0 \$431,782 \$0 \$431,782 \$442,577	
Last Revised: 25-00 - In Progress	
Total Programmed: \$431,782	

TIP ID	IMPLEMENTING AGENCY
CP-12724	Laguna Woods, City of
Local Project Number:	Project Title
Additional Project IDs:	Pavement Management Plan Project (Northbound Moulton Parkway between City Limits and Calle Cortez)
Type of Work: Road Maintenance	Project Description
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Rehabilitation of deteriorated pavement along the specific street section(s). Reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, and restriping.
Limits	FISCAL YEAR
Northbound Moulton Parkway between City Limits and Calle Cortez	2027
Project Notes	FUND TYPE
	Local Streets and Roads apportionments
	ENG
	ROW
	CON/IMP
	O&M
	TOTAL
	TOTAL ESCALATED
	\$0 \$0 \$393,997 \$0 \$393,997 \$413,943
Totals: \$0 \$0 \$393,997 \$0 \$393,997 \$413,943	
Last Revised: 25-00 - In Progress	
Total Programmed: \$393,997	

TIP ID	IMPLEMENTING AGENCY
CP-12729	Laguna Woods, City of
Local Project Number:	Project Title
Additional Project IDs:	Pavement Management Plan Project (Northbound Moulton Parkway between Via Campo Verde and Gate 12)
Type of Work: Road Maintenance	Project Description
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Rehabilitation of deteriorated pavement along the specific street section(s). Reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, and restriping.
Limits	FISCAL YEAR
Northbound Moulton Parkway between Via Campo Verde and Gate 12	2029
Project Notes	FUND TYPE
	Local Streets and Roads apportionments
	ENG
	ROW
	CON/IMP
	O&M
	TOTAL
	TOTAL ESCALATED
	\$0 \$0 \$331,000 \$0 \$331,000 \$365,362
Totals: \$0 \$0 \$331,000 \$0 \$331,000 \$365,362	
Last Revised: 25-00 - In Progress	
Total Programmed: \$331,000	

ITEM 9.1 - Exhibit A to Attachment D

TIP ID CP-12731	IMPLEMENTING AGENCY Laguna Woods, City of
Local Project Number:	Project Title
Additional Project IDs:	Pavement Management Plan Project (Southbound Moulton Parkway between Gate 16 and Via Campo Verde)
Type of Work: Road Maintenance	Project Description
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Rehabilitation of deteriorated pavement along the specific street section(s). Reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, and restriping.
Limits	FISCAL YEAR
Southbound Moulton Parkway between Gate 16 and Via Campo Verde	2030
Project Notes	FUND TYPE
	Local Streets and Roads apportionments
	ENG ROW CON/IMP O&M TOTAL TOTAL ESCALATED
	\$0 \$0 \$325,000 \$0 \$325,000 \$367,708
	Totals: \$0 \$0 \$325,000 \$0 \$325,000 \$367,708
Last Revised: 25-00 - In Progress	Total Programmed: \$325,000

TIP ID CP-12308	IMPLEMENTING AGENCY Laguna Woods, City of
Local Project Number:	Project Title
Additional Project IDs:	Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)
Type of Work: Road Maintenance	Project Description
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Rehabilitation of deteriorated pavement along the specific street section(s). Reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, and restriping.
Limits	FISCAL YEAR
Westbound El Toro Road between Calle Corta and City Limits	
Project Notes	FUND TYPE
	ENG ROW CON/IMP O&M TOTAL TOTAL ESCALATED
	Totals: \$0 \$0 \$0 \$0 \$0 \$0
Last Revised: 25-00 - In Progress	Total Programmed: \$0

TIP ID CP-12726	IMPLEMENTING AGENCY Laguna Woods, City of
Local Project Number:	Project Title
Additional Project IDs:	Pavement Management Plan Project (Westbound El Toro Road between Moulton Parkway and Calle Sonora)
Type of Work: Road Maintenance	Project Description
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Rehabilitation of deteriorated pavement along the specific street section(s). Reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, and restriping.
Limits	FISCAL YEAR
Westbound El Toro Road between Moulton Parkway and Calle Sonora	2028
Project Notes	FUND TYPE
	Local Streets and Roads apportionments
	ENG ROW CON/IMP O&M TOTAL TOTAL ESCALATED
	\$0 \$0 \$333,408 \$0 \$333,408 \$359,044
	Totals: \$0 \$0 \$333,408 \$0 \$333,408 \$359,044
Last Revised: 25-00 - In Progress	Total Programmed: \$333,408

ITEM 9.1 - Exhibit A to Attachment D

TIP ID CP-12733	IMPLEMENTING AGENCY Laguna Woods, City of
Local Project Number:	Project Title
Additional Project IDs:	Pavement Management Plan Project (Westbound Santa Maria Avenue between Moulton Parkway and Terminus)
Type of Work: Road Maintenance	Project Description
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Rehabilitation of deteriorated pavement along the specific street section(s). Reconstruction of curbs, adjustment of utility access holes and water valves to grade, re-establishment of survey monuments, and restriping.
Limits	FISCAL YEAR
Westbound Santa Maria Avenue between Moulton Parkway and Terminus	2031
Project Notes	FUND TYPE
	Local Streets and Roads apportionments
	ENG ROW CON/IMP O&M TOTAL TOTAL ESCALATED
	\$0 \$0 \$350,000 \$0 \$350,000 \$405,893
	Totals: \$0 \$0 \$350,000 \$0 \$350,000 \$405,893
Last Revised: 25-00 - In Progress	Total Programmed: \$350,000

TIP ID CP-12723	IMPLEMENTING AGENCY Laguna Woods, City of
Local Project Number:	Project Title
Additional Project IDs:	Pedestrian Accessibility Improvement Project: Phase 10
Type of Work: Pedestrian	Project Description
Type of Work Description: Pedestrian - Installation of ADA access ramps	Improvement of pedestrian paths-of-travel, including sidewalk improvements to eliminate gaps, lifts and uneven surfaces; reconstruction of curb ramps and driveways; replacement of detectable warning surfaces and obtaining any required easements.
Limits	FISCAL YEAR
Various Locations City Wide	2027
Project Notes	FUND TYPE
	Community Development Block Grant
	ENG ROW CON/IMP O&M TOTAL TOTAL ESCALATED
	\$0 \$0 \$500,000 \$0 \$500,000 \$525,312
	Totals: \$0 \$0 \$500,000 \$0 \$500,000 \$525,312
Last Revised: 25-00 - In Progress	Total Programmed: \$500,000

TIP ID CP-12727	IMPLEMENTING AGENCY Laguna Woods, City of
Local Project Number:	Project Title
Additional Project IDs:	Pedestrian Accessibility Improvement Project: Phase 11
Type of Work: Pedestrian	Project Description
Type of Work Description: Pedestrian - Installation of ADA access ramps	This project involves the improvement of pedestrian paths-of-travel, including elimination of gaps, lifts, and other uneven sidewalk surfaces; reconstruction of curb ramps; reconstruction of driveway crossings; replacement of detectable warning.
Limits	FISCAL YEAR
Various Locations City Wide	2028
Project Notes	FUND TYPE
	Community Development Block Grant
	ENG ROW CON/IMP O&M TOTAL TOTAL ESCALATED
	\$0 \$0 \$500,000 \$0 \$500,000 \$538,445
	Totals: \$0 \$0 \$500,000 \$0 \$500,000 \$538,445
Last Revised: 25-00 - In Progress	Total Programmed: \$500,000

