

AGENDA

ALISO VIEJO CITY COUNCIL
SPECIAL CLOSED SESSION AT 6:30 P.M.
REGULAR MEETING AT 7:00 P.M.
WEDNESDAY, SEPTEMBER 2, 2026

CITY HALL
COUNCIL CHAMBERS
12 JOURNEY, ALISO VIEJO, CA



Mayor Max Duncan
Mayor Pro Tem Mike Munzing
Councilmember Tiffany Ackley
Councilmember Tim Zandbergen
Councilmember Garrett Dwyer

WELCOME to the City of Aliso Viejo City Council meeting. Persons wishing to address the City Council may submit a **Request to Address City Council** form to the City Clerk prior to the item being heard. Public comments are limited to **three (3) minutes per speaker**. Members of the public may also participate remotely as authorized by law. Instructions for virtual participation, including the meeting link and procedures for providing public comment and the SB707 Disruption Policy, are available on the City's website at: <https://avcity.org/470/Public-Comments-and-Disruption-Policy-Pu>

The City complies with the **Americans with Disabilities Act (ADA)**. If you need reasonable accommodations to participate in the meeting, please contact Human Resources at (949) 425-2511 at least 48 hours prior to the meeting.

Regular meetings are held on the first and third Wednesday of the month at the City Hall Council Chambers, 12 Journey, Aliso Viejo. Agendas are available by the Friday preceding a regularly scheduled City Council meeting. Communications and supplemental materials received by the City relating to agenda items are presented at the dais and in the Public Copy agenda binder at the time of the meeting or contact the City Clerk's office to review or obtain a copy. Council proceedings are recorded.

Meetings are broadcast live on Cox Communications Channel 851, AT&T U-Verse Channel 99 and the City's website. By attending the City Council Meeting, you consent to be recorded and televised. Meetings are rebroadcast on Wednesday at 7:00 p.m. cable channels, and can be viewed on the City's website.

BRETT CHANNING
CITY MANAGER

SCOTT C. SMITH
CITY ATTORNEY

MARIA KENDIG
CITY CLERK

**PLEASE SILENCE ALL CELL PHONES AND OTHER
ELECTRONIC EQUIPMENT WHILE CITY COUNCIL IS IN SESSION**

CALL TO ORDER: Convene Special Closed Session Meeting at 6:30 p.m.

COMMUNITY INPUT:

Members of the public wishing to address the City Council in person are requested to complete and submit a Request to Address City Council form to the City Clerk. Forms are available at the entrance to the City Council Chambers. In compliance with the Brown Act, the City Council may not discuss or take action on items not appearing on the agenda, except as authorized by law. The City Council may briefly respond to statements made or questions posed. Public comments are generally limited to three (3) minutes per speaker.

Instructions for remote participation, including how to join the meeting online or by telephone, request to speak during public comment, participate by telephone, submit written comments, and the City's SB 707 Technology Disruption Policy, are available at: <https://avcity.org/470/Public-Comments-and-Disruption-Policy-Pu>

Join Online: <https://teams.microsoft.com/meet/257876176705929?p=7EebJ4ATObyl6INjsV>

Join by Telephone: (+1 323-694-9789 **Conference ID:** 118 228 149#

CLOSED SESSION:

The Brown Act permits legislative bodies to discuss certain matters without members of the public present. The City Council finds, based on advice from the City Attorney, that discussion in open session of the following matter will prejudice the position of the City on item(s) listed below:

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code Section 54956.8

- | | | |
|----|----------------------|--|
| 1. | Property: | 27081 Aliso Creek Road |
| | Agency negotiator: | Brett Channing, City Manager |
| | Negotiating parties: | Emilie Simard, Shea Homes |
| | Under negotiation: | Price and terms of payment for public facilities |
| 2. | Property: | 400-700 Freedom Lane |
| | Agency negotiator: | Brett Channing, City Manager |
| | Negotiating parties: | Vanessa Scheidel, Meritage Homes |
| | Under negotiation: | Price and terms of payment for public facilities |
| 3. | Property: | 15 Argonaut |
| | Agency negotiator: | Brett Channing, City Manager |
| | Negotiating parties: | Emanuel Robinson w/ Brandywine Homes |
| | Under negotiation: | Price and terms of payment for public facilities |
| 4. | Property: | 26800-26970 Aliso Viejo Parkway |
| | Agency negotiator: | Brett Channing, City Manager |
| | Negotiating parties: | JR Jones, Lennar |
| | Under negotiation: | Price and terms of payment for public facilities |

RECONVENE TO OPEN SESSION

CALL TO ORDER: Convene Regular Meeting at 7:00 p.m.

ROLL CALL

PLEDGE OF ALLEGIANCE:

REPORT FROM CLOSED SESSION:

1. SPECIAL PRESENTATIONS:

1.1 RECOGNITION OF ALISO VIEJO GIRLS SOFTBALL 10U GOLD ALL-STARS TEAM

1.2 RECOGNITION OF ALISO VIEJO STUDENT JULIAN STAMBOULI

2. ADDITIONS, DELETIONS, REORDERING TO THE AGENDA:

3. COMMUNITY INPUT:

Members of the public wishing to address the City Council in person are requested to complete and submit a Request to Address City Council form to the City Clerk. Forms are available at the entrance to the City Council Chambers. In compliance with the Brown Act, the City Council may not discuss or take action on items not appearing on the agenda, except as authorized by law. The City Council may briefly respond to statements made or questions posed. Public comments are generally limited to three (3) minutes per speaker.

Members of the public may also observe and participate remotely using Teams Meeting.

Instructions for remote participation, including how to join the meeting online or by telephone, request to speak during public comment, participate by telephone, submit written comments, and the City's SB 707 Technology Disruption Policy, are available at: <https://avcity.org/470/Public-Comments-and-Disruption-Policy-Pu>

Join Online: <https://teams.microsoft.com/meet/257876176705929?p=7EebJ4ATObyl6lNjsV>

Join by Telephone: (+1 323-694-9789 **Conference ID:** 118 228 149#

Members of the public wishing to provide remote public comment should follow the participation instructions available at the link above.

4. CONSENT CALENDAR:

All matters listed on the Consent Calendar will be acted upon by one vote unless members of the City Council, or staff request a matter to be discussed and/or removed from the Consent Calendar for separate action. Items removed from the Consent Calendar will be discussed and voted upon immediately following City Council action on the remainder of the Consent Calendar.

4.1 WAIVE THE READING OF ALL ORDINANCES AND RESOLUTIONS

- **Recommended Action:** Approve the reading by title only of all ordinances and resolutions wherein the titles appear on the public agenda; said titles shall be determined to have been read by title, and further reading is waived.

4.2 APPROVAL OF MINUTES

Recommended Action: Approve the minutes as submitted.

[Draft Minutes](#)

4.3 ACCOUNTS PAYABLE

Recommended Action: Ratify accounts payable checks and electronic funds transfers issued between July 31, 2026, and August 13, 2026, in the amount of \$1,180,741.08.

[Staff Report](#)

[Attachment 1 - Accounts Payable Report](#)

4.4 CONFLICT OF INTEREST CODE BIENNIAL REVIEW AND AMENDMENT

Recommended Action: Adopt Resolution No. 2026-XXX approving amendments to the City of Aliso Viejo Conflict of Interest Code pursuant to the Political Reform Act (Government Code sections 87300–87313), including Government Code section 87303.

[Staff Report](#)

[Attachment 1 - Resolution COI](#)

[Attachment 2 - COI Code](#)

[Attachment 3 - Local Agency Biennial Notice](#)

[Attachment 4 - FPPC Form 805](#)

[Attachment 5 - Code of Regs of FPPC 18730](#)

4.5 FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN FINANCIAL SERVICES

Recommended Actions:

1. Approve and authorize the City Manager to execute a First Amendment to the Professional Services Agreement with Willdan Financial Services in an amount not to exceed \$29,627 and a 10% contingency; and
2. Authorize the appropriation of \$29,627 from the General Fund to the Fiscal Year (FY) 2026-27 Budget.

[Staff Report](#)

[Attachment 1 - First Amendment.pdf](#)

5. PUBLIC HEARING:

None.

6. DISCUSSION:

6.1 2027 HEALTH BENEFIT ALLOWANCE

Recommended Action: Adopt a Resolution approving the employee monthly health benefit allowance for 2027.

[Staff Report](#)

[Resolution](#)

7. **CITY MANAGER' S REPORT:**
8. **ANNOUNCEMENTS / COUNCIL COMMENTS / COMMITTEE UPDATES:**
9. **ADJOURNMENT:** The next regularly scheduled City Council meeting is Wednesday, September 16, 2026 at 7 p.m.

CITY OF ALISO VIEJO
CITY COUNCIL MINUTES
SPECIAL CLOSED SESSION,
STUDY SESSION, AND
REGULAR MEETINGS
August 19, 2026
Council Chambers, City Hall, 12 Journey
Aliso Viejo, California

CALL TO ORDER: Mayor Duncan called the Special Meeting of the City Council of the City of Aliso Viejo to order at 5:30 p.m.

ATTENDANCE:

PRESENT: MAYOR MAX DUNCAN
MAYOR PRO TEM MIKE MUNZING
COUNCILMEMBER TIFFANY ACKLEY
COUNCILMEMBER GARRETT DWYER
COUNCILMEMBER TIM A. ZANDBERGEN

ABSENT: NONE

STAFF PRESENT: BRETT CHANNING, CITY MANAGER
SCOTT SMITH, CITY ATTORNEY
CORA SWANSON, HUMAN RESOURCES MANAGER
SO KIM, DIRECTOR OF COMMUNITY DEVELOPMENT

PUBLIC COMMENTS:

None.

CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6

Agency Designated Representatives: City Manager and City Attorney
Unrepresented Employees: All Employees

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code Section 54956.8

1. Property: 27081 Aliso Creek Road
Agency Negotiator: Brett Channing, City Manager
Negotiating Parties: Emilie Simard, Shea Homes
Under Negotiation: Price and terms of payment for public facilities
2. Property: 400-700 Freedom Lane
Agency Negotiator: Brett Channing, City Manager
Negotiating Parties: Vanessa Scheidel, Meritage Homes

- | | | |
|----|----------------------|--|
| | Under Negotiation: | Price and terms of payment for public facilities |
| 3. | Property: | 15 Argonaut |
| | Agency Negotiator: | Brett Channing, City Manager |
| | Negotiating Parties: | Emanuel Robinson w/ Brandywine Homes |
| | Under Negotiation: | Price and terms of payment for public facilities |
| 4. | Property: | 26800-26970 Aliso Viejo Parkway |
| | Agency Negotiator: | Brett Channing, City Manager |
| | Negotiating Parties: | JR Jones, Lennar |
| | Under Negotiation: | Price and terms of payment for public facilities |

ADJOURNED: 6:09 P.M.

STUDY SESSION

CALL TO ORDER: Mayor Duncan called the Study Session Meeting of the City Council of the City of Aliso Viejo to order at 6:11 p.m.

ATTENDANCE:

PRESENT: MAYOR MAX DUNCAN
MAYOR PRO TEM MIKE MUNZING
COUNCILMEMBER TIFFANY ACKLEY
COUNCILMEMBER GARRETT DWYER
COUNCILMEMBER TIM A. ZANDBERGEN

ABSENT: NONE

STAFF PRESENT: BRETT CHANNING, CITY MANAGER
SCOTT SMITH, CITY ATTORNEY
MARIA KENDIG, DIRECTOR OF GOVERNMENT SERVICES / CITY CLERK
SO KIM, DIRECTOR OF COMMUNITY DEVELOPMENT
ROSE RIVERA, PRINCIPAL PLANNER
SHAUN PELLETIER, DIRECTOR OF PUBLIC WORKS
LIZZY MENDOZA, RECREATION & COMMUNITY SERVICES MANAGER
ISAAC AZIZ, INFORMATION TECHNOLOGY MANAGER
CAPT. RYAN BUHR, ALISO VIEJO POLICE SERVICES

STUDY SESSION

1. STUDY SESSION REGARDING OBJECTIVE DESIGN STANDARDS FOR QUALIFYING RESIDENTIAL PROJECTS

Recommended Action: Review and provide feedback on the objective design standards.

The City Council received a presentation regarding the Objective Design Standards (ODS), which were adopted on June 3, 2026. The study session was held as a follow-up to the City Council's request to review the architectural styles included in the standards. Principal Planner Rose Rivera provided an overview of the four architectural styles included in the ODS: Spanish Revival, Tuscan, Modern Ranch, and Modern.

Staff answered questions regarding the components and application of the design elements, architectural styles utilized by surrounding cities, and the criteria and qualifications associated with the ODS.

Following discussion, the City Council directed staff to return with proposed amendments to the ODS for future consideration.

The following member of the public spoke on the matter:

1. Art Camoia suggested the City establish design standards consistent with the architectural design character the City currently has.

Motion: Mayor Duncan moved, seconded by Councilmember Zandbergen to direct staff to amend the Objective Design Standards by removing the Modern Ranch and Modern Farmhouse architectural styles and adding the Craftsman architecture style as an option for consideration, and return to the City Council with a draft for review at a subsequent public hearing. Motion carried 5-0.

ADJOURNED: 6:41 P.M.

REGULAR CITY COUNCIL MEETING

CALL TO ORDER: Mayor Duncan called the Regular Meeting of the City Council of the City of Aliso Viejo to order at 7:00 p.m.