ITEM 9.1 - Exhibit A to Attachment D

TIP ID CP-12730	IMPLEMENTING AGENCY Laguna Woods, City of																		
Local Project Number:	Project Title																		
Additional Project IDs:	Pedestrian Accessibility Improvement Project: Phase 12																		
Type of Work: Pedestrian	Project Description																		
Type of Work Description: Pedestrian - Installation of ADA access ramps	Improvement of pedestrian paths-of-travel, including sidewalk improvements to eliminate gaps, lifts and uneven surfaces; reconstruction of curb ramps and driveways; replacement of detectable warning surfaces and obtaining any required easements.																		
Limits	FISCAL YEAR																		
Various Locations City Wide	FUND TYPE																		
Project Notes	2029 Community Development Block Grant																		
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>ENG</u></th> <th style="text-align: left;"><u>ROW</u></th> <th style="text-align: left;"><u>CON/IMP</u></th> <th style="text-align: left;"><u>O&M</u></th> <th style="text-align: left;"><u>TOTAL</u></th> <th style="text-align: left;"><u>TOTAL ESCALATED</u></th> </tr> </thead> <tbody> <tr> <td>\$0</td> <td>\$0</td> <td>\$500,000</td> <td>\$0</td> <td>\$500,000</td> <td>\$551,906</td> </tr> <tr> <td colspan="6" style="text-align: right;">Totals: \$0 \$0 \$500,000 \$0 \$500,000 \$551,906</td> </tr> </tbody> </table>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>	\$0	\$0	\$500,000	\$0	\$500,000	\$551,906	Totals: \$0 \$0 \$500,000 \$0 \$500,000 \$551,906					
<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>														
\$0	\$0	\$500,000	\$0	\$500,000	\$551,906														
Totals: \$0 \$0 \$500,000 \$0 \$500,000 \$551,906																			
Total Programmed: \$500,000																			
Last Revised: 25-00 - In Progress																			

TIP ID CP-12732	IMPLEMENTING AGENCY Laguna Woods, City of																		
Local Project Number:	Project Title																		
Additional Project IDs:	Pedestrian Accessibility Improvement Project: Phase 13																		
Type of Work: Pedestrian	Project Description																		
Type of Work Description: Pedestrian - Installation of ADA access ramps	Improvements of pedestrian paths-of-travel, including sidewalk improvements to eliminate gaps, lifts and uneven surfaces; reconstruction of curb ramps and driveways, replacement of detectable warning surfaces, and obtaining any required easements.																		
Limits	FISCAL YEAR																		
Various Locations City Wide	FUND TYPE																		
Project Notes	2030 Community Development Block Grant																		
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>ENG</u></th> <th style="text-align: left;"><u>ROW</u></th> <th style="text-align: left;"><u>CON/IMP</u></th> <th style="text-align: left;"><u>O&M</u></th> <th style="text-align: left;"><u>TOTAL</u></th> <th style="text-align: left;"><u>TOTAL ESCALATED</u></th> </tr> </thead> <tbody> <tr> <td>\$0</td> <td>\$0</td> <td>\$500,000</td> <td>\$0</td> <td>\$500,000</td> <td>\$565,704</td> </tr> <tr> <td colspan="6" style="text-align: right;">Totals: \$0 \$0 \$500,000 \$0 \$500,000 \$565,704</td> </tr> </tbody> </table>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>	\$0	\$0	\$500,000	\$0	\$500,000	\$565,704	Totals: \$0 \$0 \$500,000 \$0 \$500,000 \$565,704					
<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>														
\$0	\$0	\$500,000	\$0	\$500,000	\$565,704														
Totals: \$0 \$0 \$500,000 \$0 \$500,000 \$565,704																			
Total Programmed: \$500,000																			
Last Revised: 25-00 - In Progress																			

TIP ID CP-12734	IMPLEMENTING AGENCY Laguna Woods, City of																		
Local Project Number:	Project Title																		
Additional Project IDs:	Pedestrian Accessibility Improvement Project: Phase 14																		
Type of Work: Pedestrian	Project Description																		
Type of Work Description: Pedestrian - Installation of ADA access ramps	Improvements of pedestrian paths-of-travel, including sidewalk improvements to eliminate gaps, lifts and uneven surfaces; reconstruction of curb ramps and driveways, replacement of detectable warning surfaces, and obtaining any required easements.																		
Limits	FISCAL YEAR																		
Various Locations City Wide	FUND TYPE																		
Project Notes	2031 Community Development Block Grant																		
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>ENG</u></th> <th style="text-align: left;"><u>ROW</u></th> <th style="text-align: left;"><u>CON/IMP</u></th> <th style="text-align: left;"><u>O&M</u></th> <th style="text-align: left;"><u>TOTAL</u></th> <th style="text-align: left;"><u>TOTAL ESCALATED</u></th> </tr> </thead> <tbody> <tr> <td>\$0</td> <td>\$0</td> <td>\$500,000</td> <td>\$0</td> <td>\$500,000</td> <td>\$579,847</td> </tr> <tr> <td colspan="6" style="text-align: right;">Totals: \$0 \$0 \$500,000 \$0 \$500,000 \$579,847</td> </tr> </tbody> </table>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>	\$0	\$0	\$500,000	\$0	\$500,000	\$579,847	Totals: \$0 \$0 \$500,000 \$0 \$500,000 \$579,847					
<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>														
\$0	\$0	\$500,000	\$0	\$500,000	\$579,847														
Totals: \$0 \$0 \$500,000 \$0 \$500,000 \$579,847																			
Total Programmed: \$500,000																			
Last Revised: 25-00 - In Progress																			

ITEM 9.1 - Exhibit A to Attachment D

TIP ID CP-12736	IMPLEMENTING AGENCY Laguna Woods, City of
Local Project Number:	Project Title
Additional Project IDs:	Pedestrian Accessibility Improvement Project: Phase 15
Type of Work: Pedestrian	Project Description
Type of Work Description: Pedestrian - Installation of ADA access ramps	Improvements of pedestrian paths-of-travel, including sidewalk improvements to eliminate gaps, lifts and uneven surfaces; reconstruction of curb ramps and driveways, replacement of detectable warning surfaces, and obtaining any required easements.
Limits	
Various Locations City Wide	
Project Notes	

<u>FISCAL YEAR</u>	<u>FUND TYPE</u>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>
2032	Community Development Block Grant	\$0	\$0	\$500,000	\$0	\$500,000	\$594,343
Totals:		\$0	\$0	\$500,000	\$0	\$500,000	\$594,343

Last Revised: 25-00 - In Progress **Total Programmed:** \$500,000

TIP ID CP-12737	IMPLEMENTING AGENCY Laguna Woods, City of
Local Project Number:	Project Title
Additional Project IDs:	Street Lighting Maintenance
Type of Work: Safety	Project Description
Type of Work Description: Safety - Improve lighting of roadway	Maintaining Street Lights within the Public Right of Way
Limits	
City Wide	
Project Notes	

<u>FISCAL YEAR</u>	<u>FUND TYPE</u>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>
2026	Measure M2 Local Fairshare	\$0	\$0	\$38,845	\$0	\$38,845	\$39,816
2027	Measure M2 Local Fairshare	\$0	\$0	\$43,118	\$0	\$43,118	\$45,301
2028	Measure M2 Local Fairshare	\$0	\$0	\$44,412	\$0	\$44,412	\$47,827
2029	Measure M2 Local Fairshare	\$0	\$0	\$45,744	\$0	\$45,744	\$50,493
2030	Measure M2 Local Fairshare	\$0	\$0	\$47,116	\$0	\$47,116	\$53,307
2031	Measure M2 Local Fairshare	\$0	\$0	\$48,530	\$0	\$48,530	\$56,280
2032	Measure M2 Local Fairshare	\$0	\$0	\$49,986	\$0	\$49,986	\$59,418
Totals:		\$0	\$0	\$317,751	\$0	\$317,751	\$352,442