ROLL CALL

PRESENT: MAYOR MAX DUNCAN
MAYOR PRO TEM MIKE MUNZING
COUNCILMEMBER GARRETT DWYER
COUNCILMEMBER TIM A. ZANDBERGEN
COUNCILMEMBER TIFFANY ACKLEY

ABSENT: NONE

STAFF PRESENT: BRETT CHANNING, CITY MANAGER
SCOTT SMITH, CITY ATTORNEY
ANN EIFERT, DIRECTOR OF FINANCIAL SERVICES
MARIA KENDIG, DIRECTOR OF GOVERNMENT SERVICES / CITY CLERK
SO KIM, DIRECTOR OF COMMUNITY DEVELOPMENT
SHAUN PELLETIER, DIRECTOR OF PUBLIC WORKS
LIZZY MENDOZA, RECREATION & COMMUNITY SERVICES MANAGER
ISAAC AZIZ, INFORMATION TECHNOLOGY MANAGER
CAPT. RYAN BUHR, ALISO VIEJO POLICE SERVICES
DIVISION CHIEF REID GIBSON, ORANGE COUNTY FIRE AUTHORITY

PLEDGE OF ALLEGIANCE: Information Technology Manager Isaac Aziz led the Pledge of Allegiance.

REPORT FROM CLOSED SESSION:

City Attorney Scott Smith stated no reportable action was taken.

1. SPECIAL PRESENTATIONS:

1.1 BUSINESS SPOTLIGHT - SENDER ONE

Mayor Duncan introduced Sender One as the City's Business Spotlight and welcomed the business to the Aliso Viejo community. He noted that Sender One recently opened in The Commons and is participating in the City's "25 Businesses for the 25th Anniversary" program. A video highlighting the business was

presented. Alice Kao, Co-Founder of Sender One, addressed the City Council and provided information regarding a promotion available to Aliso Viejo residents.

1.2 **RECOGNITION OF FIRE DIVISION CHIEF REID GIBSON FOR HIS CHIEF OF THE YEAR NOMINATION AT THE OCFA BEST & BRAVEST AWARDS**

Mayor Duncan recognized Orange County Fire Authority (OCFA) Division 5 Chief Reid Gibson for his nomination as Chief of the Year at the OCFA Best & Bravest Awards ceremony. Mayor Duncan highlighted Chief Gibson's leadership and service, including his previous oversight of OCFA's Wildland Operations Hand Crew and Heavy Equipment programs, and commended his professionalism, dedication to his team, and commitment to excellence. Chief Gibson addressed the City Council and expressed his appreciation for the recognition.

1.3 **U.S. SMALL BUSINESS ADMINISTRATION ECONOMIC INJURY DISASTER LOAN (EIDL) ASSISTANCE**

Mayor Duncan introduced Ignacio Alvarez-Estarellas, Public Affairs Specialist with the U.S. Small Business Administration (SBA), who provided information regarding the Economic Injury Disaster Loan (EIDL) Assistance Program. Mr. Alvarez-Estarellas provided an overview of assistance available to businesses impacted by the Garden Grove hazardous materials incident, including eligibility requirements, allowable expenses, loan terms, and the application process.

2. **ADDITIONS, DELETIONS, REORDERING TO THE AGENDA:**

Mayor Duncan stated that he received a request to reorder the agenda by reversing the order of Discussion Items 6.2 and 6.3. There was City Council consensus to approve the reordering.

3. **COMMUNITY INPUT:**

1. Jordan Dickson commented on street parking and flea infestation concerns at Iglesia Park.
2. Ted Fuentes requested a fee waiver for a fundraising event hosted by his nonprofit organization, Veterans Strong USA, in collaboration with Webb's Grainworks, and invited the community to attend the event.

4. **CONSENT CALENDAR:**

Motion: Councilmember Ackley moved and Mayor Pro Tem Munzing seconded to approve the recommended actions for agenda Items 4.1 through 4.5. Motion carried 5-0. Councilmember Ackley pulled agenda item 4.6 for separate discussion.

4.1 **WAIVE THE READING OF ALL ORDINANCES AND RESOLUTIONS**

Recommended Action: Approve the reading by title only of all ordinances and resolutions wherein the titles appear on the public agenda; said titles shall be determined to have been read by title, and further reading is waived

4.2 APPROVAL OF MINUTES

Recommended Action: Approve the minutes as submitted.

4.3 LANDSCAPE PLANT PALETTE UPDATE

Recommended Action: Adopt the proposed Landscape Plant Palette as the City's standard plant palette for use in all future public and private improvement projects within the City of Aliso Viejo and direct staff to ensure that all applicable future projects incorporate the adopted plant palette.

4.4 ACCOUNTS PAYABLE

Recommended Action: Ratify accounts payable checks and electronic funds transfers issued between July 3, 2026, and July 30, 2026, in the amount of \$3,145,190.94.

4.5 TREASURER'S STATEMENT – JUNE 2026

Recommended Action: Receive and file the June 2026 Treasurer's Statement.

4.6 AGREEMENT WITH SONITROL, INC. FOR SECURITY AND ACCESS CONTROL SYSTEMS AT CITY FACILITIES

Recommended Actions:

1. Approve a Professional Services Agreement with Sonitrol, Inc. for security monitoring, access control, alarm, and related services at City facilities for an initial three-year term in an amount not to exceed \$120,000; and
2. Authorize the City Manager, or designee, to execute the Agreement and any amendments, including up to two additional one-year extensions.

Councilmember Ackley asked for clarification on the access control installation charge listed in the agreement. Information Technology Manager Aziz stated that he would confirm whether the charge was a flat amount rather than a monthly charge.

Motion: Councilmember Ackley moved and Councilmember Zandbergen seconded to approve the recommended actions. Motion carried 5-0.

5. PUBLIC HEARING:

5.1 CONDITIONAL USE PERMIT TO ESTABLISH A MARTIAL ARTS STUDIO WITH REDUCED NUMBER OF REQUIRED PARKING SPACES (17% DEFICIENCY) AT 6 JOURNEY, SUITES 350 AND 375 (USE-2026-01006)

Mayor Duncan introduced Assistant Planner Michael Delgadillo, who presented a request for a Conditional Use Permit (CUP) to establish the RYSK Brazilian Jiu-Jitsu martial arts studio at 6 Journey, Suites 350 and 375. The presentation described the proposed business operations, hours, anticipated number of students, zoning, and parking requirements. Staff also presented the results of a parking study and explained that the proposed use would result in a 17 percent parking deficiency.

Mayor Duncan opened the public hearing. There were no requests to speak, and Mayor Duncan closed the public hearing.

Recommended Action: Adopt Resolution No. 2026-20 approving a Conditional Use Permit to establish a martial arts studio with reduced number of required parking spaces (17% deficiency) at 6 Journey, Suites 350 and 375 (USE-2026-01006).

Motion: Mayor Pro Tem Munzing moved and Councilmember Dwyer seconded to approve the recommended action. Motion carried 5-0.

6. DISCUSSION:

6.1 UNCONTESTED DISTRICT 4 CITY COUNCIL SEAT IN GENERAL MUNICIPAL ELECTION OF NOVEMBER 3, 2026

Recommended Action: It is recommended that the City Council take one of the following options:

1. Adopt Resolution No. 2026-21, pursuant to California Elections Code Section 10229, appointing the sole qualified nominee to the office of City Council Member for District 4 for the four-year term beginning upon certification of the November 3, 2026 General Municipal Election, and canceling the election for that office.
2. Direct that the election for the District 4 office proceed on November 3, 2026.

Mayor Duncan introduced City Clerk/Director of Government Services Kendig, who presented information regarding the uncontested District 4 City Council seat for the November 3, 2026, General Municipal Election. The presentation explained that Tiffany Ackley was the sole qualified nominee and outlined the two options available to the City Council pursuant to California Elections Code Section 10229: appoint the sole qualified nominee and cancel the District 4 election, or allow the election to proceed as scheduled. Staff reviewed the implications of each option, including the potential removal of the contest from the ballot, estimated election cost savings, and applicable deadlines.

Motion: Mayor Pro Tem Munzing moved and Councilmember Zandbergen seconded to approve Option 1. Motion carried 4-0, with Councilmember Ackley's abstaining.

6.3 COUNCIL INITIATED ITEM - DISCUSSION REGARDING PESTICIDE AND HERBICIDE USE ON CITY PROPERTY BY COUNCILMEMBER ACKLEY
Recommended Action: Provide direction to staff.

Councilmember Ackley provided an overview and requested that staff develop an Integrated Pest Management (IPM) policy prioritizing preventative, organic, and less-toxic methods before synthetic pesticides are used. She also requested a 180-day moratorium on synthetic pesticide use while the policy is developed. She noted similar policies in other Orange County cities and referenced the Aliso Viejo Community Association's reduced pesticide-use practices. Sixteen written comments were received, and the following persons provided public comments in support of preventative, organic, and less-toxic methods of pesticide use:

1. Arthur Camoia
2. Tracy Blum
3. Melissa Christian
4. Sonia Terwiske
5. Taterik Aslanjan
6. Celine Mehta
7. Amie Harmann

Motion: Councilmember Ackley moved to impose an immediate 180-day moratorium on the use of synthetic pesticides on City property and direct staff to develop an Integrated Pest Management (IPM) policy. Councilmember Dwyer seconded the motion. Motion carried 5-0.

6.2 DIGITAL RIGHT OF WAY SIGNAGE DISCUSSION
Recommended Actions:

1. Receive and file the report on digital signage; and
2. Provide direction to staff regarding further investigation or implementation.

Mayor Duncan introduced Public Works Director Pelletier, who presented information regarding the City's use of digital signage, including portable changeable message sign (CMS) trailers, permanent speed feedback signs, and potential marquee or freeway-style digital message signs. The presentation reviewed current practices, the purpose and benefits of digital signage, potential locations and costs, and alternative traffic-calming measures. Staff also compared the advantages, disadvantages, costs, maintenance requirements, and other considerations associated with permanent signage and the continued use of portable CMS trailers.

Council discussion ensued. Following discussion regarding permanent marquee signage, the City Council indicated that it did not wish to pursue a permanent marquee sign at this time.

The following provided public comments.

1. Mike Avramidis, of AVCA, provided information on their installation of eight semi-permanent banner post locations at strategic intersections throughout the community that would accommodate larger banners for the City and community events.
2. Ken Smith expressed appreciation for the Council's adoption of lower speed limits and supported the use of marquee signs to promote community events.

Motion: Councilmember Zandbergen moved, seconded by Councilmember Munzing to direct staff to move forward with four solar-powered movable speed-feedback signs, including the potential for multiple signs that could be relocated throughout the City, and to explore alternative funding sources. Motion carried 5-0.

RECESSED: Mayor Duncan recessed the meeting at 9:15 p.m. and reconvened at 9:20 p.m.

6.4 COUNCIL INITIATED ITEM - COUNCIL AD-HOC FOR ALISO VIEJO HISTORICAL PRESERVATION BY MAYOR DUNCAN

Recommended Action: Provide direction to staff.

Mayor Duncan provided an overview and discussed the creation of an ad-hoc committee for historical preservation to identify, collect, preserve, and digitize historical information and materials related to the City. The proposed effort would include seeking community volunteers to assist with documenting and cataloging the City's history.

Mayor Duncan proposed ad-hoc committee consisting of himself and Councilmember Zandbergen, and use of community volunteers to assist with efforts to preserve the City's history.

Motion: Mayor Duncan moved and Councilmember Zandbergen seconded to form a City Council ad hoc committee for historical preservation consisting of Mayor Duncan and Councilmember Zandbergen, and direct staff to conduct a social media campaign to solicit community volunteers. Motion carried 5-0.

6.5 COUNCIL INITIATED ITEM - FOUNDERS DAY CELEBRATION BY MAYOR DUNCAN

Recommended Action: Provide direction to staff.

Mayor Duncan provided an overview of the City's former Founders Day celebration and requested City Council consensus to direct staff to research the event's history, format, and costs and return with recommendations regarding the potential reinstatement of the celebration.

The following provided public comments.

1. Bob Bunyan spoke in support of reinstating Founders Day as a community-centered event and suggested involving local businesses to help offset costs. He also shared historical information regarding past celebrations and the development of the City.

Motion: Mayor Duncan moved to direct staff to research past Founders Day events and return to Council with its findings, Councilmember Dwyer seconded to approve the recommended actions. Motion carried 5-0.

7. CITY MANAGER' S REPORT:

City Manager Channing announced updates regarding the City's 25 Businesses for 25 Years program; registration for fall recreation classes; the upcoming Red Cross Blood Drive on September 9, 2026, from 12:00 to 6:00 p.m.; the Health and Safety Fair on September 12, 2026, from 9:00 to 11:00 a.m.; and the need for volunteers for the Aliso Viejo Trails and Creek Cleanup event on September 19, 2026, from 8:00 to 11:00 a.m.

8. ANNOUNCEMENTS / COUNCIL COMMENTS / COMMITTEE UPDATES:

Councilmember Ackley:

- Noted that she will submit comments in writing.

Councilmember Dwyer:

- Volunteered at Nourishing Great Futures Market food pantry.
- Attended OC Vector Control District Board meeting and provided update on mosquito activity.
- Attended the OC Government & Elected Officials Night at OC Fair & Event Center.
- Attended Soka University's Shakespeare by the Sea, *Macbeth*, co-hosted by the City.
- Met with Value Rock, along with Councilmember Zandbergen and City Manager Channing, to discuss and encourage new tenancy in vacant buildings at The Commons.
- Attended Chamber of Commerce Ribbon Cutting and Luncheon for UST: Digital Transformation Solutions Company.
- Attended First Responder Appreciation Luncheon hosted by the Moulton Niguel Water District.
- Provided update on Know Your Dough financial literacy program at Aliso Niguel High School, with upcoming first session featuring Mayor Duncan and City of Laguna Niguel's Mayor Johns as dual speakers.