Last Revised: 25-00 - In Progress **Total Programmed:** \$317,751

ITEM 9.1 - Exhibit A to Attachment D

TIP ID CP-12738	IMPLEMENTING AGENCY Laguna Woods, City of							
Local Project Number:	Project Title							
Additional Project IDs:	Traffic Signal Maintenance							
Type of Work: Traffic Signals	Project Description							
Type of Work Description: Traffic Signals - Coordinate signals within project limits	Maintain the Traffic Signals							
Limits	<u>FISCAL</u>	<u>FUND TYPE</u>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL</u>
City Wide	<u>YEAR</u>							<u>ESCALATED</u>
Project Notes	2026	Measure M2 Local Fairshare	\$0	\$0	\$54,360	\$0	\$54,360	\$55,719
	2027	Measure M2 Local Fairshare	\$0	\$0	\$56,610	\$0	\$56,610	\$59,476
	2028	Measure M2 Local Fairshare	\$0	\$0	\$58,308	\$0	\$58,308	\$62,791
	2029	Measure M2 Local Fairshare	\$0	\$0	\$60,058	\$0	\$60,058	\$66,293
	2030	Measure M2 Local Fairshare	\$0	\$0	\$61,859	\$0	\$61,859	\$69,988
	2031	Measure M2 Local Fairshare	\$0	\$0	\$63,715	\$0	\$63,715	\$73,890
	2032	Measure M2 Local Fairshare	\$0	\$0	\$65,627	\$0	\$65,627	\$78,010
	Totals:		\$0	\$0	\$420,537	\$0	\$420,537	\$466,167
Last Revised: 25-00 - In Progress								Total Programmed: \$420,537

TIP ID CP-12739	IMPLEMENTING AGENCY Laguna Woods, City of							
Local Project Number:	Project Title							
Additional Project IDs:	Utilities, Electric, Traffic Signals							
Type of Work: Other	Project Description							
Type of Work Description: Other - Other	Electric Utilities to Operate Traffic Signals							
Limits	<u>FISCAL</u>	<u>FUND TYPE</u>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL</u>
City Wide	<u>YEAR</u>							<u>ESCALATED</u>
Project Notes	2026	Measure M2 Local Fairshare	\$0	\$0	\$0	\$31,200	\$31,200	\$31,200
	2027	Measure M2 Local Fairshare	\$0	\$0	\$0	\$32,760	\$32,760	\$32,760
	2028	Measure M2 Local Fairshare	\$0	\$0	\$0	\$33,743	\$33,743	\$33,743
	2029	Measure M2 Local Fairshare	\$0	\$0	\$0	\$34,755	\$34,755	\$34,755
	2030	Measure M2 Local Fairshare	\$0	\$0	\$0	\$35,798	\$35,798	\$35,798
	2031	Measure M2 Local Fairshare	\$0	\$0	\$0	\$36,872	\$36,872	\$36,872
	2032	Measure M2 Local Fairshare	\$0	\$0	\$0	\$37,978	\$37,978	\$37,978
	Totals:		\$0	\$0	\$0	\$243,106	\$243,106	\$243,106
Last Revised: 25-00 - In Progress								Total Programmed: \$243,106

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING THE ANNUAL APPROPRIATIONS LIMIT (GANN LIMIT) FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, IN ACCORDANCE WITH ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION

WHEREAS, Article XIII B of the California State Constitution restricts the appropriations growth rate for cities and other local jurisdictions; and

WHEREAS, annual appropriations limits established pursuant to Article XIII B of the California State Constitution (sometimes referred to as “Gann Limits”) are required to be modified on an annual basis for changes in population and inflation according to calculation methods established by California’s Proposition 111 (1990); and

WHEREAS, in November 2002, Laguna Woods voters established a base annual appropriations limit for the City of \$4,165,544; and

WHEREAS, the City has complied with the provisions of Article XIII B of the California State Constitution in determining an appropriations limit for Fiscal Year 2025-26; and

WHEREAS, the City has complied with California Government Code Section 7910 by making documentation regarding its determination available for public review at least 15 days prior to adoption.

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

SECTION 1. That the adjustment factors for the annual appropriations limit for Fiscal Year 2025-26 calculation shall be the annual percentage change in Orange County population and the annual percentage change in California per capita personal income, with sources as identified on Exhibit A attached hereto and incorporated herein by reference.

SECTION 2. That the annual appropriations limit for Fiscal Year 2025-26 shall be \$14,575,985, as calculated in Exhibit A attached hereto and incorporated

herein by reference.

SECTION 3. 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 2025.

SHARI L. HORNE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 25-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 2025, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk

**CITY OF LAGUNA WOODS
ANNUAL APPROPRIATIONS LIMIT
Fiscal Year 2025-26 Calculation**

Calculation of Appropriations Limit:

Appropriations Limit for Fiscal Year 2024-25	\$13,670,969
Adjustment Factors:	
Population Change (County of Orange)*	x 1.0017
Cost of Living (Per Capita Personal Income)*	<u>x 1.0644</u>
Appropriations Limit for Fiscal Year 2025-26	<u>\$14,575,985</u>
<hr/>	
Appropriations Subject to Limitation for Fiscal Year 2025-26	\$5,856,131

* State of California, Department of Finance, *Price and Population Information*. May 2025.
Factors are rounded to four decimal places for presentation purposes.

This page is intentionally blank.

9.2
ROAD REPAIR AND ACCOUNTABILITY ACT OF
2017 PROJECT LIST

This page is intentionally blank.



City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: June 25, 2025 Adjourned Regular Meeting

SUBJECT: Road Repair and Accountability Act of 2017 Project List

Recommendation

Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A LIST OF FISCAL YEAR 2025-26 PROJECTS PROPOSED TO RECEIVE FUNDING FROM THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017'S LOCAL STREETS AND ROADS FUNDING PROGRAM (ROAD MAINTENANCE AND REHABILITATION ACCOUNT), AS REQUIRED BY CALIFORNIA STREETS AND HIGHWAYS CODE SECTION 2034(A)(1), AND MAKING RELATED AFFIRMATIONS AND AUTHORIZATIONS

Summary

Consistent with the Fiscal Years 2025-36 Capital Improvement Program, the proposed resolution (Attachment A) identifies the "Circulation Improvement Project – Fiscal Year 2025-26" and the "Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria Drive and Moulton Parkway)" as the Fiscal Year 2025-26 projects proposed to receive funding from the Road Repair and Accountability Act of 2017's Local Streets and Roads Funding Program (Road Maintenance and Rehabilitation Account). California Streets and Highways Code Section 2034(A)(1) requires the City Council to identify the projects to receive such funding on an annual basis.

If the recommended action is taken at today's meeting, staff would submit the adopted resolution and other required information to the California Transportation Commission prior to the July 1, 2025 deadline.

Attachment: A – Proposed Resolution
Exhibit A – Proposed Project List

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A LIST OF FISCAL YEAR 2025-26 PROJECTS PROPOSED TO RECEIVE FUNDING FROM THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017’S LOCAL STREETS AND ROADS FUNDING PROGRAM (ROAD MAINTENANCE AND REHABILITATION ACCOUNT), AS REQUIRED BY CALIFORNIA STREETS AND HIGHWAYS CODE SECTION 2034(A)(1), AND MAKING RELATED AFFIRMATIONS AND AUTHORIZATIONS

WHEREAS, California Streets and Highways Code Section 2034(a)(1) requires cities to adopt by resolution a list of projects proposed to receive funding from the Road Repair and Accountability Act of 2017’s Local Streets and Roads Funding Program (Road Maintenance and Rehabilitation Account) (“Project List”) prior to receiving an apportionment of such funds for each fiscal year; and

WHEREAS, California Streets and Highways Code Section 2034(a)(1) requires each Project List to include a description and the location of each proposed project, a proposed schedule for the project’s completion, and the estimated useful life of the improvement; and

WHEREAS, California Streets and Highways Code Section 2034(a)(1) specifies that Project Lists shall not limit a city’s flexibility to fund projects in accordance with local needs and priorities, so long as the projects are consistent with California Streets and Highways Code Section 2030(b); and

WHEREAS, the Fiscal Years 2025-36 Capital Improvement Program identifies the “Circulation Improvement Project – Fiscal Year 2025-26” and the “Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria Drive and Moulton Parkway)” as the Fiscal Year 2025-26 projects proposed to receive funding from the Road Repair and Accountability Act of 2017’s Local Streets and Roads Funding Program (Road Maintenance and Rehabilitation Account).