Councilmember Zandbergen:

- Attended the OC Government & Elected Officials Night at OC Fair & Event Center.

- Met with Value Rock, along with Councilmember Dwyer and City Manager Channing, to discuss and encourage new tenancy in vacant buildings at The Commons.
- Attended Pump Track Ad-Hoc committee meeting and provided update.
- Thanked City Manager Channing and Director of Public Works Shaun Pelletier regarding meetings and efforts on digital signage.

Mayor Pro Tem Munzing:

- Attended AVCA Summer Concert Series.
- Met with Mayor Duncan to discuss Citizen of the Year and announced upcoming State of the City event at the AV Ranch on September 23.
- Attended Chamber of Commerce Mixer at Soka University.
- Attended the OC Government & Elected Officials Night at OC Fair & Event Center.
- Attended OCFA Human Resources Subcommittee meeting.
- Attended First Responder Appreciation Luncheon hosted by the Moulton Niguel Water District.
- Commented on the upcoming change of season, back to school and a great time to be in Aliso Viejo.

Mayor Duncan:

- Commented on the summer season and back to school.
- Attended several community events throughout the summer.
- Thanked AVCA for their efforts in hosting summer events including their July 4th celebration and their summer movie and concert series at the park.
- Thanked staff for their work on the upcoming State of the City event at the AV Ranch on September 23rd.

9. **ADJOURNMENT:** Mayor Duncan adjourned the meeting at 9:36 p.m. The next regularly scheduled City Council meeting is Wednesday, September 2, 2026 at 7 p.m.

Respectfully submitted:

Approved by:

MARIA KENDIG
CITY CLERK

MAX DUNCAN
MAYOR

City of Aliso Viejo

AGENDA ITEM



DATE: September 2, 2026
TO: Mayor and City Council
FROM: Ann Eifert, Director of Financial Services
SUBJECT: ACCOUNTS PAYABLE

Recommended Action:

Ratify accounts payable checks and electronic funds transfers issued between July 31, 2026, and August 13, 2026, in the amount of \$1,180,741.08.

Fiscal Impact:

Expenditures in the amount of \$1,180,741.08.

Background:

The City issues accounts payable checks on a bi-weekly basis and presents them to the City Council for ratification at its next regularly scheduled City Council meeting.

Discussion:

The attached registers containing checks and electronic funds transfers issued between July 31, 2026, and August 13, 2026, for \$1,180,741.08, are being presented for ratification. All payments have been made in compliance with the City's purchasing policy and procedures. Payments have been reviewed and approved by the appropriate departmental staff. The issued accounts payable checks and electronic funds transfers have been reviewed and deemed in accordance with the fiscal year budget by the Director of Financial Services.

Attachment:

1. Accounts Payable Report



Accounts Payable

Vendor Name	Description (Item)	Amount
101 - GENERAL FUND		
ADVANTEC CONSULTING ENGINEERS, INC	JUN'26 TRAFFIC STUDY PEER REVIEW INV9803-0328-03-01	1,650.00
ADVANTEC CONSULTING ENGINEERS, INC	JUN'26 TRAFFIC STUDY PEER REVIEW INV9803-0328-01-03	1,980.00
ROOF PRO	CD-2026-01057_2-8 CHERRYWOOD_ROOF PRO	500.00
		4,130.00
FINANCE		
US BANK PURCHASING CARD PROGRAM	AE 6/27 CNN NEWS-GFOA CONFERENCE MEALS	9.03
US BANK PURCHASING CARD PROGRAM	AE 7/01 GREEN MARKET-GFOA CONFERENCE-MEALS	11.18
US BANK PURCHASING CARD PROGRAM	AE 6/29 TALLBOY TACO-GFOA CONFERENCE MEALS	33.04
US BANK PURCHASING CARD PROGRAM	AE 7/01 THE FAIRMONT HOTEL-GFOA CONFERENCE	1,134.80
US BANK PURCHASING CARD PROGRAM	AE 7/14 CAPP0-FY26-27 ANNUAL MEMBERSHIP DUES	145.00
US BANK PURCHASING CARD PROGRAM	AE 6/25 CMTA-ANNUAL FY26-27 ANNUAL DUES	150.00
US BANK PURCHASING CARD PROGRAM	AE 7/10 GFOA-FY26-27 ANNUAL MEMBERSHIP DUES	500.00
HDL COREN & CONE	JUL-SEP'26 PROPERTY TAX CONTRACT SERVICES	4,222.32
HDL COREN & CONE	FY25-26 ACFR STATISTICAL PACKAGE	795.00
	FINANCE TOTAL:	7,000.37
NON-DEPARTMENTAL		
CERTIFIED RECORDS MANAGEMENT	JUL'26 - RECORDS OFF SITE STORAGE	503.78
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-RAFFLE GIVEAWAY- SHARK SOCKS	15.34
CINTAS CORPORATION NO. 2	JUL'26 CH & STE 200 FIRST AID MAINT & SUPPLIES	197.57
PILAR INVESTMENTS, LLC	8/17/26-7/16/27 STORAGE RENT UNIT #535	5,225.00
US BANK PURCHASING CARD PROGRAM	JB 6/23 PRIMO BRANDS-BOTTLED WATER SERVICE	37.32
US BANK PURCHASING CARD PROGRAM	KB 6/23 O'REILLY-TRUCK REPAIR	58.16
US BANK PURCHASING CARD PROGRAM	KB 6/23 VALVOLINE-TRUCK MAINTENANCE	336.32
	NON-DEPARTMENTAL TOTAL:	6,373.49
C. S. ADMINISTRATION		
BRIGHTLIFE DESIGNS, LLC	50%DEPOSIT 2026 TREE INSTALL/REMOVAL/SNOW MACHINES	8,853.75
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-AERWO BALLOON ARCH KIT RETURN	(26.55)
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-QIKNIRD LEMON BRANCH DECOR RETURN	(21.54)
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-TOMATO PARTY BALLOON DECO RETURN	(14.64)
OCY MANAGEMENT, LLC	JUL'26 SMP TRANSPORTATION SVC	588.00
BRET KELLY	MILEAGE REIMBURSEMENT- B.KELLY	5.66
US BANK PURCHASING CARD PROGRAM	EM RCS 6/24 HOBBY LOBBY-ARTISTANS MARKET SUPPLIES	126.51
US BANK PURCHASING CARD PROGRAM	EM RCS 7/05 STADIUM BREW CO-JULY 4 STAFF MEAL	74.36
US BANK PURCHASING CARD PROGRAM	EM RCS 7/02 4 IMPRINT-25TH ANNIVERSARY	309.22
GABRIEL STEWART	MILEAGE REIMBURSEMENT- G.STEWART	3.19
US BANK PURCHASING CARD PROGRAM	JNL 7/01 DOMINOES-STAFF MEETING	46.05
US BANK PURCHASING CARD PROGRAM	JNL 7/01 HOBBY LOBBY-EVENT SUPPLIES	211.22
US BANK PURCHASING CARD PROGRAM	JNL 7/01 HOBBY LOBBY-EVENT SUPPLIES RETURN	(64.60)
US BANK PURCHASING CARD PROGRAM	JNL 7/01 RALPHS-ICE	23.11
	C. S. ADMINISTRATION TOTAL:	10,113.74
IGLESIA PARK		
EL TORO WATER DISTRICT	6/08/26-7/09/26 MTR#4114 IGLESIA PARK WATER	988.58
EL TORO WATER DISTRICT	6/08/26-7/09/26 MTR#3499 IGLESIA PARK WATER	1,107.98
	IGLESIA PARK TOTAL:	2,096.56
IGLESIA BUILDING		
EL TORO WATER DISTRICT	6/08/26-7/09/26 MTR#5016 IGLESIA PARK BLDG WATER	319.65
IRIS GROUP HOLDINGS LLC	8/17/26-11/16/26 IGLESIA ALARM MONITORING	194.25
	IGLESIA BUILDING TOTAL:	513.90
PLANNING		
US BANK PURCHASING CARD PROGRAM	SK 6/25 APA-ANNUAL MEMBERSHIP M. DELGADILLO	590.80
US BANK PURCHASING CARD PROGRAM	SK 6/26 APA-CONF REG M. DELGADILLO 10/03-10/06/26	975.00
	PLANNING TOTAL:	1,565.80
BUILDING		
US BANK PURCHASING CARD PROGRAM	SK 6/26 ICC CERTIFICATION RENEWAL C. NOCK	320.00

Vendor Name	Description (Item)	Amount
US BANK PURCHASING CARD PROGRAM	SK 6/26 ICC TRAINING FOR S. WILSON	538.00
	BUILDING TOTAL:	858.00
ENGINEERING (GENERAL)		
MURPHY SWITCH OF CA	JUL'26 MURCAL IOT SMARTCOMMAND MONITORING SERVICE	450.00
MURPHY SWITCH OF CA	AUG'26 MURCAL IOT SMARTCOMMAND MONITORING SERVICE	450.00
US BANK PURCHASING CARD PROGRAM	KB 7/12 WAL-MART-OFFICE SUPPLIES	14.42
US BANK PURCHASING CARD PROGRAM	KB 7/12 WAL-MART-OFFICE SUPPLIES	46.89
US BANK PURCHASING CARD PROGRAM	KB 7/12 WAL-MART-OFFICE SUPPLIES RETURN CREDIT	(14.42)
US BANK PURCHASING CARD PROGRAM	KB 7/09 THE HOMEDEPOT-TREATMENT SITE FUSES	47.84
US BANK PURCHASING CARD PROGRAM	KB 7/09 THE HOMEDEPOT-TREATMENT SITE FUSES	47.84
	ENGINEERING (GENERAL) TOTAL:	1,042.57
LAW ENFORCEMENT-CONTRACT		
COUNTY OF ORANGE	AUG'26 BWC/TASER	1,597.20
COUNTY OF ORANGE	AUG'26 MLE. EARLY PAYMENT DISCOUNT - 0.25%	(2,406.42)
COUNTY OF ORANGE	AUG'26 IN CAR VIDEO	3,781.89
COUNTY OF ORANGE	AUG'26 BODY WORN CAMERA	7,878.36
COUNTY OF ORANGE	UG'26 MOTORCYCLE REPLACEMENT COSTS	88.06
COUNTY OF ORANGE	AUG'26 LAW ENFORCEMENT CONTRACT	935,499.06
	LAW ENFORCEMENT-CONTRACT TOTAL:	946,438.15
LAW ENFORCEMENT-OTHER		
SEAVCO INC	AUG'26 BMW REPAIR-LEVEL 2 MOTORCYCLE SERVICE	2,089.63
US BANK PURCHASING CARD PROGRAM	JD 7/04 THE TOLL ROADS OF OC	575.00
US BANK PURCHASING CARD PROGRAM	JD 6/30 COSTCO-SNACKS 4TH OF JULY	88.70
US BANK PURCHASING CARD PROGRAM	JD 6/30 RALPHS-ICE FOR 4TH OF JULY	13.87
US BANK PURCHASING CARD PROGRAM	JD 7/04 BAD TO THE BONE-FOOD FOR 4TH OF JULY	613.24
US BANK PURCHASING CARD PROGRAM	JD 7/06 J&M TROPHIES-NAME PLATES	43.48
US BANK PURCHASING CARD PROGRAM	JD 7/20 DIY AWARDS - OFFICER RECOGNITION PLAQUE	219.99
US BANK PURCHASING CARD PROGRAM	JD 7/20 HOBBY LOBBY-FRAMES	139.99
COUNTY OF ORANGE	JUN'26 TECH CHARGES/RADIO REPAIR	1,728.34
	LAW ENFORCEMENT-OTHER TOTAL:	5,512.24
EOC		
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-NARCAN REPLACEMENTS	113.04
ZOLL MEDICAL CORPORATION	GCF AED PLUS INCLUDING CABINET & INSTALLATION KIT	1,859.87
US BANK PURCHASING CARD PROGRAM	JD 6/24 COSTCO-TV AND MOUNT	900.30
US BANK PURCHASING CARD PROGRAM	JD 6/30 AV SELF STORAGE-#75 PUBLIC SAFETY JUL'26	490.00
	EOC TOTAL:	3,363.21
	GENERAL FUND TOTAL:	989,008.03
102 - GEN. FD-CITY HALL		
NON-DEPARTMENTAL		
THE GAS COMPANY	7/02/26-8/03/26 MTR#16122180 CH GAS SVC	56.33
SO CAL EDISON	JUL'26 ACCT#7189 CH ELECTRICITY	11,418.28
DEPARTMENT OF INDUSTRIAL RELATIONS	CH CONVEYANCE ELEVATOR PERMIT 26-27	225.00
US BANK PURCHASING CARD PROGRAM	KB 7/10 THE HOMEDEPOT-TOILET SEAT REPAIR CH	94.18
US BANK PURCHASING CARD PROGRAM	KB 7/13 THE HOMEDEPOT-SUITE 255 PAINT & PATCH	92.59
US BANK PURCHASING CARD PROGRAM	KB 7/10 THE HOMEDEPOT-ELECTRICAL OUTLET REPAIR CH	25.27
US BANK PURCHASING CARD PROGRAM	KB 7/09 THE HOMEDEPOT-URINAL REPAIR CH	136.76
US BANK PURCHASING CARD PROGRAM	KB 7/15 THE HOMEDEPOT-EVENT ELECTRICAL EXT CORD	80.78
	NON-DEPARTMENTAL TOTAL:	12,129.19
	GEN. FD-CITY HALL TOTAL:	12,129.19
103 - GF-AV RECREATION SERVICES		
MICHAEL ZINDELL	JUL'26 REFUND ADMIN_M.ZINDELL_CSC002 SOCCER CAMP	5.00
MICHAEL ZINDELL	JUL'26 REFUND_M.ZINDELL_CSC002 SOCCER CAMP	245.00
HANNAH REID	USER CREDIT CONVERSION RENTAL ADJ-HANNAH REID	10.00
JEREMY LONG	REFUND FACILITY RENTAL_REC112460600_JEREMY LONG	2,740.25
JEREMY LONG	REFUND CONVENIENCE FEE_REC112460600_JEREMY LONG	82.21
JEREMY LONG	FACILITY RENTAL CANCELFEE_REC112460600_JEREMY LONG	(250.00)
PATRICK SCARDINA	AUG'26 REFUND ADMIN/NONRES_PATRICK SCARDINA_PAE016	15.00
PATRICK SCARDINA	AUG'26 REFUND_PATRICK SCARDINA_PAE016 ROBOT CAMP	265.00
		3,112.46

Vendor Name	Description (Item)	Amount
RECREATION SERVICES		
CSG FORTE PAYMENTS, INC	JUL'26 CREDIT CARD SERVICE FEE- WEB	2,148.44
CSG FORTE PAYMENTS, INC	JUL'26 CREDIT CARD SERVICE FEE- POS	1,694.45
GARDAWORLD	AUG'26 AVR - CASH COURIER SERVICE	520.60
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZOGLOW IN THE DARK TOYS- DAY CAMP PRIZES	14.02
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-12 PACK FUNNY SENSORY FIDGET PRIZE	14.84
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-80 PCS PARTY FAVOR PRIZES	16.15
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-RING POP LOLLIPOP PRIZES	18.07
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-30 PACK ANIMAL PARTY FAVOR PRIZES	23.69
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-30 PACK PARTY FAVOR PRIZES	25.85
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-GALAXY SLIM KIT PRIZE	27.11
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-60 PACK RED FIBER OPTIC WANDS	42.12
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-FINGER SKATEBOARD PRIZES	10.76
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-ZAXIDEEL STRESS CUBE PRIZE	55.98
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-60 PACK GREEN FIBER OPTIC WANDS	38.71
AMAZON CAPITAL SERVICES INC	AUG'26 AMAZON-JASONWELL WATER FOOTBALL	21.54
AMAZON CAPITAL SERVICES INC	JUN'26 AMAZON-AUNT MOLLYS TRASH BARREL REPLACEMENT	1,282.22
AMAZON CAPITAL SERVICES INC	AMAZON PRIME BUSINESS ESSENTIALS-MEMBERSHIP FEE	139.00
LYONS SECURITY SERVICE IN	JUL'26 GCF SECURITY SERVICES	630.00
LYONS SECURITY SERVICE IN	JUL'26 AVR SECURITY SERVICES	2,353.75
CINTAS CORPORATION NO. 2	JUL'26 AVR FIRST AID SUPPLIES	155.00
JOHN DAVID ALLEN JR	SUMMERCLASS2026-SMM147/144/141TENNIS-6 PARTICIPANT	224.40
LAURELINDA HAUSSON	SC26-PAE-48 PAE109/032/011/021/076/102/LPU-48 PART	8,913.50
PREMIER AQUATIC SERVICES	SUMMERCAMP2026-PAK007/PAM007 SPLASH CAMP-21 PARTIC	5,666.25
M B B & D LLC	SUMMERCAMP2026-CNJ010/CNJ012 CODING-5 PARTICIPANTS	1,319.45
EPC PLAYTIME LLC	SUMMERCAMP2026-EPC002 MINI MVPS-10 PARTICIPANTS	1,122.00
BREAKTHROUGH SPORTS HOLDCO, LLC	SUMMERCAMP2026-BTS011 SOCCER CAMP-4 PARTICIPANTS	547.80
TUMBLE-N-KIDS, INC	SUMMERCAMP2026-TNK001 GYMNASTICS-7 PARTICIPANTS	1,053.25
JENNIFER BALES	SUMMERCLASS2026-SMM002 STORYTIME-3 PARTICIPANTS	45.00
PREMIER AQUATIC SERVICES	SUMMERCAMP2026-PAK008/PAM008 SPLASH CAMP-25 PART	6,611.25
BREAKTHROUGH SPORTS HOLDCO, LLC	SUMMERCAMP2026-BTS014/BTS016 VOLLEYBALL-14 PARTIC	2,362.80
BEELE AQUATICS, INC	SUMMERCAMP2026-LMS007 LTL MERMAIDS&SEACUBS-1 PART	332.50
KIMBERLY DOWNEY ESMOND	SUMMERCAMP2026-SOC002 DANCE-5 PARTICIPANTS	572.00
CORAL BAY HOME LOANS	SUMMERCAMP2026-SKT003 SKATEBOARDING-9 PARTICIPANTS	1,627.20
LAURELINDA HAUSSON	SUMCMP26-PAE114/115/027/110/050/036/111/063-66PART	10,729.40
SO CAL EDISON	JUL'26 ACCT#6247 AVR ELECTRICITY	5,483.89
SO CAL EDISON	JUL'26 ACCT#4551 FARM ELECTRICITY	446.87
L & O ALISO VIEJO, LLC	SUMMERCLASS2026-SMM101 PICKLEBALL-3 PARTICIPANTS	146.25
US BANK PURCHASING CARD PROGRAM	EM RCS 7/14 MEDIEVAL TIMES-CAMP EXCURSION	1,980.84
US BANK PURCHASING CARD PROGRAM	JB 6/24 SUBWAY-CDC WK 3 STAFF LUNCH	50.43
US BANK PURCHASING CARD PROGRAM	JB 6/25 DISCOVERY CUBE-CDC EXC. TICKETS FINAL	657.00
US BANK PURCHASING CARD PROGRAM	JB 6/24 TARGET-GAME DRAWERS	34.48
US BANK PURCHASING CARD PROGRAM	JB 6/30 D&B-CDC EXCURSION ARCADE CARDS	312.00
US BANK PURCHASING CARD PROGRAM	JB 7/09 IRVINE LANES-CDC EXCURSION TICKETS	588.00
US BANK PURCHASING CARD PROGRAM	JB 7/30 KNOTTS-CDC EXCURSION TICKETS ORDER 1	1,560.00
US BANK PURCHASING CARD PROGRAM	JB 7/29 REGAL MOVIE-CDC EXCURSION TICKETS PT 1	153.89
US BANK PURCHASING CARD PROGRAM	JNL 7/01 EVENTDRAW-SUBSCRIPTION RENEWAL	2,155.50
US BANK PURCHASING CARD PROGRAM	JNL 7/01 JUL'26 SPOTIFY-SUBSCRIPTION	18.99
US BANK PURCHASING CARD PROGRAM	JNL 7/01 JOHNS INCREDIBLE PIZZA-EXCURSION	1,261.13
US BANK PURCHASING CARD PROGRAM	JNL 7/01 JOHNS INCREDIBLE PIZZA-EXCURSION REFUND	(252.14)
US BANK PURCHASING CARD PROGRAM	JNL 7/01 SUBWAY-CAMP EXCURSION LUNCH	50.59
US BANK PURCHASING CARD PROGRAM	KB 7/16 O'REILLY-CONCRETE STAIN REPAIR AVR	26.92
FACILITRON, INC.	7/12/26 CUSD FACILITY AVMS PKG LOT-SUMMER ARTISANS	36.60
RECREATION SERVICES TOTAL:		65,070.34
GF-AV RECREATION SERVICES TOTAL:		68,182.80

203 - GAS TAX

CENTRALSQUARE TECHNOLOGIES	FY26-27 LUCITY ASSET MGMT SUBSCRIPTION INT PAYABLE	5.44
		5.44
TRAFFIC ENGINEERING		
CENTRALSQUARE TECHNOLOGIES	FY26-27 LUCITY ASSET MGMT SUBSCRIPTION	2,018.40
CENTRALSQUARE TECHNOLOGIES	FY26-27 LUCITY ASSET MGMT SUBSCRIPTION PRINCIPAL	18,164.53
CENTRALSQUARE TECHNOLOGIES	FY26-27 LUCITY ASSET MGMT SUBSCRIPTION INTEREST	395.33
TRAFFIC ENGINEERING TOTAL:		20,578.26

Vendor Name	Description (Item)	Amount
STREET MAINTENANCE		
EL TORO WATER DISTRICT	6/08/26-7/09/26 MTR#5675 CALLE CORTEZ MEDIAN WATER	154.81
SO CAL EDISON	JUL'26 ACCT#7241 LS1 ST LIGHTS ELECTRICITY	18,762.52
SO CAL EDISON	JUL'26 ACCT#6377 LS2 ST LIGHTS ELECTRICITY	1,258.14
SO CAL EDISON	JUL'26 ACCT#8254 TC1 ST LIGHTS ELECTRICITY	4,023.03
	STREET MAINTENANCE TOTAL:	24,198.50
	GAS TAX TOTAL:	44,782.20
204 - MEASURE M		
GEN-MEASURE M		
OCY MANAGEMENT, LLC	JUL'26 SMP TRANSPORTATION SVC	2,352.00
	GEN-MEASURE M TOTAL:	2,352.00
	MEASURE M TOTAL:	2,352.00
215 - PUBLIC SAFETY GRANTS		
LAW ENFORCEMENT-OTHER		
COUNTY OF ORANGE	JUL'26 AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM	1,670.00
COUNTY OF ORANGE	AUG'26 MDC REPLACEMENT COSTS	1,676.05
COUNTY OF ORANGE	AUG'26 MOTORCYCLE	3,443.42
COUNTY OF ORANGE	AUG'26 E-CITATION RECURRING COSTS	465.27
COUNTY OF ORANGE	AUG'26 E-CITATION REPLACEMENT COSTS	195.31
COUNTY OF ORANGE	AUG'26 MDC RECURRING COSTS	5,289.72
	LAW ENFORCEMENT-OTHER TOTAL:	12,739.77
	PUBLIC SAFETY GRANTS TOTAL:	12,739.77
231 - OTHER GRANTS		
OTHER GRANTS		
GLENWOOD MAINTENANCE CORPORATION	AUG'26-JUN'27 89 PLAYA CIR HOA FEES	1,652.20
GLENWOOD MAINTENANCE CORPORATION	JUL'26 LATE FEE 89 PLAYA CIR HOA	10.33
GLENWOOD MAINTENANCE CORPORATION	AUG'26-JUN'27 35 PLAYA CIR HOA FEES	1,652.20
GLENWOOD MAINTENANCE CORPORATION	JUL'26 LATE FEE - 35 PLAYA CIR HOA	10.33
HARBOR STATION MAINTENANCE	AUG'26-JUN'27 89 PLAYA CIR HOA FEES	2,145.00
COUNTY OF ORANGE	AUG'26 BEHAVIORAL HEALTH BUREAU - PLHA GRANT	2,652.50
	OTHER GRANTS TOTAL:	8,122.56
	OTHER GRANTS TOTAL:	8,122.56
241 - TECHNOLOGY FUND		
GEN-TECHNOLOGY GRANTS		
WESTERN A/V	COUNCIL CHAMBER VOTING EQUIPMENT	13,095.14
	GEN-TECHNOLOGY GRANTS TOTAL:	13,095.14
	TECHNOLOGY FUND TOTAL:	13,095.14
261 - CITY FAC.-AQUATIC CENTER		
KIEM NGUYEN	AQ CTR RENTAL REFUND_KIEM NGUYEN/BROOKE HUYNH	12.00
		12.00
GEN-AQUATIC CENTER		
THE GAS COMPANY	7/06/26-8/04/26 MTR#15672349/15616233 AQC GAS SVC	855.06
SCP DISTRIBUTORS LLC	JUN'26 POOL CHEMICALS & CONTAINERS	188.78
PREMIER AQUATIC SERVICES	JUN'26 AQC 6/30 VITAMIN C SOLUTIONS - MERCHANDISE	292.45
US BANK PURCHASING CARD PROGRAM	KB 6/29 THE HOMEDEPOT-LOCKER ROOM REPAIR AQC	93.60
	GEN-AQUATIC CENTER TOTAL:	1,429.89
	CITY FAC.-AQUATIC CENTER TOTAL:	1,441.89
331 - CAPITAL IMPROVEMENTS		
BENA BUILDERS INC	CITY HALL FRONT COUNTER RECONFIG-RETENTION PMT 1	(1,362.50)
		-1,362.50

Vendor Name	Description (Item)	Amount
CAPITAL IMPROVEMENTS		
BENA BUILDERS INC	CITY HALL FRONT COUNTER RECONFIGURE-PROGRESS PMT 1	27,250.00
	CAPITAL IMPROVEMENTS TOTAL:	27,250.00
	CAPITAL IMPROVEMENTS TOTAL:	25,887.50
721 - COMMUNITY TRUST		
TRUST FUND		
US BANK PURCHASING CARD PROGRAM	EM RCS 7/02 4 IMPRINT-25TH ANNIVERSARY-CAA SPONSOR	3,000.00
	TRUST FUND TOTAL:	3,000.00
	COMMUNITY TRUST TOTAL:	3,000.00
	GRAND TOTAL:	1,180,741.08