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

SECTION 1. The Project List attached hereto as Exhibit A is hereby adopted

for Fiscal Year 2025-26.

SECTION 2. The City Council affirms the City’s commitment that the apportionments received from the Road Repair and Accountability Act of 2017’s Local Streets and Roads Funding Program (Road Maintenance and Rehabilitation Account) will be used and reported on as required by statute and the California Transportation Commission’s adopted program guidelines.

SECTION 3. The City Manager is hereby authorized to submit the adopted Project List and any additional information necessary to receive funding from the Road Repair and Accountability Act of 2017’s Local Streets and Roads Funding Program (Road Maintenance and Rehabilitation Account) to the State of California, California Transportation Commission, and such other parties as may be necessary.

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 2025.

SHARI L. HORNE, Mayor

Date Signed: _____

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

Date Signed: _____

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. 25-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 2025, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk

Date Signed: _____

This page is intentionally blank.

EXHIBIT A

Road Repair and Accountability Act of 2017
Local Streets and Roads Funding Program
Project List

General Information for Project List Submittal:

- Agency Name: City of Laguna Woods
- Fiscal Year: 2025-26

The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues:

Project #1

- Project Title: Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria Drive and Moulton Parkway)
- Estimated Amount of Road Repair and Accountability Act of 2017 Funds: \$346,782

Specific Proposed Project Information Description:

- Project Description: This project involves the rehabilitation of approximately 2,785 linear feet of pavement on eastbound Santa Maria Avenue between Santa Vittoria Drive and Moulton Parkway, including asphalt concrete pavement cold milling and repaving. This project also includes sidewalk reconstruction, traffic signal backplate and visor replacements (at two intersections), and illuminated street sign replacements (at two intersections).

Location:

- Eastbound Santa Maria Avenue between Santa Vittoria Drive and Moulton Parkway, the Moulton Parkway/Santa Maria Avenue intersection, and the El Toro Road/Moulton Parkway intersection, in Laguna Woods, CA 92637

Legislative Districts:

- Congressional District: 40
- State Senate District: 37
- State Assembly District: 72

Proposed Schedule for Completion:

- Month and year that pre-construction is anticipated to be complete: 11/2025
- Month and year that construction is anticipated to be complete: 6/2026

Estimated Useful Life:

- Minimum: 15 years
- Maximum: 15 years

Current Pavement Management Plan Information:

- City Council Adoption: March 20, 2024
- Average Network Pavement Condition Index (PCI): 81.6
- Measurement Date: October 17, 2023

Project #2

- Project Title: Circulation Improvement Project – Fiscal Year 2025-26
- Estimated Amount of Road Repair and Accountability Act of 2017 Funds: \$169,042

Specific Proposed Project Information Description:

- Project Description: This project involves the addition of safety lights over pedestrian crosswalks and the replacement of various traffic signal components (backplates, visors, and illuminated street name signs).

Location:

- The intersections of El Toro Road/Lutheran Church & Catholic Church and El Toro Road/Avenida Sevilla, in Laguna Woods, CA 92637

Legislative Districts:

- Congressional District: 40
- State Senate District: 37
- State Assembly District: 72

Proposed Schedule for Completion:

- Month and year that pre-construction is anticipated to be complete: 11/2025
- Month and year that construction is anticipated to be complete: 6/2026

Estimated Useful Life:

- Minimum: 15 years
- Maximum: 15 years

9.3
EMPLOYEE POSITIONS, COMPENSATION,
AND BENEFITS

This page is intentionally blank.



City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: June 25, 2025 Adjourned Regular Meeting

SUBJECT: Employee Positions, Compensation, and Benefits

Recommendation

1. Approve a job classification for the following City employee position:
Senior Planner.

AND

2. Repeal job classifications for the following City employee positions, effective July 1, 2025: Conservation Administrator and Development Manager.

AND

3. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 25-15, AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES, INCLUDING THE CITY MANAGER AND OTHER LOCAL AGENCY EXECUTIVES AS DEFINED IN CALIFORNIA GOVERNMENT CODE SECTION 3511.1

Background

The City Manager is responsible for hiring and supervising all City employees,

subject to the City Council’s approval of job classifications, authorization of positions, and establishment of a compensation schedule and benefits.

The City Council most recently updated its resolution establishing a compensation schedule and benefits for employees on May 21, 2025.

Discussion

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

Job Classifications –

- *Approval of a job classification for one new employee position.* On June 18, 2025, staff shared plans to reclassify the full-time Development Manager position to a full-time Senior Planner position. The proposed reclassification would better reflect actual duties following the “in-sourcing” of building and code enforcement functions effective July 1, 2025. The proposed job classification describes the Senior Planner position.
- *Repeal of two job classifications.* Two existing job classifications would be repealed (Conservation Administrator and Development Manager) due to the restructuring included in the Fiscal Years 2025-27 Budget & Work Plan.

Compensation –

- *Modification of one existing compensation range.* The proposed resolution maintains the same compensation range for the Development Manager position, but changes the title to “Senior Planner.”

Fiscal Impact

The recommended actions would have no fiscal impact.

- Attachments: A – Proposed Job Classification – Senior Planner
 B – Conservation Administrator Job Classification (proposed to be repealed)
 C – Development Manager Job Classification (proposed to be repealed)
 D – Proposed Resolution – Compensation and Benefits (clean)
 E – Proposed Resolution – Compensation and Benefits (redline)



CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: SENIOR PLANNER

STATUS: EXEMPT AND AT-WILL

DEFINITION:

Under general supervision, the Senior Planner performs professional land use and urban planning work. The Senior Planner also supervises code enforcement services; manages the business registration program; issues permits and licenses; completes special projects; conducts research, evaluation, and analysis; and, interacts extensively with members of the public and other external parties.

SUPERVISION RECEIVED:

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.

ESSENTIAL DUTIES:

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

- Perform professional land use and urban planning work.
- Perform administrative, analytical, professional, and technical functions, including processing planning projects, reviewing plans, conducting inspections, and issuing permits and licenses.
- Process current and advance planning applications, including reviewing plans and other submittals for completeness and content, conducting inspections to evaluate existing and proposed conditions, and preparing conditions of approval.
- Review current and advance planning project applications for applicability under the California Environmental Quality Act (“CEQA”), determine the required level

of environmental review, coordinate the preparation of technical environmental studies, and prepare and file 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.
- Serve as a “specialist” to assist with the processing and approval of applications to develop accessory dwelling units and junior accessory dwelling units.
- Supervise code enforcement services, including administration and enforcement of the General Plan and Municipal Code (including the Zoning Code), as well as proactive public and private property maintenance inspections.
- Coordinate code enforcement services with legal counsel as necessary.
- Coordinate building code enforcement services with the Building Division of the Planning & Environmental Services Department.
- Coordinate proactive public property maintenance inspections with the Engineering & Infrastructure Services Department.
- Coordinate code enforcement services with the California Department of Alcoholic Beverage Control, California Department of Cannabis Control, El Toro Water District, Orange County Fire Authority, Orange County Mosquito and Vector Control District, Orange County Sheriff’s Department, and other special districts, joint powers authorities, and governmental agencies to facilitate the effective resolution of complaints and violations.
- Mediate and resolve inquiries and disputes arising as a result of interpretations and applications of the General Plan and Municipal Code, including code enforcement inspection findings.
- Implement the Municipal Code’s business registration requirements, including by providing education, outreach, and technical assistance to businesses.
- 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.
- 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, preparing payment requests.

- Maintain knowledge of current laws, potential legislation, best practices, trends, innovations, and technology related to assigned programs, projects, and services.
- 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.
- Prepare and submit reports that are required by the State of California, Southern California Association of Government, Center for Demographic Research, or other organizations in connection with planning activity, including the General Plan Housing Element annual progress report.
- Coordinate with the Capistrano Unified School District, County of Orange, Orange County Fire Authority, Saddleback Valley Unified School District, San Joaquin Hills Transportation Corridor Agency, and other special districts, joint powers authorities, and governmental agencies to ensure that development impact fees are levied and collected as required by such entities.
- Research, compile, and analyze information and assorted data.
- 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, Planning & Environmental Services Director, City staff, City Council, and City committees.
- Provide responsible and complex professional support to the City Manager, Planning & Environmental Services Director, and City staff on issues and matters related to assigned programs, projects, and services.

- 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 Planning & Environmental Services Department (“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 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 subordinate employees, including implementing discipline and termination proceedings when necessary.
- Provide support and relief coverage for City and Department employees, including filling in for Code Enforcement Officers, when necessary.
- 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 CEQA.
- 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.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Establish and maintain effective and collaborative professional relationships with internal and external parties.
- Demonstrate an awareness and appreciation of local cultural diversity.
- 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 CEQA and other 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 insurance policies, as may change from time to time. This position involves the regular 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 most activities are performed sitting in a sedentary manner at a desk, employees are frequently required to perform field inspections and perform other activities that require exertion of 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 most of the duties of this class are 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, field inspections, and accompanying subordinate employees as they conduct code enforcement activities), which may involve outside weather with exposure to rain, humidity, heat, cold, and sunlight. Employees may

experience high levels of noise and vibration, 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, facsimile machines, cash registers, credit card terminals, calculators, microfiche readers, telephones, digital cameras, rulers, architectural scales, keys, electronic access control devices, and other measuring devices to collect data and information. “Ability to effectively use computers” includes, but is not limited to, 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 cashiering, code enforcement, geographic information system (“GIS”), multifactor authentication, permitting, inspection, records, and teleconferencing software, as may change from time to time. “Computers” includes, without limitation, tablet devices.

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 of Laguna Woods is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category [race (including, but not limited to, traits historically associated with race such as hair texture and protective hairstyles), color, religion (including, but not limited to, religious dress and grooming practices), sex/gender (including, but not limited to, pregnancy, childbirth, breastfeeding, and related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (including, but not limited to, genetic characteristics and

cancer or a record or history of cancer), military or veteran status, national origin (including, but not limited to, language use and possession of a driver's license issued to persons unable to provide their presence in the United States is authorized under federal law), ancestry, disability (including, but not limited to, mental and physical disabilities such as cancer, genetic characteristics, and human immunodeficiency virus ("HIV")/acquired immunodeficiency syndrome ("AIDS")), genetic information, 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.



CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: CONSERVATION ADMINISTRATOR

STATUS: EXEMPT AND AT-WILL

DEFINITION:

Under general supervision, the Conservation Administrator plans, organizes, coordinates, manages, and oversees climate planning, floodplain management, waste and recycling, water quality (stormwater), and other programs, projects, and services generally related to natural resources. The Conservation Administrator also 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 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.

ITEM 9.3 - Attachment B

- 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.
- 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.
- 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 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.
- 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, biology, environmental science, natural resource management, 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; 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. 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, 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, as well as the City's accounting, cashiering, 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.



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.

ITEM 9.3 - Attachment C

- 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.

ITEM 9.3 - Attachment C

- 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, 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.

TO BE REPEALED

This page is intentionally blank.

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 25-15 AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES, INCLUDING THE CITY MANAGER AND OTHER LOCAL AGENCY EXECUTIVES AS DEFINED IN CALIFORNIA GOVERNMENT CODE SECTION 3511.1

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

SECTION 1. Resolution No. 25-15 is hereby repealed. The effective date of this resolution is July 1, 2025.

SECTION 2. Compensation Schedule. The compensation schedule for City employees is established as set forth in Exhibit A, attached hereto and incorporated by this reference.

The City Manager is authorized to hire, promote, and compensate employees within established compensation ranges, to offer benefits, to fill any full-time position as a part-time or limited part-time position, and to hire employees for time-limited periods, consistent with City Council-adopted budgets and this resolution.

SECTION 3. 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.

Full-time employees with the designation “Building Employee” in Exhibit A shall be required to work on the days Martin Luther King, Jr. Day, Cesar Chavez Day, and Juneteenth National Independence Day are observed but shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued administrative leave time.

Except for the City Manager, full-time employees who are required by their supervisor to work on any City-observed holiday, with such requirement made in writing, shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued administrative leave time.

- 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 \$1,500.00 per month. 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 pre-tax and/or Roth 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.

- L. Educational Assistance: Eligible full-time employees may participate in the Educational Assistance Program set forth in Exhibit B, attached hereto and incorporated by this reference.

SECTION 4. 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.

Part-time employees with the designation “Building Employee” in Exhibit A shall be required to work on the days Martin Luther King, Jr. Day, Cesar Chavez Day, and Juneteenth National Independence Day are observed but shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt.

Upon separation from the City, part-time employees shall be compensated for the balance of their accrued administrative leave time.

Except for the City Manager, part-time employees who are required by their supervisor to work on any City-observed holiday, with such requirement made in writing, shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued administrative leave time.

- 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 \$1,200.00 per month. 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 pre-tax and/or Roth 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.

- L. Educational Assistance: Eligible part-time employees may participate in the Educational Assistance Program set forth in Exhibit B, attached hereto and incorporated by this reference.

SECTION 5. 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 pre-tax and/or Roth 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.
- D. Educational Assistance: Eligible limited-time employees with the designation

“Building Employee” in Exhibit A may participate in the Educational Assistance Program set forth in Exhibit B, attached hereto and incorporated by this reference.

SECTION 6. 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 7. 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 8. 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 9. Acting Appointments. Employees temporarily assigned to a higher level job classification (based on the comparative starting compensations set

forth in Exhibit A) for 14 consecutive calendar days or more shall receive acting status pay equivalent to the starting compensation for the job classification to which they are temporarily assigned, unless their increase in compensation would be less than 10% in which case they shall receive acting status pay equivalent to a 10% increase in compensation. Benefits shall remain unchanged during temporary assignments.

SECTION 10. Unpaid Leave. The City Manager may grant employees other than the City Manager leaves of absence without pay, upon written request of the employee setting forth the reason for the request. The City Manager shall evaluate requests on the basis of need, duration, and work requirements. No employee shall expect that requests will be granted. The City Manager shall respond to the employee’s request in writing. The City Manager has discretion, in accordance with applicable law and regulation, to grant less than the full amount of leave requested. Any unpaid leave of absence lasting more than seven consecutive calendar days shall preclude the employee from accruing paid time off and floating holidays, and from receiving holiday pay, after the seventh consecutive calendar day until their return to paid status. Upon expiration of an approved unpaid leave of absence and at the City Manager’s sole discretion, unless otherwise required by law or regulation, the employee shall be reinstated in the position held at the time leave was granted, assuming the position still exists. An employee who fails to report to duty promptly at expiration of an approved unpaid leave of absence shall be subject to disciplinary action up to and including termination and/or subject to separation due to job abandonment.

SECTION 11. 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 and as may be subsequently amended.

SECTION 12. 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 2025.