Fund Summary		
Fund	Expense Amount	Payment Amount
101 - GENERAL FUND	989,008.03	989,008.03
102 - GEN. FD-CITY HALL	12,129.19	12,129.19
103 - GF-AV RECREATION SERVICES	68,182.80	68,182.80
203 - GAS TAX	44,782.20	44,782.20
204 - MEASURE M	2,352.00	2,352.00
215 - PUBLIC SAFETY GRANTS	12,739.77	12,739.77
231 - OTHER GRANTS	8,122.56	8,122.56
241 - TECHNOLOGY FUND	13,095.14	13,095.14
261 - CITY FAC.-AQUATIC CENTER	1,441.89	1,441.89
331 - CAPITAL IMPROVEMENTS	25,887.50	25,887.50
721 - COMMUNITY TRUST	3,000.00	3,000.00
Grand Total:	1,180,741.08	1,180,741.08

Report Summary**Fund Summary**

Fund	Payment Amount
101 - GENERAL FUND	989,008.03
102 - GEN. FD-CITY HALL	12,129.19
103 - GF-AV RECREATION SERVICES	68,182.80
203 - GAS TAX	44,782.20
204 - MEASURE M	2,352.00
215 - PUBLIC SAFETY GRANTS	12,739.77
231 - OTHER GRANTS	8,122.56
241 - TECHNOLOGY FUND	13,095.14
261 - CITY FAC.-AQUATIC CENTER	1,441.89
331 - CAPITAL IMPROVEMENTS	25,887.50
721 - COMMUNITY TRUST	3,000.00
Grand Total:	1,180,741.08

Account Summary

Account Number	Account Name	Payment Amount
101-2602-000	PLANNING DEPOSIT	3,630.00
101-2606-000	C & D DEPOSIT	500.00
101-4-2501-4301-000	PROFESSIONAL SERVICES	5,017.32
101-4-2501-4520-000	MTGS/CONF./TRNG & D...	1,188.05
101-4-2501-4521-000	MEMBERSHIP & DUES	795.00
101-4-3501-4471-000	RENT	5,728.78
101-4-3501-4517-000	VEHICLE MAINTENANCE	394.48
101-4-3501-4601-000	SUPPLIES	234.89
101-4-3501-4612-000	OPERATING SUPPLIES	15.34
101-4-4101-4520-000	MTGS/CONF./TRNG & D...	129.26
101-4-4101-4524-000	RECREATION-SENIOR TR...	588.00
101-4-4101-4527-000	REC-CITY SPECIAL EVENTS	9,373.37
101-4-4101-4601-000	SUPPLIES	23.11
101-4-4102-4411-000	UTILITIES	2,096.56
101-4-4103-4309-000	OTHER CONTRACTUAL S...	194.25
101-4-4103-4411-000	UTILITIES	319.65
101-4-4401-4520-000	MTGS/CONF./TRNG & D...	1,565.80
101-4-4402-4520-000	MTGS/CONF./TRNG & D...	858.00
101-4-4501-4601-000	SUPPLIES	46.89
101-4-4501-4701-000	NPDES	995.68
101-4-5101-4308-000	LAW ENFORCEMENT	946,438.15
101-4-5102-4462-000	EQUIP MAINT-800MHZ ...	1,728.34
101-4-5102-4516-000	FUEL	575.00
101-4-5102-4517-000	VEHICLE MAINTENANCE	2,089.63
101-4-5102-4535-000	SPECIAL EVENTS	715.81
101-4-5102-4612-000	OPERATING SUPPLIES	403.46
101-4-5401-4471-000	RENT	490.00
101-4-5401-4612-000	OPERATING SUPPLIES	2,873.21
102-4-3501-4411-000	UTILITIES	11,474.61
102-4-3501-4431-000	BUILDING & GROUND M...	429.58
102-4-3501-4561-000	TAXES/FEES/PERMITS	225.00
103-2610-000	MISC. DEPOSITS PAYABLE	10.00
103-34130	FACILITY RENTAL	2,740.25
103-34150	OTHER INCOME	102.21
103-34161	CONTRACT CLASSES	510.00
103-34169	REFUNDS	-250.00
103-4-4105-4305-000	TECHNOLOGY SERVICES	2,313.49
103-4-4105-4309-000	OTHER CONTRACTUAL S...	41,309.65
103-4-4105-4411-000	UTILITIES	5,483.89
103-4-4105-4431-000	BUILDING & GROUND M...	2,380.67
103-4-4105-4451-000	FARM OPERATING EXPE...	1,076.87
103-4-4105-4561-000	TAXES/FEES/PERMITS	4,363.49

Account Summary

Account Number	Account Name	Payment Amount
103-4-4105-4570-000	CITY CAMP EXPENSE	6,705.06
103-4-4105-4601-000	SUPPLIES	155.00
103-4-4105-4620-000	MINOR EQUIPMENT	1,282.22
203-2104-000	INTEREST PAYABLE	5.44
203-4-4502-4301-000	PROFESSIONAL SERVICES	2,018.40
203-4-4502-4541-000	SUBSCRIPTION FINANCI...	18,164.53
203-4-4502-4542-000	SUBSCRIPTION FINANCI...	395.33
203-4-4503-4411-000	UTILITIES	24,198.50
204-4-6104-4309-000	OTHER CONTRACTUAL S...	2,352.00
215-4-5102-4803-000	PUBLIC SAFETY EQUIPM...	12,739.77
231-4-6131-4309-000	OTHER CONTRACTUAL S...	8,122.56
241-4-6141-4481-000	IT/COMPUTER EQUIPM...	13,095.14
261-37835	AQUATIC FEES	12.00
261-4-6161-7411-000	UTILITIES	855.06
261-4-6161-7421-000	BUILDING & GROUND M...	93.60
261-4-6161-7425-000	POOL MAINTENANCE	188.78
261-4-6161-7435-000	MERCHANDISE	292.45
331-2103-000	RETENTIONS PAYABLE	-1,362.50
331-4-8701-5910-000	IMPROVEMENTS	27,250.00
721-4-7501-6103-000	COLLABORATIVE EVENTS...	3,000.00
Grand Total:		1,180,741.08

Project Account Summary

Project Account Key	Payment Amount
None	1,083,970.06
0575910	27,250.00
1002SUMMERCAMP	40,894.00
1002SUMMERCLASS	415.65
10044309	8,122.56
1005-MUNI OPS	900.00
9934527	8,853.75
9974570	1,053.91
997-EXCURSION	5,291.72
997-LUNCH	50.59
997-SUPPLIES	308.84
GPA-2026-01003	1,650.00
SDP-2025-00004	1,980.00
Grand Total:	1,180,741.08

City of Aliso Viejo

AGENDA ITEM



DATE: September 2, 2026

TO: Mayor and City Council

FROM: Maria Kendig, Director of Government Services/City Clerk

SUBJECT: CONFLICT OF INTEREST CODE BIENNIAL REVIEW AND AMENDMENT

Recommended Action:

Adopt Resolution No. 2026-XXX approving amendments to the City of Aliso Viejo Conflict of Interest Code pursuant to the Political Reform Act (Government Code sections 87300–87313), including Government Code section 87303.

Fiscal Impact:

None.

Background:

The Political Reform Act of 1974 (Government Code section 81000 et seq.) ("Act") requires every local government agency to adopt and maintain a Conflict of Interest Code that identifies those public officials, employees, members, and consultants whose positions involve making, or participating in making, governmental decisions that may foreseeably have a material effect on their financial interests.

Pursuant to Government Code section 87300, each local agency must adopt a Conflict of Interest Code that incorporates by reference the standard conflict of interest provisions contained in Section 18730 of Title 2 of the California Code of Regulations, as adopted and periodically amended by the Fair Political Practices Commission ("FPPC"). The City's Conflict of Interest Code also includes a list of designated positions and the applicable disclosure categories for each position.

Individuals designated in the Code are required to file Statements of Economic Interests (FPPC Form 700) pursuant to Government Code section 87302 and must disqualify themselves from participating in governmental decisions in which they have a disqualifying financial interest, as required by Government Code section 87100.

Government Code sections 87306 and 87306.5 require every local agency to review its Conflict of Interest Code during each even-numbered year to determine whether amendments are necessary because of organizational, staffing, or operational changes.

Following this review, the City must submit a biennial notice to the code-reviewing body indicating whether amendments are required.

Discussion:

On June 3, 2026, the City Council directed staff to conduct the required biennial review of the City's Conflict of Interest Code and to submit the required Biennial Notice no later than October 1, 2026, in accordance with Government Code sections 87306 and 87306.5.

Staff completed a comprehensive review of the City's organizational structure, current staffing, and designated filing positions. Based on that review, staff determined that amendments to the Conflict of Interest Code (Attachment 2) are necessary to accurately reflect the City's current organizational structure and ensure continued compliance with the Political Reform Act.

The proposed amendments are administrative in nature and are intended to maintain an accurate list of designated positions whose duties require the filing of Statements of Economic Interests.

Proposed Position Revisions

Revise Title:

Director of Government Services / City Clerk
Director of Finance/City Treasurer

Add New Positions:

Required designated filer based on decision-making authority exercised on behalf of the City through the Orange County Fire Authority.

1. Fire Chief

New management-level positions with authority to participate in governmental decisions affecting public works projects, contracts, and development matters.

1. Principal Planner
2. Principal Civil Engineer

Delete:

Classifications removed. The City no longer employs these positions. Services are provided under professional services agreements. Individuals performing these services will continue to be evaluated on a case-by-case basis to determine whether they qualify as consultants under the Political Reform Act and the City's Conflict of Interest Code.

1. Building Inspectors
2. Building Official
3. Environmental Associate
4. Environmental Programs Manager
5. Senior Public Works Inspector

Delete: Positions do not routinely make or participate in governmental decisions as defined by the Political Reform Act.

1. Administrative Secretary
2. Executive Assistant
3. Permit Technician
4. Recreation Coordinator
5. Recreation Specialist
6. Secretary to the City Manager

Consultant and Contractor Disclosure Requirements

The proposed deletion of several contracted positions from the City's designated position list does not eliminate conflict of interest disclosure requirements for consultants or contractors performing governmental functions.

Government Code Section 87300 and Section 18730 of Title 2 of the California Code of Regulations establish requirements for agencies to adopt and maintain a Conflict of Interest Code. Under the Political Reform Act and applicable Fair Political Practices Commission (FPPC) regulations, consultants may be designated as employees for purposes of the Conflict of Interest Code when, pursuant to their agreement with the agency, they make or participate in making governmental decisions.

The FPPC provides Form 805, Agency Report of: Consultant or New Position, for use by local government agencies to identify consultants who are required to disclose their economic interests because they make or participate in making governmental decisions on behalf of the agency. Consultants designated as filers are required to file a Statement of Economic Interests (Form 700) within 30 days of assuming office.

This form is intended for the City's internal use to assist in determining whether an individual providing consulting or professional services is subject to the City's Conflict of Interest Code and, if so, the applicable Form 700 disclosure requirements. The completed form should be maintained by the City in accordance with its records retention requirements and procedures for administering the Conflict of Interest Code.

Rather than designating all contractor classifications categorically, the City evaluates consultants and contractors on a case-by-case basis, based on the scope of services provided under the applicable professional services agreement. This approach ensures that disclosure requirements are appropriately tailored to contractors who exercise governmental decision-making authority, including those involved in contract administration, land use recommendations, development review, procurement, project management, or other discretionary functions identified in the Political Reform Act and FPPC regulations.

Conversely, contractors performing purely ministerial, technical, inspection, maintenance, or advisory services without independent governmental decision-making authority are generally not required to file Statements of Economic Interests.

This approach is consistent with the Political Reform Act, FPPC Regulation 18730 (Attachment 5), and current best practices for maintaining an accurate and legally compliant Conflict of Interest Code.

Also, as required a copy of the 2026 Local Agency Biennial Notice (Attachment 3) will be completed and retained on file, which indicates the types of amendments that are necessary. Government Code section 87303 provides that no code or amendment to a code shall be effective until it has been approved by the code-reviewing body. The amended Conflict of Interest Code will become effective immediately upon City Council approval of the attached resolution (Attachment 1).

Summary:

The proposed amendments ensure that the City's Conflict of Interest Code accurately reflects the City's current organizational structure while maintaining compliance with the Political Reform Act. The amendments remove positions that no longer exercise governmental decision-making authority requiring disclosure, add newly established management positions with such authority, update an existing position title, and preserve the City's ability to require financial disclosure from consultants and contractors when their assigned responsibilities warrant designation under the Code.

Pursuant to Government Code section 87303, amendments to a Conflict of Interest Code become effective only upon approval by the code-reviewing body. Adoption of the attached resolution will approve the amended Conflict of Interest Code and authorize it to become effective immediately upon City Council approval.

Attachments:

1. Resolution
2. 2026 Conflict of Interest Code (redlined)
3. 2026 Local Agency Biennial Notice
4. FPPC Form 805: Agency Report of Consultants
5. Code of Regulations of FPPC § 18730

RESOLUTION NO. 2026-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALISO VIEJO, CALIFORNIA, APPROVING AND ADOPTING AN AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

WHEREAS, the Legislature of the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the City of Aliso Viejo (the "City") and which requires all public agencies to adopt and promulgate a conflict of interest code;

WHEREAS, the City Council adopted a Conflict of Interest Code (the "Code") which was amended on November 2, 2022, in compliance with the Act;

WHEREAS, subsequent changed circumstances within the City have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the City's Code;

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the City being restrained or prevented from acting in cases where the provisions of the Act may have been violated;

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the City Council of, the proposed amended Code was provided each affected designated employee and publicly posted for review; and

WHEREAS, a public meeting was held upon the proposed amended Appendix at a regular meeting of the City Council on September 2, 2026, at which all present were given an opportunity to be heard on the proposed amended Code.

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

Section 1. The City Council does hereby approve and adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto (Exhibit 1) and shall be on file with the City Clerk, and available to the public for inspection and copying during regular business hours.