SHARI L. HORNE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 25-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 2025, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk

**EXHIBIT A
COMPENSATION SCHEDULE**

Exempt Full-Time Employees (Annual Equivalent)	
Administrative Services Director/City Treasurer	\$134,030.00 – \$187,642.00
Assistant to the City Manager	\$103,090.00 – \$144,326.00
Building Official*	\$127,320.00 – \$178,248.00
City Clerk	\$98,975.00 – \$138,565.00
City Manager	\$208,396.26 (<i>Existing</i>) \$212,564.19 (<i>Effective 12/13/25</i>)
Conservation Administrator	\$89,674.00 – \$125,543.60
Deputy City Clerk	\$76,375.00 – \$106,925.00
Management Analyst	\$80,300.00 – \$112,420.00
Planning & Environmental Services Director	\$134,030.00 – \$187,642.00
Public Works Administrator	\$96,252.00 – \$134,752.80
Senior Management Analyst	\$94,450.00 – \$132,230.00
Senior Planner	\$89,918.40 – \$125,881.60
Non-Exempt Full-Time Employees (Hourly Rate)	
Accountant	\$35.45 – \$49.63
Accounting Clerk	\$25.27 – \$35.38
Building Inspector*	\$38.74 – \$54.24
Permit Technician*	\$29.54 – \$41.36
Senior Accountant	\$38.91 – \$54.47
Non-Exempt Part-Time/Limited Part-Time Employees (Hourly Rate)	
Receptionist	\$20.00 – \$28.00

* Designated as “Building Employee”

EXHIBIT B
EDUCATIONAL ASSISTANCE PROGRAM

This City of Laguna Woods Educational Assistance Program (Plan) is intended to be a qualified educational assistance program that provides nontaxable Educational Assistance to Eligible Employees of the City of Laguna Woods (Employer) under Internal Revenue Code (Code) Section 127.

I. ELIGIBILITY

A. The Eligible Employees covered under this Plan include the following:

- i. Employees currently employed by the Employer;
- ii. Employees currently employed by the Employer who are on leave, as for example, in the Armed Forces of the United States; and

B. This Plan includes the following additional conditions for eligibility:

- i. Full-time employees are eligible to participate in this Plan beginning on the 366th day of their employment with the Employer;
- ii. Part-time employees are eligible to participate in this Plan beginning on the 366th day of their employment with the Employer;
- iii. Limited part-time employees with the designation “Building Employee” are eligible to participate in this Plan beginning on the 366th day of their employment with the Employer; and
- iv. Other limited part-time employees are not eligible to participate in this Plan.

II. EDUCATIONAL ASSISTANCE

A. The benefits provided under this Plan consist solely of the types of Educational Assistance specified in Section II.C and are limited to up to \$5,250.00 per Eligible Employee per calendar year, based on the Eligible Employee’s length of employment as per the schedule specified in Section II.B below. If an Eligible Employee receives Educational Assistance under this Plan that exceeds \$5,250.00 in a calendar year, the excess amount may be

subject to federal income tax and applicable federal employment taxes. Notwithstanding the benefits provided under this Plan, the Employer may directly pay for education and/or training for its employees outside of the Plan.

- i. “Educational Assistance” includes the payment by the Employer of expenses incurred by or on behalf of an Eligible Employee for Education of the Eligible Employee or the provision by the Employer of Education to an Eligible Employee. Expenses for Educational Assistance must be approved by the Employer per Section II.D and be job-related. Eligible Employees must provide all documentation under Section III.A in order to receive reimbursement after a course is completed. Eligible expenses for approved courses includes tuition, fees, and similar payments. “Educational Assistance” does not include (a) payment for, or the provision of, tools or supplies (other than required textbooks) that the Eligible Employee may retain after completing a course of instruction; (b) meals, lodging, or transportation; (c) any payment for, or the provision of any benefits with respect to, any course or other Education involving sports, games, or hobbies, unless such Education involves the business of the Employer or is required as part of a degree program; or (d) fees for late registration or for withdrawing from or dropping a course. The types of Educational Assistance covered by this Plan are specified in Section II.C.

B. Eligible Employees will be eligible for Educational Assistance up to the following annual maximums, based on their length of continuous employment with the Employer:

- i. 366 calendar days to less than 2 years of employment: Eligible for reimbursement of up to \$1,050.00 per calendar year (20% of the annual \$5,250.00 limit).
- ii. 2 years but less than 6 years of employment: Eligible for reimbursement of up to \$2,625.00 per calendar year (50% of the annual \$5,250.00 limit).
- iii. 6 years or more of employment: Eligible for reimbursement of up to \$5,250.00 per calendar year (100% of the annual limit).

C. This Plan provides the following types of Educational Assistance:

- i. For courses approved by the Employer pursuant to Section II.C below, reimbursement for tuition, fees, and similar payments, to an Eligible Employee; and
- ii. The provision, by the Employer, of courses of instruction for an Eligible Employee.

D. Applying for Course Approval:

- i. To receive course approval, an employee must submit a written request in the format required by the Employer. If the Employer approves the course, the Employer will provide a written statement noting the course approval, the expenses that are reimbursable, and the maximum amount of reimbursement that will be provided for the course. Until an employee has received a written course approval, the employee should consider a course unapproved, regardless of any discussions that the employee may have had with any representative of the Employer regarding the course.
 - ii. An employee may submit a course approval request before a course begins or while the course is ongoing. If an employee elects to sign up for a course before obtaining course approval, however, there is no assurance that the course will be approved for reimbursement. If the employee's decision to take a course is dependent on a particular amount of reimbursement being available under this Plan, the employee should make sure to obtain course approval before registering. To ensure that course approval is determined in time, course approval requests for advanced approval should be submitted at least 15 business days before the registration deadline for the course.
 - iii. No course will be considered for approval if a course approval request is submitted after the course ends.
 - iv. In addition to course approval, Eligible Employees must provide all of the information under Section III.A in order to receive reimbursement.
- E. The annual limit specified in Section II.B applies to amounts paid and expenses incurred by the Eligible Employee during a calendar year. For courses that span multiple calendar years, the reimbursable expenses will be allocated proportionally between the years based on course length, credits, or

other reasonable method determined by the Employer to determine when expenses are treated as incurred for purposes of applying each year's annual reimbursement limit. If an Eligible Employee seeks reimbursement for expenses incurred, the expenses must not have been incurred prior to employment. "Unused" amounts of the annual limit cannot be carried forward to subsequent years.

III. CLAIM REIMBURSEMENT

- A. To obtain reimbursement for a course, which will be paid after the course is completed provided all requirements of the Plan are met, the following must be submitted to the Employer within 30 calendar days after course completion:
- i. a signed and fully completed benefits request in the form required by the Employer;
 - ii. a copy of the course approval request already submitted and approved by the Employer;
 - iii. for courses that are graded, documentation showing completion of the course with a grade equivalent of "C" or better (or a pass for a course that is graded on a pass/fail basis); and
 - iv. documentation substantiating any course-related expenses for tuition, fees, or similar expenses required for the course that were incurred or paid by the employee and for which reimbursement is sought.
- B. Courses that are dropped, withdrawn from, or completed with a grade equivalent to "C-" or less will not be eligible for reimbursement, and employees will be responsible for any associated penalties or fees.
- C. Employees who voluntarily leave employment with the Employer or are terminated for cause (as defined by the Employer's policies) within 12 months of receiving Educational Assistance under the Plan shall be required to repay the amount received within 60 calendar days of separation. Exceptions may be made for involuntary separations not for cause or separations due to extenuating circumstances, at the discretion of the Employer.

IV. EXCLUSIVE BENEFIT

This Plan provides Educational Assistance for the exclusive benefit of Eligible Employees. Spouses and dependents of an Eligible Employee may not participate in this Plan, unless the spouse or dependent is also an Eligible Employee.

V. SUBSTANTIATION

An Eligible Employee receiving payments under this Plan must provide substantiation to the Employer of expenses incurred.

VI. NON-DISCRIMINATION

- A. This Plan shall not discriminate in favor highly compensated employees (as defined in section 414(q) of the Code) of the Employer.
- B. This Plan shall not be considered discriminatory under Treasury Regulation § 1.127-2(e) merely because: (a) Different types of Educational Assistance available under the Plan are utilized to a greater degree by Eligible Employees with respect to whom discrimination is prohibited than by other Eligible Employees, or (b) Conditions are required or considered in determining the availability of benefits with respect to a course of study for which benefits are otherwise available, including, but not limited to, successful completion of the course or attaining a particular course grade.

VII. NOTICE

The Employer shall provide each Eligible Employee with reasonable notice of the availability and terms of this Plan. This Plan shall be made available for review by Eligible Employees on the Employer's Human Resources website. An Eligible Employee shall receive a paper copy of this Plan upon written request.

VIII. FUNDING

The Employer will pay Educational Assistance benefits from its general assets. Employees are not required or permitted to contribute to the Plan.

IX. MISCELLANEOUS

The Employer may amend or terminate this Plan at any time, provided that any amendment or termination shall not affect the right of Eligible Employees to claim Education Assistance for courses in which they enrolled and which were approved

by the Employer for reimbursement prior to such amendment or termination.

The City Manager or their designee shall have the authority to interpret and administer this Plan, except as may pertain to their own use of this Plan in which case the City Manager (in case of a designee thereof) or the Mayor (in case of the City Manager) shall have the authority to interpret and administer this Plan. In the event of ambiguity, inconsistency, or uncertainty in the application of any provision, the City Manager or their designee (or City Council in case of the City Manager) is authorized to make final determinations, which shall be binding and not subject to further review.

This Plan shall be construed and enforced according to the laws of the State of California, to the extent not preempted by federal law.

X. EFFECTIVE DATE

This Plan is effective as of July 1, 2025.

This page is intentionally blank.

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. ~~24-3125-15~~ AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES, INCLUDING THE CITY MANAGER AND OTHER LOCAL AGENCY EXECUTIVES AS DEFINED IN CALIFORNIA GOVERNMENT CODE SECTION 3511.1

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

SECTION 1. ~~Effective July 1, 2025,~~ Resolution No. ~~24-3125-15~~ is hereby repealed ~~and replaced with this resolution.~~ The effective date of this resolution is July 1, 2025.

SECTION 2. Compensation Schedule. The compensation schedule for City employees is established as set forth in Exhibit A, attached hereto and incorporated by this reference.

The City Manager is authorized to hire, promote, and compensate employees within established compensation ranges, to offer benefits, to fill any full-time position as a part-time or limited part-time position, and to hire employees for time-limited periods, consistent with City Council-adopted budgets and this resolution.

SECTION 3. 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.

Full-time employees with the designation “Building Employee” in Exhibit A shall be required to work on the days Martin Luther King, Jr. Day, Cesar Chavez Day, and Juneteenth National Independence Day are observed but shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued administrative leave time.

Except for the City Manager, full-time employees who are required by their supervisor to work on any City-observed holiday, with such requirement made in writing, shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued administrative leave time.

- 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 \$1,500.00 per month. 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 pre-tax and/or Roth 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.

- L. Educational Assistance: Eligible full-time employees may participate in the Educational Assistance Program set forth in Exhibit B, attached hereto and incorporated by this reference.

SECTION 4. 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.

Part-time employees with the designation “Building Employee” in Exhibit A shall be required to work on the days Martin Luther King, Jr. Day, Cesar Chavez Day, and Juneteenth National Independence Day are observed but shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii)

receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued administrative leave time.

Except for the City Manager, part-time employees who are required by their supervisor to work on any City-observed holiday, with such requirement made in writing, shall (i) receive one hour of administrative leave for every hour worked, which shall be used within 30 calendar days of the date earned, if exempt, or (ii) receive 1.5 times pay for every such hour required to work, if non-exempt. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued administrative leave time.

- 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 \$1,200.00 per month. 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 pre-tax and/or Roth 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.

- L. Educational Assistance: Eligible part-time employees may participate in the Educational Assistance Program set forth in Exhibit B, attached hereto and incorporated by this reference.

SECTION 5. 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 pre-tax and/or Roth 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.

D. Educational Assistance: Eligible limited-time employees with the designation “Building Employee” in Exhibit A may participate in the Educational Assistance Program set forth in Exhibit B, attached hereto and incorporated by this reference.

SECTION 6. 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 7. 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 8. 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 9. Acting Appointments. Employees temporarily assigned to a

higher level job classification (based on the comparative starting compensations set forth in Exhibit A) for 14 consecutive calendar days or more shall receive acting status pay equivalent to the starting compensation for the job classification to which they are temporarily assigned, unless their increase in compensation would be less than 10% in which case they shall receive acting status pay equivalent to a 10% increase in compensation. Benefits shall remain unchanged during temporary assignments.

SECTION 10. Unpaid Leave. The City Manager may grant employees other than the City Manager leaves of absence without pay, upon written request of the employee setting forth the reason for the request. The City Manager shall evaluate requests on the basis of need, duration, and work requirements. No employee shall expect that requests will be granted. The City Manager shall respond to the employee's request in writing. The City Manager has discretion, in accordance with applicable law and regulation, to grant less than the full amount of leave requested. Any unpaid leave of absence lasting more than seven consecutive calendar days shall preclude the employee from accruing paid time off and floating holidays, and from receiving holiday pay, after the seventh consecutive calendar day until their return to paid status. Upon expiration of an approved unpaid leave of absence and at the City Manager's sole discretion, unless otherwise required by law or regulation, the employee shall be reinstated in the position held at the time leave was granted, assuming the position still exists. An employee who fails to report to duty promptly at expiration of an approved unpaid leave of absence shall be subject to disciplinary action up to and including termination and/or subject to separation due to job abandonment.

SECTION 11. 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 and as may be subsequently amended.

SECTION 12. 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 2025.

SHARI L. HORNE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

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

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 25-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 2025, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk

**EXHIBIT A
COMPENSATION SCHEDULE**

Exempt Full-Time Employees (Annual Equivalent)	
Administrative Services Director/City Treasurer	\$134,030.00 – \$187,642.00
Assistant to the City Manager	\$103,090.00 – \$144,326.00
Building Official*	\$127,320.00 – \$178,248.00
City Clerk	\$98,975.00 – \$138,565.00
City Manager	\$208,396.26 (<i>Existing</i>) \$212,564.19 (<i>Effective 12/13/25</i>)
Conservation Administrator	\$89,674.00 – \$125,543.60
Deputy City Clerk	\$76,375.00 – \$106,925.00
Development Manager	\$89,918.40 – \$125,881.60
Management Analyst	\$80,300.00 – \$112,420.00
Planning & Environmental Services Director	\$134,030.00 – \$187,642.00
Public Works Administrator	\$96,252.00 – \$134,752.80
Senior Management Analyst	\$94,450.00 – \$132,230.00
Senior Planner	\$89,918.40 – \$125,881.60
Non-Exempt Full-Time Employees (Hourly Rate)	
Accountant	\$35.45 – \$49.63
Accounting Clerk	\$25.27 – \$35.38
Building Inspector*	\$38.74 – \$54.24
Permit Technician*	\$29.54 – \$41.36
Senior Accountant	\$38.91 – \$54.47
Non-Exempt Part-Time/Limited Part-Time Employees (Hourly Rate)	
Receptionist	\$20.00 – \$28.00

* Designated as “Building Employee”

EXHIBIT B
EDUCATIONAL ASSISTANCE PROGRAM

This City of Laguna Woods Educational Assistance Program (Plan) is intended to be a qualified educational assistance program that provides nontaxable Educational Assistance to Eligible Employees of the City of Laguna Woods (Employer) under Internal Revenue Code (Code) Section 127.