Section 2. The City Council further finds that deleting contracted classifications from the designated position list does not eliminate disclosure requirements for consultants. Consultants shall continue to be evaluated pursuant to Government Code section 87300 and California Code of Regulations, title 2, section 18700.3, and designated when appropriate.

Section 3. The said amended Conflict of Interest Code shall become effective immediately upon its adoption and approval.

PASSED, APPROVED AND ADOPTED this ____ day of September, 2026.

Max Duncan
Mayor

APPROVED AS TO FORM:

Scott C. Smith
City Attorney

CERTIFICATION OF ATTESTATION AND ORIGINALITY

I, MARIA KENDIG, City Clerk of the City of Aliso Viejo, California, do hereby attest to and certify that the foregoing Resolution No. 2026-XX to be the original resolution duly passed and adopted by the City Council at their regular meeting held on the ____ day of September 2026, by the following roll call vote, to wit:

AYES:	Councilmembers:	_____
NOES:	Councilmembers:	_____
ABSENT:	Councilmembers:	_____

Date:_____

Maria Kendig
City Clerk

CONFLICT OF INTEREST CODE

FOR THE

CITY OF ALISO VIEJO

(Amended November 2, 2022 September 2, 2026)

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing Regulation 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **City of Aliso Viejo** (the "**City**").

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the **Director of Finance**/City Treasurer, shall electronically file their annual statements of economic interests directly with the Fair Political Practices Commission. All other officials and designated positions shall file their statements with the **City Clerk** as the City's Filing Officer. The **City Clerk** shall retain the original statements filed by all other officials and designated positions and make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code§ 81008.)

~~October 2022~~ **September 2026**

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

CITY OF ALISO VIEJO

(Adopted on ~~November 2, 2022~~ **September 2, 2026**)

PART "A"

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the **Director of Finance**/City Treasurer, and all Other City Officials who manage public investments as defined by 2 Cal. Code of Regs. § 18700.3(b), are NOT subject to the City's Code but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are Other City Officials who manage public investments.¹ These positions are listed here for informational purposes only.

Director of Financial Services/City Treasurer ¹

Financial Consultants ¹

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
Accountant	4
Accountant/Payroll	4
Accounting Supervisor	4
~~Administrative Secretary~~	~~5~~
Assistant Planner	2, 6
Associate Engineer	3, 5, 6
Associate Planner	2, 3, 5
~~Building Inspectors~~	~~6~~
~~Building Official~~	~~5, 6~~
Chief of Police	5, 6
City Attorney / Deputy / Assistant (not filing under Gov Code § 87200)	1, 2
City Clerk	5
Director of Administrative Services	5
Director of Community Development	2, 3, 5, 6
Director of Government Services / ~~City Clerk~~	5
Director of Public Works	1, 2
Director of Recreation & Community Services	5
~~Environmental Associate~~	~~2, 3, 5, 6~~

TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
~~Environmental Programs Manager~~	~~2, 3, 5, 6~~
~~Executive Assistant~~	~~4~~
Facilities Supervisor	2, 3, 5
Financial Analyst	4
Financial Services Manager	1, 2
Human Resources Analyst	5, 7
Human Resources Manager	5, 7
IT Manager	5
Management Analyst	5
Fire Chief	5, 6
~~Permit Technician~~	~~6~~
Planning Technician	6
Principal Civil Engineer	1, 2
Principal Planner	2, 3, 5, 6
Recreation & Community Services Manager	5
Recreation & Community Services Supervisor	5
~~Recreation Coordinator~~	~~5~~
~~Recreation Specialist~~	~~5~~
~~Secretary to the City Manager~~	~~5~~
Senior Accountant	4
Senior Planner	2, 3, 5

TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
~~Senior Public Works Inspector~~	~~2, 3, 5, 6~~
Streets Supervisor	5
Systems Administrator	5

Consultant and New Positions ²

² Individuals serving as a consultant as defined in FPPC Reg 18700.3(a) or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

Note: The City Council, Planning Commission, City Manager, City Attorney, and Director of Finance/City Treasurer are not included as designated positions because those officials are required by the Political Reform Act to file broad statements of economic interest with the Fair Political Practices Commission and in conformance with Government Code Section 87200.

PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated is assigned.³ Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the City.

Category 1: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that are located in, do business in, or own real property within the jurisdiction of the City.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of City.

Category 4: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that provide services (including training or consulting services), products, materials, machinery, vehicles or equipment of the type purchased or leased by the City.

Category 5: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that provide services (including training or consulting services), products, materials, machinery, vehicles or equipment of the type purchased or leased by the designated position's department, unit or division.

Category 6: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), subject to the regulatory, permit, or licensing authority of the designated position's department, unit or division.

Category 7: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans, and travel payments), if such entities or sources have filed claims against the agency in the past 2 years, or have a claim pending before the City.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg 18730.1)

2026 Local Agency Biennial Notice

Name of Agency: City of Aliso Viejo
Mailing Address: 12 Journey, Suite 100 Aliso Viejo, CA 92656
Contact Person: Maria Kendig Phone No. 949 425-2506
Email: mkendig@avcity.org Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☒ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☒ Include new positions
- ☒ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2026**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

1. Agency Name (Also include, Division, Department, or Region (if applicable))		☐ Amendment
Agency Contact		Date of Original Filing: _____ (month, day, year)
Phone Number 949 425-2506	Email	

2. **Firm Information**

Firm Name

Firm Address Email (optional) Email (optional)

Describe General Purpose of Contract

3. **Consultant Information**

Consultant Name	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date Leaving/End Date (if known)
				Start ____/____/____ End ____/____/____
				Start ____/____/____ End ____/____/____
				Start ____/____/____ End ____/____/____

4. **Verification**

I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

Signature Name Title (month, day, year)

Comment: (Use this space or an attachment for any additional information.)

A Public Document

State and local government agencies may use this form to identify consultants that will make or participate in making governmental decisions on behalf of the agency. A consultant must file a Statement of Economic Interests (Form 700) within 30 days of assuming office.

This form identifies the Statement of Economic Interests, Form 700, disclosure requirements for individuals serving in these positions. This form is for the agency's internal use and should be maintained by the agency in the same manner as the agency's conflict of interest code. For more information, refer to the FPPC website www.fppc.ca.gov and Regulation 18700.3 and 18734.

Disclosure Requirements

- Disclosure requirements should conform to the range of duties.
- Alternatively, the agency must require an individual to file under the broadest disclosure category in the agency's conflict of interest code or, if the agency does not have a conflict of interest code, full disclosure.

Full disclosure includes reporting all investments, business positions, and interests in real property held on the date of assuming office and income received during the 12 months immediately preceding assuming office.

Examples:

An agency hired a law firm to act as its general counsel. An individual will make recommendations to the agency's board and provide general legal services. The individual qualifies as a consultant and based on the indefinable duties will be assigned the broadest or full disclosure under the agency's conflict of interest code.

Not all outside contractors meet the consultant definition in FPPC Regulation 18700.3 requiring of the Form 700. When an agency determines that an individual is a consultant with limited duties, tailored disclosure should be used.

An agency hired a firm to prepare an environmental impact report ("EIR") on airport expansion. The individual at the firm who will prepare the EIR should be assigned a disclosure requirement that reflects the contract's scope of authority. An example might include real property, investments and business positions in business entities, and income from only those sources engaging in air traffic or aviation goods or services. Note: The agency can assign an existing disclosure category, if applicable.

Instructions

An individual must file the Form 700 within 30 days of assuming office and an annual statement for each calendar year of the contract. At the conclusion of services a leaving office statement is required.

Part 1

Identify the agency, contact information, and provide the amendment explanation in the comment section when applicable.

Part 2

Identify the consultant's firm name and address. Briefly describe the general purpose of the contract.

Part 3

Identify the name of those individuals that qualify as consultants and will file the Form 700. Identify the disclosure by:

- Assigning an existing category(s) in the agency's code, or
- Writing a disclosure requirement.

Provide the start and end dates of service if known.

Part 4

The Agency's conflict of interest code should identify the position that is responsible for the verification.

Example of Part 2 & 3

2. Firm Information

Firm Name ABC Company		
Firm Address 1010 Capital St., Sacramento, CA 95814	Email (optional) abcco@company.com	Email (optional)
Describe General Purpose of Contract Prepare an EIR on airport expansion.		

3. Consultant Information

Consultant Name	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date Leaving/End Date (if known)
Hector Rodriguez	3			Start 7 / 7 / XX m / d / yr End 12 / 12 / XX m / d / yr

(Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations)

§ 18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

(C) The filing officer is the same for both agencies. [FN1]

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in the employee's statement of economic interests those economic interests the employee has which are of the kind described in the disclosure categories to which the employee is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's

disclosure categories are the kinds of economic interests which the employee foreseeably can affect materially through the conduct of the employee's office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code or with the Fair Political Practices Commission using the Commission's electronic filing system as required under Section 87500. [FN2]

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following the person's return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that the person is subject to that

federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of the person's military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided the person did not make or participate in the making of, or use the person's position to influence any decision and did not receive or become entitled to receive any form of payment as a result of the person's appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation the person did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property [FN3] is required to be reported, [FN4] the statement shall contain the following:

1. A statement of the nature of the investment or interest;

2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

3. The address or other precise location of the real property;

4. A statement whether the fair market value of the investment or interest in real property equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

(B) Personal Income Disclosure. When personal income is required to be reported, [FN5] the statement shall contain:

1. The name and address of each source of income aggregating \$500 or more in value, or \$50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater than \$10,000, or greater than \$100,000;

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, [FN6] the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which the employee is a director, officer, partner, trustee, employee, or in which the employee holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on the member's or employee's statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$630.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$630 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on the member's or employee's statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of the election to office through the date that the officer vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of the election to office through the date that the officer vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer

has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while the official holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed \$500 at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of the officer's election to office through the date the officer vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

- a. The date the loan was made.
- b. The date the last payment of \$100 or more was made on the loan.
- c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use the employee's official position to influence the making of any governmental decision which the employee knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of the official's immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$630 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent the employee's participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make the employees' participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use the official's position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of the official's immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that the employee should not make a governmental decision because the employee has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of the duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for the employee's agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the

Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

[FN1]

Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

[FN2]

See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

[FN3]

For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

[FN4]

Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and

dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

[FN5]

A designated employee's income includes the employee's community property interest in the income of the employee's spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

[FN6]

Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.

History

1. New section filed 4-2-80 as an emergency; effective upon filing (Register 80, No. 14).
Certificate of Compliance included.
2. Editorial correction (Register 80, No. 29).
3. Amendment of subsection (b) filed 1-9-81; effective thirtieth day thereafter (Register 81, No. 2).
4. Amendment of subsection (b)(7)(B)1. filed 1-26-83; effective thirtieth day thereafter (Register 83, No. 5).
5. Amendment of subsection (b)(7)(A) filed 11-10-83; effective thirtieth day thereafter (Register 83, No. 46).

6. Amendment filed 4-13-87; operative 5-13-87 (Register 87, No. 16).
7. Amendment of subsection (b) filed 10-21-88; operative 11-20-88 (Register 88, No. 46).
8. Amendment of subsections (b)(8)(A) and (b)(8)(B) and numerous editorial changes filed 8-28-90; operative 9-27-90 (Reg. 90, No. 42).
9. Amendment of subsections (b)(3), (b)(8) and renumbering of following subsections and amendment of Note filed 8-7-92; operative 9-7-92 (Register 92, No. 32).
10. Amendment of subsection (b)(5.5) and new subsections (b)(5.5)(A)-(A)(2) filed 2-4-93; operative 2-4-93 (Register 93, No. 6).
11. Change without regulatory effect adopting Conflict of Interest Code for California Mental Health Planning Council filed 11-22-93 pursuant to title 1, section 100, California Code of Regulations (Register 93, No. 48). Approved by Fair Political Practices Commission 9-21-93.
12. Change without regulatory effect redesignating Conflict of Interest Code for California Mental Health Planning Council as chapter 62, section 55100 filed 1-4-94 pursuant to title 1, section 100, California Code of Regulations (Register 94, No. 1).
13. Editorial correction adding History 11 and 12 and deleting duplicate section number (Register 94, No. 17).
14. Amendment of subsection (b)(8), designation of subsection (b)(8)(A), new subsection (b)(8)(B), and amendment of subsections (b)(8.1)-(b)(8.1)(B), (b)(9)(E) and Note filed 3-14-95; operative 3-14-95 pursuant to Government Code section 11343.4(d) (Register 95, No. 11).
15. Editorial correction inserting inadvertently omitted language in footnote 4 (Register 96, No. 13).

16. Amendment of subsections (b)(8)(A)-(B) and (b)(8.1)(A), repealer of subsection (b)(8.1)(B), and amendment of subsection (b)(12) filed 10-23-96; operative 10-23-96 pursuant to Government Code section 11343.4(d) (Register 96, No. 43).
17. Amendment of subsections (b)(8.1) and (9)(E) filed 4-9-97; operative 4-9-97 pursuant to Government Code section 11343.4(d) (Register 97, No. 15).
18. Amendment of subsections (b)(7)(B)5., new subsections (b)(8.2)-(b)(8.4)(C) and amendment of Note filed 8-24-98; operative 8-24-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 35).
19. Editorial correction of subsection (a) (Register 98, No. 47).
20. Amendment of subsections (b)(8.1), (b)(8.1)(A) and (b)(9)(E) filed 5-11-99; operative 5-11-99 pursuant to Government Code section 11343.4(d) (Register 99, No. 20).
21. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 12-6-2000; operative 1-1-2001 pursuant to the 1974 version of Government Code section 11380.2 and Title 2, California Code of Regulations, section 18312(d) and (e) (Register 2000, No. 49).
22. Amendment of subsections (b)(3) and (b)(10) filed 1-10-2001; operative 2-1-2001. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 2).
23. Amendment of subsections (b)(7)(A)4., (b)(7)(B)1.-2., (b)(8.2)(E)3., (b)(9)(A)-(C) and footnote 4. filed 2-13-2001. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third

Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 7).