I. ELIGIBILITY

A. The Eligible Employees covered under this Plan include the following:

- i. Employees currently employed by the Employer;
- ii. Employees currently employed by the Employer who are on leave, as for example, in the Armed Forces of the United States; and

B. This Plan includes the following additional conditions for eligibility:

- i. Full-time employees are eligible to participate in this Plan beginning on the 366th day of their employment with the Employer;
- ii. Part-time employees are eligible to participate in this Plan beginning on the 366th day of their employment with the Employer;
- iii. Limited part-time employees with the designation “Building Employee” are eligible to participate in this Plan beginning on the 366th day of their employment with the Employer; and
- iv. Other limited part-time employees are not eligible to participate in this Plan.

II. EDUCATIONAL ASSISTANCE

A. The benefits provided under this Plan consist solely of the types of

Educational Assistance specified in Section II.C and are limited to up to \$5,250.00 per Eligible Employee per calendar year, based on the Eligible Employee's length of employment as per the schedule specified in Section II.B below. If an Eligible Employee receives Educational Assistance under this Plan that exceeds \$5,250.00 in a calendar year, the excess amount may be subject to federal income tax and applicable federal employment taxes. Notwithstanding the benefits provided under this Plan, the Employer may directly pay for education and/or training for its employees outside of the Plan.

- i. "Educational Assistance" includes the payment by the Employer of expenses incurred by or on behalf of an Eligible Employee for Education of the Eligible Employee or the provision by the Employer of Education to an Eligible Employee. Expenses for Educational Assistance must be approved by the Employer per Section II.D and be job-related. Eligible Employees must provide all documentation under Section III.A in order to receive reimbursement after a course is completed. Eligible expenses for approved courses includes tuition, fees, and similar payments. "Educational Assistance" does not include (a) payment for, or the provision of, tools or supplies (other than required textbooks) that the Eligible Employee may retain after completing a course of instruction; (b) meals, lodging, or transportation; (c) any payment for, or the provision of any benefits with respect to, any course or other Education involving sports, games, or hobbies, unless such Education involves the business of the Employer or is required as part of a degree program; or (d) fees for late registration or for withdrawing from or dropping a course. The types of Educational Assistance covered by this Plan are specified in Section II.C.

B. Eligible Employees will be eligible for Educational Assistance up to the following annual maximums, based on their length of continuous employment with the Employer:

- i. 366 calendar days to less than 2 years of employment: Eligible for reimbursement of up to \$1,050.00 per calendar year (20% of the annual \$5,250.00 limit).
- ii. 2 years but less than 6 years of employment: Eligible for reimbursement of up to \$2,625.00 per calendar year (50% of the annual \$5,250.00 limit).

- iii. 6 years or more of employment: Eligible for reimbursement of up to \$5,250.00 per calendar year (100% of the annual limit).

C. This Plan provides the following types of Educational Assistance:

- i. For courses approved by the Employer pursuant to Section II.C below, reimbursement for tuition, fees, and similar payments, to an Eligible Employee; and
- ii. The provision, by the Employer, of courses of instruction for an Eligible Employee.

D. Applying for Course Approval:

- i. To receive course approval, an employee must submit a written request in the format required by the Employer. If the Employer approves the course, the Employer will provide a written statement noting the course approval, the expenses that are reimbursable, and the maximum amount of reimbursement that will be provided for the course. Until an employee has received a written course approval, the employee should consider a course unapproved, regardless of any discussions that the employee may have had with any representative of the Employer regarding the course.
- ii. An employee may submit a course approval request before a course begins or while the course is ongoing. If an employee elects to sign up for a course before obtaining course approval, however, there is no assurance that the course will be approved for reimbursement. If the employee's decision to take a course is dependent on a particular amount of reimbursement being available under this Plan, the employee should make sure to obtain course approval before registering. To ensure that course approval is determined in time, course approval requests for advanced approval should be submitted at least 15 business days before the registration deadline for the course.
- iii. No course will be considered for approval if a course approval request is submitted after the course ends.
- iv. In addition to course approval, Eligible Employees must provide all of the information under Section III.A in order to receive reimbursement.

- E. The annual limit specified in Section II.B applies to amounts paid and expenses incurred by the Eligible Employee during a calendar year. For courses that span multiple calendar years, the reimbursable expenses will be allocated proportionally between the years based on course length, credits, or other reasonable method determined by the Employer to determine when expenses are treated as incurred for purposes of applying each year's annual reimbursement limit. If an Eligible Employee seeks reimbursement for expenses incurred, the expenses must not have been incurred prior to employment. "Unused" amounts of the annual limit cannot be carried forward to subsequent years.

III. CLAIM REIMBURSEMENT

- A. To obtain reimbursement for a course, which will be paid after the course is completed provided all requirements of the Plan are met, the following must be submitted to the Employer within 30 calendar days after course completion:
- i. a signed and fully completed benefits request in the form required by the Employer;
 - ii. a copy of the course approval request already submitted and approved by the Employer;
 - iii. for courses that are graded, documentation showing completion of the course with a grade equivalent of "C" or better (or a pass for a course that is graded on a pass/fail basis); and
 - iv. documentation substantiating any course-related expenses for tuition, fees, or similar expenses required for the course that were incurred or paid by the employee and for which reimbursement is sought.
- B. Courses that are dropped, withdrawn from, or completed with a grade equivalent to "C-" or less will not be eligible for reimbursement, and employees will be responsible for any associated penalties or fees.
- C. Employees who voluntarily leave employment with the Employer or are terminated for cause (as defined by the Employer's policies) within 12 months of receiving Educational Assistance under the Plan shall be required to repay

the amount received within 60 calendar days of separation. Exceptions may be made for involuntary separations not for cause or separations due to extenuating circumstances, at the discretion of the Employer.

IV. EXCLUSIVE BENEFIT

This Plan provides Educational Assistance for the exclusive benefit of Eligible Employees. Spouses and dependents of an Eligible Employee may not participate in this Plan, unless the spouse or dependent is also an Eligible Employee.

V. SUBSTANTIATION

An Eligible Employee receiving payments under this Plan must provide substantiation to the Employer of expenses incurred.

VI. NON-DISCRIMINATION

- A. This Plan shall not discriminate in favor highly compensated employees (as defined in section 414(q) of the Code) of the Employer.
- B. This Plan shall not be considered discriminatory under Treasury Regulation § 1.127-2(e) merely because: (a) Different types of Educational Assistance available under the Plan are utilized to a greater degree by Eligible Employees with respect to whom discrimination is prohibited than by other Eligible Employees, or (b) Conditions are required or considered in determining the availability of benefits with respect to a course of study for which benefits are otherwise available, including, but not limited to, successful completion of the course or attaining a particular course grade.

VII. NOTICE

The Employer shall provide each Eligible Employee with reasonable notice of the availability and terms of this Plan. This Plan shall be made available for review by Eligible Employees on the Employer's Human Resources website. An Eligible Employee shall receive a paper copy of this Plan upon written request.

VIII. FUNDING

The Employer will pay Educational Assistance benefits from its general assets. Employees are not required or permitted to contribute to the Plan.

IX. MISCELLANEOUS

The Employer may amend or terminate this Plan at any time, provided that any amendment or termination shall not affect the right of Eligible Employees to claim Education Assistance for courses in which they enrolled and which were approved by the Employer for reimbursement prior to such amendment or termination.

The City Manager or their designee shall have the authority to interpret and administer this Plan, except as may pertain to their own use of this Plan in which case the City Manager (in case of a designee thereof) or the Mayor (in case of the City Manager) shall have the authority to interpret and administer this Plan. In the event of ambiguity, inconsistency, or uncertainty in the application of any provision, the City Manager or their designee (or City Council in case of the City Manager) is authorized to make final determinations, which shall be binding and not subject to further review.

This Plan shall be construed and enforced according to the laws of the State of California, to the extent not preempted by federal law.

X. EFFECTIVE DATE

This Plan is effective as of July 1, 2025.

9.4

**SMOKING, FIRE HAZARDS, AND RESIDENT
SAFETY**

(AGENDIZED BY COUNCILMEMBER MOORE)

(NO REPORT)