24. Amendment of subsections (b)(8.1)-(b)(8.1)(A) filed 1-16-2003; operative 1-1-2003.

Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2003, No. 3).

25. Editorial correction of History 24 (Register 2003, No. 12).

26. Editorial correction removing extraneous phrase in subsection (b)(9.5)(B) (Register 2004, No. 33).

27. Amendment of subsections (b)(2)-(3), (b)(3)(C), (b)(6)(C), (b)(8.1)-(b)(8.1)(A), (b)(9)(E) and (b)(11)-(12) filed 1-4-2005; operative 1-1-2005 pursuant to Government Code section 11343.4 (Register 2005, No. 1).

28. Amendment of subsection (b)(7)(A)4. filed 10-11-2005; operative 11-10-2005 (Register 2005, No. 41).

29. Amendment of subsections (a), (b)(1), (b)(3), (b)(8.1), (b)(8.1)(A) and (b)(9)(E) filed 12-18-2006; operative 1-1-2007. Submitted to OAL pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2006, No. 51).

30. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 10-31-2008; operative 11-30-2008. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District,

nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2008, No. 44).

31. Amendment of section heading and section filed 11-15-2010; operative 12-15-2010.

Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2010, No. 47).

32. Amendment of section heading and subsections (a)-(b)(1), (b)(3)-(4), (b)(5)(C), (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) and amendment of footnote 1 filed 1-8-2013; operative 2-7-2013.

Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2013, No. 2).

33. Amendment of subsections (b)(8.1)-(b)(8.1)(A), (b)(8.2)(E)3. and (b)(9)(E) filed 12-15-2014; operative 1-1-2015 pursuant to section 18312(e)(1)(A), title 2, California Code of Regulations.

Submitted to OAL for filing and printing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2014, No. 51).

34. Redesignation of portions of subsection (b)(8)(A) as new subsections (b)(8)(B)-(D), amendment of subsections (b)(8.1)-(b)(8.1)(A), redesignation of portions of subsection (b)(8.1)(A) as new subsections (b)(8.1)(B)-(C) and amendment of subsection (b)(9)(E) filed 12-1-2016; operative 12-31-2016 pursuant to Cal. Code Regs. tit. 2, section 18312(e). Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2016, No. 49).

35. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 12-12-2018; operative 1-11-2019 pursuant to Cal. Code Regs., tit. 2, section 18312(e). Submitted to OAL for filing and printing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2018, No. 50).

36. Amendment of subsections (b)(8.1)-(8.1)(A) filed 12-23-2020; operative 1-1-2021 pursuant to Cal. Code Regs., tit. 2, section 18312(e). Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2020, No. 52).

37. Amendment of subsections (b)(3)(C), (b)(5)(C), (b)(5.5), (b)(5.5)(A)(2), (b)(7)(D), (b)(8)(A), (b)(8.1)(A), (b)(8.2)(A), (b)(8.2)(C)-(D), (b)(8.3)(A), (b)(9), (b)(9.3), (b)(9.5), (b)(10) and (b)(11) and footnote 5 filed 5-12-2021; operative 6-11-2021 pursuant to Cal. Code Regs., tit. 2, section 18312(e). Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2021, No. 20).

38. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 12-20-2022; operative 1-19-2023 pursuant to Cal. Code Regs., tit. 2, section 18312(e). Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2022, No. 51).

39. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 2-18-2025; operative 3-20-2025 pursuant to Cal. Code Regs., tit. 2, section 18312(e). Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2025, No. 8).

40. Amendment of subsection (b)(4) filed 5-8-2025; operative 6-7-2025 pursuant to Cal. Code Regs., tit. 2, section 18312(e). Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2025, No. 19).

City of Aliso Viejo

AGENDA ITEM



DATE: September 2, 2026

TO: Mayor and City Council

FROM: So Kim, Director of Community Development

SUBJECT: FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN FINANCIAL SERVICES

Recommended Actions:

1. Approve and authorize the City Manager to execute a First Amendment to the Professional Services Agreement with Willdan Financial Services in an amount not to exceed \$29,627 and a 10% contingency; and
2. Authorize the appropriation of \$29,627 from the General Fund to the Fiscal Year (FY) 2026-27 Budget.

Fiscal Impact:

The cost of the additional services and contingency totals \$29,627, which will require appropriation from the FY 2026-27 General Fund.

Discussion

On January 21, 2026, the City Council approved a professional services agreement with Willdan Financial Services ("Willdan") for the preparation of a comprehensive fee study in an amount of \$90,400. In further review and discussions regarding development fees associated with proposed development projects, the City Council directed Staff to evaluate the feasibility of establishing Community Facility Districts ("CFD"). In response, Willdan submitted a proposal to expand its scope of work to include a CFD feasibility analysis for an additional cost of \$18,715. Staff also recommends including a 10% contingency to accommodate potential additional services to the entire scope of work, resulting in a revised total contract amount of \$120,027. A breakdown of the fees is provided below.

Original Agreement	\$90,400
First Amendment	\$18,715
<u>10% Contingency</u>	<u>\$10,912</u>
Total	\$120,027

Attachments:

1. First Amendment
2. Original Agreement

CITY OF ALISO VIEJO
FIRST AMENDMENT TO
COMPREHENSIVE FEE STUDY

1. PARTIES AND DATE.

This First Amendment to the Comprehensive Fee Study (“First Amendment”) is entered into on the ____ day of _____, 2026, by and between the City of Aliso Viejo (hereinafter referred to as the “City”) and **WILLDAN FINANCIAL SERVICES** (hereinafter referred to as the “Consultant”). City and Consultant are sometimes collectively referred to herein as the “Parties.”

2. RECITALS.

2.1 Agreement. The Parties entered into an agreement entitled Comprehensive Fee Study dated January 21, 2026 (“Agreement”).

2.2 First Amendment. The Parties now desire to amend the Agreement in order to include a Feasibility Analysis for a Citywide Community Facility District to the scope of services and increase the total compensation amount by **TWENTY-NINE THOUSAND SIX HUNDRED TWENTY-SEVEN DOLLARS (\$29,627)**.

3. TERMS.

3.1 Scope of Services. The Agreement is hereby amended to include the scope of services set forth in Exhibit “A,” attached hereto and incorporated herein by reference.

3.2 Compensation. The total compensation for the Services provided pursuant to the Agreement and this First Amendment shall not exceed **ONE HUNDRED TWENTY THOUSAND TWENTY SEVEN DOLLARS (\$120,027)** without written approval of the City Manager. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this First Amendment at the rates set forth in Exhibit “A,” attached hereto.

3.3 Declaration of Political Contributions. Prior to the City’s approval of this Amendment, Consultant shall submit to City a statement in writing declaring any political contributions of money, in-kind services, or loan made to any member of the City Council within the previous twelve-month period by the Consultant and all of their employees, including any employees that Consultant intends to assign to perform the Services described in this First Amendment.

3.4 Continuing Effect of Agreement. Except as otherwise specifically set forth in this First Amendment, the remaining provisions of the Agreement shall remain in full force and effect. From and after the date of this First Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement as amended by this First Amendment.

3.5 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this First Amendment.

3.6 Counterparts. This First Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

**SIGNATURE PAGE FOR FIRST AMENDMENT TO COMPREHENSIVE FEE STUDY
BETWEEN THE CITY OF ALISO VIEJO AND WILLDAN FINANCIAL SERVICES**

IN WITNESS WHEREOF, the parties have executed this First Amendment to Agreement
on this ____ day of _____, 2026.

CITY OF ALISO VIEJO

Approved:

By: _____
Brett Channing
City Manager

ATTEST:

By: _____
Maria Kendig,
City Clerk

APPROVED AS TO FORM:

Best Best & Krieger LLP
City Attorney

**APPROVED AS TO COMPLIANCE
WITH BUDGET**

By: _____
Ann Eifert
Director of Financial Services

WILLDAN FINANCIAL SERVICES

**[If Corporation, TWO SIGNATURES,
President OR Vice President AND Secretary
OR Treasurer REQUIRED]**

By:  _____

Its: Vice President/Director

Printed Name: Chris Fisher

By:  _____

Its: Assistant Secretary/Director of Operations

Printed Name: Rebekah Smith

CITY OF ALISO VIEJO

DECLARATION OF POLITICAL CONTRIBUTIONS

Using the space provided below, please list any political contributions of money, in-kind services, or loans made to any member of the City Council within the last twelve (12) months by Consultant and all of Consultant's employees, including any employees that applicant intends to assign to perform the work or services described in this Agreement:

Not applicable.

To the best of my knowledge, I declare under penalty of perjury that the foregoing is true and was executed at:

Temecula, Riverside County, California

City/County/State

August 25, 2026

Date

Willdan Financial Services

Name of Business

Chris Fisher

Print Name



Signature

NOTE: THIS DECLARATION IS INCLUDED AS PART OF THE AGREEMENT AND MUST BE SIGNED AND ATTACHED HERETO.

CITY OF ALISO VIEJO

ACKNOWLEDGMENT OF RECEIPT OF FRAUD POLICY

I hereby acknowledge that I have received a copy of the City's "Fraud Prevention Policy" dated October 1, 2008. I understand that I am to promptly read its contents and distribute copies to employees assigned to perform Services for the City of Aliso Viejo.

To the extent that provisions of this policy conflict with previously issued policies or practices, whether or not such policies and practices were contained in written policies, this policy shall prevail.

Willdan Financial Services

Name of Business



Signature

August 25, 2026

Date

Chris Fisher

Print Name

**EXHIBIT “A”
TO FIRST AMENDMENT TO
COMPREHENSIVE FEE STUDY
SCOPE OF SERVICES**

Scope of Services

Project Understanding

Based on our discussions, we understand that the City of Aliso Viejo ("City") is seeking assistance in evaluating the feasibility of forming a Community Facilities District ("CFD") for city services. The initial CFD would be formed in connection with a development project, with the allowance for additional property to be annexed to the district in the future to fund services necessary to serve them.

Feasibility Analysis Work Plan

Provided below is Willdan's proposed scope of services for an analysis to help the City more fully understand the options and uses for CFDs, including advantages/disadvantages, formation processes, best practices and other considerations, and more specifically, help the City evaluate the feasibility and purposes for a CFD in Aliso Viejo, the types of development that might be included, associated revenue projections and policy guidance. The result will be a technical memorandum that summarizes the findings and recommendations.

Task 1: Project Kick Off	
Objective:	To conduct discussions to confirm the goals and objectives for the Feasibility Analysis, discuss data and information needed and establish roles and responsibilities.
Description:	Meet to discuss the elements of the project and develop a strategy and course of action. This discussion should include key team members who will be directly involved in the project, including City representatives and potentially, legal counsel. Topics of conversation will likely include: ▪ Specific discussions of the goals and objectives for the CFD, including background, services, and maintenance activities to be funded, geographic area and/or initial development project(s) to be included and considerations for future development; ▪ Objectives for technical memo/policy guidance that will be developed as a final deliverable; ▪ Data related to planned development in the City, specifically projects that are imminent; ▪ Legal, policy, and political considerations; ▪ Budget information, specific improvement types and levels and service plans; ▪ Availability and access to pertinent documentation and data; and ▪ Project timeline based on critical events and availability of needed information.
Meetings:	Conference call or web meeting.
Task 2: Project Conference Calls (Ongoing)	
Objective:	Conference calls or web meetings may be prompted by Willdan or the City as needed through the course of this project.
Description:	We will be available to discuss the specifics of this project on an as-needed basis. These discussions will most likely include City staff and/or developer/property owners, during which information can be gathered and project details explained/clarified.
Meetings:	Conference calls and/or web meetings, as needed, throughout the project.
Task 3: Identify/Discuss CFD Objectives/Uses	
Objective:	Identify purposes and objectives for CFDs and for an initial CFD formation in Aliso Viejo.
Description:	Outline the objectives and uses for CFDs in general for and for a specific CFD that could be formed in the City of Aliso Viejo. For the proposed CFD discussions may include: ▪ Potential properties and types of property to be included; ▪ Future CFD annexation considerations; ▪ Identification of specific services and/or programs to be included;

- Cost/budget estimates associated with services and programs; and
- Availability of planning documents or other data to build projections of anticipated development, timing of development.

Task 4: Fiscal Analysis

Objective: Estimate the fiscal impact on the City of new development and determine whether there is a gap between the cost of providing City services to new development and the fiscal revenue new development generates.

Description: Willdan will develop a simplified fiscal impact model based on the City's budget, considering the general fund and any appropriate enterprise funds. Willdan will work closely with City staff to refine the model to reflect any special circumstances around development and its costs and revenues.

Once the fiscal impact model is completed, Willdan will use the results to support the calculation of a special tax that could be charged to new development, by type (such as residential, industrial, office, retail, etc.). This information will feed into the revenue estimates for subsequent tasks.

Task 5: Review Planning Documents and Create Development Projections

Objective: Based on discussions and determinations in preceding tasks, obtain data and information from City to analyze potential future development that could be included in, or annexed to, a CFD, including types and timing.

Description: This task involves the creation of development projections to serve as a basis for CFD special tax revenue projections and help inform the decision and policy-making processes. We will create an analysis that projects development over an appropriate timeframe utilizing:

- Housing element or other available planning documents;
- Current and planned property development (land uses);
- Parcel characteristics, such as acreage, land use, ownership, timing of development, etc.; and
- Potential future development intensity and types.

Task 6: Develop Revenue Projections

Objective: Based upon projections of expected development, prepare projections of potential special tax revenue that could be generated by a CFD, based on estimated potential special tax rates.

Description: This task will build on the development projections from Task 5 and the special tax estimates in Task 4 to create revenue projections. We will create an analysis that estimates the revenue that could be generated by a CFD under specified assumptions for development and timing:

Task 7: Prepare a Summary of CFD Options

Objective: Willdan will compile a summary of factors and considerations related to the CFD being considered, along with policy and implementation matters.

Description: Prepare a summary for discussion with City Staff and consulting team of options that will include:

- Basic information about how CFDs work, how they are similar to or different than other similar financing mechanisms, areas of applicable law;
- Allowable uses and restrictions;
- Processes, procedures, and timelines for formation and thresholds for approval;
- Legal and policy considerations and/or limitations;
- Benefits and drawbacks;
- Best practices of neighboring and/or similar cities related to CFDs to fund services; and
- Potential property owner, political or other stakeholder concerns or sensitivities, and outreach strategies.

Task 8: Prepare Technical Memorandum	
Objective:	Provide the City with a memorandum summarizing the information, findings, and recommendations of our analysis developed in previous tasks.
Description:	Prepare and provide a memorandum summarizing the findings of the preceding tasks, including identifying potential revenue that could be generated, CFD structuring options or recommendations, limitations and considerations, conceptual special tax methodologies and rates for the CFD, outline of policy considerations, and other conceptual points necessary to consider the feasibility of forming of the CFD and form the basis of policies to guide participation of future development in this or other CFDs.
Deliverables:	Technical Memorandum summarizing the results of the preceding tasks, concepts necessary for understanding the CFD approach, and specific issues for consideration prior to moving.

Client Responsibilities

The City, developer, or property owners will be responsible for providing the following items:

- Proposed project development information, including (as applicable):
 - Detailed development plans;
 - Data on proposed product mix (e.g., residential types, commercial types [retail, office, etc.]); and
 - Maps and/or diagrams of the proposed project area.
- Cost estimates for services, maintenance, and operating activities for programs within the CFD, that would be paid for by CFD Special Tax revenues;
- Pertinent budget information, including City overhead and/or administration;
- Review of draft reports and resolutions prior to the preparation of final documents (this review is typically performed by City staff but may also include a review by the City's legal counsel); and
- Opinions (as requested) from legal counsel.

Project Disclaimer

Willdan is a registered municipal advisory firm with the U.S. Securities and Exchange Commission ("SEC"), as such the City of Aliso Viejo represents, acknowledges, and agrees that Willdan is not acting as a "municipal advisor" (as defined by the SEC), to the City, in any capacity as it relates to the project proposed in this Special Tax Consulting Services proposal.

- (i) The City uses, or may use, the services of one or more municipal advisors registered with the SEC to advise it in connection with municipal financial products and the issuance of municipal securities;
- (ii) The City is not looking to Willdan to provide, and the City shall not otherwise request or require Willdan to provide any advice or recommendations with respect to municipal financial products or the issuance of municipal securities (including any advice or recommendations with respect to the structure, timing, terms, and other similar matters concerning such financial products or issues);
- (iii) The provisions of this proposal and the services to be provided hereunder as outlined in the scope of services are not intended (and shall not be construed) to constitute or include any municipal advisory services within the meaning of Section 15B of the U.S. Securities Exchange Act of 1934, as amended (the "Exchange Act"), and the rules and regulations adopted thereunder;
- (iv) For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the City with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities of the City, (A) any such projections, studies and analyses shall be based upon assumptions, opinions or views (including, without limitation, any assumptions related to revenue growth) established by the City, in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to any municipal financial products or municipal securities issuances, including any revisions or amendments thereto; and
- (v) Notwithstanding all of the foregoing, the City recognizes that interpretive guidance regarding municipal advisory activities is currently quite limited and is likely to evolve and develop during the term of the potential engagement and, to that end, the City will work with Willdan throughout the term of the potential Agreement to ensure that the Agreement and the services to be provided by Willdan hereunder, is interpreted by the parties, and if necessary amended, in a manner intended to ensure that the City is not asking Willdan to provide, and Willdan is not in fact providing or required to provide, any municipal advisory services.

Project Fees

Special Tax Consulting Services

Willdan Financial Services proposes to perform the tasks outlined in our **Scope of Services for the fixed fee of \$18,715**.

City of Aliso Viejo Special Tax Consulting Cost Proposal					
	J. Edison Principal-in- Charge	M. Medve Project Manager	C. Fisher Technical Advisor	<u>Total</u>	
	\$ 300	\$ 270	\$ 310	Hours	Cost
Scope of Services					
Task 1: Project Kick off	1.0	1.0	1.0	3.0	\$ 880
Task 2: Ongoing calls/communications	1.0	3.0	2.0	6.0	1,730
Task 3: Identify/Discuss CFD Uses	1.0	3.0	1.0	5.0	1,420
Task 4: Fiscal Analysis	3.0	18.0	3.0	24.0	6,690
Task 5: Prepare Development Projections	1.0	4.0	1.0	6.0	1,690
Task 6: Develop Revenue Projections	1.0	4.0	0.5	5.5	1,535
Task 7: Prepare Summary of CFD Options	1.0	4.0	1.0	6.0	1,690
Task 8: Prepare Technical Memo	1.0	8.0	2.0	11.0	3,080
Total Cost Proposal	10.0	45.0	11.5	66.5	\$ 18,715

Notes

- The fees denoted above will not be contingent upon the outcome of the formation or annexation process. If the City wishes for Willdan to attend additional in person meetings, the fee is \$1,800 per meeting.
- Additional meetings or tasks outside our proposed scope of work will require an additional fee.
- For the purpose of our proposal, telephone conference calls are not considered “meetings” and are not limited by our scope of services.
- The City will be invoiced on a **monthly** percentage-completion basis.
- Willdan will rely on the validity and accuracy of the City’s data and documentation to complete the analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy and will not be responsible for any errors that result from inaccurate data provided by the client or a third party.

Hourly Rates

Additional services may be authorized by the City and will be billed at our current hourly consulting rates. Our current hourly rates are:

Willdan Financial Services Hourly Rate Schedule		
Position	Team Member	Hourly Rate
Vice President / Director	Chris Fisher	\$310
Managing Principal	James Edison	\$300
Principal Consultant	Mike Medve	\$270
Senior Project Manager		\$250
Project Manager		\$210
Senior Project Analyst		\$150
Senior Analyst		\$135
Analyst II		\$120
Analyst I		\$110

Project Team

Key Personnel

Our management and supervision philosophy is simple: staff every position with experienced personnel to deliver a superior product and deliver effective results on time and on budget. With that philosophy in mind, we have selected the following individuals for this engagement.

Our employees know and understand the problems facing local government under the current economic climate, and we have oriented our practice to support an agency's modified budget policies and public service priorities.

The team presented within this proposal has worked collectively on numerous projects; an established work practice between the team members has been forged, this proven long-standing system has benefited our clients.

City of Aliso Viejo Special Tax Consulting Project Team		
Key Team Member	Project Role	Responsibility to the Engagement
James Edison, JD, MPP Managing Principal	Principal-in-Charge	- Project oversight; - Quality assurance & control; and - Meeting and presentation attendance.
Mike Medve Principal Consultant	Project Manager	- Task oversight; - Produce key elements of the analysis; - Responsible for project deliverables; - Report evaluation; and - Meeting and presentation attendance.
Chris Fisher Vice President/Director	Technical Advisor	- Technical guidance; - Project oversight; and - Quality assurance & control.

Staff Continuity

It is important to note that Mr. Fisher has been with Willdan for over 27 years, ensuring the City of Aliso Viejo of continuity and dedication in staffing during the completion of the project.

Mr. Fisher is the Technical Advisor for Special Tax Consulting Services engagements; he serves in this role due to his extensive experience, which includes the preparation and supervision of numerous studies, as well as his experience presenting to governing bodies, stakeholders, and industry groups.

Willdan as a whole is composed of approximately 1,800 employees, including a cadre of public finance experts. If necessary, Mr. Fisher can recruit additional, qualified individuals from our employee roster to assist with the completion of

the engagement to deliver the final materials on time and within budget.

Resumes

Resumes for our project team will be provided upon request.

City of Aliso Viejo

AGENDA ITEM



DATE: September 2, 2026

TO: Mayor and City Council

FROM: Brett Channing, City Manager
Cora Swanson, Human Resources Manager

SUBJECT: 2027 HEALTH BENEFIT ALLOWANCE

Recommendation:

Adopt a Resolution approving the employee monthly health benefit allowance for 2027.

Fiscal Impact:

If approved, the total budget impact for the current fiscal year is estimated at \$29,388 and can be accommodated in the FY 2026-27 budget. Total annual costs are estimated at \$58,776 and will be budgeted accordingly in future fiscal years.

Background:

The City offers a monthly benefit allowance to full-time employees for health, dental, and vision insurance, as well as the CalPERS Retirement Survivors Benefit. Employees who elect to participate in the cafeteria plan by enrolling in health and/or dental and vision insurance with the City qualify for the monthly amount listed in the applicable tier of coverage associated with their elected benefits.

Each year, prior to open enrollment, staff reviews changes to the upcoming calendar year's cafeteria plan costs and presents recommended changes to the monthly employee benefit allowance to the City Council. Staff and City Council met in closed session on August 19, 2026, to discuss this topic and direction was given, which is being recommended for adoption at tonight's Council Meeting.

Discussion:

Health Insurance

CalPERS recently announced 2027 Health Plan Premiums for the various HMO and PPO plans offered. The upcoming premiums are increasing up to 11.36% from 2026, depending on the plan. The average premium increase is 6.21% across all plans. Monthly increases

for each employee vary slightly and are based upon the plan and coverage selected.

Since 2023, health insurance premiums have increased by approximately 32.25%, while the City provided cafeteria amount increased approximately 14.66%. To ensure this gap does not continue to widen, staff recommends a 7% increase for the 2027 calendar year. Open enrollment begins on September 14, 2026, and runs through October 9, 2026.

Proposed Tiers

If approved, the 2027 Plan Year Monthly Health Benefit Allowance would increase as detailed below:

Tier	Current 2026 Allowances	Proposed Increases	Proposed 2027 Allowances
Opt-out	\$2,242.58	\$157.00	\$ 2,399.58
EE Only	\$2,457.58	\$172.00	\$ 2,629.58
EE + 1	\$2,537.58	\$178.00	\$ 2,715.58
Family	\$2,727.58	\$191.00	\$ 2,918.58

Dental and Vision Insurance

There are no anticipated increases to the dental and vision premiums. Staff is researching more cost-effective options for 2027 dental and vision coverage.

Retirement Survivors Benefit

There is no anticipated increase to the CalPERS Retirement Survivors' Benefit

RESOLUTION NO. 2026-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALISO VIEJO, CALIFORNIA, ADOPTING AN UPDATED CAFETERIA PLAN FOR FULL-TIME CITY EMPLOYEES

WHEREAS, the City of Aliso Viejo, provides benefits to full-time employees including a cafeteria plan that may be used for health, dental, vision, and retirement survivor benefit, along with other benefits; and

WHEREAS, the City of Aliso Viejo, desires to promote employer-employee relations by increasing benefits of City employees for the 2027 plan year, including cafeteria plan monthly allowance increases; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALISO VIEJO AS FOLLOWS:

Section 1: The Cafeteria Plan, attached hereto as Exhibit “A” is hereby adopted.

Section 2: The Mayor shall sign this Resolution and the City Clerk shall certify the adoption thereof

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2026.

Max Duncan
Mayor

APPROVED AS TO FORM:

Scott C. Smith
City Attorney

CERTIFICATION OF ATTESTATION AND ORIGINALITY

I, MARIA KENDIG, City Clerk of the City of Aliso Viejo, California, do hereby attest to and certify that the foregoing Resolution No. 2026-__ to be the original resolution duly passed and adopted by the City Council at their regular meeting held on the __ day of _____, 2026, by the following roll call vote, to wit:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:

Date: _____

Maria Kendig, CMC
City Clerk

EXHIBIT A

Cafeteria Coverages:

Health Insurance

Effective the month following employment, employees may enroll in one of the health insurance plans offered by the City and will be provided with the option to enroll eligible dependents.

Dental Insurance

Effective the month following employment, employees may enroll in the dental insurance plans provided and will be provided with the option to enroll eligible dependents.

Vision Insurance

Effective the month following employment, employees may enroll in the provided vision insurance plans and will be provided with the option to enroll eligible dependents.

Retirement Survivors Benefit

Upon employment, all eligible employees shall enroll in CalPERS and pay for the Survivors Benefit.

The City's contribution toward the monthly benefit allowance for Plan Year 2027 shall not exceed the allowances shown below.

	Employee Only	Employee + 1	Family	Opt Out
2027 Monthly Benefit Allowance	\$2,629.58	\$2,715.58	\$2,918.58	\$2,399.58

The health, dental and vision insurance chosen by the employee will determine their premiums. Premiums in excess of the cafeteria plan benefit allowance shall be deducted from the employee's compensation. Employees who enroll in health and/or dental and vision insurance with the City qualify for the full monthly cafeteria amount listed in the applicable tier of coverage associated with their elected benefits. Employees who choose not to enroll as described above will receive the opt out amount.